



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 17<sup>th</sup> October 2014**, commencing at 10.00 am.

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

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

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

Nil.

**4. PUBLIC QUESTION TIME**

**4.1 Standing Orders**

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>That the following Local Law-Standing Orders 2001 be stood down:</b>		
8.2 Limitation on the number of speeches		
8.3 Duration of speeches		
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**5. NEXT MEETING**

The next meeting is scheduled for Friday 21<sup>st</sup> November 2014.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

There are two items concerning tenders for sealing works on the Carnarvon-Mullewa Road and Beringarra-Pindar road which council may wish to go behind closed doors for as per recent tender practices.

**8. CONFIRMATION OF MINUTES**

**8.1 Ordinary Council Meeting – 19<sup>th</sup> September 2014**

**Background:**

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

**Recommendation:**

That the minutes of the Ordinary Council meeting held on 19<sup>th</sup> September 2014 be confirmed as an accurate record of proceedings

**Voting Requirements:**

Simple majority

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

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

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

**11. ACTION LIST**

No	Item	Action	Status
1.	Establishment of Working Group for Accident Prevention	Inaugural meeting held on 24 <sup>th</sup> September. Details later in agenda	See item today under section 15.
2.	Community Project Officer	Inaugural meeting held on 24 <sup>th</sup> September. Details later in agenda	See item today under section 15.
3.	Roadhouse Operators	Current roadhouse operator will finish up at the end of October. New operators sourced and paperwork/training/change-over underway.	Progressing
4.	New Staff House	Shoreline Outdoor world are doing verandah week starting 13 <sup>th</sup> October Quotes for concrete called. Septic and leach drains completed and approved.	Progressing
5.	ULP Tank at Roadhouse	Petro Industrial hope to be on site week starting 3 <sup>rd</sup> November to complete works.	Progressing
6.	Lawn Bowls	Evergreen have been advised of their successful tender and are formalising project. Awaiting confirmation of date they will be on site. Possibly November/December or if not early 2015	Progressing
7.	Laundry & Accommodation Units	Fleetwood contacted and design amended to reflect better bathroom layout. Awaiting confirmation of timeline so we can ensure site preparation, plumbing & power works to suit.	Progressing
8.	Power supply issues	JMG contacted and clarification of points provided. Works authorised per council resolution. Steve Dart on site on 26 <sup>th</sup> September to install data logger and discussed issues. Crowe electrical contacted and is to provide quotes.	Still awaiting quotes from Crowe. Still awaiting feedback from Steve Dark. CEO chasing up.

**Recommendation:**

That the Action List be accepted.

**Voting Requirements:**

Simple majority

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

**12. DISCLOSURE OF INTERESTS**

**13. REPORTS OF OFFICERS**

**13.1 Monthly Plant Report – Works Supervisor**

September 2014			Hours					YTD	
				Start	End	Total		Operating Costs	
Plant Item	Year	Rego	1 July '14	Hrs/kms	Hrs/km	Month	YTD	Plant	Fuel
Cat Grader 12H P.02	2005	MU 141	11288	11592	11744	152	456	3277.33	9719.86
Cat Grader 12M P.03	2008	MU 51	7398	7670	7841	171	443	14709.37	9505.35
Volvo Loader P.27	2006	MU 65	6386	6574	6616	42	230	4680.81	4601.79
Komatsu Dozer P.11	1997		8208		not used		0		
Bomag Padfoot P.68	2013	1EIG124	345	416	498	82	153	2107.70	3364.43
JD Grader P.01	2011	MU 121	4650	4948	5118	170	468	2705.31	13274.77
Bomag Roller P.43	2012	1DVH736	1757	1945	2054	109	297	2528.51	3773.11
Cat 938G Loader P.41	2004	MU 193	4389	4468	4518	50	129	1912.85	2193.45
Kenworth P/Mover P.61	2004	MU 000	31510	33441	34626	1185	3116	288.57	6619.86
Iveco P/Mover P.09	2003	1AGW988	283980	285563	288190	2627	4210	4140.60	4460.81
Nissan UD P.07	2009	000 MU	167522	169125	170981	1856	3459	1446.25	3079.32
Iveco Tipper Conv P.10	2004	MU 00	168987	170722	171341	619	2354	2639.40	7451.33
Generator 1-110kva	2011		13642	13752	13764	12	122	32328.37	33223.43
Generator 2-110kva	2011		9340	10713	11421	708	2081		
Maintenance Gen P.33			3460	4318	4558	240	1098	659.96	2742.83
Construction Gen P.32			17605	18878	19550	672	1945	448.49	4424.60
Kubota 6kva Gen P.66	2012		4567	4567	4658	91	91	3080.31	2514.66
Mitsubishi Canter P.06	2010	01 MU	111110	117526	119606	2080	8496	6237.67	1764.12
Isuzu Construction P.64	2013	MU 140	30477	3616	38754	35138	8277	853.88	2883.79
Toyota Prado P.55	2012	MU 0	22827	24940	26545	1605	3718	832.11	438.34
RAV4 P.63	2013	MU 1011	19904	20745	22850	2105	2946	631.85	269.61
Great Wall P.57	2012	MU 167	26939	32308	33828	1520	6889	992.00	992.00
Isuzu Dmax P.28	2009	MU 300	174896	178553	179,613	1060	4717	2393.52	730.36
Toyota Hilux P.40	2011	MU 1018	134119	139279	145,870	6591	11751	920.70	1574.76
Isuzu T/Top P.54	2005	MU 1002	140946	145119	146,000	881	5054	705.98	1053.10
Mercedes PTV P.60	2004	MU 1009	98834	99265	99531	266	697	0.00	120.56
Side Tipper P.18	2001	MU2010	45770	49286	50458	1172	4688	426.30	n/a
Side Tipper P.17	2001	MU 662	79971	82772	83211	439	3240	234.30	n/a
Roadwest S/Tipper P.67	2013	1T0Q427	14745	17781	18963	1182	2625	554.87	n/a
Tri-Axle L/L Float P.13	2008	MU 663	13502	35251	17272	-17979	3770	517.50	n/a
45ft Flat Top P.59	1978	1THH060	0	0	0	0	0	405.00	n/a
No. 2 Float P.14	2001	MU 2004	46143	49586	51909	2323	5766	921.30	n/a
30000L W/Tanker P.24	2005	MU 2024	37646	39381	40000	619	2354	1376.80	n/a
Dog Fuel Trailer P.48	1979	MU 2026					n/a	0	n/a
Dog Fuel Trailer P. 49	1972	MU 2005					n/a	252.00	n/a
Dolly 1-Red P.05	2001	MU 2003	30526	32491	clock	broken	1965	124.50	n/a
Dolly 2-Black P.08	2000	MU 2009	18377	21301	22561	1260	4184	124.50	n/a
New/H Ford Tractor	2006	MU 380	1719	17446	1756	-15690	37	0.00	69.22
Forklift			12037	12076	12092	16	55	0.00	108.67
Caravans							n/a	4079.92	n/a
JD Ride on Mower			460.3	476.2	492	15.8	31.7	0	small plant
Generator Perkins P.34		H/Maint	0		No clock			1847.95	small plant

<b>Generator 9KVA P.65</b>	2013	Mechanic	1423		no reading				573.71
<b>Heavy Maint Trailer P.62</b>		MU 446			n/a		n/a	1379.27	n/a

### **13.2 Works Report – Works Supervisor**

#### **Construction Crew**

Works on the Carnarvon-Mullewa Road between Byro and Curbur forming up. Gravel sheeting is all but completed with just the final tidying up to be done - (if rain comes) more rubber tyre rolling and dressing up of drains.

Crew have completed the works ripping up the 2.5km of calcrete section south of Tin Hut Creek (ripping up a 6m wide section x .200 deep in the centre of the road ) and pulling in fresh material (that was cut off over years of maintenance grading) mixed and crushed then laid back down and re-rolled.

Also in the works program and while in this area a 1.2km section (from the 70km mark north) just south of the calcrete section was reformed up and sheeted with calcrete then wet and rolled.

The crew as of Monday the 6/10/2014 are working on the Woodleigh-Byro road works program which required a re-dress of some sharp corners and gravel sheeting of stony section.

Thanks to Andrew Whitmarsh of Byro Station for the wet hire (including operator) of his dozer while the shire dozer is in town for repairs.

With the completion of works on the Woodleigh-Byro road crew will then move down to the next works program lifting up two sections of road. The first section is 800m long just north of Mt Narryer and the second section is 1.3km south of Mt Narryer. Both of these sections require pulling in, forming up and sheeting as both sections have water laying on road in wet weather.

#### **Maintenance Crew**

The shire maintenance crew has (with the help of Squires Resources contractor for 2 days) completed the full maintenance grade on the Carnarvon –Mullewa road (just in time for the Landor races traffic) from the Murchison River to the south boundary.

Crew as of Monday 6/10/2014 are now back on the grading program with a full maintenance grade of the Woodleigh-Byro, Mt Narryer-Muggon, Butchers track roads.

#### **CSIRO Beringarra-Pindar - Additional Maintenance Grading**

THEM contractors have completed the additional maintenance grading of the Beringarra-Pindar Road starting approx. 45km north of Pindar and finishing approx. 33.5km north of Mc Nabbs road.

Total approx. 90km

The works were completed in 14 days with 140hrs of Grading = approx. 6.4km p/day plus 6hrs mobe/demobe. Total cost Inc GST = \$21,170.00

#### **Flood Damage Repairs**

Crew are moving along quite well with the repairs to the flood damage section in the north of the shire. At last report 01/10/2014 all works/repairs on Erong-Yunda have been completed. This includes the light/heavy maintenance grading.

Crew are now working on the Beringarra-Mt Gould Road. This road will take a bit of time as material (calcrete) is to be carted from the pit 6.5km west of Milly-Milly to Beringarra and then 4-5km up the Beringarra-Mt Gould road making about a 75km round trip

With completion of flood repairs on the Beringarra-Mt Gould road crew will then move down to the Mileura-Nookawarra road doing flood repairs plus repairs of a short section on the Beringarra-Cue road just south of Mileura woolshed.

#### **Staff Leave**

Brian - A/L 12th - 19<sup>th</sup> Sept, 6<sup>th</sup> + ½ day 7<sup>th</sup> Oct

Brian - RDO's 22<sup>nd</sup> Sept, 3<sup>rd</sup> Oct

Trevor Barndon - 30<sup>th</sup> Sept, 1<sup>st</sup> and 2<sup>nd</sup> Oct

Stuart Broad - 2<sup>nd</sup>, 6<sup>th</sup> and 7<sup>th</sup> Oct

Dale Murphy - 8<sup>th</sup> and 9<sup>th</sup> Oct

#### **General – Works Supervisor**

Friday 12/09/2014 -21/09/2014 up at Flood damage works (Jox dad not to good)

Monday 15/09/2014 spoke to THEM contractor about the additional maintenance grading 18km south of Yuin plus meeting at shire office.

Friday 19/09/2014 Council meeting

24/09/2014 8hrs on construction grader

01/10/2014 pegging corners on Woodleigh-Byro road

**Heavy Maintenance Program**

Ivor Dumbris has been appointed as the new crew member to take over the Heavy Maintenance/General Works position on the shire. Ivor is 59 years old and has been working at the Shire of Chapman Valley for about 3 years. He also has had his own smash repair business in Northampton. Ivor will commence work on the 27/10/2014.

**ROADS GRADED**

Name	Length of Road	SLK's Graded this month	Heavy-Road Maintenance/Repairs Loader-truck	Comments
Beringarra /Pindar	319.80km			
Erong	63.12km			
Beringarra/Byro	90.89km			
Twin-Peaks/Wooleen	47.65km			
Boolarly/Kalli	57.30km			
Byro/Woodleigh	71.00km	30km		
New Forrest/Yallalong	36.18km			
M <sup>c</sup> Nabb/Twin-peaks	49.75km			
Yallalong-West	34.46km			
Mileura/Nookawarra	49.08km			
Muggon	38.75km			
Manfred	34.55km			
Beringarra/Mt Gould	34.80km			
Tardie/Yuin	13.20km			
Innouendy	9.30km			
Boolarly Homestead	2.00km			
Yunda Homestead	32.80km	32.8km		Under Flood Damage
Meeberrie Woolleen	25.22km			
Mt Wittenoorn	37.55km			
Woolleen/Mt Wittenoorn	33.85km			
Beringarra Cue	109.82km			
Boolarly Wooleen	19.08km			
Kalli Cue East	21.87km			
Coodardy Noondie	19.92km			
Butchers Track	64.54km			
Butchers Muggon	23.80km			
Murchison Settlement	2.00km	2km		
Pinegrove Yallalong	-----			
Carnarvon-Mullewa	278.63km	100km		2 days contractor south of settlement
Woolgorong-South	15.00km			
Errabiddy-Bluff	12km	12km		
Air strip Graded				

Total graded this month 176.8km

**Recommendation:**

That the Work's Supervisor's report be accepted.

**Voting Requirements:**

Simple majority

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

**13.3 Report – EHO****ACTION SHEET**

Council's Environmental Health Officer – Philip Swain

**Date: 6 – 8 October 2014****Next visit proposed April/May 2015**

<b>Date</b>	<b>Subject</b>	<b>Action Taken</b>
2/10/2014	Annual Waste Audit	I have completed the Annual Waste audit for the DER and the same has been submitted. <b>Action: No further action</b>
2/10/2014	Annual Food Business Report	I have completed the Food Act Report for the Department of Health and the same has been submitted. <b>Action: No further action</b>
6/10/2014	Wooleen Station Food Business, Lodging House and Caravan Park Inspections	Report to Council prepared to approve the location as a Nature Based Park to enable the operation to continue and be compliant with the Caravan and Camping Ground Regulations. There are some issues that will require addressing however the Shire must seek the Ministers approval for the Nature Based Park as it is within 50km of the Shire's existing caravan park facility. <b>Action: Council resolution and letter to Minister to be finalised.</b>
6/10/2014	Water Supply Murchison Settlement	In May at the full Council meeting the following was resolved; <i>That Council resolves to;</i> <i>(i) Retain the existing reticulated water supply within the Murchison Settlement as a non- potable supply;</i> <i>(ii) Direct Administration to install appropriate signage identifying the non-potable status of the water supply throughout the settlement;</i> <i>(ii) Directs Administration to advise all residents of the status of the settlement water supply accordingly; and,</i> <i>(iii) Directs Administration to make the necessary arrangements with the Department of Water and the Department of Health to recognise the Murchison Settlement supply as non-potable.</i> To date no signage has been installed in the public areas. I have arranged temporary signage for this. <b>Action: Report to May Council meeting</b>
7/10/2014	New Dwelling	I have again inspected the refurbished transportable. I have previously recommended that a chemical barrier treatment be undertaken for termites and that the east end (carport) be kept accessible under the dwelling for termite inspection. I have had some further discussions with the CEO regarding the retaining, pathways and concreting in order to reduce costs and I have issued a septic "permit to use" to the CEO for the house. <b>Action: CEO to organise perimeter treatment with Bifenthrin or similar (Bi-flex) prior to the installation of retaining. CEO to request further EOI's for the retaining and concreting work.</b>

7/10/2014	Refuse Site/s	<p>Quotation has been sought from the surveyors to create new reserves for the existing and proposed landfill sites that identify “waste disposal” or “municipal purposes” as approved land uses. The staff have completed the new site excavation and fencing since my last visit. The excavations will provide many years of landfill trench, however needs to be managed such that the current trench in use complies with the Regulations (Maximum trench length 30m and weekly-monthly waste cover).</p> <p><b>Action: PS awaiting quotation on documentation for excised Reserves for existing and new sites from Hille Thomson &amp; Delfos in Geraldton. CEO to clarify trench management for the new site with supervisor.</b></p>
7/10/2014	Caravan Park Inspection	<p>I have inspected this facility and the park is generally well maintained. I am still concerned about the provision of fire fighting equipment, as I believe the current arrangements are inadequate. Fire hose reels are on order for both ends of the caravan area. All existing fire services were inspected and tagged in May 2014.</p> <p>As before I am also concerned about the state of the septic installation and have discussed with the CEO. This matter can hopefully be addressed in conjunction with the installation of the laundry facility as it has become untenable with the current discharge of effluent.</p> <p>The initial expression of interest to provide the laundry facility is adequate, and includes a slop-hopper, as required. The additional accommodation units proposed also seem fit for purpose and discussions have included the possible inclusion of a further ablution unit adjacent to the exiting motel rooms, with universal access, at some time in the future to address the full compliance of the caravan park facility.</p> <p>Items requiring attention are;</p> <ol style="list-style-type: none"> <li>1. Fire hose reels to be installed at both standpipes at the ends of the caravan park;</li> <li>2. The hose stands be included in the fire services inspection regime;</li> <li>3. One RCD fitted to a van power pole has malfunctioned and requires repair;</li> <li>4. Budget provision being made to upgrade the leach drains for the ablution block;</li> </ol> <p><b>Action: CEO calling for EOI for caravan park/motel works currently. Fire hose reels and maintenance items to be attended to by CEO/staff</b></p>
8/10/2014	RV Dump Point	<p>The Dump point has now been installed and is in use. I am still investigating the possibility of the Shire having its own trailer mounted controlled waste vehicle to reduce pump out costs.</p> <p><b>Action: EHO to initiate controlled waste vehicle application.</b></p>
8/10/2013	Food Business Inspection - Roadhouse	<p>The proprietors have recently given notice but have maintained the premises in a very clean condition</p> <p>Items requiring attention from the previous visit have been attended to;</p> <ol style="list-style-type: none"> <li>1. The existing tubes in the kitchen and servery area have been replaced with shatterproof tubes.;</li> </ol>

		<p>2. Pest control by the Shire and or the proprietor needs to be recorded, preferably at the roadhouse, to demonstrate that it is occurring;</p> <p>3. The sanitiser procedure using a Quaternary Ammonia Compound is now in place.</p> <p><b>Action: The new proprietors, when determined, will need to be registered as the food business proprietors (CEO provided with documentation for this).</b></p>
8/10/2014	Building Compliance issues	<p>The Building Act 2011 and Regulations contain references in the schedules relating to permits which means that permits for construction and demolition are not required in the Shire. The delegations have now been amended to reflect the legislative changes. I am negotiating with the Shire of Merredin Building Surveyor who is prepared to provide Certificates of Design Compliance and issue any notices in the future should these be required. The CEO will need to appoint Mr John Mitchell of the Shire of Merredin in due course. I am recommending a policy to Council that all buildings within the settlement be constructed subject to a CDC having been issued for the same.</p> <p><b>Action: PS to provide report on other Building Surveying services and draft policy on building matters.</b></p>
8/10/2014	Sportsmans Club	<p>The various maintenance items associated with the Sportsmans Club have been addressed with the exception of the Airconditioning Vents in the kitchen area which need to be repaired/resealed to the ceiling. The ceiling is asbestos cement and all holes/openings to the ceiling space should be sealed to minimise the risk associated with the same.</p> <p><b>Action: CEO to organise repair/reseal of vents for kitchen and have the same sealed to the ceiling. All holes and openings to the ceiling space to be sealed with silicone sealant.</b></p>
8/10/2014	Wooleen Station Food Business Inspection	<p>A Food Business inspection has been conducted this visit at Wooleen Station.</p> <p><b>Action: Food safety inspection sheet to be issued to proprietors with various minor actions. An initial water sample of the rain water supply has been taken and forwarded to Perth for testing.</b></p>
Pending	Controlled Waste Vehicle	<p>As above, I believe the Shire should explore the possibility of having a “Controlled Waste” vehicle on site for pumping out the RV Dump point and septic as required. I have sought licensing and registration information on this from the Department of Environmental Regulation. Works staff are to provide vehicle details to the CEO to progress this matter.</p> <p><b>Action: CEO to forward vehicle information for trailer mounted unit. EHO to confirm approval process to establish controlled waste collection and disposal at Murchison Settlement</b></p>
Pending	Settlement Swimming Pool	<p>As advised previously the pool is not a public pool and therefore does not require full compliance with the Health (Aquatic Facilities) Regulations 2007. I have inspected the gates and fences and they are compliant. As before, I recommend that Council consider the installation of a continuous monitoring and chlorination system such as a “Chemigem”.</p>

**Recommendation:**

That the EHO’s report be accepted.

**Voting Requirements:**

Simple majority

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

**14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

**14.1 Shire President**

**14.2 Councillors**

**15. REPORTS OF COMMITTEES & WORKING GROUPS**

**15.1 Project Officer Working Group Meeting**

10.30am Wednesday September 24 - Murchison Shire Office

**Attendees:** Jenny Goodbourn, CEO, Emma Foulkes-Taylor (Community Member), Jo Squires (Community Member). Andrew Whitmarsh (Councillor and Community Member) – joined via telephone link at 10.45am for 10 minutes but due to poor connection disconnected at 10.57am

**Apologies:** Carolyn Halleen (Community Member)

**Notes:**

Jenny- Following Strategic Community Plan and Workforce Plan and Electors meeting 2014 it was identified that there is a need for a project officer for the Murchison Shire. Meeting called to try and define the role of the project officer and what we want the person to do.

Emma – Possibly the Monologue. A recent email regarding Mullewa’s Hunting for Foxes Art Initiative had very little response but if it there was it would have needed someone to co-ordinate and follow through with it. Other project opportunities may be out there but currently don’t have resources to follow up.

Jenny said she had been using Grants Empire to do actual grant applications. e.g. Dept. Sport & Rec grant for lawn bowls when CLGF money lost. Very reasonable and does a good job as specializes in what grants need to contain. Could work with project officer.

Organising/finding sponsorship for Astrofest could come under project officer – especially as CSIRO have taken away the Geraldton manager position. Without Priscilla’s work in getting sponsorship and organising the previous events they would never have got off the ground.

Other Arts projects.

Jo: Not only arts but the region is drought declared and there may be funding to assist in this area.

Emma: There is also the health area – seeking funding for preventative health initiatives as we have no health services here. Visits by dentist, doctor, breast screening, skin checks etc.

*At this point Andrew Whitmarsh joined by telephone link.*

As the connection was bad Jenny explained to Andrew what had been discussed and asked for his views on the role.

Andrew: Project Officer needs to not only apply for funding but be able to manage projects and deal with acquittal of the funds. Needs to be good at bookwork as this is as important as attracting the funding in the first place.

From a rangelands and LCDC basis would like to see some of this included. There is the WoNs weeds project at Billabalong and possibility of grant funding available to address bunding issues on shire roads to improve the erosion of the lands.

Emma: Said she felt that the shire concentrates on maintaining the road network, but it is the community network that needs some help and saw the role of the project officer as a chance to assist with the social and health welfare side. Without basic community services it will be hard to attract people to the area or get those that are here at present to stay. This was however her view and others may feel differently.

Jenny agreed that it was the community services side that needed developing, and this could come under the role of a Community Development/Project officer.

Most shires in the district have at least one person in this role. Emma thinks Mullewa currently have three positions.

Jo: Said although there are not many children currently in the shire it would be good to have a school room for those that do come. Or a resource centre where people can access information.

*At this point Andrew left the meeting due to the poor quality of the phone connection. He advised he will be happy to follow up with the notes from the meeting.*

Emma: Advised how a recent grant she had been completing on behalf of the museum got so time consuming and complicated that it was not worth the time for the amount of funding being sought- would have been good to have an expert to help.

Jenny commented that many grant applications are very complex and do not reflect the amount of funding being sort. If the grants were submitted under the shire's name a lot of the requirements (audited financial statements etc.) would be available.

Discussion on housing and office space: On completion of the new staff house (December 2014) the shire will have two units available – 4A & 4B. We are still hoping to get another outside employee as we need someone for heavy maintenance but there would still be one vacant that could be used for the project officer.

Office space would need a shuffle but a short term solution could be to relocate the library into the atrium, opening up the existing library space as an office for the SFO and giving a desk in the main office for the project officer.

Longer term, the shire has allocated some money to look at either redesigning the office layout or extending the building to provide additional space. This would be subject to availability of funding and could not happen straight away.

There was discussion on how to obtain funding towards the sustainability of the position. Initially the shire has allocated some funding towards the position but it may be that other grants can be obtained towards the costs involved.

**Action: Jenny will approach surrounding shires to obtain job descriptions for their officers to look at duties covered.**

General consensus that it was to be a Community Project Officer and that we need to try and attract a self-motivated person who could initially tackle some of the priorities from the community strategic plan that are achievable and then look at what other opportunities are available.

Jenny advised that LGIS (Local Government Insurance Services) have recently set up a health and wellbeing section to assist with services to staff. We are currently looking at organising a visit to provide a Basic Health Assessment (20min) includes the following tests;

Weight, Body Mass Index, Waist/ Hip Girths and Ratio, Blood pressure, Resting heart rate, Total Blood cholesterol, HDL, Cholesterol, Blood glucose & Cardiac risk ratio, Body fat percentage

There is funding available from LGIS to cover the shire employees but there may be an opportunity for members of the community to take advantage of the tests whilst the visiting health providers are here.

**Action:** Jenny to check with LGIS to see if they have capacity to run Basic Health Assessments for community members and what costs would be involved.

Meeting closed 11.23pm

**Recommendation:**

That Council accept the minutes of the Project Officer Working Group Meeting.

**Voting Requirements:**

Simple majority.

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

**15.2 Accident Prevention Working Group Meeting**

11.30am, Wednesday September 24<sup>th</sup> – Council Chambers Murchison

**Attendees:** Jenny Goodbourn (CEO), Emma Foulkes-Taylor (Community Member), Jo Squires (Community Member), Peta Panting (Community Member)  
Natalie Broad (Community Member) – joined via telephone link

**Apologies:** Paul Squires (Councillor & Community Member)

**Notes:**

Jenny – inaugural meeting – first discussed at Annual Electors meeting in 2013. Has taken a long time to be able to convene but welcome at last.

Natalie: would like signs at the shire boundaries – especially on the Beringarra-Pindar and Carnarvon-Mullewa Road and the development of tourist information bays - with gazebos and facilities to encourage people to stop and take a break if need be.

Emma: Signs to advise ‘Entering a remote area’, ‘No Services available for ?Kms’, Beware of stock on road, UHF emergency channels (1,6 & 7) etc.

Jo: Advise to drive to road conditions.

Natalie: More detailed advice in information bays - Don’t leave car, no mobile coverage, no public phones, carry plenty of water, tell people where you are going and when you expect to be there etc.

Nat said she felt the information should be in information bays as there are already enough road signs but others felt that some of the most poignant points needed to be on signs as people entered the area as not everyone stops at information bays.

Jenny said the ideal would be a combination of the two and more detailed info could be provided in information bays such as the one we are hoping to develop at Ballinyoo Bridge – combining tourism with a safety guide.

**Action: Emma to draft up some road signage wording and distribute to group for discussion/feedback**

There was discussion on where mobile coverage stopped and suggestions of signs to advise people there was no mobile coverage from that point. (We are getting an increasing number of tourists who call into the shire and say they have a problem with their phone – they don't even contemplate that there is no coverage and assume there is something wrong with the phone!)

Jo asked if we can get information on road traffic incidents in the area a she has tried to but not been able to access anything.

Jenny said that many small incidents would not be reported – people who ring the police are now told to complete an incident report on line and many don't.

There was discussion on putting up the station UHF channels on the station boundary signs. Some felt this may be an intrusion of privacy and others felt that it wouldn't be as people often scan for channels whilst travelling and listen in to what is on air. It would be up to each station to agree but the signs could be updated quite cheaply with 'stick on' lettering and numbers rather than whole new signs for those that were agreeable.

**Action: Jenny to send community email asking for permission to stick station UHF channels on station boundary signs and then proceed with purchasing and distributing required stickers.**

Peta advised that back when the group was initially discussed she had started work on a pamphlet – a sort of how to drive safely on remote roads.

Jenny advised that the CEO at Cue had also done some work in this area and Peta could have a look at his suggestions and incorporate them into her ideas if useful. Discussion on developing the brochure and having it at surrounding shires and tourist points was well supported.

**Action: Peta to re-visit this and distribute to the group for feedback**

Jo brought up that it is not just tourists and travellers having accidents and that there have been locals in accidents also.

Suggested some defensive driving courses would be good.

Jenny said she had done one of these organised by the local mine whilst in Mt Magnet and it had been very good – not just for new drivers but as a refresher.

**Action: Jenny to ask CSIRO who they use or look at the companies offering these sorts of courses.**

Emma asked whether the shire had a list of all the GPS co-ordinates of airstrips in the shire. We do not but would be good and fairly simple to arrange and would fit in as part of our Local Emergency Management Arrangements. There was discussion on the Jiggernoo airstrip not being on the RFDS list. Jenny advised this had actually been sorted out with the RFDS and they now include it but because of having to close the road would only use it as a final option. The problem had been that the strip had been done without prior RFDS approval and they were reluctant to include it – seemed to be a procedural issue that common sense has now overcome.

Emma asked if the CEO now had a sat phone. The CEO advised that she now has a sat phone and a car kit so is better able to communicate in emergencies. The shire works supervisor has a sat phone, the mechanic has one and there is one with the construction crew and one with the maintenance crew. There was also an additional one purchased that is in the office and available should any staff member need to travel on their own, and it is taken out whenever the patient transfer vehicle is used.



**16.1 Financial Activity Statements to 30th SEPTEMBER 2014**

File:	2.2
Author:	Candice Smith – Senior Finance Officer
Interest Declared:	No interest to disclose
Date:	7 <sup>th</sup> October 2014
Attachments:	Financial Activity Statements for 3 months to 30th September 2014 Balance Sheet Income Statement by Program Summary Income Statement by Nature & Type Income Statement by Program Detailed

**Matter for Consideration:**

Council to consider adopting the Monthly Financial Statements for September 2014.

**Background:**

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

**Comment:**

The Current Position at 30 September 2014 is a Deficit of \$116,539

Add Operating Revenues down	(1,383,107)
Add Operating Expenditure down	1,159,496
Less Funding Balance Adjustment	(39,236)
Less Capital Revenue down	0
Add Capital Expenditure down	424,675
Less Rate Revenue down	5,058
Opening Funding Surplus (Deficit)	<u>(50,347)</u>
	<u>116,539</u>

In accordance with Council Policy 5.2.1, authorising the CEO to invest funds surplus to immediate operating needs and Regulation 19c of the Local Government (Financial Management) Regulations, one Term Deposit matured in September and was renewed until 27/12/2014:

Beringarra- Cue Road Reserve TD	\$3,500,000.00	@ 3.49% Maturity 27/12/2014
Crossland MCF Term Deposit	\$ 300,000.00	@ 3.53% Maturity 27/11/2014
Ballinyoo Bridge	\$3,500,000.00	@ 3.53% Maturity 27/11/2014

**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
- (e) The net current assets at the end of the month to which the statement relates.

**Strategic Implications:**

Nil.

**Policy Implications:**

Nil.

**Budget/Financial Implications:**

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

**Sustainability Implications:**

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

**Consultation:**

UHY Haines Norton

**Recommendation:**

That Council adopt the financial statements for the period ending 30th September 2014 as attached.

**Voting Requirements:**

Simple majority.

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

**16.2 Accounts Paid during September 2014**

File:	
Author:	Candice Smith – Senior Finance Officer
Interest Declared:	No interest to disclose
Date:	13 <sup>th</sup> October 2014
Attachments:	EFT & Cheque Details for September 2014

**Matter for Consideration:**

Authorisation of accounts paid during the month of September 2014.

**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.

**Comment:**

Payments made during the month of September as per attached schedule

**Strategic Implications:**

None

**Policy Implications:**

None

**Budget/Financial Implications:**

Payment from the Municipal and Trust Bank Accounts.

**Sustainability Implications:**

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

**Consultation:**

Haines Norton

**Recommendation:**

That the accounts as per the attached Schedule presented to this meeting totalling \$901,568.64 which includes \$343,500.00 of intra account transfers, be passed for payment/endorsed by Council.

**Voting Requirements:**

Simple majority

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

**17. DEVELOPMENT**

**17.1 Audio Recording of Council Meetings**

File:	4.40
Author:	Jenny Goodbourn
Interest Declared:	Nil
Date:	17 <sup>th</sup> October 2014
Attachments:	

**Matter for Consideration:**

Audio recordings of Council Meetings.

**Background:**

At the February 2011 meeting council made the following resolution:

**COUNCIL DECISION/OFFICER'S RECOMMENDATION:**

**Moved: Councillor Seaman**

**Seconded: Councillor Foulkes-Taylor**

That Council approve that proceedings of Ordinary Council meetings be electronically recorded by Council staff members as from 1 March 2011.

**Electronic Recording of Council Meetings**

All Ordinary Council meetings will be recorded using electronic sound recording equipment on the following basis:

All Ordinary Council meetings shall be recorded on sound recording equipment except where the majority of voting members present at the meeting resolve to exclude members of the public from the meeting, or unless otherwise directed by the meeting.

Recordings of Ordinary Council meetings are to be retained, and may be copied on request from an Elected Member, Executive Officer of Council, or in any other case by direction of the Chief Executive Officer.

No transcripts (written copy) are to be made, unless requested by an Elected Member, or in other cases by direction of the Chief Executive Officer.

Recordings of Ordinary Council meetings may not be copied or provided to members of the public as specified in Section 5.95, Subsections (1) to (8) of the Local Government Act 1995.

**CARRIED 5/0**

**Comments:**

During 2010 and 2011 there had been some discrepancies with the minutes and changes were being made fairly often. It was decided that to ensure that the minutes were as accurate as possible, the meetings would be electronically recorded to allow the appropriate staff members to refer to the recordings when preparing written minutes.

Whilst the above resolution was passed it does not appear that the policy manual was updated to reflect this and when the current CEO commenced in August 2012 meetings were not being recorded. The last meeting recorded was December 2011.

When the new SFO started in June she volunteered to do the minutes which is a great help to the CEO and asked to record the meetings to assist with the minutes until she got used to doing them.

There has subsequently been some discussion amongst council as to whether we need to record the meetings or not. There is no statutory requirement to record meetings and it is up to the individual council to decide their policies regarding this. There have not been any problems with the Minutes and with both the CEO and SFO taking notes there is really no need to record the meetings if council does not want to.

If council does not wish meetings to be recorded then they should rescind their decision of 11<sup>th</sup> February 2011.

**Statutory Environment:**

Nil

**Sustainability Implications:**

- **Environmental**  
There are no known significant environmental implications associated with this decision
- **Economic**  
There are no known significant economic implications associated with this decision
- **Social**  
There are no known major significant social considerations associated with this decision,

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil.

**Consultation:**

WALGA

**Recommendation:**

That council rescinds its decision of 11<sup>th</sup> February 2011 and no longer records Ordinary Council meetings using electronic sound recording equipment.

**Voting Requirements:**

Simple Majority

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

**17.2 Wooleen Nature Based Parks**

File:	
Author:	Philip Swain – Health/Building Officer
Interest Declared:	No interest to disclose
Date:	
Attachments:	Nil

**Matter for Consideration:**

The Council is requested to resolve to write to the Minister of Local Government and Communities seeking approval for Wooleen Station to operate “nature based parks” on the land, in conjunction with other tourist facilities.

**Background:**

Earlier this year the Department of Local Government and Communities wrote to the Shire regarding the caravan parking operations at Wooleen Station, Twin Peaks Wooleen Rd, Murchison. The Shire has been working with the operators to improve the level of compliance at the property, including Food Business Registration, Lodging House and Caravan Park compliance. Discussion with the operators has confirmed that they would like to pursue the ongoing provision of two (2) locations for “nature based parking” on the station and caravan parking facilities at the station homestead as either a “caravan park” or “nature based park”.

The station is located approximately 35 kilometres from the Murchison Caravan Park, a Shire owned facility, which is operated in conjunction with the Murchison Roadhouse and has ten (10) short-term bays. The Shire cannot grant a licence for a “nature based park” if there is a facility within 50 kilometres. The Minister can approve a shorter distance in a particular case.

**Comment:**

Preliminary discussions at Administration level suggest the Shire has no objection to the tourist facilities at Wooleen Station, including the concept of “nature based parks”. These facilities would be designed to cater for self sufficient travellers and are both proposed at isolated and scenic locations on the property. Whilst the regulations require defined facilities for caravan parks there is a significant level of flexibility with respect to “nature based parks”. The Shire is of the view that the nature based parks can be provided with minimal facilities at the same, and that there is a tourist market for the same which will not impact upon the Shire’s existing caravan park and roadhouse to any great extent.

If approved in concept by Council, the CEO will write to the Minister outlining the proposal including the rudimentary facilities, plans for fire services, refuse management and other issues.

**Statutory Environment:**

The following legislation impacts upon this decision;

- Caravan and Camping Ground Act 1995
- Caravan and Camping Ground Regulations 1997

**Strategic Implications:**

The Shire of Murchison Strategic Community Plan 2012/13 – 2022/23 includes Tourism Strategies To promote and support a sustainable tourism industry in the Shire of Murchison.

**Sustainability Implications:**

- **Environmental**  
Environmental impacts will exist but will be managed within the development area by the proponents. Wooleen has been a model for sustainable rangeland development.
- **Economic**  
The proposal will support local tourism and business within the Shire
- **Social**  
There are no known significant social considerations that need to be addressed as a result of this decision.

**Policy Implications:**

Nil

**Financial Implications:**

The Shire can licence the facilities and establish fees for the same under existing legislation. There are no current fees for this purpose.

**Consultation:**

Nil

**Recommendation:**

That the Council directs the CEO to write to the Minister of Local Government and Communities requesting approval of “nature based park” caravanning facilities on Wooleen Station, Twin Peaks Wooleen Rd Murchison in accordance with the requirements of Caravan and Camping Ground Act 1995 and the Caravan and Camping Ground Regulations 1997.

**Voting Requirements:**

Simple majority

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

**17.3 Tender MU 12.2014 – Supply, Spray and Cover Bituminous Products**

File:	12.9
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	Nil
Date:	13 <sup>th</sup> October 2014
Attachments:	Tender Report - Greenfields

**Matter for Consideration:**

Tenders have been called for the supply, spray and cover bituminous products in connection with the seal on the Carnarvon-Mullewa Road SLK 216.46 to 220 and the three sections of dust suppression works on the Beringarra – Pindar Road. The results of the tender are now presented to council for their decision.

**Background:**

The shire engaged Greenfield Technical Services to call a tender for the above works. The tender was advertised and closed on the 7<sup>th</sup> October 2014.

**Comment:**

A full report from Greenfields will be received by the 15<sup>th</sup> October and will be circulated to councillors as soon as it is received and will be available at the meeting.

**Statutory Environment:**

Local Government Act 1995 s.3.57 and the Local Government (Functions and General) Regulations 1996 – Part 4- tenders for providing goods and services. Shire of Murchison purchasing policy.

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Policy Implications:**

Nil

**Financial Implications:**

The scheduled works have been included in the transport section of the adopted budget.

**Consultation:**

Brian Wundenberg – Works Supervisor  
Michael Keane - Greenfields

**Recommendation:**

To be advised following receipt of the Greenfields report.

**Voting Requirements:**

Simple Majority

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

**17.4 Tender MU 13.2014 – Supply and Deliver Sealing Aggregates**

File:	12.9
Author:	Jenny Goodbourn- Chief Executive Officer
Interest Declared:	Nil
Date:	13 <sup>th</sup> October 2014
Attachments:	Tender Report - Greenfields

**Matter for Consideration:**

Tenders have been called for the supply and delivery of sealing aggregates in connection with the seal on the Carnarvon-Mullewa Road SLK 216.46 to 220 and the three sections of dust suppression works on the Beringarra – Pindar Road. The results of the tender are now presented to council for their decision.

**Background:**

The shire engaged Greenfield Technical Services to call a tender for the above works. The tender was advertised and closed on the 7<sup>th</sup> October 2014.

**Comment:**

A full report from Greenfields will be received by the 15<sup>th</sup> October and will be circulated to councillors as soon as it is received and will be available at the meeting.

**Statutory Environment:**

Local Government Act 1995 s.3.57 and the Local Government (Functions and General) Regulations 1996 – Part 4- tenders for providing goods and services. Shire of Murchison purchasing policy.

**Strategic Implications:**

Nil

**Sustainability Implications:**

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

**Policy Implications:**

Nil

**Financial Implications:**

The scheduled works have been included in the transport section of the adopted budget.

**Consultation:**

Brian Wundenberg – Works Supervisor  
Michael Keane - Greenfields

**Recommendation:**

To be advised following receipt of the Greenfields report.

**Voting Requirements:**

Simple Majority

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

**18. ADMINISTRATION**

**18.1 Christmas Shutdown Period and associated functions**

<b>File:</b>	
<b>Author:</b>	Jenny Goodbourn
<b>Interest Declared:</b>	No interest to disclose
<b>Date:</b>	17 <sup>th</sup> October 2014
<b>Attachments:</b>	Nil

**Matter for Consideration:**

For Council to consider the annual Christmas shutdown period and date for the staff/councillor Christmas Function.

**Background:**

In previous years Council has closed the Office during the Christmas/New year period. There has also been a staff/councillor Christmas Function on the Thursday night prior to the start of break.

**Comment:**

Most of the outside crew will be on break from Friday the 19<sup>th</sup> December. The December meeting is currently scheduled for Thursday the 18<sup>th</sup> December. The December meeting date was set as a Thursday to coincide

with the last work day and allow for a staff/councillor function to follow that evening. This would leave the previous Saturday – the 13<sup>th</sup> December - as an available date for the Christmas Tree function. It is proposed that the office staff can take leave from Monday 22<sup>nd</sup> December until Friday the 2<sup>nd</sup> January 2015 if required and the office will run on a skeleton staff. However the CEO will be in the office for the majority of this time, only taking the public holidays, as she plans to take her leave after the Christmas/New year period.

**Statutory Environment:**

Nil

**Strategic Implications:**

Nil

**Sustainability Implications**

- **Environmental**  
There are no known significant environmental implications
- **Economic**  
There are no known significant economic implications.
- **Social**  
There are no known significant social considerations.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

Brian Wundenberg, Works Supervisor

**Recommendation:**

- That the arrangements made by the CEO regarding the annual shutdown period be endorsed.
- That the annual staff/councillor function to be held on the 18<sup>th</sup> December commencing from 5:00pm

**Voting Requirements:**

Simple Majority

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

**18.2 Request for Annual Leave - CEO**

File:	4.20
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to Disclose
Date:	17 <sup>th</sup> October 2014
Attachments:	Nil

**Matter for Consideration:**

Approval of annual leave for the CEO and notice of appointment of relieving CEO.

**Background:**

The CEO would prefer to apply for annual leave during January or February each year to enable her to visit the cottages she and her husband have in Tasmania. The CEO last took leave from the 13<sup>th</sup> January 2014 to 14<sup>th</sup> February 2014 inclusive. Apart from that the odd few days have been taken away from the settlement in the last few months. The proposed leave is for a period of five weeks. Further annual leave would not be requested until early 2016.

**Comment:**

The Chief Executive Officer requests Council approval to take leave for the period commencing 12<sup>th</sup> January 2015 to 13<sup>th</sup> February 2015 inclusive (five weeks).

The CEO’s Annual leave needs to be approved by council.

Last year the Deputy CEO covered for the leave and was appointed Acting CEO for the period.

However the Deputy CEO had to leave earlier in the year and our new Senior Finance Officer was only appointed in June. She is not as experienced in the running of a shire and would not be comfortable to be Acting CEO for the period. Also last break the CEO was contactable by email and mobile to advise of any urgent items that needed a handover but actually ended up spending quite a bit of her time working on shire matters.

It would therefore be preferable to try and secure a relieving CEO for the period from outside the shire. If council are in agreement the CEO will try to source a suitable person to provide the cover. Alternatively council may wish to suggest someone or approach WALGA to see if they can assist.

There is no meeting scheduled for January and the CEO would be back in time for the February meeting. The SFO is taking leave from Christmas but will be back in work on the 8<sup>th</sup> January to allow a handover period.

**Statutory Environment:**

The Local Government Act 1995 requires the Council to appoint a CEO. Although there are no Regulations concerning the appointment of Acting CEO’s it would be prudent to ensure the appointment of a Relieving CEO is formalised.

**Strategic Implications:**

Nil

**Sustainability Implications**

- **Environmental**  
There are no known significant environmental implications
- **Economic**  
There are no known significant economic implications.
- **Social**  
There are no known significant social considerations.

**Policy Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

Nil

**Recommendation:**

That annual leave for the Chief Executive Officer be approved for the period commencing 12<sup>th</sup> January 2015 to 13<sup>th</sup> February 2015 inclusive (five weeks).

That subject to the CEO’s leave approval, a relieving CEO is arranged to cover the period of the leave.

**Voting Requirements:**

Simple Majority

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

**18.3 DFES – Community Fire Manager Pastoral**

File:	5.1
Author:	Jenny Goodbourn
Interest Declared:	Nil
Date:	15 <sup>th</sup> August 2014
Attachments:	CESM LG Costs; Appeal Minister & Minister - CESM

**Matter for Consideration:**

Response from Minister Joe Francis MLA to the letter sent regarding removal of the CESM position.

**Background:**

At the August meeting council resolved: *That council write to the Minister for Emergency Services and ask him to reconsider his decision to take away the position of Community Fire Manager Pastoral.*

The CEO wrote a letter to the Minister on the 1<sup>st</sup> September asking for them to reconsider funding the position.

**Comments:**

The Minister has replied – see attachment. In the letter which was received initially from Kim Lambkin, Superintendent, Mid West Gascoyne region of DFES, it was stated that if the position was to continue it would need to be established on a cost sharing basis through the LGA's involved with one of the LGA's being the designated employer. There was nothing in the letter to say that this position would also be jointly funded by DFES.

The Minister's letter says that the position was originally funded for two years in 2009 but with the intention that the position would become jointly funded by the shires and DFES, as is the case with the other CESM positions throughout the state.

There has been no other contact from DFES to discuss the matter and no indication of costs involved.

Mr Vince Catania, MLA recently spoke to the CEO as he had been looking into concerns raised to him about the loss of the position and said that DFES had advised him that it would be jointly funded and that they had spoken to the shires concerned.

It would appear that there has been some confusion around whether the shires had to provide all the funding or whether DFES would jointly fund it and a lack of communication from DFES to discuss the matter.

The Minister's letter says that DFES have been unable to secure financial support from the Local Governments concerned and I wonder if other LGA's assumed they would have to provide all the funding as we did.

I think we need to go back to DFES and explain we didn't know that there could be joint funding and look at the options again with some actual figures and then see if the LGA's involved would be prepared/able to proceed with an agreement.

**Statutory Environment:**

Nil

**Sustainability Implications:**

- **Environmental**  
There are no known significant environmental implications associated with this decision
- **Economic**  
There are no known significant economic implications associated with this decision
- **Social**  
There are no known significant social considerations associated with this decision

**Strategic Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

Nil

**Recommendation:**

That council authorises the CEO to investigate with DFES and the LGA’s involved to establish the full cost implications and viability of making the position a permanent LGA/DFES co-funded position.

**Voting Requirements:**

Simple Majority

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

**18.4 Thanks – Mr & Mrs Paramor**

File:	4.30
Author:	Jenny Goodbourn – Chief Executive Officer
Interest Declared:	No interest to Disclose
Date:	17 <sup>th</sup> October 2014
Attachments:	Thanks

**Matter for Consideration:**

Acknowledgement of letter of thanks from Mr & Mrs Paramor.

**Background:**

Back on the 2<sup>nd</sup> of September a couple had an accident in their car just south of the Ballinyoo Bridge, a passing motorist picked them up and brought them to the settlement. They were a bit shaken up but luckily not seriously injured. The administration staff looked after them and helped with phone calls to their insurance company and making arrangements. The works supervisor offered to go and collect the car and keep it at the depot until the insurers could arrange for its collection or until we could take it to Geraldton as we were having to take a float over to collect some plant at the end of the week.

In the end their insurers arranged to send out a break down truck to pick up the car but could offer no assistance to Mr & Mrs Paramor – suggesting we put them on the next mail truck to get them back to Geraldton.

In the end Leanne took them over to Geraldton that afternoon as we wanted to make sure they were OK and could get medical assistance if required. It also gave them an opportunity to collect their belongings from their car on the way past.

**Comment:**

We have received a letter of thanks from Mr & Mrs Paramor – see attachment. It is nice to know that we did make a difference to what was obviously a traumatic event for them and helped them sort out the situation. Unfortunately none of the “scratchies” came up big – but the thought was lovely and it was good to know that they were safe and well.

**Statutory Environment:**

Nil.

**Strategic Implications:**

Nil

**Sustainability Implications**

- **Environmental**  
There are no known significant environmental implications
- **Economic**  
There are no known significant economic implications.
- **Social**  
There are no known significant social considerations.

**Policy Implications:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Consultation:**

Nil

**Recommendation:**

That council note the letter of thanks from Mr & Mrs Paramor.

**Voting Requirements:**

Simple Majority

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

**19. NOTICE OF MOTION**

**20. CEO ACTIVITY REPORT**

<b>Date</b>	<b>Activity</b>
<b>CEO</b>	
11 <sup>th</sup> September	CEO in Geraldton for specialist appointment.
15 <sup>th</sup> September	Meeting with Jarrad and David of LGIS at Murchison. Review of insurance, OH&S and asset services.
15 <sup>th</sup> September	Meeting with Shire President, Works Supervisor and Squires Resources.
21 <sup>st</sup> September	Australasian Safari in Settlement. CEO and Shire President attended VIP drinks with organisers. Weather awful – strong winds and dust storms then cold and rain. Still seemed to be a great event with lots of competitors and some very good helicopter and plane landings in the dust storms.
22 <sup>nd</sup> September	Meeting with Michael Collins of the caravan and camping show (here with safari) re roadhouse and tourism.
24 <sup>th</sup> September	Project Officer and Accident Prevention Working Group Meetings
24 <sup>th</sup> September	Contact regarding the Anzac centenary grant we had applied for. Needed further quotes which CEO supplied to them.
25 <sup>th</sup> September	Discussion with Vince Catania regarding loss of CESM position
25 <sup>th</sup> September	Meeting with Steve Dart re power issues in the settlement
30 <sup>th</sup> September	Followed up on closure of roadhouse position advertising
1 <sup>st</sup> October	Dealt with problems with RCD not working at one of the power points in the caravan park. Referred to Kevin Crowe and isolated power point as RCD had failed.
2 <sup>nd</sup> October	Shire president met with CEO for catch up on current issues
3 <sup>rd</sup> October	CEO in Geraldton.
6 <sup>th</sup> October	Interview with possible new operators of roadhouse and caravan park
6 <sup>th</sup> -8 <sup>th</sup> October	Phil Swain – EHO on site at Murchison for 6 monthly visit. Reviewed status of ongoing issues and developments.
7 <sup>th</sup> October	Geoff Gard left Murchison. Debra Gard will stay on until end of October as previously advised. Shire will assist with lawns etc. until new operators take over.
9 <sup>th</sup> -10 <sup>th</sup> October	CEO in Geraldton. Follow up with specialist and dentist appointment.

**Recommendation:**

That the CEO's Activity Report be accepted.

**Voting Requirements:**

Simple Majority

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

**21. URGENT BUSINESS**

**22. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

**23. MEETING CLOSURE**