



Western Australia

Unconfirmed Minutes for the Ordinary Meeting of the Murchison Shire
Council,

Held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Friday 23 July 2010, commencing at 10.00 am

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President opened the meeting at 10.55am and thanked everyone for their attendance.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS	Cr SA Broad, Shire President Cr M W Halleen, Deputy Shire President Cr B M Seaman Cr RE Foulkes-Taylor
STAFF	Mr RJ Adams, Chief Executive Officer
APOLOGIES	Cr P M Walsh Cr P R Squires

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

NIL

Stand Down Local Law Standing Orders

COUNCIL DECISION

OC100701 Standing Orders

Moved Cr B M Seaman, Seconded Cr RE Foulkes-Taylor

That the Local Law-Standing Orders 2001 be stood down

Motion put and carried 4/0

5. NEXT MEETING

The scheduled date for the next ordinary meeting is 20 August 2010.

Councillor Training will be held on 19 August 2010.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr P R Squires and Cr M W Halleen requested Leave of Absence

COUNCIL DECISION

OC100702 Leave of Absence

Moved Cr RE Foulkes-Taylor, seconded Cr B M Seaman

Cr P R Squires and Cr M W Halleen are granted a leave of absence for August meeting.

Motion put and carried 4/0

7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

8. CONFIRMATION OF FLYING MINUTES

8.1 Flying Minute 280610

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 28 June 2010
Attachments: Nil

MATTER FOR CONSIDERATION

Purchase of gift for ex Councillor Bill Mitchell

BACKGROUND

Cr Mitchell has served on the Murchison Shire Council for 33 years and recently announced his retirement from local government.

During the celebrations of the CBD opening an official function held at the council chambers for a celebration of Bill's service.

The purchase of a gift from Council is the general recognition given by this council.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS
Only deals with long term employees

FINANCIAL IMPLICATIONS

\$500 be costed to governance

CONSULTATION

Cr Simon Broad, President Shire of Murchison

COMMENT

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council;

1. A gift to the value of \$500 is arranged for ex Cr Mitchell.
2. The Shire President be authorised to purchase this gift

Received three responses- motion carried

COUNCIL DECISION

OC100703 Flying Minute 280610

Moved Cr M W Halleen, Seconded Cr RE Foulkes-Taylor

Flying Minute 280610 be endorsed

Motion put and carried 4/0

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING –18 June 2010

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 18 June 2010 be confirmed.

COUNCIL DECISION

OC100704 Change in Minutes

Moved Cr M W Halleen, Seconded Cr RE Foulkes-Taylor

The following be inserted into the previous meeting;

“Any information relating to an agenda item be sent with agenda or prior to the meeting”

Motion put and carried 4/0

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100705 Confirmation of Minutes- June 2010

Moved Cr B M Seaman, Seconded Cr RE Foulkes-Taylor

That the Minutes of the Ordinary Council Meeting of 18 June 2010 be confirmed.

Motion put and carried 4/0

10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Nil

11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

12. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

12.1 PRESIDENT

- **Attended the Opening Day-**
- Thanks to Ron and Staff, CBD Committee
- Tanks to Mark for presentation
- **Recipient of Freeman Shire**
- Thanks to Cr Walsh
- Thanks to Councillors
- Thanks Current and Ex-CEO's

- Midwest Planning Committee- as set up by WALGA

12.2 COUNCILLORS

Cr B M Seaman

7 July- CBD Meeting- Finalisation

Scheduled Meetings-

18 August –WARRAG – get any questions to Bridget

Opening of CBD

- Great Day
- My family had a great time
- Proud of Staff
- Congratulations to Simon on Freeman Award
- Thanks to Mark for Simons presentation
- Bill's send off was fun
- Fireworks were excellent- good bang for buck

Cr RE Foulkes-Taylor

- Opening was very harmonious
- Congratulations to Simon on Freeman of Shire

I attended a Northern Barrier Fence Committee Meeting in the Mullewa Council Chambers on 13th July. The meeting was to discuss funding options for the erection of wild dog proof, hinge joint netting on to the bottom of the Vermin Barrier Fence.

The state Govt has purchased materials as part of its wild dog programme, but has made no allowance for the actual erection of the gear.

It was resolved to try and get on to the agenda of the Northern Country Zone WALGA meeting, to be held in Mingenew on Monday 26th July.

Funding avenues to be explored via this zone meeting would include the collaborative component of the Shires' R4R funding, writing to all country shires throughout WA requesting a contribution and approaching the MWDC.

Cr M W Halleen

Polocrosse

- Well attended and tanks to shire staff

Opening Day

- Very good
- Bill's mirror was good

Roads

- Thanks for grading Boolardy access road

ZCA-RGB Meeting

- 2 doggers to come, where to place them
- Each dogger 105k per year equals 200 dogging days
- Dogger Contractor – extended contract 1 x 1 x 1

13. DISCLOSURE OF INTERESTS

Nil

14. REPORTS OF COMMITTEES

14.1 Completion of CBD Committee

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 20 July 2010

Attachments: Nil

MATTER FOR CONSIDERATION

Winding up of the CBD Committee

BACKGROUND

Council formed a CBD Committee to oversee the construction process of the CBD Development.

The CBD Development is completed and no longer requires this committee.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

CONSULTATION

COMMENT

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100706 Completion of CBD Committee

Moved Cr B M Seaman, Seconded Cr M W Halleen

- 1. Wind up the CBD Committee.**
- 2. CEO to send letter of thanks to the CBD Committee Members**

Motion put and LOST 0/4

Reason:

- 1. Final Audit to be presented to CBD Committee**
- 2. Committee required a wrap up meeting.**

15. REPORTS OF OFFICERS

15.1 WORKS

15.1.1 Monthly Plant & Works Progress Report

File:
 Author: Brian Wundenberg, Works Supervisor
 Interest Declared: No interest to disclose
 Date: 19 July 2010
 Attachments:

MATTER FOR CONSIDERATION

To view the plant operation for the month of June-July 2010 and an update on works carried out.

BACKGROUND

HEAVY PLANT			Start	End		MTD	Total
Plant Item	Year	REGO	Hours	Hours	Total	Service	Ownership
Cat Grader 12H	2005	MU 141	5728	5790	62	900	34709
Cat Grader 12H	2003	MU 121	11247	11310	63	866	88124
Cat Grader 12M	2008	MU 51	2000	2057	57	916	6332
Volvo L110 Loader	2006	MU 65	2210	2301	91		14431
Komatsu Dozer	1997		0	6916			227492
Cat Vibrating Roller	2005	MU 177	2950	2981	31		19501
TRUCKS							
Iveco Prime Mover	2003	MU 000	189953	192013	2060		52414
Nissan UD	2009	000 MU	50885	55472	4587		2766
Iveco Tipper	2004	MU 00	115339	117492	2153	99	56593
GENERATORS							
Generator 2-100KVA	2005						1561
Generator 1-83KVA	2005						
Generator 13KVA (Const)	2005			3950			
LIGHT VEHICLES							
Toyota Land Cruiser	2005	01 MU	122659	126747	4088		11722
Mitsubishi Canter	2004	MU 140	42836	51782	8946		5856
Toyota Prado	2009	MU 0	59019				5777
Holden Rodeo	2008	MU 167		109446			7499
Isuzu DMAX	2009	MU 300	27600	32819	5219		3973
Toyota PTV	1986	MU 1017		19892			2544
TRAILERS & TANKERS							
Side Tipper	2001	MU 2010	163044	165233	2189		16304
Side Tipper- Evertran	2009	MU 662	11637	13142	1505		5028
Tri Axle Low Loader	2008	MU 663	17122				8544
Tri Axle Low Loader	2001	MU 2004					53336
30K Water Tank	2005	MU 2024	55967	57419	1452		10082
Dog Fuel Trailer	1993	MU 658	161464				3785
Dog Fuel Trailer	1972	MU 2005	10146				535
Dolly 1-Red	2001	MU 2003	16455				6240
Dolly 2-Black	2000	MU 2009					11776
Tractors							
New Holland	2006	MU 380	950	1032			2653
Forklift			11364	11406			
Caravans			0				6821
Various Small Plant			0				6349

Vehicles and Equipment

15.1.2 Works Report

Construction Progress Report as at 17 July 2010

Shire of Murchison Construction Progress Report- Carnarvon Mullewa Road Seal
17-Jun-10

	SLK 0-	SLK 1.0-	SLK 2.0-	SLK 3.0-	SLK 4.0-	SLK 5.0-	SLK 6.0-	SLK 7.0-	SLK 8.0-	SLK 9.0-	SLK 10-	SLK 11-	SLK 12-	SLK 13
Road Cleaning	1.0	2.0	3.0	4.0	5.0	6.0	7.0	8.0	9.0	10	11	12	13	
SLK Marked	[Redacted]													
Material Pushed Up	[Redacted]													
Sub grade shaped & compacted	[Redacted]													
Pegging of road inc floodways	[Redacted]													
Base coarse carted	[Redacted]													
Water binding base coarse	[Redacted]													
Spread out Base coarse	[Redacted]													
Drain Clean Out	[Redacted]													
Sand Pad	[Redacted]													
Sand Carted	[Redacted]													
Sand Screened	[Redacted]													
Final Trim	[Redacted]													
Road Seal	[Redacted]													
Road & Floodway Cleanup	[Redacted]													
Road Furniture	[Redacted]													

Maintenance Grading

Carnarvon Mullewa Road south of Jiggernoo to boundary- for polocrosse and opening

Mobilising to Beringarra Pindar Road, completing a job at MRO site for CSIRO and then heading south to Murgoo, then completing the triangle

Grid

Bullardoo boundary grid has been replaced.

Construction

Repair to Byro Beringarra Road in between Milly Milly and Beringarra, then to complete intersection at Boolardy Top Shed and then repair fence at Wooleen Pia Boundary.

Staffing

Brian Wundenberg-Works Supervisor

Neil Coombe- Leading Hand

Paul Smart

Stuart Broad

Glenn Pinnegar

Danny Hewton

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

None at this stage

POLICY IMPLICATIONS

None at this stage

FINANCIAL IMPLICATIONS

CONSULTATION

COMMENT

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100707 Work and plant report

Moved Cr M W Halleen, Seconded Cr B M Seaman

Note the Status Report of the Shire owned Plant and receive the Works Supervisors status report.

Motion put and carried 4/0

15.2 Sealing of Carnarvon Mullewa Road-Item laying on Table from June 2010

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No interest to disclose
 Date: 18 June 2010
 Attachments: Nil

MATTER FOR CONSIDERATION

Consideration of sealing options for Carnarvon Mullewa Road

BACKGROUND

The new roadwork’s south of the sand seal has 7-10km ready for sealing

At a recent visit by our consulting engineer, an inspection was carried out on the sealing works that was laid down in 2007.

The seal from the settlement to approx 17 km requires some remedial work to extend the life of the seal. It is very thin in places and is described as dead seal. The last three km require a more drastic approach as the pavement under the seal is cracking and will require some remedial work in the next six months to extend its life.

Upon further investigation of a sand seal, this type of seal requires a large amount of traffic volume and continuous cover of sand to “keep alive “ the seal. This type of seal is required to continue moving around to maintain an optimum life.

Council has previously endorsed to continue with a sand seal approach to the current project.

The current program is funded by RTR and RRG.

The shire has a couple of different seal types around the shire. The Jiggernoo strip was sealed in 2004 with a single coat seal, the bypass road at the bridge was sealed with a two coat 10/7 seal.

When spraying bitumen there is optimum times and core pavement temperatures that need to be met. An example of this is that the pavement should be around 21 degrees before applying any bitumen. In Murchison’s climate now, getting the pavement to 21 degrees would mean the contractors should not start until 10.30am and be finished by 3.00pm, or thereabouts. Getting contracting teams to spray when the right time is, is extremely challenging.

Based on the initial costs of a sand seal, this is always the cheapest option.

Sand seal cost \$2.87 per square meter

10mm seal cost \$ 4.00 per square meter

14mm seal cost \$ 4.83 per square meter

Sand seal also requires constant rework of sand and rolling due to our low volume of traffic.

The cost to seal the 18km we are preparing using different styles is;

Sand Seal 80000 square meters	\$ 229,600
10mm Aggregate Seal	\$ 320,000
14mm Aggregate seal	\$ 386,400

Both aggregate seal will require a second coat at some stage, in Jiggernoo Strip’s case it is likely to occur in 2010, an 8 year period between major works. The current sand seal requires action now, a period of 2 years.

With RTR and RRG funding we could utilise this funding for making the pavement, and utilise the R4R to seal.

We currently have a tender contract with Boral to complete these works. Should a change be made to the specification we would need to arrange this change.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil

CONSULTATION

Michael Keane, Greenfield Technical Services
Brian Wundenberg, Works Supervisor

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100613 Sealing on Carnarvon Mullewa Road

Moved Cr MW Halleen, Seconded Cr P R Squires

1.Change specifications from a sand seal to a 10mm aggregate single coat seal for the next 18km seal project on Carnarvon Mullewa Road

2.Fund the difference in sealing with Royalties for Regions 2008-09 funding.

COUNCIL DECISION

OC100614 Sealing on Carnarvon Mullewa Road

Moved Cr MW Halleen, Seconded Cr P R Squires

This item lay on the table until the next meeting

Motion put and carried 5/0

CEO Comment

During discussions from the last meeting, council had requested that the CEO have the sealing man from Boral visit the site and give a comment on what he thought the spray rate should be.

Boral were booked to attend the site , but withdrew from this as we were not proceeding with the sealing project. An explanation to Boral explaining that we were re-considering what type of seal we were going to use , but they still would not come for the inspection.

The new financial year has begun and as yet the 2010-11 budgets have not been set. I have requested Greenfields to prepare a costing and whole of life costing on the different type of seals for consideration of Council before proceeding with calling of tenders for the supply of aggregates and seal for the 2010-11 year.

The estimates will be called on the following basis

1. Sand Seal
2. 14mm aggregate seal with a 10 year reseal second coat
3. 14/10 aggregate two coat seal
4. 10mm aggregate seal with a 5 year reseal second coat

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100708 Sealing on Carnarvon Mullewa Road

Moved Cr M W Halleen, Seconded Cr B M Seaman

Consider the costing's and whole of life cost for sealing the 20km project on the Carnarvon Mullewa Road at the August Ordinary meeting.

Motion put and carried 4/0

16. FINANCE

16.1 Financial Activity Statements June 2010

To be available at August Meeting

16.2 Accounts Paid during the period May June 2010

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 14 April 2010
Attachments: EFT & Cheque Detail for May June

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month of May June 2010.

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 May June 2010 as per attached schedule.

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100709 Accounts Paid

Moved Cr M W Halleen, Seconded Cr RE Foulkes-Taylor

1. Accounts Paid between May June 2010:

TYPE	Voucher	PAYMENT	STATUS	AMOUNT
EFT	1-10,15-38, 43-99	Creditor	Paid	\$ 288,798.90
Cheque	8999-9006	Payroll	Paid	\$ 4,682.71
EFT	11-14,39-42	Payroll	Paid	\$ 5,371.46
Cheque	9007-9012	Creditor	Paid	\$ 14062.10

2. Accounts to be Paid

TYPE	Voucher	PAYMENT	STATUS	AMOUNT

3. Salaries and Wages paid between March and April of \$ 116043.87 is received.

Motion put and carried 4/0

16.3 Interim Audit for 2009-10

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 19 July 2010
Attachments:

MATTER FOR CONSIDERATION

Consideration of Interim Audit Management Letter

BACKGROUND

Council's auditor has visited the Shire to audit process and accounts for the 2009-10 financial years . The following items in the management letter and responses from the CEO

14 July 2010

Mr Ron Adams
Chief Executive Officer
Shire of Murchison
PO Box 61
MURCHISON WA 6630

Dear Mr Adams

INTERIM AUDIT MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2010

We have now completed our interim audit of the above financial year and are pleased to confirm that our sample audit testing did not reveal any significant weakness in the internal controls or accounting procedures. However we noted a few minor weaknesses.

SICK LEAVE APPLICATION FORMS

During our audit we noted that sick leave taken by G Pinnegar during the pay period ended 27 April 2010, did not appear to have been authorised by way of a completed sick leave application form signed by his manager or supervisor.

We recommend that all employees wishing to claim sick leave complete sick leave application forms and those forms should be authorised by their supervisor before the pay is processed for that period. This will ensure that only leave that has been authorised is paid.

[CEO: The sick leave form has now been completed and filed in the employees file as required.](#)

SUPERANNUATION CALCULATION

During our interim testing we noted two instances (R Adams - pay period ending 19 January 2010 and G Pinnegar - pay period ending 27 April 2010) where the QuickBooks payroll function had failed to calculate the employee's superannuation contribution correctly. In the case of R Adams the 9% superannuation was calculated once his road house deduction was deducted from his ordinary pay and G Pinnegar was not paid superannuation on the sick leave he had taken during that pay period.

We find issues with the calculation of superannuation at most shires we audit, that use the QuickBooks payroll function. We recommend you go back through the superannuation paid for the year for all employees and ensure it has been calculated and paid correctly. Both instances that we noted resulted in the underpayment of superannuation to employees. Any underpayments for the year should be contributed as superannuation for those employees. The method used by

QuickBooks for the calculation of the superannuation should be checked for all employees, to ensure they are paid the correct amounts in the future.

CEO: As discussed with the Auditor to the use of Quickbooks for the payroll function does have some shortcomings. Leave is already calculated outside the Quickbooks function and handled manually. Superannuation has always been a problem area in Quickbooks as has been noted by the auditor at other shires as well. Shire staffs that are operating the payroll system have been requested to manually check the super calculations when completing this function. A manual check of this area will be implemented in the due process for completing the super payments.

INCORRECT GST TREATMENT

During our audit we noted that the Shire made an error by paying \$31,834 to Landmark instead of Landmark Engineering, upon realisation of this error the amount was refunded back to the Shire of Murchison by Landmark. However the refund was recorded inclusive of GST in the general ledger and the expenditure was recorded exclusive of GST, leaving an unrecorded GST liability of \$2,894.

We recommend that this error be corrected and the next BAS adjusted accordingly. Care should be taken to ensure that the GST component of all transactions is treated correctly in the future.

CEO: The necessary adjustments have been recorded for inclusion on the next BAS.

RECONCILIATION OF FUEL SOLD

We noted that the Shire does not have a formal procedure in place for the reconciliation of fuel sold through the road house.

We recommend that the Shire needs to adopt a policy regarding the reconciliation of the fuel sold through the roadhouse, the more frequent this is done, the simpler and more reliable the reconciliation process will be.

CEO: Discussed with the auditor at last visit how the fuel system works and what tanks belong to the shire and how fuel is allocated between the tanks and then to the allocation of vehicles and or roadhouse sales. A draft procedure for these tanks is being drafted and will be available for inspection by the next Ordinary meeting

FINANCIAL ASSISTANCE GRANT (FAG)

We also noted that the Shire had not correctly allocated the FAG's grant income, it had allocated \$1,097,234 to the Grants Commission General account instead of \$1,267,126 as per the FAG's grant schedule and allocated \$664,975 to the Grants Commission Roads Account instead of allocating the sum of \$495,083 as per the FAG's grant schedule.

We recommend that this be adjusted accordingly.

CEO: Necessary adjustment made

EXPENSE ALLOCATIONS

We noted a large number of journal entries between expense accounts, to correct the allocation of expenditure.

We recommend that care be taken to ensure direct costs are allocated directly to the correct account. Allocation rates for Overheads, Wages and Plant Operating Costs also need to be

reviewed to ensure they are being allocated correctly to keep any adjusting journal entries to a minimum.

CEO: When invoices arrive, they are coded and then input into Quickbooks. Journal entries are made to move allocations to their correct account if they have been posted to the incorrect account. During the period under review we have had some staff training in correctly costing invoices to jobs. As we have some staff turnover issues we never get this 100% correct, therefore the use of general journals is used.

CAPITALISATION OF FIXED ASSETS

We noted that on 25 May 2010 a satellite dish for the CEO's house costing \$2,073.06 had been expensed to the Building Maintenance account, this expenditure however appeared to be capital in nature.

We recommend that all capital items be capitalised as fixed assets and depreciated over their expected useful lives and not expensed directly to the profit and loss. The entry noted above should be adjusted accordingly.

CEO: this is a long standing argument between administrators and auditors; in this case the necessary adjustments have been made.

LONG OUTSTANDING RATES DEBTORS

At 30 June 2010 we noted \$56,515.13 of rates debtors outstanding for longer than ninety days. Approximately 60% of these outstanding rates rebate to non-mining/exploration properties with the remaining 40% relating to mining/exploration properties.

The Shire needs to adopt policy regarding the collection of rates and recap these outstanding amounts as soon as possible. As the recoverability of debtors has a direct impact on the Shire cash flows and longer they are outstanding the more difficult they may become to recoup. If the Shire efforts to recoup these amounts are not successful debt collectors should be appointed.

Additionally during our review of these debtors we noted one company owing \$6,819 of rates being Southstar Diamonds Ltd which has deregistered by the Australian Securities and Investments Commission ('ASIC') on 20 May 2009. And another company Korad Resources Ltd owing \$1,061 which ASIC had no record of. The recoverability of these amounts needs to be investigated as should these amounts not be recoverable they will need to be written off.

CEO: A reminder notice with letter from CEO has been sent to outstanding rates debtors for prompt payment. If rates not settled within 14 days will send to debt collector for due process. Recommend that during the policy review that inclusion of a rates collection policy as requested by auditor be adopted.

MEETING MINUTES

At the time of our interim audit visit on 8 June 2010 we noted that the meeting minutes for the October, November and December meetings had not been signed as a true and correct record of those meetings.

We recommend that when the Council confirms the prior meetings minutes as a true and correct record of that meeting that the President sign those minutes to confirm this has taken place.

CEO: Minutes are up to date

We would like to take this opportunity to thank you and your staff for the assistance provided to us during the course of the audit.

Please do not hesitate to call should you like to discuss any aspect of the audit.

Yours Sincerely

ANDERSON MUNRO & WYLLIE

BILLY-JOE THOMAS

STATUTORY ENVIRONMENT

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STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

CONSULTATION

None

COMMENT

Nil

VOTING REQUIREMENTS

Absolute majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100710 Interim Audit report

Moved Cr M W Halleen, Seconded Cr RE Foulkes-Taylor

That Council;

1. **Accept the Audit Management report and explanations of the CEO for the Interim Audit of the 2009-10 financial years.**

Motion put and carried 4/0

1.00pm The President adjourned the meeting for lunch to be resumed at 2.00pm

2.02pm the president reopened the meeting with all present before the adjournment

17. DEVELOPMENT

Nil

18. ADMINISTRATION

18.1 Structural Reform-Item laying on table form June 2010

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 16 June 2010
Attachments: Nil

MATTER FOR CONSIDERATION

Formation of a Regional Collaborative Group with Shire of Upper Gascoyne.

BACKGROUND

Council and the CEO attended the Shire of Upper Gascoyne on 28 May to discuss the possibility of forming a Regional Collaborative Group as require under the State Government Structural Reform Process.

I attended a meeting with DLG and Paul Rawlings to further pursue this group. The meeting was designed to discuss the contracts and formalise the group.

The requirement of this local government is to elect a representative to the group and a deputy representative.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

CONSULTATION

Paul Rawlings, CEO Shire of Upper Gascoyne

COMMENT

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100710 Interim Audit report

Moved Cr M W Halleen, Seconded Cr RE Foulkes-Taylor

That Council;

- 1. Appoint a representative and a deputy representative to the Regional Collaborative Group of the Shire of Murchison and the Shire of Upper Gascoyne.**
- 2. Cr RE Foulkes-Taylor is appointed as the Shires Representative**
- 3. Cr BM Seaman is appointed as deputy**

Motion put and carried 4/0

18.2 Roadhouse Stove

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 28 June 2010
Attachments: Nil

MATTER FOR CONSIDERATION

Report on stove incident at roadhouse 23 June 2010

BACKGROUND

At approx 6.50pm Ms Hunter opened door on oven. Ms Hunter was flashed by oven flame and or heat. Ms Hunter sent her son to CEO house. Mr Hunter explained to me that the stove at the roadhouse had blown up and that he had turned the gas off at the bottles. He said his mum has some burns. I asked Leanda to go down and check on Ms Hunter as she had some burns and to report back to me. Leanda went down to roadhouse to attend to Ms Hunter. Leanda made a report to RFDS who prescribed the necessary treatment. Leanda encouraged Ms Hunter to attend a hospital, but she refused to do so.

I rang Sun City Plumbing and left a message to contact me as the stove has blown up. At 8.30 pm Ashley Sojan rang me and I explained that the gas stove had blown up and that all gas has been turned off to the building.

Ashley arranged a gas fitter to be on site at 9.30am the next day to inspect the problem.

Ryan the gas fitter inspected the oven for gas leaks. Ryan came to my office at made the following comments;

The gas safety switch is faulty and is causing gas to leak continuously.
If we just replaced the switch then that may or may not fix the problem.

I had explained to Ryan that we had taken the stove from the old building and it was cleaned, checked and installed by Sun City Plumbing. The stove had been tested when installed and had been working for the last six weeks.

Several possible answers to why the stove would do this included but not limited to;

The stove is old

The cleaning products that are sometimes used do cause failure in stoves

Moving the stove may have been too much for it

Ryan explained that he would bet his "gas ticket" on that the stove needs to be condemned.

I agreed and ordered a new stove to be installed as soon as it arrived.

On 25 June I spoke with Brian Eckardt from LGIS (Local Government Insurance Service) about the injuries to Ms Hunter and a was our possible claim on the old stove.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil

CONSULTATION

Brian Eckhart, Local Government Insurance Service, Account Manager
Ashley Sojan, Sun City Plumbing

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100711 Roadhouse Stove

Moved Cr RE Foulkes-Taylor, Seconded Cr M W Halleen

That Council;

Note the incident report

Motion put and carried 4/0

19. CEO ACTIVITY REPORT

19.1 CEO Activity Report

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 17 June 2010

Attachments: Nil

MATTER FOR CONSIDERATION

CEO's activity report

July 7-8

Auditor visit for the 2009-10 financial years

July 1-16

Opening activities

Upcoming meetings

- Main Roads-Crossland-Shires Murchison-Mt Magnet- drainage on Cue-Beringarra Road
- Local Government Convention

Staff

- Neville Hobbs resigned to take position with Shire of Victoria Plains-close to his house in Bindi Bindi
- Grace French has resigned to take a position as Deputy CEO at Shire of Wongan Ballidu
- Danny & Vicky Hewton have commenced duties as plant operator

WALGA CONVENTION

- Thursday 5 to Sat 7 August
- Reminder- Booked in for Wednesday 4 August , checkout Sunday 8 August
- Booked into the Parmelia Hilton , Mill Street, Perth

Updates on previous actions

Emergency Management Plan

- Agenda item for CSIRO next week, to be included in our plan
- Met with Jim McNamara re Pia Wadjarri Fire Plan
- Expect to have draft for presentation at September meeting

Power Requirements for Settlement

- Kevin Crowe has investigated
- Put in place recording method over next 12 months
- To be implemented on 1 August 2010

Heritage Precinct

- Community Consultation sent out and is due back on 25 July 2010

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100712 CEO Report

Moved Cr RE Foulkes-Taylor, Seconded Cr B M Seaman

That Council;

Note the CEO's report

Motion put and carried 4/0

20. URGENT BUSINESS

COUNCIL DECISION

OC100713 Admit Urgent Business

Moved Cr M W Halleen, Seconded Cr RE Foulkes-Taylor

That Council;

Admit Urgent Business

Motion put and carried 4/0

20.1 Change of Election Date

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 23 July 2010
Attachments: Nil

MATTER FOR CONSIDERATION

Changing the Election Date

BACKGROUND

I received a call from the WA Electoral Commission yesterday informing me that due to the closure of the "Federal Roll" being yesterday and that our roll closing today that they could not produce our roll for the election that was due to take place on 11 September 2010.

They have requested and supplied a new timeline as attached, putting our election back one week. The extraordinary election will be now on 18 September 2010.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

CONSULTATION

COMMENT

This actually works better for us as close of nomination is right in the middle of Local Government Week, by going a week later I will be here to take the nominations.

VOTING REQUIREMENTS

Absolute Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100714 Change of election date

Moved Cr RE Foulkes-Taylor, Seconded Cr M W Halleen

That Council;

Change the extra ordinary election date to 18 September 2010

Motion put and carried by Absolute Majority 4/0

20.2 Local Government Integrated Planning Forum

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 23 July 2010
Attachments: Nil

MATTER FOR CONSIDERATION

Approval of Councillor to attend planning forum

BACKGROUND

The Department of Local Government is having a forum on 3 August relating to all the new business planning requirements that they are requesting each local government to undertake.

As this forum is on the just prior to Local Government Convention then the opportunity should be taken to learn more about this.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

CONSULTATION

COMMENT

Cr Walsh is interested in attending as he will be in Perth as Lian has an ICPA meeting on at the same time

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100715 Local government Integrated Planning Forum

Moved Cr RE Foulkes-Taylor, Seconded Cr M W Halleen

That Council;

Nominate Councillor Cr Walsh to attend the Integrated Planning Forum with the CEO on 3 August 2010.

Motion put and carried 4/0

20.3 Bush Fire Forum

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 23 July 2010
Attachments: Nil

MATTER FOR CONSIDERATION

Approval of Councillor to attend bush fire forum

BACKGROUND

FESA is conducting a bush fire forum on 9 August 2010

During the visit by the CEO of FESA last week, she has requested the Shire of Murchison be represented.

Cr Seaman has requested she attend this forum, and also request FCO Reg Seaman also attend.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

CONSULTATION

COMMENT

The opportunity to attend as it is close to Local Government Convention

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC100715 Local government Integrated Planning Forum

Moved Cr RE Foulkes-Taylor, Seconded Cr M W Halleen

That Council;

Nominate Councillor Seaman to attend the Bush Fire Forum on 9 August 2010

Motion put and carried 4/0

21. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Nil

22. MEETING CLOSURE

The President thanked everyone for their attendance and closed the meeting at 3.00pm

The minutes of the Ordinary Council meeting were confirmed as a true and correct record at a meeting held on.....

Cr S.A Broad
Shire President

Date:

