

## **CONTENTS**

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	3
4.	PUBLIC QUESTION TIME .....	4
	OC100201 Standing Orders .....	4
5.	NEXT MEETING.....	4
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
7.	NOTICE OF ITEMS TO BE DISCUSSED IN CAMERA.....	4
8.	Confirmation Flying Minutes.....	4
9.	CONFIRMATION OF MINUTES .....	5
9.1	BUILDING COMMITTEE MEETING –21 November 2009 .....	5
9.2	ORDINARY COUNCIL MEETING –18 December 2009.....	5
9.3	AUDIT COMMITTEE MEETING –8 January 2010.....	5
9.4	SPECIAL COUNCIL MEETING –8 January 2010.....	5
9.5	CBD COMMITTEE MEETING –29 January 2010 .....	5
	OC100202 Minutes for Meetings .....	6
10.	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	6
11.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	6
	OC100203 Change in order of business .....	6
	18.3 Roadhouse Operators .....	7
1.	1.0 Infrastructure.....	7
2.	Creating Opportunities .....	7
3.	That Council;.....	8
4.	Advertise the Opportunity in newspapers and website the “Roadhouse Opportunity” .....	8
	OC100204 Roadhouse Operators .....	8
1.	Advertise the Opportunity in newspapers and website the “Roadhouse Opportunity” .....	8
	OC100205 Roadhouse Operators .....	8
12.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED .....	9
12.1	PRESIDENT .....	9
12.2	COUNCILLORS.....	9
13.	DISCLOSURE OF INTERESTS .....	10
14.	REPORTS OF COMMITTEES .....	10
15.	REPORTS OF OFFICERS.....	10
15.1	WORKS.....	10
	15.1.1 Monthly Plant & Works Progress Report.....	10
	OC100206 Works and Plant Report .....	15
	OC100207 Change sign on McNabbs Road .....	15
16.	FINANCE.....	16
16.1	Financial Activity Statements December-January 2010 .....	16
	OC100206 Works and Plant Report .....	17
16.2	Accounts Paid during the period December to January.....	18
	OC100207 Accounts Paid .....	18
16.3	Budget Review 2009-10 .....	19
5.	Nil.....	20
	OC100208 Budget Review 2009-10 .....	21
17.	DEVELOPMENT .....	22
	17.1 Development Progress January-February 2010 .....	22
6.	Land Use.....	22
	OC100209 Amendment.....	23
	OC100210 Development Progress Except CSIRO .....	23
	OC100211 Development Progress CSIRO .....	23
	17.2 Health Inspections .....	24

7.	Land Use.....	24
	OC100211 Health Inspections.....	25
	17.3 Town Planning Scheme .....	26
8.	Land Use.....	26
	OC100212 Town Planning Scheme .....	27
	17.4 ASKAP/SKA Issues.....	27
	OC100213 Request for meeting with CSIRO .....	28
	17.4 Oakagee Port and Rail Issue .....	28
18.	ADMINISTRATION.....	29
9.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	29
	18.1 Notice of Motion Financial and Proximity Interests .....	29
	OC100214 Notice of Motion- Exemption under Section 5.69 LG Act 1995.....	30
	18.2 Emergency Management Plan .....	31
	OC091213 Notice of Motion-Emergency Management Plan .....	31
	Introduction .....	33
	Division 2 — Emergency management arrangements for local governments .....	3
	OC100214 Emergency Management Plan .....	4
	18.3 Roadhouse Operators .....	5
	18.4 Freight Service-Murchison .....	5
10.	1.0 Infrastructure.....	5
11.	Creating Opportunities .....	5
	OC100214 Freight Service to Murchison.....	6
1.	Extend Murchison Express Freight’s contract to end of June 2010 .....	6
	18.5 Works Supervisor- Position Description .....	7
12.	Works Supervisor.....	8
	OC100214 Works Supervisor Position Description .....	12
	18.6 Structural Reform .....	13
	OC100215 Structural Reform .....	15
	18.7 Compliance Audit Return .....	16
	OC100215 Structural Reform .....	16
	18.8 Committee Payments- Non Elected Members .....	17
	OC091212 Notice of Motion-Draft Policy non elected member payments .....	17
13.	Members .....	18
	8.1 Councilors’ Expenses.....	18
	OC100216 Policy 1.4 Committee Payments .....	20
	1.4 Committee Payments. ....	20
19.	CEO ACTIVITY REPORT .....	21
	19.1.1 CEO Activity Report January _February 2010 .....	21
	OC100217 CEO Activity Report .....	22
20.	URGENT BUSINESS .....	23
	OC100218 Urgent Business .....	23
	OC100218 Use of the Climate Change Adaption Report.....	23
21.	ITEMS TO BE DISCUSSED IN CAMERA .....	23
22.	MEETING CLOSURE.....	23



## Western Australia

Unconfirmed Minutes for the Ordinary Meeting of the Murchison Shire Council,  
held in the Council Chambers, Carnarvon Mullewa Road, Murchison,  
On Friday 19 February 2010, commencing at 9.30 am.

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

The President opened the meeting and thanked everyone for their attendance at 9.45am

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

MEMBERS	Cr S A Broad, Shire President Cr M W Halleen, Deputy Shire President Cr P M Walsh Cr R E Foulkes-Taylor Cr P R Squires (from 9.47) Cr B M Seaman
STAFF	Mr R J Adams, Chief Executive Officer Ms G French, Senior Administration Officer
LOA	Cr W McL Mitchell
Public Gallery	Mrs J Cameron

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

Nil

**4. PUBLIC QUESTION TIME**

NIL

Stand Down Local Law Standing Orders

**OC100201 Standing Orders**

**Moved Cr P M Walsh, Seconded Cr M W Halleen**

**That the Local Law-Standing Orders 2001 be stood down**

**Motion put and carried 5/0**

**5. NEXT MEETING**

The scheduled date for the next ordinary meeting is 19 March 2010

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

Nil

**8. Confirmation Flying Minutes**

NIL

## **9. CONFIRMATION OF MINUTES**

### **9.1 BUILDING COMMITTEE MEETING –21 November 2009**

#### BACKGROUND

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

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

That the Minutes of the Building Committee Council Meeting of 21 November 2009 are received.

### **9.2 ORDINARY COUNCIL MEETING –18 December 2009**

#### BACKGROUND

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

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting of 18 December 2009 be confirmed.

### **9.3 AUDIT COMMITTEE MEETING –8 January 2010**

#### BACKGROUND

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

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

That the Minutes of the Audit Committee Meeting of 8 January are received.

### **9.4 SPECIAL COUNCIL MEETING –8 January 2010**

#### BACKGROUND

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

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

That the Minutes of the Special Council Meeting of 8 January 2010 be confirmed.

### **9.5 CBD COMMITTEE MEETING –29 January 2010**

#### BACKGROUND

Minutes of the CBD Committee of Council have previously been circulated to all Councillors.

#### VOTING REQUIREMENTS

Simple majority

#### OFFICER RECOMMENDATION

That the Minutes of the CBD Committee Meeting of 29 January 2010 be received.

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100202     Minutes for Meetings**

**Moved Cr P M Walsh, Seconded Cr M W Halleen**

**Items 9.1, 9.2, 9.3, 9.4, 9.5 carried en bloc**

**Motion put and carried 6/0**

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

Nil

**11.            PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

10.10 Ms Penny Walsh entered the meeting

Presentation of marketing and the next step for the CBD

- Marketing Opportunities
- Tourist blogs, e.g.: face book, twitter
- Difference between a tourist and a traveller
- Some ideas for next step in the CBD

10.40 Ms Penny Walsh left the meeting

**COUNCIL DECISION**

**OC100203     Change in order of business**

**Moved Cr B M Seaman, Seconded Cr P R Squires**

**That the order of business be changed to deal with Item 18.3 Roadhouse Operators be dealt with now**

**Motion put and carried 6/0**

## **18.3 Roadhouse Operators**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 21 January 2010  
Attachments: Nil

### MATTER FOR CONSIDERATION

Position of roadhouse operators

### BACKGROUND

Anne Cheffers the current lessee of the Oasis Roadhouse has indicated that she will not be exercising her option to continue as the operator of the Road house.

Council has left it up to the CEO to advertise and engage people for this position or opportunity the last few times this has occurred.

As the development of the CBD has occurred since Ms Cheffers was engaged Council may wish to explore any options for the new facility.

Ms Tanya Hunter will commence operating the Oasis Roadhouse effective from 1 March 2010. Ms Hunter has been assisting Ms Cheffers over the past couple of months. Ms Hunter is aware that she is a temporary solution until resolved by council. Ms Hunter will be an applicant for the opportunity in due course.

The standard lease arrangement will be a one year lease with four more options. The Cafe and Restraunts act allows for a five year lease arrangement.

The position as it stands now requires the lessee to run and operate their own business. The following requirements of the lessee are too;

- Maintain and service the ablutions
- Maintain and service the Caravan Park
- Maintain and service the motel units
- Operate the freight depot shed
- Service the fuel station
- Maintain all parks and gardens within the CBD

With the inclusion of a "Tourist" section in the roadhouse the lessee will be required to maintain and operate this facility.

### STRATEGIC IMPLICATIONS

### POLICY IMPLICATIONS

#### **1. 1.0 Infrastructure**

##### OBJECTIVE

1.1 Continue to enhance and develop facilities according to community needs

#### **2. Creating Opportunities**

##### OBJECTIVE

6.1 Aggressively pursue economic development opportunities

#### FINANCIAL IMPLICATIONS

Council continue to allow in its budget, insurances, maintenance etc for the premises.

#### CONSULTATION

Nil

#### COMMENT

Nil

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION

**3. That Council;**

**4. Advertise the Opportunity in newspapers and website the “Roadhouse Opportunity”**

#### COUNCIL DECISION

**OC100204     Roadhouse Operators**

**Moved Cr M W Halleen, Seconded Cr P M Walsh**

**1. Advertise the Opportunity in newspapers and website the “Roadhouse Opportunity”**

**Motion put and LOST 0/5**

#### COUNCIL DECISION

**OC100205     Roadhouse Operators**

**Moved Cr M W Halleen, Seconded Cr P M Walsh**

**Murchison Oasis Business Development Opportunity is presented in a Flying Minute prior to next ordinary council meeting.**

**Motion put and carried 6/0**

Reason: At the completion of the CBD Development the opportunity will not be just a Roadhouse

## **12. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

### **12.1 PRESIDENT**

Attended State Council Meeting in Margaret River

- Read various items from WALGA CEO's Report that was presented
- Relocation of WALGA's officers was an ongoing discussion
- April 12 is the official send off for Cr Mitchell
- Murchison Zone- DAP process still ongoing
- R4R not going to see the missed payment for year 2
- Reform- "no confidence vote" in the "process" for structural reform
- Tour of Margaret River- 209 solar panels on the tourist centre

Roads

- Hot dry summer – roads holding up well in the hot weather

### **12.2 COUNCILLORS**

#### **Cr B M Seaman**

- Road Inspection- valuable day with good information
- CBD Committee on 29 January- Looking fantastic
- MAC 2 February well attended mosaic day for ASKAP/SKA
- Meeting Room- will this be painted this financial year /
- Shade Sail in playground
- Library- CEO took Question on Notice
- Road- Beringarra Pindar boundary grid damage

#### **Cr P R Squires**

- Apology for not attending road inspection
- AGM at Pia Wadjarri did this happen or not?
- Heritage Precinct- Fred to attend site when fishing slowed down
- Apology for organising a community goat muster
- Gate is on the playground
- Mozzie Fogger has been delivered to Billabalong
- Terrific progress on the Roadhouse

#### **Cr P M Walsh**

- Drove through water at Ching this morning, so it does rain in the Murchison
- Drove to council meeting and roads are in good shape
- Cue Beringarra Road has had significant patching, 10km south of Miluera Woolshed is average
- Airstrip ripped up and being laid back down at Miluera
- Sinosteel have ceased operations at Miluera due to budget cuts
- Encourage everyone to have a look at the new roadhouse

#### **Cr R E Foulkes-Taylor**

- Pindar Road grading is good
- Traffic has been heavy during the hot months
- ICPA- looking at forming a branch in the Midwest

**Cr M W Halleen**

- In places a lot of sand on Beringarra Pindar Road
- A couple of places thought the grader was going too fast
- Conditions of the season noted
- Boundary changes ZCA not happening.

**13. DISCLOSURE OF INTERESTS**

**Cr M W Halleen**

Declared Interest in Items 17.1 and 17.2. The nature of the interest being an Indirect Financial Interest

**14. REPORTS OF COMMITTEES**

No actions required form any committee meetings

Building and Plant Committees are required to meet prior to the Budget Meeting

The CEO requested the following comment be recorded in the meeting

The last CBD Committee meeting was fantastic and operated in right spirit and was great to be involved in

**15. REPORTS OF OFFICERS**

**15.1 WORKS**

**15.1.1 Monthly Plant & Works Progress Report**

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

**MATTER FOR CONSIDERATION**

To view the plant operation for the month of January February 2010 and an update on works carried out

## BACKGROUND

### Monthly Plant useage and status Report

<b>HEAVY PLANT</b>			<b>Start</b>	<b>End</b>	<b>Total</b>	<b>MTD</b>	<b>Total</b>
<b>Plant Item</b>	<b>Year</b>	<b>Rego</b>	<b>Hours</b>	<b>Hours</b>		<b>Service</b>	<b>Ownership</b>
Cat Grader 12H	2005	MU 141	5322	5438	116	1326	31760
Cat Grader 12H	2003	MU 121	10153			1112	85888
Cat Grader 12M	2008	MU 51			0		5396
Volvo L110 Loader	2006	MU 65	1822	1986	164	1386	13045
Komatsu Dozer	1997		6634			2168	163308
Cat Vibrating Roller	2005	MU 177	2771	2814	43	2512	16153
<b>TRUCKS</b>					0		
Iveco Prime Mover	2003	MU 000	173844	179742	5898	429	46914
Nissan UD	2009		24251	42547	18296	492	2120
Iveco Tipper	2004	MU 00	102885		-102885		56593
<b>GENERATORS</b>							
Generator 2-100KVA	2005		14616		-14616		
Generator 1-83KVA	2005		38364		-38364		
Generator 13KVA (Const)	2005		10965		-10965		
<b>LIGHT VEHICLES</b>							
Toyota Landcruiser	2005	01 MU	96824				11722
Mitsubishi Canter	2004	MU 140	18250		-18250	918	313
Toyota Prado	2009	MU 0		34100		1137	2817
Holden Rodeo	2008	MU 167	89000	101696	12696	2543	3768
Isuzu DMAX	2009	MU 300	0		0		3073
Toyota PTV	1986	MU 1017	18824	19822	998	66	2478
<b>TRAILERS &amp; TANKERS</b>					0		
Side Tipper	2001	MU 2010		158253	158253		16304
Side Tipper-Evertran	2009	1TKB837	5169	5403	234		4860
Tri Axle Low Loader	2008	MU663	7984	14772			8544
Tri Axle Low Loader	2001	MU2004			0	475	52411
30K Water Tank	2005	MU 2024	48656	52009	3353		9812
Dog Fuel Trailer	1993	MU 658			0		1775
Dog Fuel Trailer	1972	MU2005			0		535
Dolly 1	2001	MU 2003			0		6240
Dolly 2	2000	MU 2009			0		10558
<b>Tractors</b>					0		
New Holland	2006	MU 380	757		-757		2653
Forklift			11316				
Caravans							6821
Various Small Plant						963	5386

## Vehicles and Equipment

### Komatsu dozer

Air-conditioning problem has been fixed. Leaking seal in rams on ripper. Pins and bushes very worn, parts ordered and rams being line bored. Has two broken track rollers and this has been fixed.

### MRWD Caravan

Went to Geraldton and had air conditioners installed

### Maintenance Caravan

Went to Geraldton and had air conditioners installed

### Canter Truck

Fuel issue and has been returned to dealer for fixing

Red dolly

Is in Geraldton at Force Equip having brakes and general repairs

Water cart

Has had the diesel pump fitted and plumbed to middle of tank

Old Side Tipper

Brakes and bushes replaced and other general repairs

Old Low Loader

Is at D Trans for inspection and report on design issues with brake boosters

Iveco Prime Mover

Has had air con fan motor replaced

### **15.1.2 Works Report**

#### **Construction Report**

##### **McNabbs-Twin Peaks Road-**

As at 15 Feb, 13 to bunds to be completed. Full maintenance grade has been completed, job scheduled to be completed by 18 Feb. CEO inspection completed 15 Feb

##### **Murgoo Access Road (Yalgoo Jingamarra)**

- Inspected by Acting Works Supervisor Neil Coombe with land holder Mr Reg Seaman. Discussion on 700 meters of access road requiring re-sheeting
- 

#### **Maintenance Report**

Carnarvon - Mullewa road: -

- Repairs to washout caused by rain during the xmas period

Berringara - Pindar road:

- Maintenance grading commenced at south boundary and working north. Graded Tallering airstrip. Grading Murgoo airstrip, continuing north. Both graders commence back working 28 January.
- CEO inspected 5 February

Twin Peaks Wooleen Rd

- Grading completed. Inspected by CEO 15 February 2010

Meeberie-Wooleen Road

- Grading completed. Inspected by CEO 15 February 2010

Erong Road-

- Inspected by Acting Works Supervisor Neil Coombe 12 February, SLK 0 at Innouendy turnoff, 1.5-7.2 is extremely sandy, requires work to be planned for 2010-11 budget

Mt Gould Road- Maintenance grading done

Byro-Berringara Road-

Butchers Track-

- Inspection carried out on 12 January 2010.
- McConnell Dowel then did 7 days of maintenance grading to conform to agreement
- Visit from Lee Farrell, McConnell Dowel, to update on road reconstruction and camp out.
- Camp to be demobilised by end of February 2010 and road to be restored to original condition.

Woolgorong South Road-

Coolcalya Road-

Ballythunna Road-

Cue Beringarra Road-

- On 13 January 2010 visited this road with Peter George- Crosslands Resources, Ray Smith- Crossland Resources and Carl Dunlop- Roadtech Group.
- Drove south of Miluera and inspected road condition. Discussion on bunding issues as highlighted on road inspection with elected members the previous week
- Drove north to just south of crossing, Crosslands seeking permission to put in a flat bottom drain. Roadtech will put drain in as required after land survey

**Settlement-**

**General Grading-**

**Maintenance Grids**

**Works Financial Activity**

<b>Job No</b>	<b>Description</b>	<b>Budget 09-10</b>	<b>MTD</b>	<b>YTD</b>	<b>Balance</b>

E162007	Grids	60000			
E162006	R4R-Bridge	912836	0	393899	518937
E162004	Carnarvon Mullewa Rd- Seal	541590		811	540779
E162003	MT Gould Erong	180000		136710	43290
E162002	Beringarra-Pindar (Murgoo)	100000		135487	(35487)
E162001	McNabbs	52500			
	<b>FLOOD Damage</b>				
<b>SOM</b>	Opening Up	104704			
	Reinstatement	719674			
	North of Byro-Trackwest			149269	
	Beringarra-Pindar-Northcoast			370071	
	Beringarra-Pindar-Trackwest			120262	
	Erong Road			15,276	
	Kalli road				64796
<b>Crosslands</b>	Opening Up	790202			
	Reinstatement	875890			

### Staffing

Neil Coombe- Acting Supervisor  
Paul Smart  
Stuart Broad  
Jason Hodder

Glenn Pinnegar  
Neville Hobbs

**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**

**OC100206 Works and Plant Report**

**Moved Cr R E Foulkes-Taylor, Seconded Cr P R Squires**

**That council:**

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

**Motion put and carried 6/0**

.

**COUNCIL DECISION**

**OC100207 Change sign on McNabbs Road**

**Moved Cr R E Foulkes-Taylor, Seconded Cr B M Seaman**

**The sign “not suitable for Caravans” be changed to black & yellow on McNabbs Road**

**Motion put and carried 4/2**

.

## **16. FINANCE**

### **16.1 Financial Activity Statements December-January 2010**

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 2 February 2010

Attachments: Financial Activity Statements for December-January 2010

Balance Sheet

Income Statement Detail

Income Statement by Nature & Type

Income Statement Summary

#### **MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for December 2009 and January 2010

#### **BACKGROUND**

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

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare such other financial reports as is prescribed.

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d) for that month in the following detail:

(a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);

(b) Budget estimates to the end of month to which the statement relates;

(c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

(d) Material variances between the comparable amounts referred to in paragraphs (b) and (c);

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

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

#### **STRATEGIC IMPLICATIONS**

None

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

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

#### **CONSULTATION**

None

COMMENT

None

VOTING REQUIREMENTS

Simple majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100208     Works and Plant Report**

**Moved Cr P M Walsh, Seconded Cr R E Foulkes-Taylor**

**That council:**

1.     **That Council adopt the financial statements for the period ending December 2009 and January 2010, as attached.**

**Motion put and carried 6/0**

**16.2 Accounts Paid during the period December to January**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 February 2010  
Attachments: EFT & Cheque Detail for December 2009 to February 2010

MATTER FOR CONSIDERATION  
Authorisation of accounts paid during the month of December 2009 to February 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 December 2009 to February 2010 as per attached schedule.

VOTING REQUIREMENTS  
Simple majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**  
**OC100209 Accounts Paid**

Moved Cr B M Seaman, Seconded Cr M W Halleen

**1. Accounts Paid between December 2009 to February 2010;**

TYPE	Voucher	PAYMENT	STATUS	AMOUNT
EFT	1-6, 11, 13-25, 31-54, 64-65	Creditor	Paid	\$ 489,498.44
Cheque	8927-8950	Payroll	Paid	\$ 10260.21
EFT	7-10, 12, 26-31, 55-63	Payroll	Paid	\$ 8508.56

**2. Accounts to be Paid**

TYPE	Voucher	PAYMENT	STATUS	AMOUNT

**3. Salaries and Wages paid between December to February of \$87,514.58 is received**

**Motion put and carried 6/0**

12.26 Cr Walsh exited the meeting

12.30 The President adjourned the meeting for lunch

1.35 The President re opened the meeting with all those present before in attendance with the inclusion of Cr Walsh

### **16.3 Budget Review 2009-10**

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 9 February 2009

Attachments: 1. Budget review

#### MATTER FOR CONSIDERATION

Review the 2009-10 Budgets.

#### BACKGROUND

As required by the Local Government Act 1995 Council adopted a budget for the 2009-10 financial years.

### **Summary of Budget Changes**

#### Governance

##### Administration

E42280 Photocopier Lease Increase \$6000

Comment: It was decided at the Budget Meeting to lease a photocopier rather than outright purchase a new one. This adjustment is just to make it clear in the account of the lease payments. There is no effect to the budget.

#### General Purpose Income

I30304 Interest on Municipal Funds Decrease \$10,000

I30305 Interest on Reserve Funds Decrease \$20,000

Comment: The amount of cash that council holds in its Municipal Account has decreased and the change in economic climate has seen interest rates plummet from 7% to 1% for these small holdings

The Reserve funds have increased but the interest rates have also plummeted during the period under review.

#### Law Order & Public Safety

Nil

#### Housing

NIL

#### Community Amenities

E106010	Town Planning Scheme	Decrease to \$15,000
E.....	Emergency Management Plan	Increase to \$7,000

Comment: It is unlikely that the Shires Town Planning Scheme will be expended during this financial year. A reduction in the budget amount is equal to amount required to complete the Emergency Management Plan.

There will be no affect on the financial position of the shire.

### Economic Services

Nil

### Transport

I121555	Flood Damage	Increase to \$956,948
I121761	MRWA Direct Grant	Increase by \$4328
E122999	Flood Damage	Increase to \$864923

Comment: The actual amounts received and expended in the flood damage are significant even though there is no major affect on council's financial position.

### Recreation & Culture

Nil

### Other Property & Services

## **5. Nil**

### Capital

Beringarra Pindar Road (near Murgoo Woolshed) Increase to \$135,488

From Schedule 14

E122296 Various Shire Roads Decrease \$35,488

Comment: Transfer of funds from E122296 to Capital Expenditure Account.

### Reserve Transfers

Nil

## STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

reg. 33A (1) between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to council.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendation made in the review.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

#### STRATEGIC IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

The changes set out in the budget review give a projected estimate to where the council may be at end of financial year.

#### CONSULTATION

Mandy Wynne, UHYHN

#### COMMENT

Nil

#### VOTING REQUIREMENTS

Absolute Majority

#### **COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100210 Budget Review 2009-10**

**Moved Cr P M Walsh, Seconded Cr R E Foulkes-Taylor**

**That council:**

- 1. Make the necessary adjustments to Budget to include the changes made in the Budget Review**

**Motion put and carried 6/0**

## **17. DEVELOPMENT**

### **17.1 Development Progress January-February 2010**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 28 January 2009  
Attachments: Nil

#### MATTER FOR CONSIDERATION

Development progress

#### BACKGROUND

There are a number of developments happening in and around the Shire over the last year.

Council has an Interim Development Order covering the entire shire, which is to be replaced by a Town Planning Scheme in due course.

The following table represents what developments are happening and their progress through the approval process.

	<b>SOM-CBD</b>	<b>CSIRO</b>	<b>ROADTECH</b>	<b>SINO STEEL</b>
	Roadhouse/Motel	Kitchen/Accom	Accommodation	Mining Camp
Demolition Order	Issued	To Be audited	N/A	N/A
Septic Tank Lic	Issued	To Be Audited	To Be Audited	Issued
Building License	Issued	To Be Audited	To Be Assessed	To Be Assessed
Building approval	Approved	To Be Assessed	To Be Assessed	To Be Assessed

#### STATUTORY ENVIRONMENT

#### STRATEGIC IMPLICATIONS

### **6. Land Use**

#### 1.1 OBJECTIVE

**Plan for the orderly development and use of land in accordance with the shires vision**

1.1.1 Implement District Planning Scheme

1.1.2 Provide an effective and efficient development approval and compliance service.

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

CONSULTATION

Trevor Brandy- Building Surveyor/EHO City of Geraldton Greenough

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council;

Note the status report of Developments in the Shire of Murchison

**COUNCIL DECISION**

**OC100211      Amendment**

**Moved Cr R E Foulkes-Taylor, Seconded Cr P M Walsh**

**Remove CSIRO Development to a separate item for decision**

**Motion put and carried 6/0**

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100212      Development Progress except CSIRO**

**Moved Cr R E Foulkes-Taylor, Seconded Cr P M Walsh**

**Note the status report of Developments in the Shire of Murchison**

**Motion put and carried 6/0**

3.02      Cr Halleen Disclosed a Financial Interest and left the Meeting

**COUNCIL DECISION**

**OC100213      Development Progress CSIRO**

**Moved Cr B M Seaman, Seconded Cr R E Foulkes-Taylor**

**Note the status report of Developments in the Shire of Murchison by CSIRO**

**Motion put and carried 5/0**

## **17.2 Health Inspections**

File:  
Author: Trevor Brandy, Environmental Health Officer  
Interest Declared: No interest to disclose  
Date: 5 February 2010  
Attachments: Nil

### MATTER FOR CONSIDERATION

Development progress

### BACKGROUND

#### **Boolardy Station**

As requested by Council an audit was carried out for Health/Building approvals within the Shire. It was noted that the CSIRO expansion at Boolardy are exempt at present for building approvals under section 373 (3) of the Miscellaneous Provision Act, however, their effluent disposal system and the commercial kitchen are bound by the Health Act and associate legislation.

Contact has been made with the Plumbing Contractor to submit the appropriate application so that it can be assessed under the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974; also it is a requirement for all Councils to keep a list of ATU units within the Shire for servicing purposes.

#### **Roadtech**

Roadtech Construction Pty Ltd has a small road maintenance camp to service the road into Jack Hills from Cue. Council records indicate no application or approves have been applied for or issued for the above mention works.

### STATUTORY ENVIRONMENT

Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974  
STRATEGIC IMPLICATIONS

## **7. Land Use**

### 1.2 OBJECTIVE

#### **Plan for the orderly development and use of land in accordance with the shires vision**

- 1.2.1 Implement District Planning Scheme
- 1.2.2 Provide an effective and efficient development approval and compliance service.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

### CONSULTATION

COMMENT

VOTING REQUIREMENTS

Simple majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100214 Health Inspections**

**Moved Cr R E Foulkes-Taylor, Seconded Cr P R Squires**

**That Council;**

- 1. Note that the contractor that has installed the ATU System at the Boolardy Site, is currently preparing the necessary applications as required by acts and regulations**
- 2. Roadtech Pty Ltd has been notified and compliance with acts and regulations will be processed in due course.**

**Motion put and carried 5/0**

3.09 Cr Halleen entered the meeting

## **17.3 Town Planning Scheme**

File:  
Author: Tony Turner, Geraldton Independent Planners  
Interest Declared: No interest to disclose  
Date: 15 February 2010  
Attachments: Nil

### MATTER FOR CONSIDERATION

Status Report on Town Planning Scheme

### BACKGROUND

Just an update on the progress of the Town Planning Scheme for you.

I have had meetings with Department for Planning officers here in Geraldton to gain some insight into the format and detail that they will require in your TP Scheme documentation and have been working up a first draft Scheme Text document (in line with the Model Scheme Text) which should be completed this week.

It is then proposed that this document will be looked at by DPI Officers to ensure it meets their initial requirements.

The associated Planning Report/ Strategy as required will then be prepared to accompany the text and mapping.

I have also had some preliminary meetings with representatives of CSIRO and OPR and further meetings are to be arranged within this month to discuss their issues etc. Other meetings will also be held this month with DEC, EPA, and Water & Rivers to establish what if any their requirements will be for incorporation into the Scheme documents.

### STATUTORY ENVIRONMENT

### STRATEGIC IMPLICATIONS

## **8. Land Use**

### 1.3 OBJECTIVE

#### **Plan for the orderly development and use of land in accordance with the shires vision**

1.3.1 Implement District Planning Scheme

1.3.2 Provide an effective and efficient development approval and compliance service.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

### CONSULTATION

### COMMENT

## VOTING REQUIREMENTS

Simple majority

## COUNCIL DECISION/OFFICER RECOMMENDATION

### OC100215 Town Planning Scheme

Moved Cr R E Foulkes-Taylor, Seconded Cr P R Squires

That Council;

Note the status report of developments in the Shire of Murchison's Town Planning Scheme

**Motion put and carried 5/0**

- 3.10 Cr Seaman left the meeting
- 3.12 Cr Seaman entered the meeting

### 17.4 ASKAP/SKA Issues

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 15 February 2010  
Attachments: Nil

## MATTER FOR CONSIDERATION

Various ASKAP & SKA Issues

CEO- not contact from CSIRO in last few months

Cr Seaman

- Various road issues
- ILUA- but no negotiations with pastoralists
- CSIRO have promoted "Local People: but what have they done for the community here?"

3.25 Cr Halleen declared an interest, the nature being proximity as he resides at Boolardy.

## **COUNCIL DECISION**

### **OC100216 Request for meeting with CSIRO**

**Moved Cr B M Seaman, Seconded Cr P R Squires**

- 1. The CEO to arrange a meeting with CSIRO**
- 2. A Special Meeting with Council be arranged to facilitate this**

**Motion put and carried 5/0**

3.33 Cr Halleen entered the meeting

### **17.4 Oakajee Port and Rail Issue**

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 15 February 2010

Attachments: Nil

#### **MATTER FOR CONSIDERATION**

Various Oakajee Port and Rail Issues

- Wild Dog fence along the rail line
- Some works commencing March April

## **18. ADMINISTRATION**

### **9. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

#### **18.1 Notice of Motion Financial and Proximity Interests**

File:  
Author: Bridget Seaman, Councillor-Ballinyoo Ward  
Interest Declared: No interest to disclose  
Date: 28 January 2010  
Attachments: Nil

#### **MATTER FOR CONSIDERATION**

#### **BACKGROUND**

In view of the potential number of councillors who could have an "Interest" in discussions involving ASCAP-CSIRO, SKA, OPR and Crosslands, it is possible at times not to have a Quorum.

#### **STATUTORY ENVIRONMENT**

Local Government Act 1995

S5.69 Minister may allow members disclosing interests to participate etc in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any other subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include-
  - (a) Details of the nature of the interest disclosed and the extent of the interest; and
  - (b) Any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and that any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if-
  - (a) There would not otherwise be a sufficient number of members to deal with the matter; or
  - (b) The minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

#### **STRATEGIC IMPLICATIONS**

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

#### **CONSULTATION**

#### **COMMENT**

VOTING REQUIREMENTS

Simple majority

**COUNCIL DECISION**

**OC100217 Notice of Motion- Exemption under Section 5.69 LG Act 1995**

**Moved Cr B M Seaman, Seconded**

**That Council;**

**Note the status report of developments in the Shire of Murchison's Town Planning Scheme**

**Council request the CEO to investigate**

- **An Exemption from the Minister under section 5.69 of the local Government Act in the above matters, with regard to Proximity and Financial Interest.**

**Motion put and carried 6/0**

## **18.2 Emergency Management Plan**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 28 January 2009  
Attachments: Nil

### **MATTER FOR CONSIDERATION**

Approve engagement of WALGA-Emergency Management Services to prepare the Shires Emergency Management Plan

### **BACKGROUND**

At the December 2009 Ordinary Council Meeting council endorsed;

### **COUNCIL DECISION**

#### **OC091213 Notice of Motion-Emergency Management Plan**

**Moved Cr BM Seaman, Seconded Cr M W Halleen**

**Assess and review hazards and risks facing the Murchison Shire Community.  
Identify the municipal resources available for use in the municipal district for use in response and recovery.**

**To provide an overview on how the shire plans for and responds to an emergency.**

**The plan is to be reviewed annually or after an emergency event to detail any changes needed.**

**That the draft "Emergency Management Plan" will be presented to council at the next full council meeting for endorsement.**

**Motion put and carried 7/0**

WALGA- Emergency Management Services were contacted to prepare a submission to carry out all requirements and compliance issues in developing the Emergency Management Plan on behalf of the Shire.



**Emergency Management Services**  
EM-Powering Communities

**Emergency Management Project  
Shire of Murchison  
January 2010**

Responsible Officer: Ron Adams

## Introduction

WALGA–Emergency Management Services (WALGA-EMS) is pleased to provide this submission in support of the Shire of Murchison to undertake the following emergency management project:

### 2. Shire of Murchison Emergency Management Arrangements Project

WALGA–EMS has prepared this project proposal to deliver high quality cost effective results in accordance with the requirements of the project management plan prepared under the direction of the Shire of Murchison. The project plan and cost estimates are outlined in this document at Attachments A and B.

About WALGA Emergency Management Services

WALGA-EMS commenced operations in June 2008 under the Banner of the Western Australian Local Government Association (WALGA) to assist Local Government by providing sound community based emergency management advice and consultancy services. WALGA-EMS products are designed to follow the requirements as set out in the Emergency Management Act and Regulations, State Emergency Management Policy and procedures. WALGA-EMS assists and compliments the work being undertaken by FESA Community Emergency Management Officer (CEMO) Program. The service is backed by the considerable knowledge base of the WALGA team covering all aspects of Local Government business, policy, advocacy and specialist service delivery. Our aim is to assist Local Government by providing a cost effective human resources alternative while building on the existing skills of Local Government officers.

The Coordinator WALGA-EMS John Lane has built up more than thirty years experience in the emergency management industry as a police officer in WA combined with tertiary qualifications in business management, training and workplace assessment, risk management and emergency management planning. In addition to these skills, John has been involved with Aboriginal communities for many years during his police service in the Kimberley and more recently through his employment with WALGA as the Emergency Management Project Coordinator (Indigenous Communities). He has a sound knowledge of indigenous customs and traditional lore. John is involved within the State emergency management system as a member of a number of the SEMC sub-committees and strategic working groups ensuring that his knowledge of State Emergency management policies and procedures is always current.

John Lane, Projects 2009/10
City of Kalgoorlie-Boulder AWARE funded ERM study of three Eastern Goldfields Indigenous communities
City of Kalgoorlie-Boulder – Preparation of the local emergency management arrangements
City of Geraldton-Greenough Local emergency Management Arrangements
City of Melville AWARE Emergency Management Risk Project
Town of Bassendean AWARE Emergency Management Risk Project
Shire of Denmark AWARE Emergency Management Risk Project
Shire of Merredin Emergency management Arrangements

## Project Outline

### The role of Emergency Management Services

In line with the project plan, Emergency Management Services will undertake the role of Project Coordinator responsible for the following tasks as outlined in the project plan:

#### **Emergency Management Arrangements Project**

- Prepare a detailed project plan;
- Liaise with all relevant government and non-government agencies and communities to implement the project plan;
- Document the implementation strategy of the project plan;
- Organise and facilitate workshops and community consultation as required; and
- Prepare all project documentation including final report to designated stakeholders.

### Project Commencement

Emergency Management Services will commence this project upon delivery to WALGA of a **Purchase order from the Shire of Murchison**. A timeline for delivery of this project will be negotiated between WALGA-EMS and the CEO Shire of Murchison.

### Project Plan

As a requirement of this project, a detailed project plan has been prepared. **Refer to Attachment A** The project plan will be agreed to by both parties to ensure that there is understanding of the project scope, cost and required outcomes.

### Supporting Information

WALGA – EMS operates as a line of service of the Western Australian Local Government Association (WALGA) and carries all relevant insurances to cover this project, including:

Professional Indemnity;  
Workers Compensation coverage provisions;

Certificates of Currency for all insurances can be viewed upon request.

### Commercial Arrangements

We pride ourselves on providing a quality product, value for money and a full commitment to these projects. Direct communication by telephone and electronically will be maintained at all times during the project and for support purposes.

### Schedule of Fees

Consulting time is accounted for as described in the project plan.

Travel, disbursements and consultancy fees will be billed at the completion of each project stage as outlined in the project plan at **Attachment A**. Fees charged against this project are outlined in **Attachment B**

A schedule of fees is described in the following table:

Consultant	Hourly Rate (Excluding GST)
<b>John Lane</b>	\$140/hr
<b>Jacque Taylor (Administration Assistant)</b>	\$40/hr

It is anticipated that at least two visits would be required to undertake stakeholder consultation in partnership with the Shire of Murchison, LEMC and other stakeholders as appropriate to ensure the correct level of consultation is achieved.

WALGA – EMS will provide the services of a consultant for the duration of the project on the basis outlined in the project plan Attachment A.

ATTACHEMENT A – Project Plan

Project Stage	Description of Activities
Stage 1	Project Establishment
Output	<p>Project scoping&amp; Stakeholder Consultation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Teleconference between Project Coordinator, CEO and Shire representatives.</b></li> <li><input type="checkbox"/> <b>Scope the project including arrangements and sub-plans</b></li> <li><input type="checkbox"/> <b>Existing EM arrangements, risk studies</b></li> <li><input type="checkbox"/> <b>Identify stakeholders</b></li> <li><input type="checkbox"/> <b>En product delivery &amp; design requirements</b></li> </ul>
Stage 2	Production of Local Arrangements and supporting documentation
Output	<p>Production of Local Arrangements and supporting Documents</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Stake holder consultation (LEMC Govt Depts. and NGOs.)</b></li> <li><input type="checkbox"/> <b>Prepare draft EM arrangements to include;</b> <ol style="list-style-type: none"> <li><b>1. Local Emergency Management Arrangements</b></li> <li><b>2. Recovery Plan</b></li> <li><b>3. Emergency Contacts Directory</b></li> <li><b>4. Resource and Assets Register</b></li> </ol> </li> <li><input type="checkbox"/> <b>Consultation with Shire and stakeholders to workshop draft plans</b></li> </ul>
Stage 3	Final production and delivery
Output	<p>Final print and delivery</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Produce final version of master document</b></li> <li><input type="checkbox"/> <b>Produce copy documents to specification and quantity</b></li> <li><input type="checkbox"/> <b>Deliver final documentation to Shire</b></li> </ul>

**ATTACHMENT B - Consultancy Charges**

<b>Project Stage</b>	<b>Cost Item</b>	<b>Total \$</b>
<b>Stage 1</b>	<b>Project Establishment</b> Teleconference Consultancy 2 hrs & \$140 ph	280
<b>Stage 2</b>	<b>Drafting of Local Arrangements and supporting documentation</b>  Consultancy 32 hrs @ \$140	4480
<b>Stage 3</b>	<b>Production</b>  Printing and CD-ROM production  Administration assistance 4 hrs	100  160
<b>Travel and Accommodation</b>	<b>Travel and Accommodation</b>  Vehicle usage costs based on one visit to Shire offices and community Accommodation & meals	1000  200
	<b>Sub Total</b>	<b>6220</b>
	<b>10% GST</b>	<b>622</b>
	<b>TOTAL</b>	<b>\$6,842</b>

## TERMS OF ENGAGEMENT

The Association offers this service in accordance with its General Conditions for the Engagement of Consultancy services, however specifically notes the following with respect to this proposal:

1. Allocations of time contained within this proposal are estimates only.
2. Should the extent of the project be less than the stated assumptions the cost will be revised downwards.
3. Emergency Management Services reserves the right to access all materials and notes relating to risk studies conducted by the Shire of Murchison.
4. We reserve the right to renegotiate the cost of our engagement if it is agreed that there is a greater need for review or assessment of activity.
5. The Association does not take financial responsibility for the outcome of the project or the performance of any service provider appointed by the Shire of Murchison.
6. Formal acceptance of the services outlined by this proposal must be accompanied by a purchase requisition for the full amount of the project as outlined in Attachment B.

WALGA-EMS will raise an invoice at the satisfactory completion of each project phase.

## STATUTORY ENVIRONMENT

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**Division 2** Emergency management arrangements for local governments

**s.**

### **Division 2 — Emergency management arrangements for local governments**

#### **41. Emergency management arrangements in local government district**

- (1) A local government is to ensure that arrangements (***local emergency management arrangements***) for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
  - (a) the local government's policies for emergency management;
  - (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
  - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
  - (d) a description of emergencies that are likely to occur in the local government district;
  - (e) strategies and priorities for emergency management in the local government district;
  - (f) other matters about emergency management in the local government district prescribed by the regulations; and
  - (g) other matters about emergency management in the local government district the local government considers appropriate.

- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.
- (4) Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.
- (5) A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.

**42. Reviewing and renewing local emergency management arrangements**

- (1) A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.
- (2) Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.

**43. Local emergency management arrangements to be available for inspection**

- (1) A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.
- (2) The arrangements are to be available for inspection, free of charge, by members of the public during office hours.
- (3) The arrangements may be made available in written or electronic form.

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As this cost is unbudgeted, there is an allowance in Account E for the development of the Town Planning Scheme, which is not going to be utilised this financial year. A transfer of the required funds from this account to Account E and the necessary budget adjustment will be required.

CONSULTATION

Trevor Brandy- Building Surveyor/EHO City of Geraldton Greenough

COMMENT

VOTING REQUIREMENTS

Absolute Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100218 Emergency Management Plan**

**Moved Cr MW Halleen, Seconded Cr PM Walsh**

**That Council;**

- 1. Engage WALGA to complete the requirements for the Shires Emergency Management Plan**

**Motion put and carried 6/0**

**18.3 Roadhouse Operators**

See Presentations

**18.4 Freight Service-Murchison**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 February 2010  
Attachments: Nil

**MATTER FOR CONSIDERATION**

Freight Service to Murchison

**BACKGROUND**

The freight service to Murchison has been operating for the past twelve months on a once a week cycle to Murchison.

The freight service has been developed over the past twelve months and a new freight depot has been built through funding by the Regional Infrastructure program.

The freight depot has commenced being utilised on 18 February 2010.

The contract for the service of delivering freight to Murchison is to expire at the end of February.

**STRATEGIC IMPLICATIONS**

**10. 1.0 Infrastructure**

**OBJECTIVE**

2.1 Continue to enhance and develop facilities according to community needs

**11. Creating Opportunities**

**OBJECTIVE**

6.1 Aggressively pursue economic development opportunities

**FINANCIAL IMPLICATIONS**

As disclosed in the Annual Budget

**CONSULTATION**

Nil

**COMMENT**

Continuing the contract through to end of June will get the contract to a financial year cycle

VOTING REQUIREMENTS

Simple Majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100219      Freight Service to Murchison**

**Moved Cr PM Walsh, Seconded Cr MW Halleen**

**That Council;**

- 1. Extend Murchison Express Freight's contract to end of June 2010**
- 2. Advertise calling for proposals and expressions for the delivery of freight to Murchison commencing on 1 July 2010.**

**Motion put and carried 6/0**

**18.5 Works Supervisor- Position Description**

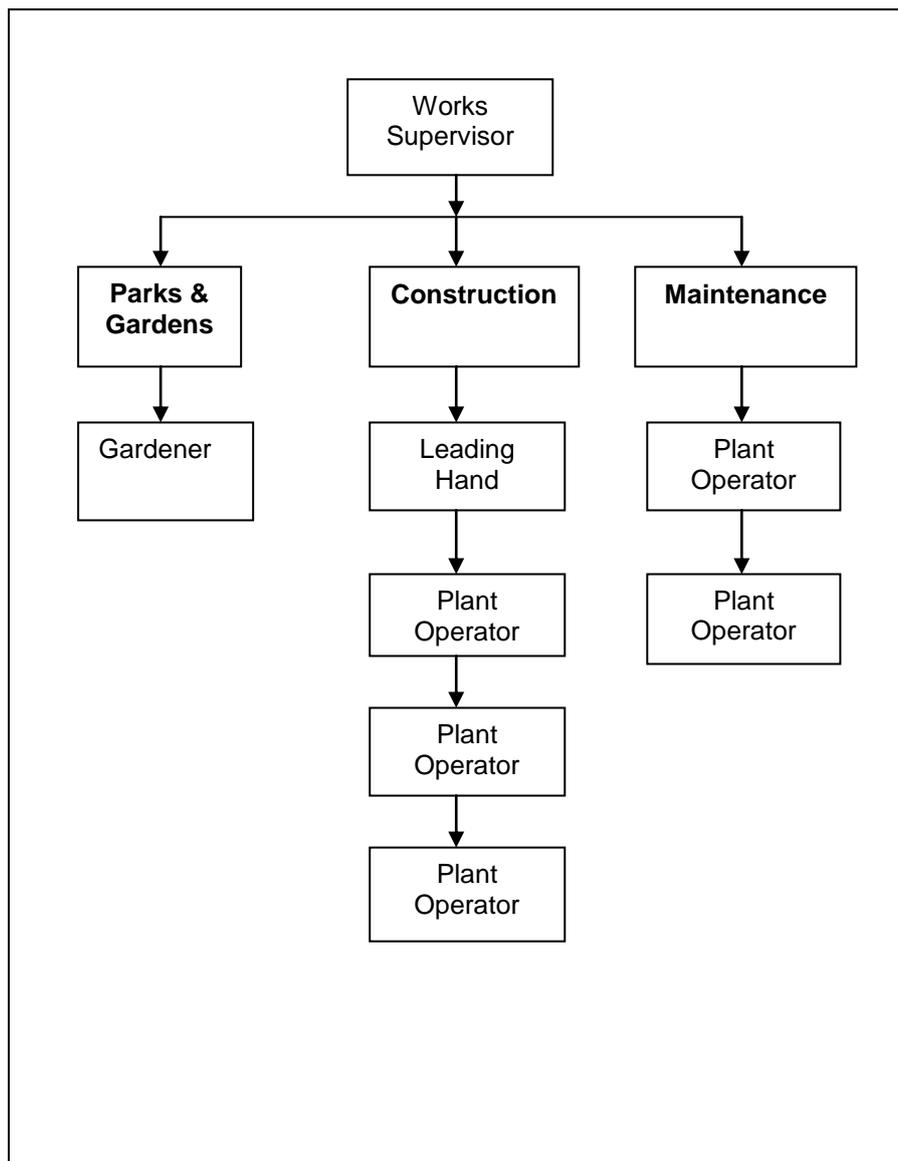
File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 12 February 2010  
Attachments: Nil

**MATTER FOR CONSIDERATION**

Discuss and set the position for the Works Supervisor

**BACKGROUND**

Council operate the following outside workforce;



The last time this position was vacant the following Position Description was used;

## **SHIRE OF MURCHISON**

### **12. Works Supervisor**

#### **POSITION DESCRIPTION**

1. **TITLE:** Works Supervisor
2. **LEVEL:** Senior Management
3. **SECTION:** Works and Services
4. **POSITION OBJECTIVES:**

##### **4.1 Objectives of Position**

Manage and control the Shire's works construction and maintenance whilst liaising closely on all matters with the Chief Executive Officer.

##### **4.2 Within Section**

Manage the Shire's works and services section in a safe and highly efficient manner.

##### **4.3 Within Organisation**

Liaise and provide advice to the Chief Executive Officer and Council, public, public authorities and contractors on matters required for the implementation of the works program.

#### **5. REQUIREMENTS OF THE POSITION:**

##### **5.1 Skills**

- 5.1.1 Developed team building and leadership skills.
- 5.1.2 Developed time management skills.
- 5.1.3 Developed verbal and written communication skills.
- 5.1.4 Developed public relations and interpersonal skills.
- 5.1.5 Basic skills in the use of levels and surveying.
- 5.1.6 Developed skills in the use of all council owned Machinery including Grader, Loader, Trucks, Rollers and Water Tanker.

##### **5.2 Knowledge**

- 5.2.1 Sound knowledge of Occupational Health, Safety and Welfare legislation, Equal Opportunity legislation and policies.
- 5.2.2 Working knowledge of award conditions and dispute procedures.
- 5.2.3 Sound knowledge of current road construction and maintenance techniques and the related operation of heavy plant.

- 5.2.4 A strong mechanical background to carry out minor repairs and troubleshooting. Council utilises the services of a fully qualified heavy duty plant mechanic for all servicing and repairs to significant plant items.

**5.3 Experience**

- 5.3.1 At least 3 years experience in a supervisory/coordinating role in the construction and maintenance of road works.

**5.4 Qualifications and Training**

- 5.4.1 Hold or be well progressed towards a Supervisors Certificate or similar, alternatively, have practical experience in this field.
- 5.4.2 Hold a current unrestricted “HC” class drivers licence.

**6. KEY RESPONSIBILITIES**

- 6.1 Competent and daily operation of council machinery.
- 6.2 Manage the operation of Councils outside workforce.
- 6.3 Ensure that safe work practices are adhered to and ensure safe work standards are maintained.
- 6.4 Liaise with the CEO to arrange materials, plant and human resources as required for Works Program.
- 6.5 Monitor the preparation of employee time sheets and verify attendance and time allocations.
- 6.6 Liaise with public utilities and authorities for the co-ordination of works and the protection of services.
- 6.7 Liaise with the CEO to prepare programs and estimates for engineering budgets and ensure the progress of works and expenditure against budget allocations.
- 6.8 Co-ordinate and supervise contractors and works contracts.
- 6.9 Prepare monthly report to the Chief Executive Officer and Council on progress of works, condition of plant and other matters considered relevant.
- 6.10 Ensure that all accidents, workers compensation issues and other issues are reported and documented.
- 6.11 Liaise with the CEO to ensure the maintenance of Councils plant and equipment is in good working order.
- 6.12 Attend Council meetings as required and ensure prompt and appropriate action to implement Council decisions.
- 6.13 Assist with effective performance reviews and training of all employees.
- 6.14 Ensure the effective and efficient communication of information between the CEO, employees and the community.
- 6.15 Encourage and foster a team approach to all operations.
- 6.16 Assist the CEO prepare job specifications and instructions for budgeted works.
- 6.17 Any other duties consistent with the level of this position and principles of broad banding.

**7. ORGANISATIONAL RELATIONSHIPS.**

Designated Senior Employee Local Government Act 1995 S5.37

- 7.1 Responsible to:** Chief Executive Officer.

**7.2 Supervision of:** Outside staff comprising:-

**Construction Crew**

Leading Hand.  
3 x Plant operators.

**Maintenance Crew**

Leading Hand  
1 x Plant Operator

**7.3 Internal and External Liaison:**

Internal: President and Councillors.  
Chief Executive Officer.  
Other Staff and Employees.

External: Public Utilities and Authorities.  
Suppliers.  
Ratepayers.  
General Public.  
Government Departments, MRWA etc.

**8. EXTENT OF AUTHORITY.**

Operates under direction of the Chief Executive Officer within the established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

Engages staff in conjunction with the Chief Executive Officer.

**9. SELECTION CRITERIA.**

**9.1 Essential.**

- 9.1.1 Developed team development and leadership skills.
- 9.1.2 Developed time management skills.
- 9.1.3 Developed verbal and basic written communication skills.
- 9.1.4 Developed public relations and interpersonal skills.
- 9.1.5 Basic skills in the use of levels and surveying.
- 9.1.6 Working knowledge of Occupational Health , Safety and Welfare Regulations, Equal Opportunity legislation and policies.
- 9.1.7 Working knowledge of award conditions and dispute procedures.
- 9.1.8 Sound knowledge of current road construction and maintenance techniques and the related operation of heavy plant.
- 9.1.9 Working knowledge of information technology including current engineering and spreadsheet software.
- 9.1.10 Sound knowledge of plan and design interpretation.
- 9.1.11 At least 5 years supervisory experience in the construction and maintenance of road works for local or public authorities or private contractor.
- 9.1.13 Hold a current "HC" class Motor Drivers Licence.

**9.2 Desirable.**

- 9.2.1 Developing knowledge of Councils organisational structure and function.
- 9.2.2. Knowledge of the Shire district.
- 9.2.3. Working knowledge of signage requirements in respect of works on Roads.
- 9.1.12 Hold a Supervisors Certificate or similar.

The salary package was as follows;

**WORKS SUPERVISOR - SALARY PACKAGE**

The Works Supervisor will be offered a salary package in the range as indicated below. The final package will be negotiated according to the successful applicant’s qualifications and experience and subject to the terms and conditions of the Contract of Employment.

<b>12.1</b>	<b>Salary Package Range</b>	<b>Minimum</b>	<b>Maximum</b>
12.1.1	Salary (cash component)	\$65,000	\$75000
12.1.2	Motor Vehicle	\$7,800	\$7,800
12.1.3	Superannuation	\$5,850	\$6,120
12.1.4	Super (Employer to match max 5%)	\$3,250	\$3,400
12.1.5	Housing	\$5,200	\$5,200
12.1.6	Professional Development – (up to)	\$1,000	\$1,000
12.1.7	Telephone	\$1000	\$1000
12.1.8	Utilities	\$5,000	\$5,000
12.1.9	Clothing	\$300	\$300
12.1.10	Attendance at Seminars of Professional Bodies (Annual Works Supervisors Conference)	\$1,000	\$1,000
	<b>TOTAL PACKAGE</b>	<b>\$94,760</b>	<b>\$97,760</b>

The cash component in the annual budget has allowed for a cash component of up to \$75,000

STATUTORY ENVIRONMENT

Local Government Act 1995

S5.37 Senior Employees- provides for process’ dealing with designated senior employees

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

As disclosed in the Annual Budget

CONSULTATION

Nil

COMMENT

Employee class	Council involvement	Committee involvement	CEO involvement
CEO	<u>Required.</u> May delegate selection and interview to a Committee, but appointment must be by Council	<u>Permitted</u> to interview and recommend to Council.  <u>Not permitted</u> to appoint, manage or direct.	As directed by Council, usually limited to process, research and reporting.
Designated staff LG Act s.5.37	<u>Required</u> to consent to appointment or dismissal. Interview & recommendation can be done by CEO alone or with Council/or input.  <u>Not permitted</u> to manage or direct.	<u>Permitted</u> to interview and recommend to Council.  <u>Not permitted</u> to appoint, manage or direct.	<u>Required</u> to consent to appointment or dismissal.  <u>Statutory</u> function to manage and direct.
EHO	<u>If designated senior officer</u> – as above, otherwise, as below <u>In all cases</u> – approval of Commissioner for Health required for appointment or dismissal.		
Other (non-designated) staff	<u>Prohibited</u> – no involvement permitted in appointment, management or direction.	<u>Prohibited</u> – no involvement permitted in appointment, management or direction.	<u>Statutory</u> function to appoint, manage, direct etc.

VOTING REQUIREMENTS

Simple Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

**OC100220 Works Supervisor Position Description**

**Moved Cr PM Walsh, Seconded Cr BM Seaman**

**That Council;**

- 1. Delete Designated Senior Employee Local Government Act 1995 S5.37 for this position**
- 2. Advertise position of Works Supervisor as required.**

**Motion put and carried 5/1**

## **18.6 Structural Reform**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 21 January 2010  
Attachments: Nil

### MATTER FOR CONSIDERATION

Minister Castrilli's offer to Shire of Murchison to join a Regional Transition Group

### BACKGROUND

Minister Castrilli sent a letter to each local government outlining the next steps in his reform agenda.

The reform process now revolves around two groups;

Regional Transition Group (RTG)

Regional Collaborative Group (RCG)

Key points in the Ministers letter as quoted are;

- The process remains voluntary. The decision to participate is a matter for each local government.
- The ultimate membership of each group is also up to local governments to determine.
- Due to factors of remoteness and distance, I have invited local governments in the Kimberly, the Pilbara, the northern Goldfields and the Murchison to consider participation in a Regional Collaborative Group (RCG)
- Other local governments are invited to consider participating in a an RTG

The Shire of Murchison is being invited by the Minister to participate in a Regional Transition Group (RTG)

The Regional Transition Group in essence is the path to amalgamation with other shires. The model agreement and process clearly defines this. However, this option still has an "opt out clause"

I attended a meeting on 5 March 2010 at Mt Magnet as a "briefing" session with the Department of Local Government and the other Murchison Shires, and by telephone Upper Gascoyne.

The Departments representatives were Jennifer Matthews, Director General and Chris Berry, Structural Reform Officer.

The following representatives were in attendance;

Ron Adams, CEO, Shire of Murchison  
Kim Hastie, ACEO, Shire of Yalgoo  
Terry Iturbide, President, Shire of Yalgoo  
Tom Hutchison, Councillor, Shire of Meekatharra  
Roy McClymont, CEO, Shire of Meekatharra  
Norm Trenfield, Councillor, Shire of Meekatharra  
David Burton, CEO, Shire of Mt Magnet  
Ashley Dowden. Councillor, Shire of Mt Magnet  
Peter Money, CEO, Shire of Cue  
Stephen Manning, President, Shire of Cue  
Beth Walton, President, Shire of Sandstone  
Adam Seiler, CEO, Shire of Sandstone

- Jennifer Matthews thanked everyone for turning up and began an introduction
- Ashley Dowden asked if the “no opt out clause was in or out” because he could see no benefit of this meeting should it be in , and his council would not want to participate if it was not.
- Ms Matthews explained that things have changed a bit since that draft e.g.: not opt out clause gone.
- Mr Dowden said he would not sit through all this if the no opt out was in.
- Ms Matthews explained that the Minister was offering a Regional Business Plan with financial assistance. If still “no” , councils can opt out.
- Terry Iturbide The Minister is all over the shop here, What guarantee is that he is not going to change his mind again.
- Ms Matthews did not respond, but said Murchison was in a Regional Collaborative Group and that the draft agreements would be out next week.
- Norm Trenfield said he was not listening to anymore of this bullshit ...and left the meeting.
- Mr Dowden said the Minister has lost our confidence...and left the meeting.

This meeting was by design to be the briefing session the Minister refers to in his letter.

Note- Shire of Murchison received their letter on 11 February 2010.

The Minister asks in his letter for Council to advise him of its willingness to proceed to a RTG or RCG by 26 March 2010.

This Councils position has been to stand alone, but if required would look towards the Shire of Upper Gascoyne rather than east to the greater Murchison.

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

CONSULTATION

President, Simon Broad

## COMMENT

The Minister has provided the Shire of Murchison with a clear indication that its wants it to form a RTG process. This is the process for amalgamation.

The Minister has recommended we join this process but has not indicated who he wants the Shire to form a RTG or amalgamate with.

However, both process' have a "opt out clause", but who could predict what changes may occur if local governments go with a RTG.

There is no value in having meetings with other shires until the Minister accepts or rejects your intention to join either group. I am suggesting that if the Shire of Murchison states as it already has in the past that we would be willing to form a Regional Collaborative Group with the Shire of Upper Gascoyne , then I am certain he would reject the proposal as he is only offering to us to form a RTG

## VOTING REQUIREMENTS

Simple Majority

## COUNCIL DECISION/OFFICER RECOMMENDATION

### OC100221      Structural Reform

**Moved Cr RE Foulkes-Taylor, Seconded Cr MW Halleen**

**That Council;**

- 1. Inform the Minister that the Shire of Murchison is willing to form a Regional Collaborative Group with the Shire of Upper Gascoyne.**
- 2. If the Minister accepts the Shires offer then it will arrange and negotiate with the Shire of Upper Gascoyne to the formation of such a group.**

**Motion put and carried 6/0**

**18.7 Compliance Audit Return**

File:  
Author: Ron Adams, Chief Executive Officer  
Interest Declared: No interest to disclose  
Date: 15 February 2010  
Attachments: Compliance Audit Return 2009

**MATTER FOR CONSIDERATION**

To endorse the Compliance Audit Return

**BACKGROUND**

The Chief Executive Officer is required to complete a Compliance Audit Return and submit for comment and endorsement, before sending it to the Department of Local Government.

The Compliance Audit Return is a checklist of compliance of statutory obligations relating to the provision of, and management of a local government.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

s 7.13 Provides for a local government to complete the audit return

**STRATEGIC IMPLICATIONS**

None at this stage

**POLICY IMPLICATIONS**

None

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**COMMENT**

Nil

**VOTING REQUIREMENTS**

Absolute majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100222 Structural Reform**

**Moved Cr PR Squires, Seconded Cr PM Walsh**

**That Council;**

**Endorse the compliance audit return for 2009**

**Motion put and carried by Absolute Majority 6/0**

**18.8 Committee Payments- Non Elected Members**

File:  
 Author: Ron Adams, Chief Executive Officer  
 Interest Declared: No interest to disclose  
 Date: 15 February 2010  
 Attachments: Compliance Audit Return 2009

**MATTER FOR CONSIDERATION**

To approve a policy for payments to members of committees who are not an elected member or an employee.

**BACKGROUND**

Council operate four committees, Plant, Building, Audit and CBD Committee.

The Plant, Building consist of elected members and the CEO, the Audit committee consist of only elected members. The CBD committee consists of two elected members, the CEO and a community member.

In the establishment of committees, council can appoint people who are not elected members or who are not council employees.

The Local Government Act 1995 sets out the framework for payment for committee members and the Local Government (Administration) 1996 regulations prescribe a payment range for the committee members.

Committee Members who are not elected members are not entitled to be paid a “meeting fee”. Council may resolve to pay non employee’s expenses. These expenses would include travel to a meeting or accommodation and meals should the committee be requested to make a trip or attend particular meetings on behalf of council.

As part of the annual budget process each year, council resolve to adopt a travel allowance per kilometre. The current allowance is \$1.30 per kilometre.

Council requested a draft policy be presented at the next ordinary meeting;

**COUNCIL DECISION**

**OC091212 Notice of Motion-Draft Policy non elected member payments**

**Moved Cr BM Seaman, Seconded Cr W McL Mitchell**

- A specific amount and the budget requirements.**
- The maximum amount allowable under the act**
- The legislation under which the action can be taken**
- That the draft policy will be presented to council at the next full council meeting for endorsement.**

**Motion put and carried 7/0**

For clarity of section 8 in the policy manual

### **13. Members**

#### **8.1 Councilors' Expenses**

Introduction

Objective

Statutory Context

Formal Record

History            Adopted October 2005  
                          Reviewed November 2008

Policy Statement

##### **8.1.1 Members Meeting Expenses**

Councillors shall be paid for travel, meeting expenses and communication allowance at a rate set by Council annually. Travel Payments will be paid in arrears on an as required basis but are not to remain outstanding for more than six months. Meeting attendances will be made on a bi-annual basis, usually in December and June or each year. Councillors are required to complete a travel claim form to receive refunds.

##### **8.1.2 Conference, Seminar and Training Course Attendance**

Prior to any Councillor attending a conference the matter is to be discussed at the Council meeting prior to the conference and a motion put and carried supporting which councillors are to attend the conference and in what capacity.

When attending a conference, where the CEO is attending the same one, an attempt should be made to travel to and from the conference with the CEO in Council's vehicle.

When attending a conference in the capacity of a councillor, Council agree to pay the following charges where applicable:

##### **8.1.3 Accommodation**

On an as required basis and is dependant of the distance required to travel. For example a three day conference in Perth commencing on Friday morning and finishing late on a Sunday afternoon council would agree to pay for accommodation on the Thursday, Friday, Saturday and Sunday evenings as an allowance needs to be made to travel between Perth and Murchison.

A half day conference in Geraldton between 10.00am and 3.00pm it would be fair to suggest that travel to and from Geraldton would be possible in the same day and accommodation would not be required in this instance.

If any doubt exists regarding the need for council to provide for accommodation for any councillor or staff member the final determination shall be at the discretion of the CEO.

##### **8.1.4 Parking**

Council will meet all valet parking charges while attending a conference where applicable.

##### **8.1.5 Meals General**

Council will meet meal charges while attending a conference for the person attending the meeting or conference only. No additional meal charges for spouses or partners will be paid by Council with the exception of Local Government Week (See item 11.6.4).

**8.1.6 Meals Local Government Week**

Council will meet meal charges for the councillor or staff member attending Local Government Week AND meal charges for their spouse or partner who may also be attending this conference. Any additional meal charges for friends, family and children etc are to be paid for in full by the Councillor or staff member prior to checkout.

**STATUTORY ENVIRONMENT**

Local Government Act 1995

**S5.100 Payments for certain committee members**

- (1) A person who is a committee member but who is not a council member or an employee is not to be paid a fee for attending any committee meeting.
- (2) Where-
  - (a) A local government decides that any person who is a committee member but who is not a council member or an employee is to be reimbursed by the local government for an expense incurred by the person in relation to a matter affecting the local government; and
  - (b) A maximum amount for reimbursement of expenses has been prescribed for the purposes of section 5.98(3)(b)

The local government must ensure that the amount reimbursed to that person does not exceed that maximum.

**S5.101 Payments for employee committee members**

- (1) A committee member who is an employee is not paid a fee for attending any committee meeting.
- (2) Nothing in this section prevents a local government from reimbursing an employee for an expense incurred by the employee in relation to a matter affecting the local government.

**STRATEGIC IMPLICATIONS**

None at this stage

**POLICY IMPLICATIONS**

None

**FINANCIAL IMPLICATIONS**

Nil

**CONSULTATION**

Nil

**COMMENT**

Nil

**VOTING REQUIREMENTS**

Absolute majority

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100223 Policy 1.4 Committee Payments**

**Moved Cr BM Seaman, Seconded Cr RE Foulkes-Taylor**

**That Council;**

**Adopt the following Policy**

**1.4 Committee Payments.**

**Introduction**

The Local Government Act 1995 provides two different classifications of expenses that can be reimbursed to members. They are those that “shall” be paid and those that “may” be paid. This policy is to deal directly with committee members that are not either an elected member or an employee of the local government.

**Objective**

To establish the basis upon which Council will reimburse travel and other expenses pursuant to section 5.98 of the Local Government Act 1995 (Discretionary Expenses)

**Statutory Context**

Local Government Act 1995

S5.100 Payments for certain committee members

- (1) A person who is a committee member but who is not a council member or an employee is not to be paid a fee for attending any committee meeting
- (2) Where-
  - (a) A local government decides that any person who is a committee member but who is not a council member or an employee is to be reimbursed by the local government for an expense incurred by the person in relation to a matter affecting the local government; and
  - (b) A maximum amount for reimbursement of expenses has been prescribed for the purpose of section 5.98(3)(b)

S5.98 (3)(b) where a local government has set the extent to which the expense can be reimbursed and that the extent is within the prescribed range (if any) of reimbursement, to that extent

**History**

**Policy Statement**

Council will reimburse expenses as set out in Policy 8.1 Councillor Expenses to members of committees who are not elected members or employees of the Shire of Murchison.

**Motion put and carried by Absolute Majority 5/0**

- 4.40 Cr Broad declared an interest in item 18.8, the nature of interest being an indirect financial interest
- 4.40 Cr Halleen assumed the chair
- 4.42 Cr Broad entered the meeting
- 4.42 Cr Broad resumed in the chair

## **19. CEO ACTIVITY REPORT**

### **19.1.1 CEO Activity Report January February 2010**

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 21 January 2010

Attachments: Nil

#### MATTER FOR CONSIDERATION

CEO's activity report

#### BACKGROUND

Use of Common Seal

- 2008-09 RADS Grant
- 2009-10 RADS Grant
- MWDC Funding Agreement
- DPI Licensing Agreement

8-9 January

Attended the annual road inspection with councillors covering the northern part of the shire

13 January

Attended road inspection of Cue-Beringarra Road with Peter George and Ray Smith from Crossland Resources and Carl Dunlop from Roadtech.

- Various issues on road including repairs
- Bunding issues south of Miluera
- Roadtech to construct flat bottom drain north of Miluera

14 January

FESA visited by Jim McNamara and Russel Hayes

- Emergency Management Plan discussions
- Structural changes in Geraldton
- Fast attack unit for Murchison

29 January

CBD Committee Meeting

Tim Pannel- Rocks Gone

- Imported a rock grinding machine from Italy
- Inspected trial work on Carnarvon Mullewa Road

2 February

MWDC meeting with Murray Criddle, Brendin Flanagan, Mark Canny

- Update on CBD Development
- Tour of the Settlement
- Various SKA issues with optic cable
- CSIRO issues with compliance
- Road network opportunities
- Minister Grylls to open CBD & Airport developments

Mullewa Police with Officers Charles Comeagain and Bob Gibson

- Statements from people at Xmas Tree

5 February

Department of Local Government

- Structural reform – see Agenda Item

8 February

UHY Haines Norton

- PWOC training

#### **COUNCIL DECISION/OFFICER RECOMMENDATION**

##### **OC100224      CEO Activity Report**

**Moved Cr PM Walsh , Seconded Cr BM Seaman**

**That Council;**

**Note the CEO Activity Report**

**Motion put and carried 6/0**

**20. URGENT BUSINESS**

**COUNCIL DECISION**

**OC100225 Urgent Business**

Moved Cr PM Walsh , Seconded Cr PR Squires

That Council;

Accept Urgent Business

Motion put and carried 6/0

**COUNCIL DECISION/OFFICER RECOMMENDATION**

**OC100226 Use of the Climate Change Adaption Report**

Moved Cr PM Walsh , Seconded Cr RE Foulkes-Taylor

That Council;

Grant permission for Peter Nash use of Shire of Murchison’s Adaption Plan as requested

Motion put and carried 6/0

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

Nil

**22. MEETING CLOSURE**

The President thanked everyone for their attendance and closed the meeting at 5.05pm

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

Cr S.A. BROAD  
President  
Shire of Murchison

Date:.....