



**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 Saturday **12 December 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

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## 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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Shire President declared the meeting open at.

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## 2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

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### Present

#### Councillors

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

#### Staff

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

### Apology

Cr Q Fowler

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## 3 CONFIRMATION OF MINUTES

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### 3.1 Ordinary Council Meeting – 25 November 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 25 November 2020 be confirmed as an accurate record of proceedings.

#### Voting Requirements:

Simple majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

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## 4 DISCLOSURE OF INTERESTS

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## 5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

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Nil

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## **6 STANDING ORDERS**

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### 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

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

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## **7 PUBLIC QUESTION TIME**

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## **8 NEXT MEETING**

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To be advised

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## **9 APPLICATIONS FOR LEAVE OF ABSENCE**

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9.1 Cr Q Fowler

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## **10 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

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## **11 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

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## **12 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

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## **13 ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

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### **13.1 Shire President**

### **13.2 Councillors**

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## 14 WORKS

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### 14.1 Works Report

File:

Author: William Herold – Works Manager

Interest Declared: No interest to disclose

Date 5 December 2020

Attachments: Nil

#### Construction Crew

The Construction crew should go close to finishing the re-sheet on the South end of the Carnarvon-Mullewa Road by the Christmas break. That will leave the floodways and possibly a slight re-alignment of the sharp corner immediately north of the Bullardoo Pinegrove boundary for next year.

The construction Grader is currently in Geraldton being repaired. The hydraulic pump was making metal, fortunately it appears the filters did their job and prevented all but the smallest bits passing through the system. At present it will be a new hydraulic pump and possibly a motor on the 6 Wheel drive.

#### Maintenance Crew

The maintenance crew will continue north on the Beringarra Pinder Road until we break for Christmas.

#### 10A Kurara Way

Yuin Contracting have put down the concrete slab for the extension and it is proposed the building works will commence in early January 2021.

#### 14 Mulga Crescent

Internal renovation works have been successfully completed with Stuart Broad and Samantha Walton moving in on the weekend of the 6-7 December.

#### Christmas Wishes

After what has turned out to be a very busy and productive year for the Shire, in spite of Covid 19 and all the drama and issues associated around it, I would like to take the opportunity to thank all our staff, both Works and Administration, for their work and input over the last year. To our Councillors, thank you for your unselfish input and time and to the whole Murchison community may we have a blessed Christmas, a wet and prosperous 2021. To all who will be travelling, safe travels and we look forward to seeing you in the New Year.

### **Recommendation**

The Works Report be received and accepted

#### Voting Requirements

Simple Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

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## 15 FINANCE

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### 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: 15.1.1 EFT & Cheque Details for November 2020

#### 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

<b>Council Decision</b>
<b>Moved: Cr</b> <span style="float: right;"><b>Seconded: Cr</b></span>
<b>Carried/Lost</b> <span style="float: right;"><b>For</b> <span style="margin-left: 100px;"><b>Against</b></span></span>

## 15.2 Financial Activity Statements 31 October 2020

File:

Author: Tatjana Erak - Deputy Chief Executive Officer

Interest Declared: No interest to disclose

Date 8 December 2020

Attachments: 15.2.1 Monthly Management Financial Report October 2020

### 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 31 October 2020 as attached.

### Voting Requirements

Simple Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>



### 15.3 Financial Activity Statements 30 November 2020

File:

Author: Tatjana Erak - Deputy Chief Executive Officer

Interest Declared: No interest to disclose

Date 8 December 2020

Attachments: 15.3.1 Monthly Management Financial Report November 2020

#### 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 November 2020 as attached.

#### Voting Requirements

Simple Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

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## 16 DEVELOPMENT

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### 16.1 Settlement Power Microgrid Feasibility Report

File: 10.5  
Author: Bill Boehm - Chief Executive Officer  
Interest Declared: Nil  
Date: 5 December 2020  
Attachments: 16.1.1 Hybrid Systems Microgrid Feasibility Report

#### Matter for Consideration

Consideration of Microgrid Feasibility Report from Hybrid Systems for the upgrade of the Settlements Power.

#### Update

Prior to the last Council Meeting the Settlement Power Working Group comprising the CEO, Cr Roscco Foulkes-Taylor, Cr Greydon Mead, Cr Paul Squires, Works Manager and Tom Foulkes-Taylor had been reviewing a report from Hybrid System's into options to upgrade Councils Power Supply with installation of a Solar, Battery Diesel system. Copy of the Feasibility Report is attached.

In the Report two options were evaluated in detail each with expected payback periods of around 8 years.

- Option 1 A 149kWp (100kWac) Centralised Solar PV (ground-mount east-west array) with 200kVA / 182.6kWh Lithium Ion Battery System for solar smoothing, daytime diesel-off capability, and late afternoon/evening peak load support, integrated with new efficient diesel generators and control system
- Option 2 A 248kWp (200kWac) Centralised Solar PV (ground-mount east-west array) with 200kVA / 365.2kWh BESS for additional diesel-off/reduction capability, solar smoothing and evening/morning peak lopping, integrated with new efficient diesel generators and control system.

Immediately prior to the December Council Meeting the CEO, Cr Roscco Foulkes-Taylor, Cr Greydon Mead, and Works Manager all met and along with Tom Foulkes-Taylor all concurred that Option 2 was the best long-term proposition. It was intended that their recommendation be put to the November Council Meeting as Urgent Business, but this was inadvertently forgotten.

#### **Recommendation**

That following evaluation by the Settlement Power Working Group that Council authorise the Chief Executive Officer to instruct Hybrid Systems to undertake detailed design work and produce accompanying specifications that will enable Council to undertake a procurement process for the installation of Option 2 as identified in the Microgrid Feasibility Report from Hybrid Systems.

#### Voting Requirements

Simple Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

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## 17 ADMINISTRATION

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### 17.1 2021 Meeting Dates

File: 4.16  
Author: Bill Boehm – Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 8 December 2020  
Attachments: Nil

#### Matter for Consideration:

Council to consider the meeting dates for Ordinary Council Meetings for 2021.

#### Background

The precedent is that Ordinary Council meetings are held on the fourth Thursday in each month commencing at 12 noon, with the exceptions of January, when a recess is traditionally observed and December which is to be held on the same day as the Shire Community Christmas Tree thereby allowing for the Christmas break.

In 2020 this precedent was required to be varied on three occasions by moving to a Wednesday after initially setting the 2020 meeting dates. At the time Council realised the importance of Cr E Foulkes-Taylor's commitments as a Board Member with the MidWest Regional Development Board and accordingly varied meeting days during the year to assist her participation.

#### Comment

To avoid similar clashes with Cr E Foulkes-Taylor's commitments in 2021 and to maintain as far as practicable the Thursday as the Ordinary Council Meeting Day, dates proposed have been shuffled slightly. The Saturday December Meeting is also proposed to be held a week later in December than in the past two years, thereby returning to its more usual slot.

The following proposed dates for meetings to be held in 2021

January 2021 (No meeting)	Thursday 22 July 2021
Thursday 25 February 2021	Tuesday 31 August 2021
Thursday 25 March 2021	Thursday 23 September 2021
Thursday 22 April 2021	Wednesday 27 October 2021
Thursday 27 May 2021	Thursday 25 November 2021
Thursday 17 June 2021	Saturday 18 December 2021

#### 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 Ordinary Meetings of Council for 2021 as follows:

*Murchison Shire 2020 Ordinary Council Meetings*

The following ordinary Council meetings are open to the public commencing at 12 noon on the dates as shown below. All meetings are held in Council Chambers, Murchison Settlement, WA.

January 2021 (No meeting)	Thursday 22 July 2021
Thursday 25 February 2021	Tuesday 31 August 2021
Thursday 25 March 2021	Thursday 23 September 2021
Thursday 22 April 2021	Wednesday 27 October 2021
Thursday 27 May 2021	Thursday 25 November 2021
Thursday 17 June 2021	Saturday 18 December 2021

Voting Requirements

Simple Majority

**Council Decision**

**Moved: Cr**

**Seconded: Cr**

**Carried/Lost**

**For**

**Against**

## 17.2 Structural Review of Councils Policy and Procedures

File:	4.40
Author:	Bill Boehm – Chief Executive Officer
Interest Declared:	No interest to disclose
Date	8 December 2020
Attachments:	17.2.1 Revised Policy and Procedures Manual (Draft) December 2020 17.2.2 2005 Policy Manual (Updated 25 November 2020)

### Matter for Consideration

Structural Review of Councils Policy and Procedures through consideration and adoption of a new suite of policies and procedures as collated in a new Policy and Procedures Manual

### Background

At the November Council Meeting as part of a structural review of Councils policies and procedures, Council resolved 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 (this accompanied the associated Agenda Item.)*
- 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*

### Update

Having now completed *resolutions 1 to 3* all that remains is to complete the remaining tasks.

In this regard attached is a Revised Policy and Procedures Manual (Draft) December 2020 which is presented for adoption.

The following work has been undertaken since the last meeting

- 1 The number of classifications has been reduced from 9 to 7 with Roadhouse and Caravan Park incorporated into the Community Economic and Recreation Section and Fire Management incorporated into the Works Area.
- 2 A new 5.4 Museum Policy has been developed in consultation with Cr E Foulkes-Taylor which expands on previous decisions in relation to the Museum Cottage.
- 3 New spaces have been provided for future 5.5 Community Garden and 5.6 Community Paddock Policies
- 4 Policy 6.1 Roads has been updated with a more expansive explanation for a Road Drainage Principles and Practices Element. This update and expands on a recently rescinded Bunds Policy and represent what we now endeavor to achieve in practice.
- 5 Fire Organisation and Fire Operations Policies have been amalgamated under 6.3 Fire. Minor alterations from Rick Ryan have also been incorporated to accord with current operating requirements.
- 6 Minor tweaks in presentation for each policy have also been undertaken.

The content of all remaining policies has not altered from the initial November draft which still incorporates all previously remaining policies that have been transferred from the updated 2005 Policy Manual.

Review

By now all Councillors have had opportunity to review the contents of each policy contained within the Revised Policy and Procedures Manual such that ss foreshadowed at the November meeting the above resolutions 4 and 5 could be enacted now.

As previously indicated resolution 6 provides for a commencement of a programmed Policy Review Schedule and update at each stage item by item on regular basis so there is plenty of scheduled opportunity for a more in-depth policy by policy review in the near future.

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 Manager

**Recommendation**

That Council resolve as follows:

- 1 That Council adopts the Revised Policy and Procedures as incorporated into the Policy and Procedures Manual (Draft) December 2020
- 2 Rescinds the 2005 Policy Manual (25 November 2020 Update) and associated Policies

Voting Requirements

Simple Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

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## 18 CEO ACTIVITY REPORT

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File:  
Author: Bill Boehm – Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 8 December 2020  
Attachments: Nil

### General

Despite the period preceding the December council meeting being short, as indicated, some important work has been undertaken

As this is the last Council Meeting for the year, I would like to formally thank all Councillors and staff for working so constructively and cooperatively in what has seen significant but positive change. Support for Kaye has been invaluable and much appreciated. In 2019 I thought 2020 looked promising. I now think 2021 looks even better, including implementing a range of actions that are already in progress.

Date	Activity
23.11.2020	TOIL
24.11.2020	TOIL. Change car tyres in Geraldton
25.11.2020	Touch Base with Works Supervisor. Meeting with UDLA and Settlement Projects Working Group Meeting with Settlements Power Working Group. Council Meeting. Separate Meetings with Works Supervisor and DCEO
26.11.2020	Depot Start. Meeting with Works Manager and DCEO. Follow up actions from Council Meeting
27.11.2020	Travel to and from Cue. Attend as a delegate WALGA Murchison Zone Meeting in Cue
28.11.2020	Follow up actions from Council Meeting
30.11.2020	Attend Toolbox Meeting. Meeting with Works Manager. Agenda Preparation
1.12.2020	Agenda Preparation. Lunch meeting with Works Manager and Technical Projects Officer. Other follow ups
2.12.2020	Brief Meetings with Works Manager. Agenda Preparation. Other follow ups
3.12.2020	Meeting with Works Manager and Technical Projects Officer. Agenda Preparation. Other follow ups
4.12.2020 to 6.12.2020	Agenda Preparation. Other follow ups
7.12.2020 to 9.12.2020	Agenda Preparation. TOIL

### **Recommendation**

That the CEO's Activity Report be accepted.

### Voting Requirements

Simple Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

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## 19 URGENT BUSINESS

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### 19.1 Murchison Oasis Roadhouse

Potential consideration of information relating to Item 20.1 to be discussed behind closed doors.

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## 20 ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

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Pursuant to LGA s5.23(2)(b) (c) (d) and (e) Council is to discuss the following items behind closed doors

### 20.1 Murchison Oasis Roadhouse

Consideration of a request from the Sub Lessees for an extension to the existing Sub Lease for the Murchison Oasis Roadhouse and Caravan Park

#### **Recommendation**

That the meeting moves behind closed doors to discuss an item pursuant to LGA s.5.23(2)(b) (c) (d) and (e) relating to the following items:

### 20.1 Murchison Oasis Roadhouse

#### Voting Requirements

Absolute Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

*Meeting was closed to the public at.*

#### **Motion to open the meeting to the public**

#### **Recommendation**

That the meeting moves out from behind closed doors.

#### Voting Requirements

Absolute Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

*Meeting was reopened to the public at.*



## Decisions Disclosed from Closed Section of Meeting

### 20.1 Murchison Oasis Roadhouse

#### Voting Requirements

Simple Majority

<b>Council Decision</b>		
<b>Moved: Cr</b>	<b>Seconded: Cr</b>	
<b>Carried/Lost</b>	<b>For</b>	<b>Against</b>

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## 21 MEETING CLOSURE

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*The Shire President closed the meeting at.*