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## Western Australia

Agenda for the Ordinary Meeting of the Murchison Shire Council,  
to be held in the Council Chambers, Carnarvon Mullewa Road, Murchison,  
On Friday 15 May 2009, commencing at 9.30 am.

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

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

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Leave of Absence                      Cr P.R.Squires

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

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**4. PUBLIC QUESTION TIME**

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Stand Down Local Law Standing Orders

**5. NEXT MEETING**

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The scheduled date for the next ordinary meeting is 19 June 2009

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

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**7. NOTICE OF ITEMS TO BE DISCUSSED IN CAMERA**

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**8. CONFIRMATION OF MINUTES**

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**8.1 ORDINARY COUNCIL MEETING –3 April 2009**

BACKGROUND

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

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of 3 April 2009 be confirmed.

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

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

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**11. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

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**11.1 PRESIDENT**

**11.2 COUNCILLORS**

**12. DISCLOSURE OF INTERESTS**

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**13. REPORTS OF COMMITTEES**

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**14. REPORTS OF OFFICERS**

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**14.1 WORKS**

**14.1.1 Monthly Plant & Works Progress Report**

File:  
 Author: Tom Milo., Works Forman  
 Interest Declared: No interest to disclose  
 Date: 12 May 2009  
 Attachments:

**MATTER FOR CONSIDERATION**

To view the plant operation for the month of April-May 2009 and an update on works carried out

**BACKGROUND**

Monthly Plant useage and status Report

| <b>HEAVY PLANT</b>            |             |             | <b>Start</b> | <b>End</b>   | <b>Total</b> | <b>MTD</b>     | <b>Total</b>     |
|-------------------------------|-------------|-------------|--------------|--------------|--------------|----------------|------------------|
| <b>Plant Item</b>             | <b>Year</b> | <b>Rego</b> | <b>Hours</b> | <b>Hours</b> |              | <b>Service</b> | <b>Ownership</b> |
| Cat Grader 12H                | 2005        | MU 141      | 4678         | 4850         | 172          | 2144           | 29657            |
| Cat Grader 12H                | 2003        | MU 121      | 9580         | 9742         | 162          | 2035           | 83302            |
| Cat Grader 12M                | 2008        | MU 51       | 576          | 718          | 142          | 1435           | 2796             |
| Volvo L110 Loader             | 2006        | MU 65       | 1490         | 1566         | 76           |                | 12047            |
| Komatsu Dozer                 | 1997        |             | 6311         | 6359         | 48           |                | 160788           |
| Cat Vibrating Roller          | 2005        | MU 177      | 2596         | 2675         | 79           |                | 14808            |
| <b>TRUCKS</b>                 |             |             |              |              |              |                |                  |
| Iveco Prime Mover             | 2003        | MU 000      | 156435       | 159672       | 3237         | 2099           | 45338            |
| Nissan UD                     | 2009        |             | 0            | 5604         | 5604         | 594            | 594              |
| Iveco Tipper                  | 2004        | MU 00       | 89788        | 93644        | 3856         | 1795           | 49847            |
| <b>GENERATORS</b>             |             |             |              |              |              |                |                  |
| Generator 2-100KVA            | 2005        |             | 12171        | 14107        | 1936         |                |                  |
| Generator 1-83KVA             | 2005        |             | 35500        | 35838        | 338          |                |                  |
| Generator 13KVA (Const)       | 2005        |             | 9226         |              |              |                |                  |
| <b>LIGHT VEHICLES</b>         |             |             |              |              |              |                |                  |
| Toyota Landcruiser            | 2005        | 01 MU       | 80532        |              | -80532       | 90             | 10741            |
| Mitsubishi Canter             | 2004        | MU 140      | 0            | 3928         | 3928         |                |                  |
| Toyota Prado                  | 2005        | MU 0        | 23569        | 34356        | 10787        |                | 169              |
| Holden Rodeo                  | 2008        | MU 167      | 59149        | 72000        | 12851        | 1642           | 1642             |
| Mazda Bravo                   | 2006        | MU 300      | 51215        | 55080        | 3865         |                | 2698             |
| Toyota PTV                    | 1986        | MU 1017     | 17802        | 17802        | 0            |                | 2478             |
| <b>TRAILERS &amp; TANKERS</b> |             |             |              |              |              |                |                  |
| Side Tipper                   | 2001        | MU 2010     | 146898       | 149425       | 2527         | 270            | 15731            |
| Side Tipper                   | 1993        | MU 2032     |              |              | 0            | 2880           | 4860             |
| Side Tipper                   | 1989        | MU 2033     |              |              | 0            |                | 1855             |
| Tri Axle Low Loader           | 2008        | ITJH801     | 3230         | 4146         | 916          | 4526           | 8406             |
| Tri Axle Low Loader           | 2001        | MU2004      |              |              | 0            | 2499           | 47016            |
| 30K Water Tank                | 2005        | MU 2024     | 44453        |              | -44453       | 261            | 8837             |
| Dog Fuel Trailer              | 1993        | MU 658      |              |              | 0            | 1775           | 1775             |
| Dog Fuel Trailer              | 1972        | MU2005      |              |              | 0            | 535            | 535              |
| Dolly 1                       | 2001        | MU 2003     |              |              | 0            |                | 6240             |
| Dolly 2                       | 2000        | MU 2009     |              |              | 0            | 5512           | 10558            |
| Dolly 3                       | 1983        | MU 2031     |              |              | 0            |                |                  |
| <b>Tractors</b>               |             |             |              |              |              |                |                  |
| New Holland                   | 2006        | MU 380      | 501          |              | -501         | 595            | 2113             |

### **14.1.2 Works Supervisors Report**

Since my last report (17-03-2009) the shire has engaged in opening up roads that have been badly scoured and been impassable to general traffic or due to storm damage – most roads are now open – although some are still in various stages of repair.

#### **Construction report.**

##### **Milly Milly – Byro road:-**

This road needs a good maintenance grade now to bring it to a passable level. The river crossing at Milly Milly has now been provided with a cement stabilised section and floodway run-off. There are also sections of road that will require sheeting to be carted in to cover rocks and scours that are “grinning” through. I would suggest that we do not touch the batters or the water table until there is a decent rain event.

##### **Berringara - Pindar road:-**

This road was badly scoured and washed out along most of its length down to the Boolardy turnoff. The road has been graded and is open, but caution should be used in creek crossings and scours.

##### **Boolardy – Kalli road:-**

This road is open but caution should be taken until we can get our work crews to it. It is badly scoured and silted up in places. An opening up grade has been done, but storms since then have degraded the road even further. Plans are in place to restore the road and a complete road program will be instigated.

##### **Nookawarra – Miluera road:-**

This road has had an “opening up” grade – and a full maintenance grade. The road is trafficable to all vehicles.

##### **Byro - Woodleigh road:-**

This road has had an opening up grade done and is now accessible although care should be taken at flood damaged areas.

##### **Butchers track:-**

This road has been repaired, although the sanded areas just west of the Carnarvon/Mullewa road need attention.

##### **Mt Gould - Erong road:-**

We have started construction work on the bunds, drains and sheeting as per our construction schedule.

##### **Airstrip (town):-**

We have pushed up approx 11000 cubes of various quality gravel's in the south western gravel pit to ensure that we have sufficient materials for the project. The project is well underway and as can be seen the formation and materials are of excellent quality.

**Maintenance report.****Carnarvon - Mullewa road:-**

The program is, to start on the section south of the settlement at our earliest convenience.

**Berringara - Pindar road:-**

This road has been graded north of Boolardy to the Nookawarra homestead the road is now in good condition and the graders have moved east out on the Miluera road.

**Maintenance --- Grids.**

After an inspection of grids within the Shire, I have noticed that a fair amount require urgent attention. The main flaws appear to be the rails ("I" beam type) that are bending over due to traffic or machinery intrusion and the main concrete bedding crumbling. The railway iron type are more robust but if welded with rods that are not low hydrogen they tend to fracture and break-away which can cause serious traffic / vehicular problems – especially if the rail comes up vertically. The "I" beam type – when bent, tend to leave a sharp edge which has caused quite a few tyre problems. There is one particular grid about 50klms south of the settlement that requires repairs – which we have marked out, and signed off- in this grid the concrete has deteriorated to such an extent that the rails have sunk about 100mm. This is in the process of repair, but gives a fair indication of the problems that we are facing.

**Permanent Road Signage:-**

There a quite a few areas that require signage and or repairs to the same. They appear to have been run over or purposely damaged. There are also a few posts around that have either had their signage stolen or need signs installed.

**Bush fires:-**

We have not had any since my last report.

**Vehicles and Equipment.**

1. Cat M series Grader (MU51). Good condition – has had minor warranty replacement parts fitted by Westrac. (718 hrs)
2. Cat H series Grader (MU141) Good condition.(4850 hrs)
3. Cat H series Grader(MU121) Good condition but operating hours are rising.(9742 hrs)
4. Volvo L110 Loader(MU65).Good condition.(1566 hrs)
5. Komatsu Dozer. Good condition. - The problem with the transmission seems to have cured itself. (6359 hrs) (A/C problems – repaired)
6. Iveco Prime Mover(MU000) Good condition (159672 alms)
7. Iveco Tipper (MU00) Good condition (93644 klms) – fuel pump problems.
8. Mitsubishi Canter(Mu140) New (3928 Klms)
9. Cat Vibe Roller (MU177) Works well (2675 hrs) water leak from engine faceplate.
10. Side Tipper(P17) has been repaired and back in service .(149425 klms)
11. Dolly for side tipper- Trunion bushes need replacement (have utilized another and modified it to suit – Hydraulics)
12. Tri Axel Low Loader (MU2004) Good condition. Is fairly heavy on tyres.
13. Tri Axel Low Loader (P13) new- good condition. Had to go back to manufacturer as the brake booster's hit on the main chassis – breaking off – since repaired.(4146 klms)
14. Dog Trailer – Fuel. Maintenance. (This has been repaired and modified to suit our requirements).Back in service.
15. Dog trailer – Fuel. Construction. In good condition.
16. 30000 Litre Water Cart(P24) good condition – quote for hydraulic pump drive.Approx. \$10500. (45712 klms)

17. Holden Rodeo Twin Cab(P29) goes well. At present in for repairs (72000 klms)
18. Toyota Landcruiser(P23) goes well – (
19. Caravans- Field – We may need to have a shade cloth tarpaulin made to shelter these during the heat of the 40-46 degree days as the A/Cs do not cope.
20. Multi tyre roller (hired) this is an excellent machine and does a good job.
21. Pad foot Vibe roller(hired) as above.

### **Servicing and repairs.**

Force equipment has been performing very well and work together with us in servicing and repairs. The filter kits and SOS kits are working well and are being renewed as they are used. Information as to oil samples etc are being evaluated and acted upon. The daily service sheets (which have been printed) have been implemented.

### **Items requiring attention.**

1. Roadwork signage to bring our stock up to spec. as per main roads requirements. This has been acted upon and we are awaiting the completion of our order. **“This has been completed”**
2. Build up stores stock (i.e. PVC fittings, Poly, workshop items) so that we are able to repair and replace items ourselves. This has been acted upon and we are gradually building up stores stocks etc.” **This has been completed”**
3. Lubricants – we are waiting for our stocks to be replenished-Force equipment to replace the items that they used.
4. Fuel - we have installed the new 27000 litre fuel tank in the yard and re-used the old bowsers. It has been working well.

### **Training and OH&S.**

We are investigating the Local Government induction requirements that all contractors are supposed to attend before doing any work for the shire. This is normally performed by the Shire in the form of a video and local Shire requirements and a card is issued to the contractor to confirm that this has been done. The shire has sent away Neil and Glen to attend a “Final Trim Course” to improve our grading skills . They should be a great asset to both the maintenance and construction teams.

### **Occurrences.**

Staff get together (great for moral).  
 Water bores being maintained – keeps our asset’s up.  
 Signage being bought up to main roads standards.  
 Chevron width signage on grid just south of the settlement – installed as a template for possible future upgrades.

#### STATUTORY ENVIRONMENT

Nil

#### STRATEGIC IMPLICATIONS

None at this stage

#### POLICY IMPLICATIONS

None at this stage

#### FINANCIAL IMPLICATIONS



CONSULTATION

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That council:

Note the Status Report of the Shire owned Plant and receive the Works Foreman's status report.

**14.2 Airstrip Sealing Contract**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: No interest to disclose  
 Date: 10 September 2008  
 Attachments: Meeting Notes and Draft Notes

**MATTER FOR CONSIDERATION**

To award a sealing contract to seal the airstrip

**BACKGROUND**

The construction of the sub base and pavement for the air strip is nearly completed. It is therefore appropriate to look at awarding a contract for the sealing stage.

The general rule for purchasing in local government is to call for tender process over \$100,000. The sealing stage is going to cost more than this.

The Functions and General Regulations do provide for under Regulation 11(f) if the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

There is only four suppliers for sealing in Western Australia, and due to the costly nature of tendering process there is no advantage of creating a competitive market place to do this work.

All four companies have been contacted and have submitted a quotation to perform the work, all companies were provided with the technical specifications from Greenfield Technical Services and have been duly checked for compliance to the required specification.

The following prices have been quoted to the Shire

|           | Pioneer   | Downer EDI | Boral     | RNR       |
|-----------|-----------|------------|-----------|-----------|
| 15m Strip | \$118,690 | \$109,090  | \$116,072 | \$133,890 |
| 18m Strip | \$139,909 | \$141,774  | \$134,934 | \$150,123 |
| 23m Strip | \$175,418 | \$185,105  | \$166,778 | \$194,620 |

**STATUTORY ENVIRONMENT**

Local Government Act 1995

s 3.57(1)(2)) Provision for tendering for goods and services and reference to regulations about tendering.

Functions & General Regulations 1996

r 11(1) Provides for the procedures in tendering for goods and services.

r 11(2)(f) if the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

**STRATEGIC IMPLICATIONS**

None at this stage

**POLICY IMPLICATIONS**

None

**FINANCIAL IMPLICATIONS**

Budget allowance for \$376,000 for sealing and lighting the airstrip in the 2008-09 budget

**CONSULTATION**

Nigel Goode, Greenfield Technical Services

**COMMENT**

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That Council

1. Recognise that due to the time constraints of the RADS grant and for this reason is the reason provided for Regulation 11(f) Local Government (Functions & General) 1996.
2. An 18 meter strip be sealed and the contract be awarded to Boral for \$134,934 for the sealing of the "Settlements" airstrip.

**14.3 Bridge 837 Replacement ( Flying Minute)**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: No interest to disclose  
 Date: 14 April 2009  
 Attachments:

**MATTER FOR CONSIDERATION**

Council to consider building a single lane m-Lock Bridge replacing Bridge 837.

**BACKGROUND**

The old Bridge 837 at Ballinyoo requires replacement. Council has discussed the requirements of this project at several meetings during the 2008-09 year.

A survey and realignment has been completed , although a decision on its final alignment is not required at this stage.

The cost to replace just the bridge is \$1,382,380 ex GST. This does not include approaches, and new road works required. It would be on reasonable advice that an allowance to complete the project would be in the vicinity of \$ 2,700,000.

Financing of this project will come from several sources;

|             |                                                                   |
|-------------|-------------------------------------------------------------------|
| \$680,000   | Roads to Recovery-Special Allocation Grant (Auslink)              |
| \$94,000    | Main Roads                                                        |
| \$360,000   | Roads to Recovery (2009-2014 Allocation)                          |
| \$1,566,000 | Royalties for Regions (direct allocation and Regional Allocation) |

The urgency of the Special Allocation Grant from Roads To Recovery is extremely urgent, I have already been asked by Auslink to spend it or lose it (14 April 2009)

I will make a claim on the Auslink, today to draw down the remaining \$580,000. Main Roads WA will be invoicing the Shire of Murchison for \$680,000 today.

Main Roads WA will hold the money until our final decision is completed. We must however, spend the Auslink money by 30 June 2009.

This project is more than likely one of the biggest projects to be undertaken by this council. Unfortunately the timing of spending the Auslink money is somewhat prohibitive for a community consultation process. A information sheet is to be arranged today to let the community know about the process and where council is at with regards to the bridge.

**STATUTORY ENVIRONMENT**

Nil

**STRATEGIC IMPLICATIONS**

1.1 Plan the provision and maintenance of a safe and efficient road network

**POLICY IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

\$680,000 has been disclosed in the 2008-09 Budget to be spent on a Bridge Project at Ballinyoo.

**CONSULTATION**

Michael Keene, Greenfields technical Services

Peter Coglan, BG & E Contractors  
Peter Cartwright, Main Roads WA  
Allan Chisholm, Roads to Recovery  
Stan Marks, Roads to Recovery

COMMENT

None

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council;

1. Engage Main Roads WA to build a single lane bridge in concrete to replace old Bridge 837
2. Pre purchase all engineering, design and concrete casting to the value of \$680,000

Received all councillors response 7/0

Officer Recommendation

That Council;

Formally adopt the flying minute of 14 April 2009.

### **14.3 Ballinyoo Bridge (837)**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: No interest to disclose  
 Date: 12 May 2009  
 Attachments: Bridge Report

#### **MATTER FOR CONSIDERATION**

To progress the renewal of the Ballinyoo Bridge

#### **BACKGROUND**

As this project progress' several decisions are required to be made. With reference to the attached Preliminary Design Report, the report gives two alignment options.

The first option recommended as a 70 meters downstream from existing bridge, the second option is 100m upstream. The report recommends the downstream option.

A geotechnical survey is required as the next step in this process. There is only two suppliers that can perform this function. As both suppliers exceed the \$100,000, there is no benefit in calling tenders for this.

Comments from Michael Keene, Greenfield Technical Services;

I have reviewed both geotech submissions and I'm struggling to identify any real advantage of one over the other.

As you say both companies are equally experienced and capable.

Golders offers the more attractive conforming price approx \$ 129,000 + GST  
 This allows for 7 bores and just 1 test-pit.

The competitive non-conforming price from Coffey's, approx \$ 120,000 +GST, offers just 4 bores plus 30 test pits.

Test pits "excavated by Shire backhoe" but Shire has no backhoe so this will be an additional hire cost to the Shire, approx \$ 3,500 +GST.

My initial reaction is to go with the conforming tender on the basis that this is the service you called for. However,

1. The schedule of testing offered by Coffey's is more extensive.  
 If you think that these additional tests will provide significant additional information, then we might consider Coffey's.
2. The other point noted by Coffey's is a focus on the approach embankments.  
 If you think that this additional focus is warranted, again we might consider the Coffey bid.

Can you please nominate your recommendation in the context of the level and extent of information required by BG&E to complete your design.

Comments from Peter Cogan, BG & E

Attached is the proposal from Coffee Geotechnics for the field geotechnical investigation works. They have provided a conforming submission as well as a alternative submission. Both are priced higher than the Golder proposal, although I have only glance through the submissions and have not done any qualitative or quantitative assessments or comparisons. My opinion is that both Companies are capable of doing the work and providing suitable data for use in the designs, so selection will probably be based on price.

#### STATUTORY ENVIRONMENT

Local Government Act 1995

s 3.57(1)(2)) Provision for tendering for goods and services and reference to regulations about tendering.

Functions & General Regulations 1996

r 11(1) Provides for the procedures in tendering for goods and services.

r 11(2)(f) if the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

#### STRATEGIC IMPLICATIONS

None at this stage

#### POLICY IMPLICATIONS

None

#### FINANCIAL IMPLICATIONS

Budget allowance for \$680,000 for building bridge and also allocation from Royalties for Regions.

#### CONSULTATION

Michael Keene, Greenfield Technical Services

Darryl Forrest, DLGRD

#### COMMENT

Nil

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

That Council

1. Recognise that due to the time constraints of the R2R grant and for this reason is the reason provided for Regulation 11(f) Local Government (Functions & General) 1996.
2. Golder be engaged to complete geotechnical survey for the price of \$129,000.
3. The alignment for the new bridge be set on the 70 meter downstream option.

**14.4 Kalli Bypass**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 13 May 2009  
Attachments:

**MATTER FOR CONSIDERATION**

To consider including the Kalli bypass in the 2009/10 budget

**BACKGROUND**

Ross Ariti has contacted the Shire asking when the Kalli bypass is to be completed. I have sent Tom Milo out meet with Ross and discuss a possible route for the bypass.

Apparently this bypass has been discussed with the previous CEO and may or may not have been included in a budget in previous years.

Tom has inspected the area and has estimated that it would take the works crew ten days to complete the required works. Based on the construction crew costing an estimated \$20,000 would be required to complete the work.

Ross has experienced high level of theft from his property, due in part to the Kalli Road going through the homestead area.

**STATUTORY ENVIRONMENT**

Nil at this stage

**STRATEGIC IMPLICATIONS**

None at this stage

**POLICY IMPLICATIONS**

None

**FINANCIAL IMPLICATIONS**

Budget allowance for \$20,000 in the 2009-10 budget

**CONSULTATION**

Ross Ariti, -OWNER Kalli Station  
Tom Milo, Works Foreman

**COMMENT**

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That Council;

Place an amount of \$20,000 in draft Budget for 2009-10 to complete a bypass around Kalli Homestead



## **14.5 Flood Damage-Cyclone Dominic**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 May 2009  
Attachments:

### **MATTER FOR CONSIDERATION**

To consider engaging a contract team to complete flood damage works

### **BACKGROUND**

Cyclone Dominic occurred in January 2009 with a rainfall of approximately 175mm in the north eastern part of the Shire.

The CEO, Works Foreman and Ian Hamilton did the inspection as required by Main Roads. The works foreman has completed the basic requirements to produce a required works report to submit as part of the flood damage claim.

Part of this process has included Crossland's for their section of the Berringara Cue Road.

The Flood Damage Claim has been lodged with Main Roads and is awaiting approval.

The estimated time required to complete the works on Shire roads is approximately 16 weeks. This is time that the Shire construction crew cannot afford to keep up with their program.

To get contractors in to complete the work, it would require one of our supervisors to be part of that team in order to have us in control of the repair work.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

s 3.57(1)(2) Provision for tendering for goods and services and reference to regulations about tendering.

Functions & General Regulations 1996

r 11(1) Provides for the procedures in tendering for goods and services.

r 11(2)(f) if the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

### **STRATEGIC IMPLICATIONS**

None at this stage

### **POLICY IMPLICATIONS**

None

### **FINANCIAL IMPLICATIONS**

The costs for the repair work to be covered by flood damage

### **CONSULTATION**

Ian Hamilton, Main Roads WA

Michael Keene, Greenfield Technical Services

**COMMENT**

The road works contract will exceed the \$100,000 limit. The Council could call for Expressions of Interest, from the list of expression select the supplier to tender the supply of equipment and labour. This could then be endorsed by Council at the June meeting.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That Council;

1. Call for Expressions of Interest from suitable parties to form a construction team
2. Delegate to the CEO, to process and select a supplier to produce a suitable tender
3. Council to review suitable tenders at June Meeting and award the contract.

## **16. FINANCE**

### **16.1.1 Financial Activity Statements February, March, April 2009**

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 2 October 2008

Attachments: Financial Activity Statements for February, March, April 2009  
Balance Sheet  
Income Statement Detail  
Income Statement by Nature & Type  
Income Statement Summary

#### **MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for February, March, April 2009

#### **BACKGROUND**

Amendments to the Local Government (Financial Management) Regulations 1996 that were gazetted on 20 June 2008 and became effective from 1 July 2008 have resulted in regulations 34 and 35 relating to monthly financial reports and quarterly/triennial financial reports being repealed and substituted with a new regulation 34. The new regulation 34 requires that local government report on a monthly basis and prescribes what is required to be reported with the intention of establishing a minimum standard across the industry.

#### **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.

Sub regulations 2, 3, 4, 5 and 6 prescribe further details of information to be included in the monthly statement of financial activity.

#### **STRATEGIC IMPLICATIONS**

None

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

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

#### **CONSULTATION**

None

**COMMENT**

None

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

1. That Council adopt the financial statements for the period ending February, March, April 2009, as attached.

.

**16.1.2 Accounts Paid during the period April-May 2009**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: No interest to disclose  
 Date: 12 May 2009  
 Attachments: EFT & Cheque Detail for April-May 2009

**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month of April-May 2009, authorisation of account to be paid up to February 2009

**BACKGROUND**

Accounts paid are required to be submitted each month.

**STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996  
 Reg 13(1)–Requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

**STRATEGIC IMPLICATIONS**

None

**POLICY IMPLICATIONS**

None

**FINANCIAL IMPLICATIONS**

Payment from Council’s Municipal Account

**CONSULTATION**

None

**COMMENT**

Payments made during the month of April May 2009 as per attached schedule.

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That:

1. Accounts Paid between 5 April 2009 – 13 May 2009;

| TYPE   | Voucher     | PAYMENT  | STATUS | AMOUNT       |
|--------|-------------|----------|--------|--------------|
| EFT    | 1-30, 33-34 | Creditor | Paid   | \$116,104.55 |
| Cheque | 8741-8749   | Payroll  | Paid   | \$662.09     |
| EFT    | 31-32,35-41 | Payroll  | Paid   | \$6259.03    |
| Cheque | 8750        | A.T.O    | Paid   | \$11,968.00  |

2. Accounts to be Paid on 18 May 2009;

| TYPE   | Voucher   | PAYMENT  | STATUS  | AMOUNT      |
|--------|-----------|----------|---------|-------------|
| EFT    | 42-66     | Creditor | Pending | \$65,739.50 |
| Cheque | 8751-8756 | Creditor | Pending | \$15,877.40 |

3. Salaries and Wages paid between April May of \$61,371.65; is received

### **16.1.3 Elected Member's Allowances and Fees**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 6 May 2009  
Attachments: Nil

#### **MATTER FOR CONSIDERATION**

To determine the elected members allowances and fees for inclusion in the 2009/10 draft budget.

#### **BACKGROUND**

The Local Government Act 1995 requires Council to determine the fees and allowances payable to Elected Members each year.

All fees and allowance's are to be paid bi annual in June and December.

The following fees and allowances were adopted by Council at its meeting in May 2008.

Attendance fee for elected members \$120 per meeting  
Attendance fee for President \$150 per meeting  
Allowance for President \$ 5000  
Allowance for Deputy President \$ 1000  
Annual Communications Allowance of \$500  
Presidents Mobile Phone Allowance \$760pa  
Travel allowance paid at \$1.30 per kilometre

Once this schedule has been approved Council must adopt it, however this will not occur until the annual budget is adopted.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995  
s 6.2 requires that each year a local government prepare and adopt an annual budget

s5.98-99 sets out the provision for allowances and fees to be paid

Local Government (Administration) Regulations 1996  
reg 33 specifies that the maximum annual allowance for a mayor or president is \$12000 or 0.002% of the government operating revenue, up to a maximum of \$60,000;

reg 33 specifies the maximum annual allowance for a deputy is 25% of the mayor or president.

reg 34 specifies the minimum annual attendance fee for elected members is \$2,400 and the maximum \$7,000. The minimum attendance fee for a mayor or president is \$6,000 and the maximum \$14,000;

reg 34A specifies the maximum annual telecommunications allowance is \$2,400; and

reg 30(2) specifies a minimum committee sitting fee of \$30 with a maximum of \$70

#### **STRATEGIC IMPLICATIONS**

None at this stage

## POLICY IMPLICATIONS

None

## FINANCIAL IMPLICATIONS

Allowances and fees endorsed by Council will be included in the 2009/10 draft budget. As it is proposed the allowances and fees will remain at the same level, there will be no significant variance in the expense in the forthcoming year.

## CONSULTATION

Nil

## COMMENT

Fees and allowances payable to elected members in accordance with the Local Government Act 1995 are either entitlements or discretionary

### Entitlements

Entitlements are fees, expenses and allowances that an elected member must receive should they request to receive them. Generally, Council can determine the amount to be paid within the minimum and maximum parameters specified by legislation. Example are elected members' attendance fees, the Presidents allowance and reimbursement of telecommunications.

Elected members are entitled to attendance fees and these can be paid per meeting in which case the minimum amount payable is \$60 and the maximum \$140 and the amount paid cannot exceed \$7000 per year; alternatively an annual attendance fee ranging from \$2,400 to \$7,000 can be set. The President is entitled to attendance fees on a per meeting basis ,they can range from \$120 to \$280 with the amount paid not exceeding \$14,000 per year; or on an annual attendance fee ranging from \$6,000 to \$14,000 per year; or an annual attendance fee ranging from \$6,000 to \$14,000 can be paid.

An allowance in recognition of the additional duties required of the President is entitled to be paid and can range from \$600 to \$12,000, or 0.002% of the local governments operating revenue provided the result does not exceed \$60,000.

### Discretionary

Discretionary fees, expenses and allowance are those that Council has the right to determine whether they should provide, and if so their amount. (For Example, the Deputy President's allowance and annual telecommunications allowance.) Should Council decide to continue to pay a Deputy Presidents allowance, the maximum amount of the allowance is 25% of the President's allowance. Council has previously determined that elected members will be provided a telecommunications allowance rather than a reimbursement of telecommunication equipment rental charges. The maximum annual amount allowed is \$2,400 per member.

## VOTING REQUIREMENTS

Absolute majority

**OFFICER RECOMMENDATION**

That Council

Set the following Elected member fees and allowances to be paid bi annually;

**PRESIDENT**

|                                                    |                |
|----------------------------------------------------|----------------|
| Council & Special Meeting Attendance Fee           | <b>\$150</b>   |
| Committee Meeting Attendance Fee                   | <b>\$45</b>    |
| Presidents Allowance                               | <b>\$5,000</b> |
| Telecommunications Allowance                       | <b>\$500</b>   |
| Mobile Phone Allowance                             | <b>\$760</b>   |
| Travel Allowance per kilometer                     | <b>\$1.30</b>  |
| Travel Allowance WALGA-State Council per Kilometer | <b>\$0.70</b>  |

**DEPUTY PRESIDENT**

|                                          |                |
|------------------------------------------|----------------|
| Council & Special Meeting Attendance Fee | <b>\$120</b>   |
| Committee Meeting Attendance Fee         | <b>\$45</b>    |
| Presidents Allowance                     | <b>\$1,000</b> |
| Telecommunications Allowance             | <b>\$500</b>   |

**COUNCILLOR**

|                                          |               |
|------------------------------------------|---------------|
| Council & Special Meeting Attendance Fee | <b>\$120</b>  |
| Committee Meeting Attendance Fee         | <b>\$45</b>   |
| Telecommunications Allowance             | <b>\$500</b>  |
| Travel Allowance per kilometer           | <b>\$1.30</b> |



**16.1.4 Differential Rating 2009/10**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: No interest to disclose  
 Date: 6 May 2009  
 Attachments: Nil

**MATTER FOR CONSIDERATION**

Determination of the rate in the dollar and the minimum rates for the various differential rate categories for the 2009/10 financial year.

**BACKGROUND**

Council currently has two rating categories UV Mining and UV Pastoral.

This year’s rating categories it is proposed to create a third rating category to capture actual Mining tenements separately. All surrounding shires have separate categories for mining. This would make three categories being, UV Pastoral, UV Exploration/Prospecting, UV Mining.

UV Mining would attract a much higher cents in the dollar calculation, approximately three times the exploration/prospecting rate. This would then mean that Council would have a differential rate that is more than twice the lowest differential rate imposed, the approval of the Minister for Local Government and Regional Development must be obtained before these rates are formally adopted by Council. The approval would be sought towards the end of the public consultation phase.

The annual differential rating proposal is to be advertised for public comment for a period of 21 days, prior to its adoption by Council. Submissions from ratepayers would be invited and any submission received will need to be presented to council for action or no action.

As councils recent ten year financial plans have revealed, rates are such a small part of this Shires income, it therefore allows Council to draft its rates charges earlier in the budget process.

Last year’s rates were;

| <b>Rate Category</b> | <b>Basis</b> | <b>2008/09 Rate in \$</b> | <b>2008/09 Minimum</b> |
|----------------------|--------------|---------------------------|------------------------|
| Pastoral             | UV           | 4.0227                    | \$220                  |
| Mining               | UV           | 8.0454                    | \$330                  |

Proposed rates for 2009/10;

| <b>Rate Category</b>    | <b>Basis</b> | <b>2008/09 Rate in \$</b> | <b>2008/09 Minimum</b> |
|-------------------------|--------------|---------------------------|------------------------|
| Pastoral                | UV           | 4.1300                    | \$225                  |
| Prospecting/Exploration | UV           | 8.2500                    | \$338                  |
| Mining                  | UV           | 24.500                    | \$338                  |

## STATUTORY ENVIRONMENT

### Local Government Act 1995

- s 6.2 Provides for a local government, in order to make up the budget deficiency, is to impose a general rate on rateable land that may be imposed uniformly or differentially.
- s 6.33(1) Provides that a local government may impose differential general rates according to a number of characteristics.
- s 6.33(2) States that a local government cannot, without the approval of the Minister, impose a differential rate that is more than twice the lowest differential general rate imposed.
- s 6.34 States that a local government cannot without the approval of the Minister raise an amount of general rates that exceeds 110% of the budget deficiency or is less than 90% of the budget deficiency.
- s 6.35 States that a local government may impose a minimum rate that is greater than the general rate that would be applied for the land and outlines the requirements for this minimum rate.
- S6.36 Requires a local government before imposing any differential general rates provides at least 21 days local public notice of its intention to do so.

## STRATEGIC IMPLICATIONS

None at this stage

## POLICY IMPLICATIONS

None

## FINANCIAL IMPLICATIONS

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure.

For the 2009/10 draft budget it is proposed a total of \$142,408 be raised from UV rates.

## CONSULTATION

Nil

## COMMENT

Determining the Percentage Increase of Rates

Factors such as growth of the Shire, need for additional resources to meet growth demand, the rising cost of labour and materials, previous rate increases approved and the perception of affordability of a reasonable rate increase are some factors taken into account when considering the percentage by which rates in the dollar and minimum rates have been increased.

It is proposed that Council's basis for determining increases to rates should be the Local Government Cost Index(LGCI). The LGCI provides a better representation of the cost of goods consumed by local government, than a basket of goods used to compile the Consumer Price Index(CPI). It is argued CPI provides a good estimate of a household's expectation of price changes (increases) to the goods and services they consume but it does not provide a good estimate of the cost pressures faced by local government.

The LGCI provides an imposed measure as in addition to taking into account household expenditure, it takes into account some of the other areas that a local government are involved, such as road construction and maintenance and the materials that are used for these activities. It does this by taking 70% of the CPI and 30% of the General Construction Index which measures changes in general construction activity costs.

This rationale is considered to be prudent financial management as is also supported by WALGA as a means of ensuring financial sustainability of local government.

The LGCI for March 2008 to March 2009 is 2.4%, The CPI for the same period was 2.1%

Consequently it is proposed the rate increase for 2009/10 be 2.4%

Determining the Yield

The model rates based on a 2.4% increase and the changing to three categories the following rate yield is expected;

| <b>Category</b>         | <b>No of Assessments</b> | <b>No of Minimums</b> | <b>Total Rate Yield</b> |
|-------------------------|--------------------------|-----------------------|-------------------------|
| Pastoral                | 32                       | 6                     | 53892                   |
| Prospecting/Exploration | 55                       | 27                    | 40938                   |
| Mining                  | 4                        | 0                     | 47578                   |

There for the total rate yield for 2009-10 would be \$ 142,408.  
 This does not include interims and any changes to valuations.

**VOTING REQUIREMENTS**  
 Simple majority

**OFFICER RECOMMENDATION**

That Council advise its intention in accordance with Section 6.36 of the Local Government Act 1995 to adopt for advertising purposes the following rates in the dollar and the minimum rates for the differential rating categories for the 2009/10 financial year

| <b>Rate Category</b>    | <b>Basis</b> | <b>2008/09 Rate in \$</b> | <b>2008/09 Minimum</b> |
|-------------------------|--------------|---------------------------|------------------------|
| Pastoral                | UV           | 4.1300                    | \$225                  |
| Prospecting/Exploration | UV           | 8.2500                    | \$338                  |
| Mining                  | UV           | 24.500                    | \$338                  |

**16.1.5 Fees and Charges Schedule**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: No interest to disclose  
 Date: 12 May 2009  
 Attachments:

**MATTER FOR CONSIDERATION**

Adoption of the draft schedule of fees and charges for the 2009/10 financial year.

**BACKGROUND**

In preparing Council's Draft Budget, approval of the draft schedule of Fees and Charges prior to the budget meeting is required. Once this schedule has been approved Council must adopt it, however this will not occur until the annual budget is adopted.

**Fees and Charges Schedule-Shire of Murchison**

|                                 |         | 2008/09 | <b>Draft<br/>2009/10</b> |
|---------------------------------|---------|---------|--------------------------|
| <b>Cemetery</b>                 |         |         |                          |
| Plot Reservation                |         | \$90.00 | <b>\$92.00</b>           |
| Sinking Grave                   |         | \$450   | <b>\$460.00</b>          |
| Re opening Grave                |         | 450     | <b>\$460.00</b>          |
| Permit to Erect Plaque          |         | 45      | <b>\$46.00</b>           |
| <b>Administration</b>           |         |         |                          |
| Photocopying-BW                 | A4      | 0.15    | <b>\$0.15</b>            |
|                                 | A3      | 0.2     | <b>\$0.20</b>            |
| Photocopying-Color              | A4      | 0.4     | <b>\$0.45</b>            |
|                                 | A3      | 0.55    | <b>\$0.60</b>            |
| Facsimile                       | Inward  | 1       | <b>\$1.00</b>            |
|                                 | Outward | 1       | <b>\$1.00</b>            |
| Laminating                      | A3      | 2       | <b>\$2.05</b>            |
|                                 | A4      | 4       | <b>\$4.10</b>            |
| <b>Dog Registrations</b>        |         |         |                          |
| <b>Staff Housing</b>            |         |         |                          |
| Single Bedroom unit             |         | 40      | <b>\$40.00</b>           |
| Single Bedroom unit-P/Furnished |         | 49.6    | <b>\$50.00</b>           |
| Two Bedroom Unit                |         | 56      | <b>\$56.00</b>           |
| Three Bedroom House             |         | 60      | <b>\$60.00</b>           |
| Seven Bedroom House             |         | 150     | <b>\$150.00</b>          |
| <b>Books &amp; Maps</b>         |         |         |                          |

|                                      |     |                |
|--------------------------------------|-----|----------------|
| Road to Murchison                    | 30  | <b>\$30.00</b> |
| A Varied & Versatile Life            | 28  | <b>\$28.00</b> |
| Gascoigne Murchison Outback Pathways | 30  | <b>\$30.00</b> |
| Street Smart Maps-Midwest            | 7.7 | <b>\$7.70</b>  |

|                   |    |                |
|-------------------|----|----------------|
| Ammunition        |    |                |
| .243 Box 20       | 25 | <b>\$25.58</b> |
| .222 Box 20       | 18 | <b>\$18.41</b> |
| .22 Magnum Box 50 | 20 | <b>\$20.46</b> |
| .22 Box 50        | 6  | <b>\$6.14</b>  |
| .223 Box 20       | 19 | <b>\$19.44</b> |
| .308 Box 20       | 25 | <b>\$25.58</b> |

|                            |      |                     |
|----------------------------|------|---------------------|
| Plant & Equipment          |      |                     |
| 6 Wheel Tip Truck          | p/hr | 90 <b>\$92.00</b>   |
| Dozer                      |      | 120 <b>\$122.00</b> |
| Volvo L110E Loader         |      | 100 <b>\$102.00</b> |
| Grader                     |      | 100 <b>\$102.00</b> |
| Vibrating Roller           |      | 90 <b>\$92.00</b>   |
| Prime Mover/1 trailer type |      | 100 <b>\$102.00</b> |
| 6 Wheeler/1 trailer Type   |      | 105 <b>\$107.00</b> |
| Council Light Vehicle      |      | 55 <b>\$56.00</b>   |

|                    |  |                     |
|--------------------|--|---------------------|
| Dry Hire           |  |                     |
| Dolly              |  | 55 <b>\$56.00</b>   |
| Treacle Low Loader |  | 187 <b>\$191.00</b> |
| Labor              |  | 30 <b>\$30.00</b>   |

**STATUTORY ENVIRONMENT**

Local Government Act 1995

s 6.2 requires that each year a local government prepare and adopt an annual budget.

s 6.16 states in part that a local government may impose and recover a fee or charge for any goods or services it provides or proposes to provide; and that fees and charges are to be imposed when adopting the annual budget.

Cemeteries Act 1986

S 53 (2) states that a fee or charge set by resolution under subsection (1) shall not come into effect until not less than 14 days notice of the fee or charge has been given in the Gazette.

**STRATEGIC IMPLICATIONS**

None

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The fees and charges when adopted will determine the amount of revenue to be received during the 2009/10 financial year for certain areas. There is a small cost for placement of Cemetery Fees and Charges in the Government Gazette.

**CONSULTATION**

None

**COMMENT**

The schedule attached shows the Fees and Charges fee including GST that was agreed for the 2008/09 financial year. The proposed fees for 2009/10 are shown on the right hand side.

Fees and charges that are set by other Government regulations are noted as such and the relevant legislation is also identified. These fees are only changed if it has been directed by the Government organisation.

**VOTING REQUIREMENT**

Absolute majority.

**OFFICER RECOMMENDATION**

That Council approve the 'Recommended 2009/10 Fees' as outlined in for inclusion in the 2009/10 budget.

### **16.1.6 Reserve Transfers**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 May 2008  
Attachments:

**MATTER FOR CONSIDERATION**  
Authorisation of transfers from Reserve

#### **BACKGROUND**

Council has previously resolved to purchase a new side tipper to be financed from the plant reserve. The amount to be transferred from reserve is \$99,900

Council contribution for the Airstrip Sealing project was placed in Reserve, as this project is being delivered now a transfer of our contribution from reserve to the municipal account is required.

The Climate Change Study grant was placed into reserve, this study is completed now and the transfer of these funds back to municipal reserve is required.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

s 6.11–Provides that where a local government wishes to set aside money for purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose..

#### **STRATEGIC IMPLICATIONS**

None

#### **POLICY IMPLICATIONS**

None

#### **FINANCIAL IMPLICATIONS**

Payment from Council's Plant Reserve Account, Climate Change Reserve Account and Airstrip Sealing Reserve Account

#### **CONSULTATION**

None

#### **COMMENT**

#### **VOTING REQUIREMENTS**

Simple majority

#### **OFFICER RECOMMENDATION**

That Council approve the following transfers;

1. \$99,900 from Plant Reserve to Municipal Account
2. \$50,000 from Climate Change Reserve to Municipal Account
3. \$188,000 from Airport Sealing Account to Municipal Account

## **16.2 Audit -Interim**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 May 2009  
Attachments: Interim Audit Management Report

MATTER FOR CONSIDERATION  
Consideration of the Interim Audit 2008/09

### **BACKGROUND**

Anderson Munroe & Wylie conducted an interim audit in March 2009.

The following Items were recorded;

#### **Tender Register**

During our audit we noted the last two tenders called in 2007/2008 hadn't been filed in the tender register

**CEO:** The tenders have been found and will be filed correctly prior to the final audit in July.

#### **Financial Interest Register**

During the year we noted that the Councillors Annual Returns for 2007/2008 hadn't been completed or if they had been completed, they had yet to be filed in the Current Members Interest Register.

**CEO:** Have completed this task ready for final audit

#### **GST on Residential Properties**

We noted that the shire had claimed GST on the additions to and maintenance of residential premises during the year.

**CEO:** This has been corrected during a GST audit by the ATO.

#### **Job Costing**

During our audit we noted that two amounts of salaries and wages allocated for the period ending 05/08/2008 of \$200 and \$378 charged to E161661 Butchers Track Improvements did not actually tie in with the job costing spreadsheet

**CEO:** This was done during changing from previous CEO to ACEO, could not find amounts as requested by Auditor,

#### **Missing Invoices**

During our audit we noted that Invoice 42 from Torquewood Carpentry charged to account E169004 Cement Pad & Bunding on 15 August 2008 could not be located.

**CEO:** As above

#### **Timesheet not Authorised**

During our audit we also noted that employee Neil Coombe's timesheet was not authorised by the manager/supervisor for the period ending 8 July 2008.

**CEO:**

#### **Deduction Authorities**

During our audit we noted some of the deduction authorities from employees pays did not appear supported by signed deduction authorities kept on the respective personnel files.

**CEO:**



**Overpay**

During our audit we noted that in the pay run 18 February 2009, Victor Smart had been paid three days camping allowance, when according to his timesheet, he had only spent two days camping.

**CEO:** Fixed

**Reimbursement Authorities**

During our audit we noted that there did not appear to be formal procedure in place for reimbursements of the Shire expenditure to employees

**CEO:** Procedure being developed for final audit

**STATUTORY ENVIRONMENT**

Local Government Act 1995

s 7.2 provides for a local government to have the account in each financial year audited.

**STRATEGIC IMPLICATIONS**

None at this stage

**POLICY IMPLICATIONS**

None

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**COMMENT**

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That Council

1. Receive the interim audit management report and explanations given by the CEO.

### **16.3 Long Term Strategic Financial Management Plan**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 May 2009  
Attachments: Long Term Strategic Management Plan

#### **MATTER FOR CONSIDERATION**

Consideration of adopting the Long Term Strategic Management Plan

#### **BACKGROUND**

Council recently commissioned a ten year financial management plan to be completed by UHY Haines Norton.

The plan details planned income and expenditure along with resourcing new and renewable assets.

The plan links directly to councils Strategic Plan or Plan for the Future. It also can link directly to the annual budget.

#### **STATUTORY ENVIRONMENT**

Nil

#### **STRATEGIC IMPLICATIONS**

None at this stage

#### **POLICY IMPLICATIONS**

None

#### **FINANCIAL IMPLICATIONS**

The Long Term Strategic Financial Management plan sets out income and expenditure over a ten year period.

#### **CONSULTATION**

Nil

#### **COMMENT**

Nil

#### **VOTING REQUIREMENTS**

Simple majority

#### **OFFICER RECOMMENDATION**

That Council

1. Adopt the Long Term Strategic Financial Management Plan
2. Place the plan on councils website
3. The plan is to be reviewed annually during the budget process.

**16.4 Local Government Reform Submission**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 May 2009  
Attachments: Reform Submission Checklist

MATTER FOR CONSIDERATION  
Endorse the Reform Checklist

**BACKGROUND**

Council recently was instructed by Minister John Castrilli to complete the first phase of the Local Government Reform a checklist and other associated item.

The Shire of Murchison completed the task and has sent the submission by the due date.

The second phase of the reform requires the council to engage with parties to look at reform in their area.

This council is required to prepare a submission by August to either voluntary amalgamate or state a case that in the council and communities opinion amalgamation is not required in the Murchison.

The WALGA Zone of the Murchison discussed the possibility of engaging a consultant to draft a submission including all six councils, to prepare a case on why the Murchison Councils should all remain as they are.

This submission is to be funded by an application jointly to the value of \$60,000 to engage and prepare this submission.

STATUTORY ENVIRONMENT  
Nil

STRATEGIC IMPLICATIONS  
None at this stage

POLICY IMPLICATIONS  
None

FINANCIAL IMPLICATIONS

CONSULTATION  
Nil

COMMENT  
Nil

VOTING REQUIREMENTS  
Simple majority

OFFICER RECOMMENDATION

That Council

1. Endorse the Reform Checklist as submitted
2. Discuss and determine council actions for the August submission.

**16.2 REVISE-WA Donation**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 May 2009  
Attachments:

MATTER FOR CONSIDERATION  
Consideration of making a donation to REVISE-WA

**BACKGROUND**

The Murchison Shire Council has previously donated to Revise-WA.

**STATUTORY ENVIRONMENT**

Local Government Act 1995  
Provision for providing good governance for the people in its district

**STRATEGIC IMPLICATIONS**

None at this stage

**POLICY IMPLICATIONS**

None

**FINANCIAL IMPLICATIONS**

An allowance in Governance for donations is allocated in the 2008/09 budget

**CONSULTATION**

**COMMENT**

Nil

**VOTING REQUIREMENTS**

Simple majority

**OFFICER RECOMMENDATION**

That Council

1. Make a donation to REVISE-WA of \$100

**16.3 CEO Performance Review**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: Minor interest to disclose  
 Date: 12 May 2009  
 Attachments:

MATTER FOR CONSIDERATION  
 Consideration of timing for performance review

**BACKGROUND**

The CEO’s contract allows for a performance review to be carried out. The President has requested that the review period be discussed at the May Ordinary Council Meeting and that a quotation from John Phillips from WALGA be sought.

The following extract from the CEO’s contract;

7. Performance Criteria

(1) Subject to sub-clause (2), the following performance criteria apply to this Contract:

- (a) Provide accurate and timely advice to the Council;
- (b) Work in collaboration with the Council;
- (c) Provide innovative and visionary leadership;
- (d) Establish effective networks
- (e) Maintain a work environment that facilitates the development of people and encourages them to perform at a high level;
- (f) Ensure the effective and accountable application of financial and physical resource
- (g) Develop and implements change management strategies to enhance service delivery;
- (h) Initiate the development, implementation and review of effective policies.

(2) These performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of the Contract.

(3) During the first year of employment the CEO shall complete agreed professional development, that may involve a mentoring program. The cost of this professional development shall be divided equally between the CEO and the Local Government.

8. Performance Reviews

- (1) The Council shall ensure that a review of the CEO’s performance is conducted annually or more frequently if the Council or the CEO perceives there is a need to do so.
- (2) The Council shall give the CEO a minimum of ten working days notice in writing that a performance review is to be conducted to enable the CEO sufficient time to prepare.
- (3) Where an external facilitator is to be used, both parties shall agree to the nominated facilitator.
- (4) The CEO shall prepare and submit to the council and/or facilitator an assessment of his/her own performance prior to the assessment by the council.
- (5) The final report on the performance of the CEO is to be forwarded to the Council for it to consider and decide whether to accept or reject the report.

## STATUTORY ENVIRONMENT

Local Government Act 1995

s 5.38 provides for an annual review of performance for the CEO

## STRATEGIC IMPLICATIONS

None at this stage

## POLICY IMPLICATIONS

None

## FINANCIAL IMPLICATIONS

Cost of a external facilitator of \$

## CONSULTATION

Nil

## COMMENT

Nil

## VOTING REQUIREMENTS

Simple majority

## OFFICER RECOMMENDATION

That Council

1. Engage John Phillips of Workplace Solutions to carry out a performance review of the CEO.
2. Advise the CEO to prepare for a Performance Review on

**17 ADMINISTRATION**

**17.1 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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**17.1.2 CEO Activity Report**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: No interest to disclose  
 Date: 12 May 2008  
 Attachments: Nil

**MATTER FOR CONSIDERATION**

CEO's activity report

**BACKGROUND**

**CEO Report for Period 3 April 2009 to 15 May 2009**

**GOVERNANCE**

**ADMINISTRATION**

**Insurance**

Holden Rodeo Vehicle in at Proudlove Smash

**Computers**

Completed installation

**Policy Manual**

First Draft nearly completed

**Audit**

Interim See agenda Item

**LAW & ORDER  
 HOUSING**

**COMMUNITY AMMENITIES**

**REC & CULTURE**

Sport Complex

Had cool room cleaned of mould in kitchen

**TRANSPORT**

Side Tipper- construction started and due 6 weeks

**Road Inspections**

Drove the Erong road to the boundary  
 To inspect reported untrafficable conditions

**Air Strips**

Construction of sub base to be completed approx 19-5-09

**Ballinyoo Bridge**

Several decision required see agenda

**ECONOMIC SERVICES**

**Oasis Roadhouse Operational**

Functioning at acceptable level, passed health assessment



|                       |                        |                                                         |
|-----------------------|------------------------|---------------------------------------------------------|
| <b>CBD</b>            | <b>Fuel Station</b>    | OPT and Fuel Bowser working well                        |
|                       | <b>Freight Service</b> | Functioning at acceptable level                         |
| <b>Electricity</b>    |                        | Alternator failure on small generator, ordered new part |
| <b>Climate Change</b> |                        | Second Workshop completed, final report due             |

**TOURISM**

**PRIVATE WORKS**

**Meetings Attended**

**Ballinyoo Bridge**

- See agenda item

**Museum Meeting 17 April 2009**

- Met with Museum Committee and MAC Group
- President Broad and Deputy President Hallee in attendance
- Discussions on tourist season
- Discussions on not being able to complete busy bee- Shire would do the clean up
- Cottage and its progress of repairs
- List of items for a caretaker to complete
- Meeting in 6 weeks time

**Murchison Executive Group Meeting May 7**

- Discussions on CEO areas of interest
- Discussions of Tendering problems
- Discussions of Auditing problems
- Inclusion of Upper Gascoyne to Group

**Murchison WALGA Zone Meeting May 8**

- Deputy President Hallee in attendance
- Minister Castrilli outlined the local government reform process
- Good debate and questions from the floor for the Minister
- Minister Castrilli was happy with the response from LG to get the submissions in on time
- Minister Castrilli was hope full that that some of the LG “red tape” could be soon be removed
- First past the post voting is well on its way to coming back
- Read out Cr Broads Zone Report
- Zone would like to apply for DLGRD funds to put in a joint submission which will recommend that no Murchison Shire will amalgamate.

**WARRAG Meeting May 11**

- Cr Mitchell in attendance
- Steve Tingay gave an update on ICRAR
- Some joint ventures in place , and a new board appointed
- Initial employed of an ALO to be second to Pricilla Clayton of CSIRO
- **Murchison Wide Field Array Update**
- Complimentary to ASKAP
- Steven Tingay is the Project Manager
- Curtin University is the lead institution

- Developing funding agreements with “Astronomy Australia”
- 5-10 year time scale
- 32 to 500 antennas over the next year in a 3km area
- IYA2009 International Year of Astronomy
- Indigenous art project ILGARIJIRI
- Exhibition on June 12 in Geraldton then to Bentley Campus. Possible east coast 2010
- **Power Issue**
- Strong discussion on various power sources including renewable energy
- 1 mega watt required just for ASKAP
- 4 million to run a diesel power source
- 6 million to run a Hybrid power source
- 8 million for a solar generation
- **Land Tenure**
- Most matters have been resolved
- CSIRO have purchased Boolardy, and subleased back to Mr Richards
- MRO site has been excised from pastoral lease
- Native Title completed , Yamadji Wadjarri to sign off after 4 month due process
- Full access to the MRO after this completion
- **Radio Quite**
- AECC and Federal Legislation is a long way off
- Other environmental issues
- **Industry**
- Check out the CSIRO Website for tendering contracts
- Boolardy buildings,MRO, Optic Fibre
- **G-DAY UK**
- WA is presenting the SKA Project in the UK 25 June 2009
- 3 part segment on CBC TV that goes through Europe
- Include a look at Boolardy and Midwest Artists
- **Broadband**
- Presentation on possible routes for fibre cables and grids

#### OFFICER RECOMMENDATION

That Council;

Note the CEO Activity Report

**19. URGENT BUSINESS**

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**20. ITEMS TO BE DISCUSSED IN CAMERA**

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**21. MEETING CLOSURE**

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