



murchisonshire

Ancient land under brilliant skies

Agenda for the Ordinary Meeting of the
Murchison Shire Council

Held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
on Wednesday **25 November 2020**, commencing at 12 Noon.

Note: meeting will be conducted to meet COVID-19 restrictions.

Ancient land under brilliant skies

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ATTACHMENTS

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Shire President declared the meeting open at.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Present

Councillors

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

Staff

Bill Boehm – CEO
Tatjana Erak – DCEO
William Herold – Works Supervisor

3 CONFIRMATION OF MINUTES

3.1 Ordinary Council Meeting – 22 October 2020

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 22 October 2020 be confirmed as an accurate record of proceedings.

Voting Requirements:

Simple majority

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

4 DISCLOSURE OF INTERESTS

5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6 STANDING ORDERS

Matter for Consideration

It has been customary practice in the interests of a productive meeting in relation to the Conduct of Members during debates for the Council suspend Standing Orders 8.2 (Limitation on Number of speeches) and 8.3 (Duration of Speeches) under Local Law 2001. To facilitate this, the following recommended resolution is required.

Recommendation

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

8.2 Limitation on the number of speeches

8.3 Duration of speeches

Voting Requirements

Simple Majority

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

7 PUBLIC QUESTION TIME

8 NEXT MEETING

Saturday 12 December 2020

9 APPLICATIONS FOR LEAVE OF ABSENCE

10 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

11 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

12 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

13 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

13.1 Shire President

13.2 Councillors

14 WORKS

14.1 Works Report

File:

Author: William Herold – Works Supervisor
Bill Boehm – Chief Executive Officer

Interest Declared: No interest to disclose

Date 20 November 2020

Attachments: 14.1.1 Murchison Settlement Airstrip RAU Application

Construction Crew

The construction crew are progressing well with the re-sheet at the south end of the Carnarvon-Mullewa Road. Some fairly minor mechanical issues have raised their head, air conditioners, batteries, oil leaks and the like. Our new man on the crew, Peter Troy started on Monday 16 November and appears to have settled into the crew and routine. We would like to welcome Peter, Danielle and Danielle's two children in the Murchison Community. If all building renovations and moves are complete, they should settle in about January.

Maintenance Crew

The maintenance crew have graded the southern unsealed section of the Carnarvon-Mullewa Road, the Woolgorong Road, New Forrest-Yallalong and Coolcalalaya Road. By the time council meets they should have made a start on the south end of the Beringarra-Pindar Roads. Christmas break via the Meeberrie-Wooleen and Wooleen-Mt Wittenoom Roads.

New Gen Sets

By the time council meets the new gensets will be installed and operational. Our thanks to Steve Dart (Hybrid Systems) and Josh Hoskens who did most of the heavy lifting, initial wiring and connections.

Maintenance Genset

The maintenance crews 3 phase generator has been replaced by a 11 KVA single phase Kubota Generator. Purchase price of \$16,173.79 plus GST.

Kubota Lawn Mower Tractor

We are in the process of trading the tractor for a smaller zero turn mower also from Kubota with a diesel motor. The tractor is too big and not manoeuvrable enough to operate in the small house yards. With the new fences going up we would like to avoid casualties where possible.

New Fencing

Peter Mahony is making good progress with the new fencing around the house yards, hopefully to be completed by the Christmas break.

Replacement of Construction Crew Cab truck

Once the specs have been drawn up, we will forward them to the plant working group for perusal and feedback before going out to quote through the WALGA panel.

Murchison Settlement Airstrip

An application for Floodlighting of the Taxiway Turn Around Area at the Murchison Settlement Airstrip under Round 8 of the Regional Aviation Access Program – Remote Airstrip Upgrade Program has been submitted. This is a special COVID-19 round of funding with aerodromes is identified as "remote or very remote" able to submit for a fully funded projects where the cost is less than \$150,000. Total project grant sought is \$34,570 for a \$38,120 project. A copy of the application is attached for information

Bituminous Sealing Program

Quotations through WALGA's eQuote system for the Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply for Councils 2020/21 Works Program closed on 18 November 2020. As previously advised works include sealing of sections of the Carnarvon-Mullewa Road at Curbur, south of Bullardoo plus a small amount of floodway areas on the Beringarra-Cue Road. These are to be first reviewed by our Consulting Engineer Greenfield Technical Services who will present an evaluation report for consideration.

At the time of preparing the Agenda it is not known whether this report will be received in time for consideration the Council Meeting. It has therefore been listed as an item under Urgent Business with the view that it be considered by Council in a Closed Section of the Meeting if the evaluation report arrives prior to the meeting, or if not by a Working Group established at a later time. It is not considered desirable to defer the matter till the next Council Meeting given the commitments of potential contractors and the need to lock in works in a warm part of the new year.

Recommendation

That the Works Report be received and accepted.

Voting Requirements

Simple Majority

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

15 FINANCE

15.1 Accounts Paid since the last list was adopted/endorsed by Council

File: 4.37.1
Author: Tatjana Erak - Deputy Chief Executive Officer
Interest Declared: No interest to disclose
Date: 20 November 2020
Attachments: 16.1.1 EFT & Cheque Details for October (*To be provided when available*)

Matter for Consideration

The *Local Government (Financial Management) Regulations 1996 Regulation 13* requires that 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 for each month and present this to the next ordinary meeting of the Council after the list has been prepared and have this recorded in the minutes of the meeting.

A list of payments presented in accordance with *Regulation 13* of the *Local Government (Financial Management) Regulations 1996* made since the last report to Council is attached.

Strategic Implications

None

Policy Implications

None

Budget/Financial Implications

Payment from the Municipal, Trust and Reserve Bank Accounts.

Consultation

Moore Australia

Recommendation

That the accounts since the last report to Council, as per the attached Schedule be recorded in the minutes as being presented to Council.

Voting Requirements

Simple Majority

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

15.2 Financial Activity Statements 30 September 2020

File:

Author: Tatjana Erak - Deputy Chief Executive Officer

Interest Declared: No interest to disclose

Date 20 November 2020

Attachments: 16.2.2 Monthly Management Financial Report September 2020 *(To be provided when available)*

Matter for Consideration

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

Budget/Financial Implications:

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

Consultation

Moore Australia

Recommendation

That Council adopt the financial statements for the period ending 30 September 2020 as attached.

Voting Requirements

Simple Majority

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

16 DEVELOPMENT

16.1 Settlement Projects Brief Update

File: 10
Author: Bill Boehm - Chief Executive Officer
Interest Declared: Nil
Date: 20 November 2020
Attachments: Nil

Matter for Consideration

Brief progress update of a variety of projects, the scope of which has yet to be determined, in and around the Murchison Settlement.

Update

Our very small Settlement Projects Working Group comprising the CEO and Cr Andrew Whitmarsh and Cr Emma Foulkes-Taylor will be meeting with Scott Lang of UDLA who have been contracted to undertake placemaking and master planning work for the Settlement and a suit of projects.

A verbal update from the Working Group will be provided at the meeting. Scott Lang will also be available to meet with Councillors during the day.

For Information

17 ADMINISTRATION

17.1 Murchison Shire Information Statement 2020

File:	1.2
Author:	Bill Boehm – Chief Executive Officer
Interest Declared:	No interest to disclose
Date	20 November 2019
Attachments:	17.1.1 Murchison Shire Information Statement 2020

Matter for Consideration:

Council to consider accepting the Murchison Shire Information Statement 2020

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 Murchison Shire 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 considerations
Economic	There are no known significant economic considerations
Social	There are no known significant social considerations

Strategic Implications

This is a statutory function.

Policy Implications

Nil

Financial Implications

Nil

Consultation

Nil

Recommendation

That Council accepts the Murchison Shire Information Statement 2020 as presented and attached.

Voting Requirements

Simple Majority

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

17.2 Christmas Office Closure

File:
Author: Bill Boehm – Chief Executive Officer
Interest Declared: No interest to disclose
Date: 20 November 2020
Attachments: Nil

Matter for Consideration

Council to consider the annual Christmas shutdown period.

Background

In previous years Council has closed the Office during the Christmas/New year period but in 2018 following a review of the situation the office was closed for a two-week period. From all accounts this was well received by staff with minimal impact on the Councils operation.

Comment

Following discussions with staff it has been indicated that similar arrangements should apply for this Christmas with the administration office being closed from close of business on Tuesday the 22 December 2020 reopening on Monday 4 January 2021.

Statutory Environment and Strategic Implications

Nil

Sustainability Implications

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

Policy Implications

Nil

Financial Implications

Nil

Consultation

Works Supervisor, DCEO

Recommendation

That the arrangements made by the CEO regarding the annual shutdown period be endorsed.

Voting Requirements

Simple Majority

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

17.3 Policy Manual 2005 Update

File:	4.40
Author:	Bill Boehm – Chief Executive Officer
Interest Declared:	No interest to disclose
Date	21 November 2020
Attachments:	17.3.1 2005 Policy Manual Register 17.3.2 Updated 2005 Policy Manual (18 November 2020) 17.3.3 2005 Policy Manual Updates – Council Supporting Minutes

Matter for Consideration

Consideration of an update to Councils 2005 Policy Manual as a prelude to a formal major structural review

Introduction

When preparing this Agenda Item, it was understood that individual elements of Councils Policy Manual Document have from time to time come before Council for action, but that the actual Manual itself may not have been consolidated and represented for endorsement for some considerable length of time.

This view was reinforced when reviewing various internal files prepared diligently by previous CEO's who it seems had been in various stages of reviewing and updating the Policy Manual with a view to presenting it formally to Council in an updated form.

Accordingly, I suspect this will be the first time that most councillors will have seen the complete manual

Background

In order to ascertain a firm starting point that has received Council endorsement a considerable amount research has been required. The results are summarised in the in the attached Policy Manual 2005 Update Report which comprises

- ~ 2005 Policy Manual Register
- ~ Updated 2005 Policy Manual (18 November 2020)
- ~ Supporting Council Minutes for the 2005 Policy Manual Update

Summary findings are as follows

- 1 The original Policy Manual seems to have been prepared for 2001 onwards before eventually being Adopted by Council on 21 October 2005. Whilst I have not been able to view the actual Council Minutes nor Agenda containing the actual document the oldest file located showed Amendments undertaken on
 - ~ 17 February 2006
(2.3.2 Aircraft Landing Strips and 2.3.4 Maintenance of Station Shearing Shed Roads)
 - ~ 20 October 2006
(11.6 Council Well Wishes / Public Notices)
- 2 The Council Minutes of 17 February 20 also state

“Council adopted an entirely new Policy Manual on 21st October 2005 and the CEO has recently been advised by several councillors of an addition to the Policy Manual which they believe should be included.

The CEO has also included an amendment item 2.3.2 regarding the Maintenance of Aircraft Landing Strips which makes the item easier to understand”
- 3 As a result, it is likely that this document, then under the stewardship of Dirk Sellenger, is “the” source document updated with the first three amendments.
- 4 At the 9th September 2008 the then CEO Ron Adams put up to Council a Policy Manual to complement the Delegations Register. This document, which is still in draft mode showing all tracked changes, contained a number of suggested amendments with comments. The Council resolved at the time:

“Council discuss and make changes to the delegations as/if required”

A note on the minutes also states that

“The councillors and CEO worked through the Policy Manual and reviewed each policy for drafting”

- 5 Since this time there appears to have been no record that the draft document had been formally enacted
- 6 Subsequent work by previous CEO's including reformatting in ongoing years seems to be based on the 2005 adopted document although some of the revised Council meeting references in these documents do not tally up with actual Meeting dates mainly as some elements and numbering has been removed.
- 7 A review of the Council Minutes as attached has not thus far identified that a revised Policy Manual was ever endorsed.

As a result, the 2005 Policy Manual with initial amendments as outlined under point 1 has been adopted as the base source Policy Manual.

This has then been amended to include changes for each policy element as resolved by Council and as highlighted in the *“Supporting Council Minutes for the 2005 Policy Manual Update Document”*

Without any new evidence to the contrary it would be prudent for Council to formally endorse this document as the current 'Shire of Murchison Policy Manual (Adopted by Council on 21st October 2005 as updated on 18th November 2020). In doing so it effectively confirms what specific policies now apply and the supersedes any others that may or may not exist.

Notes

- 1 *The documents identified under Division 13 which as part of the review have been added. These have been omitted for clarity purposes but are included in this update.*
- 2 *At the 18 April 2008 Council Meeting an updated Code of Conduct based heavily on a new WALGA model modified to suit Murchison was adopted by Council. I have yet to site a copy of this document. It is anticipated that the Local Government Legislation Amendment Act 2019 will eventually have a Model Code of Conduct in place for adoption by Council. This is being drafted and is out for public consultation until 6 December 2020*
- 3 *Best endeavours in research have been undertaken. If there is any other evidence that councillors may have that is in conflict with this advice, then this should be provided prior to this matter being resolved.*

Statutory Environment

Local Government Act 1995

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

Strategic Implications

Strategically policies should follow and implement Councils overall Strategic Plan.

Policy Implications

The Policy Manual is the implementing Policy Document.

Financial Implications

Nil.

Consultation

CEO, DCEO, WALGA, Shire President

Recommendation

That Council resolve as follows:

- 1 That Council receive and adopt the Chief Executive Officers Policy Manual 2005 Update Report
- 2 That Council formally endorse the attached Shire of Murchison Policy Manual (Adopted by Council on 21st October 2005 as updated on 18th November 2020) including those attachments as referenced and minuted in Division 13 as Council's current Policy Manual.

Voting Requirements

Simple Majority

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

17.4 Structural Review of Councils Policy and Procedures

File:	4.40
Author:	Bill Boehm – Chief Executive Officer
Interest Declared:	No interest to disclose
Date	21 November 2020
Attachments:	17.4.1 2020 Transitional Policy and Procedure Register 17.4.2 2020 Proposed Policy Listing and Grouping 17.4.3 2020 Draft Policy and Procedures Manual 17.4.4 2005 Existing Policy Elements to be Rescinded

Matter for Consideration

Initial Structural Review of Councils Policy and Procedures

Introduction

As Council is aware and indicated in Agenda Item 17.3 Policy Manual 2005 Update, Councils Policy Manual has by and large not been reviewed and updated since 2005, some 15 years ago.

Whilst there is no statutory requirement that specifies a specific frequency normally a 2-3-year cycle would seem prudent. WALGA Practice suggest an Annual Review the CEO and reports of findings then provided to Council.

Whilst no material detriment seems to have resulted, given the passage of time a major review is considered essential and is also opportune. Much has changed.

Lessons

Work and investigation associated with Agenda Item 17.3 Policy Manual 2005 Update has also assisted this process as it has come apparent that are several issues associated with the current form of Policy Manual as well as its content. This is not unexpected as legislative requirements, overall operations generally, community makeup, staff personnel and strategic thinking has changed significantly.

Some of the points and issue of note to be addressed include but are not limited to the following:

- ~ There have been a number of CEO's in the past 15 years, some or all who have made a genuine attempt at a thorough review. Despite best intentions and lots of work undertaken limited change has resulted other when an issues or specific needs arise.
- ~ This suggests a reactive approach but more likely this is a result of workload, lack of staff continuity staff or perhaps available skill sets. This is entirely understandable, especially for such a very small cohort of staff with many tasks to undertake.
- ~ There are certainly a range of skills required to simply conceptualise, write policy and manage the actual documents that result. This is often a specialist field and it is unlikely that in our situation we will ever have "that" type of person, or if we do only on rare occasions and even then, having the time available for the task. Still as locally drive result should be acceptable.
- ~ The form of document is also an issue. For instance, having one document to regularly update as we have now is far more difficult and requires advanced Skills in Word and Acrobat than several smaller documents.
- ~ The current approach to the task seems to suggest that every specific sub heading in the document seems to have been treated as specific policy. This means that arguably we have 149 policies!!!!
- ~ Judging but a range of other Councils there are seemingly no rules or instructions. Each do their own thing and learn from trial and error as we have
- ~ Policies follow strategy and unless this is well understood what results may be of lesser value than ideally desired.
- ~ Less is More. For us this maxim is essential

- ~ Timing is essential. In our instance, from a workload and prioritisation basis a major review now is doable, but from a staff viewpoint later in the new year may not be as we have a range of important issues to attend to.
- ~ Input. Essential from councillors and staff should also have an opportunity for input.

Review

Notwithstanding the above we have been able to undertake several significant steps by being able to

- ~ establish a sound base to start by consolidating the existing Policy Manual
- ~ review several other Council examples that could be adapted and be able to be managed resource wise
In this regard we have taken the lead from the City of Greater Geraldton who in my view have established a very efficient relevant and effective system. Others may be more completed and structured better but would take far more resources to produce and upkeep.
From discussions with a staff representative they established this following much trial and error and have consolidated the approach that is eminently manageable. Learning off their knowledge seems a sensible approach.
- ~ have enough knowledge locally to have some idea what could and should be included and what adaptive approach could be taken
- ~ have enough skills “in house” to have a pretty good start although but perhaps not much available time
- ~ have very good incentive to reduce volume

In this regard a range of attachments have been provided as the means to move forward. Actions and approaches undertaken include the following:

- 1 The existing Policy Document has been segmented by a policy by policy (element by element) basis. At this early stage in a non-ruthless manner we have identified some 149 elements some big, some small with the following initial treatments identified.

Retain	94	Review & Decide	2
Modify	21	Remove & Update	1
Review & Modify	1	Include Later	7
Remove	23		

I would think that a more thorough review would further reduce but also prompt a better overall review process and outcome

- 2 Rationalised several existing elements / policies into potential single polices which are more relevant and easier to mange
- 3 Devised a “tree” that more or less describes what we do in a manner that can be understood ... hopefully!!! We have shown how each existing element is separately identified and which new policy it fits into.
Note there is no right or wrong way to group this. Geraldton for instance have grouped theirs into four Strategic themes.
- 4 Worked out a method to link each policy into our strategic plan without overloading the work at an individual policy level
- 5 Ruthlessly only put in the bare minimum of other references that make each document wordier but perhaps don’t add much substance
- 6 Providing an initial suite of some 34 revised polices that are all inclusive of all if the existing relevant policy points.

Document Descriptions

The attached documents which describe the above include the following

- 17.4.1 Transitional Policy and Procedure Register. This Shows each existing element in black with comments justifying why the action identified in red is proposed. The blue reference what new policy (if any) it has been slotted into
- 17.4.2 Proposed Policy Listing and Grouping. This shows a summary of where each existing policy element has been re-accommodated in a new location at least for now.
- 17.4.3 Draft Policies that are individual documents allowing for easier update and management which are then consolidated into a new manual
- 17.4.4 Those policy elements that have been identified for removal from the current manual

Comments

In relation to the report and Attachments please note the following

- ~ This is the initial preliminary draft which whilst well defined and a major improvement is nevertheless still in its infancy and needs development and review on a continuous basis by councillors and staff
- ~ To be successful all councilors need to be involved in shaping the process and progress.
- ~ Those policy elements that are proposed to be discarded are “easy pickings”. I suspect a number more can be also treated similarly but this needs further review. No attempt at this part of the process has as yet been carried out but its desirable to start
- ~ The draft policies as presented still need refinement, especially in the objectives area. Most just import what already exists. Some are quite old and probably need updating.
- ~ Equally there are a number of gaps that have been flagged for further consideration
- ~ The approach is prefaced on the “less is more principle” otherwise it may struggle
- ~ Councils overall strategic approach could potentially strongly influence this approach moving forward.
- ~ I suggest that we focus on each policy document not on the manual which is just a convenient vehicle for display

Suggested Way Forward

As indicated in this and the previous Agenda Item Report retaining the existing manual has limited benefit. The sooner we transition the better. I suspect that this report will be a catalyst to review and modernise.

It is therefore suggested that the following approach be undertaken.

- 1 Understand and endorse the report in principal and its general direction
- 2 Rescind those aspects of the current manual that have for logical practical reasons have largely been surpassed through legislative changes or the passage of time.
- 3 Review the Transition and proposed policy listing and grouping and adopt individual policies and as soon as practicable and ideally by the December 2020 Meeting.
- 4 Rescind the 2005 Updated Policy Manual
- 5 Commence a programmed Policy Review Schedule and update at each stage on regular policy by policy continuous basis

Statutory Environment

Local Government Act 1995

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government’s affairs; and*
 - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government’s finances and resources; and*
 - (b) *determine the local government’s policies.*

Strategic Implications

Strategically policies should follow and implement Councils overall Community Strategic Plan.

Policy Implications

The Policy Manual is the implementing Policy Document.

Financial Implications

Nil.

Consultation

CEO, DCEO, WALGA, Works Supervisor

Recommendation

That Council resolve as follows:

- 1 That Council receive and adopt the Chief Executive Officers Structural Review of Councils Policy and Procedures Report and endorse the overall principles and its general direction
- 2 That Council rescind those aspects of the current updated 2005 manual that have for logical practical reasons have largely been surpassed through legislative changes or the passage of time as identified in attachment 17.4.4.
- 3 That Council adopts the Transitional Policy and Procedure Register and resultant 2020 Proposed Policy Listing and Grouping
- 4 That Council reviews each Draft Policy as presented in the 2020 Draft Policy and Procedures Manual and once reviewed adopts each respective policy
- 5 Upon completion of implementation of point 4 rescind the 2005 Policy Manual (18 November 2020 Update)
- 6 Commence a programmed Policy Review Schedule and update at each stage item by item on regular basis

Voting Requirements

Simple Majority

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

18 CEO ACTIVITY REPORT

File:

Author: Bill Boehm – Chief Executive Officer

Interest Declared: No interest to disclose

Date: 21 November

Attachments: Nil

General

The activities below show the extent of activity undertaken during the period. A significant amount of work has been devoted to research, review, overhaul and develop of Councils 2005 Policy Manual which comprises various policies, procedures and authorisations. We are pleased to see Kaye home, and back to work, even with reduced hours.

Date	Activity
20.10.2020	Revised Beringarra-Cue Seal Floodway Analysis. Telephone discussion with Paul Squires. Telephone discussions with Bernie Miller Main Roads WA. Meet Peter Troy (New Plant Operator and Danielle). LRCIP Quarterly Report. Roads to Recovery Quarterly Report. Other Administration. Policy Manual Overhaul & Review
21.10.2020	Policy Manual Overhaul & Review. Tender Register. Meeting with Works Supervisor. Finalise Beringarra-Cue Road Seal Floodway Analysis
22.10.2020	Audit Committee Meeting, Councillor Workshop and Council Meeting.
23.10.2020	Follow up Council Actions
26.10.2020	TOIL
27.10.2020	TOIL
28.10.2020	Policy Manual Overhaul & Review. Roads to Recovery and emails follow up. Council Minutes. TOIL
29.10.2020	Policy Manual Overhaul & Review. TOIL
30.10.2020	Policy Manual Overhaul & Review TOIL
2.11.2020	Annual Leave. Attend Emails
3.11.2020	Annual Leave. Attend Emails
4.11.2020	Policy Manual Overhaul & Review. Separate Meetings with Works Supervisor and DCEO. Brief meeting with AGFIX Building Contractor
5.11.2020	Touch base with contactors undertaking work on the Grid on the Carnarvon-Mullewa Road north of the settlement. Very brief meeting with Shire President. Policy Manual Overhaul & Review.
6.11.2020 to 8.11.2020	Policies Procedures Authorisations Overhaul & Review.
9.11.2020	TOIL. Attend emails and correspondence
10.11.2020	Touch Base with Works Supervisor. Complete Murchison Country Zone Report. Work on Remote Airstrip Upgrade (RAU) Program Application for Floodlighting of Taxiway Turn Around Area.
11.11.2020	Briefly touch base with Works Supervisor. Finalise and submit Remote Airstrip Upgrade (RAU) Program Application for Floodlighting of Taxiway Turn Around Area. Policies Procedures Authorisations Review. Organise and attend Remembrance Day Flag & 2 min silence
12.11.2020	Policies Procedures Authorisations Overhaul & Review.
13.11.2020	Policies Procedures Authorisations Overhaul & Review. Telephone discussion with Cr Emma Foulkes-Taylor
14.11.2020 to 17.11.2020	Policies Procedures Authorisations Overhaul & Review.
18.11.2020	Policies Procedures Authorisations Overhaul & Review. Council Agenda

Date	Activity
19.11.2020	View Powerhouse installation with Works Supervisor. Update meeting with Works Supervisor. Policies Procedures Authorisations Overhaul & Review. Council Agenda
20.11.2020	Policies Procedures Authorisations Overhaul & Review. Council Agenda. Telephone briefing with Roscco.
21.11.2020	Policies Procedures Authorisations Overhaul & Review. Council Agenda.
22.11.2020	Policies Procedures Authorisations Overhaul & Review. Council Agenda.

Recommendation

That the CEO's Activity Report be accepted.

Voting Requirements

Simple Majority

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

19 URGENT BUSINESS

19.1 RFQ 20/21-2 Sealing Works

Consideration of RFQ 20/21-2 Sealing Works for the 2021 Supply, Spray and Cover Bitumen Sealing including Seal Design and Aggregate Supply.

As identified in the Works Report this item has been listed in the Agenda with the view that it be considered by Council in a Closed Section of the Meeting if the evaluation report arrives prior to the meeting, or if not by a Working Group established at a later time.

20 ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

20.1 RFQ 20/21-2 Sealing Works

As identified under the Works Report and Urgent Business if required.

21 MEETING CLOSURE

The Shire President closed the meeting at.