

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.....	3
5.	NEXT MEETING.....	3
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	3
7.	NOTICE OF ITEMS TO BE DISCUSSED IN CAMERA.....	3
8.	CONFIRMATION OF MINUTES.....	3
8.1	ORDINARY COUNCIL MEETING –24 October 2008.....	3
8.2	PLANT COMMITTEE MEETING – 31 October 2008.....	3
9.	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	3
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS.....	3
11.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED.....	3
11.1	PRESIDENT.....	3
11.2	COUNCILLORS.....	3
12.	DISCLOSURE OF INTERESTS.....	3
13.	REPORTS OF COMMITTEES.....	3
14.	REPORTS OF OFFICERS.....	3
14.1	WORKS.....	3
14.1.1	Monthly Plant & Works Progress Report.....	3
14.1.3	Side Tipper Trailer.....	3
	OC090908 Plant Purchases-Side Tippers.....	3
14.1.4	Padfoot Roller.....	3
15.	DEVELOPMENT.....	3
15.1.1	Health Building Report.....	3
15.1.2	Building Applications Report.....	3
15.1.3	Development-Roadhouse.....	3
16.	FINANCE.....	3
16.1.1	Financial Activity Statements October 2008.....	3
16.1.2	Accounts Paid during the period October-November 2008.....	3
17.	ADMINISTRATION.....	3
17.1.1	Delegation Register.....	3
	OC08014 Delegation Review.....	3
17.1.2	Record Keeping Plan.....	3
17.1.3	Oasis Roadhouse.....	3
17.1.4	Fuel -Oasis Roadhouse.....	3
17.1.5	Murchison Executive Group (MEG).....	3
17.1.6	Freight to Murchison.....	3
17.1.3	CEO Report for October 2008.....	3
18.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	3
18.1.1	Health Representative for Murchison Area.....	3
18.1.2	Notice of Motion- Meeting at Pia Reserve.....	3
	OC08018 Admission of Urgent Business.....	3
15.1.1	Faxed Letter from Brett Pollock.....	3
19.	URGENT BUSINESS.....	3
20.	ITEMS TO BE DISCUSSED IN CAMERA.....	3
21.	MEETING CLOSURE.....	3
22.	Attachments.....	3



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 21 November 2008, commencing at 10.30 am.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Crosslands Resources- Stuart Hall, Kim Pervan, Glyn Povey

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Apologies Cr W.McL.Mitchell

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. NEXT MEETING

The scheduled date for the next ordinary meeting is 19 December 2008

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. NOTICE OF ITEMS TO BE DISCUSSED IN CAMERA

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING –24 October 2008

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 24 October 2008 be confirmed.

8.2 PLANT COMMITTEE MEETING – 31 October 2008

BACKGROUND

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

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the Minutes of the Plant Committee Meeting of 31 October 2008 be received.

9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

11. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

11.1 PRESIDENT

11.2 COUNCILLORS

12. DISCLOSURE OF INTERESTS

13. REPORTS OF COMMITTEES

BACKGROUND

The Plant Committee Meeting met on 31 October

VOTING REQUIREMENTS

Simple majority

PLANT COMMITTEE/OFFICER RECOMMENDATION

Recommendation 1

The Committee discussed the draft Strategy that will be put forward into the Draft Strategic Plan

STRATEGY 3: Maintain a cost effective plant and equipment fleet that is fully optimised.

Action Plan	Timeframe	Resources	Responsibilities
3.1 Review the Plant and Equipment Replacement Program to ensure it provides for timely replacement and regular preventative maintenance of Council's fleet.	Annual review Ongoing program	Existing staff & contractors Plant Committee	Chief Executive Officer

Approve the wording as set out above for the Draft Strategic Plan

Motion put and carried 3/0

Recommendation 2

1. Moved Cr RE Foulkes-Taylor Seconded Cr P R Squires

- 1. A new ride on garden mower be purchased
- 2. A new 5' Slasher be considered for use behind New Holland Tractor

Motion put and carried 3/0

Recommendation 3

2. Moved Cr P R Squires Seconded Mr R J Adams

- 1. The Moore Multi Tyred Roller MU 1007 be sold
- 2. The Dolly MU2031 be sold

Motion put and carried 3/0

Recommendation 4

3. Moved Mr R J Adams Seconded Cr RE Foulkes-Taylor

The fuel trailers are sent to be quoted for repairs to brakes and electrical systems, if unsatisfactory quotations refer to Full Council for decision.

Motion put and carried 3/0

Recommendation 5

4. Moved Cr P R Squires Seconded Cr RE Foulkes-Taylor

MU140 Canter has a specification change to the next model up and budgetary items to address by full council.

Motion put and carried 3/0

Recommendation 6

5. Moved Cr RE Foulkes-Taylor Seconded Cr P R Squires

Due to the sensitive nature of the MU0 Nissan Patrol and MU167 Holden Rodeo that these items are referred to full council for decisions to be made.

Motion put and carried 3/0

BACKGROUND

The Nissan Patrol MU0 has done 64000km. This vehicle was last changed over at 60000km. There has been no allowance in the 2008/09 budget for the replacement of this vehicle. After talking with dealers in Geraldton and careful consideration of their “nose in the feedbag” comments were;

1. Toyota- this vehicle will have drive train problems in the next 10-20k kilometres
2. Nissan-Nissan have just released a massive price reduction which will affect the trade in values of second-hand Patrol Wagons

Quotations for changing MU0 at this time would be;

Geraldton Toyota		Midwest Auto Group		Young Motors	
Toyota Prado	50909	Nissan Patrol	45620	Mitsubishi Pajero	46640
Trade in MU0	27272	Trade in MU0	27272	Trade in MU0	25454
Changeover	23637	Changeover	18348	Changeover	21186

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council;

1. Changeover MU0 Nissan Patrol
2. The CEO be authorised to negotiate the best deal to the value of \$

BACKGROUND

The Holden Rodeo has done 34000km. There has been no allowance in the 2008/09 budget for the replacement of this vehicle. As the role of the Works Foreman has changed from a workman to a supervisory role the vehicle is doing a lot more kilometres than originally expected.

Quotations for changing MU167at this time would be;

Geraldton Toyota	Midwest Auto Group	Young Motors
Toyota Hilux	Ford BT50	Holden Colorado
Trade in MU167	Trade in MU167	Trade in MU167
Changeover 0	Changeover 0	Changeover

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council;

1. Changeover MU167 Holden Rodeo
2. The CEO be authorised to negotiate the best deal to the value of \$

Recommendation 7

Moved Cr RE Foulkes-Taylor Seconded Cr P R Squires

That the replacement of major and minor plant and plant reserve movements be utilised in the Plan for the Future as a guide for future plant purchases, to be reviewed annually

Motion put and carried 3/0

14. REPORTS OF OFFICERS

14.1 WORKS

14.1.1 Monthly Plant & Works Progress Report

File:
 Author: Tom Milo., Works Forman
 Interest Declared: No interest to disclose
 Date: 8 October 2008
 Attachments:

MATTER FOR CONSIDERATION

To view the plant operation for the month of October 2008 and an update on works carried out

BACKGROUND

Monthly Plant useage and status Report

HEAVY PLANT			Start	End	Total	MTD	Total
Plant Item	Year	Rego	Hours	Hours		Service	Ownership
Cat Grader 12H	2005	MU 141	4126	4126	0	829	25749
Cat Grader 12H	2003	MU 121	8925	8925	0	2260	79386
Cat Grader 12M	2008	MU 51	123	123	0		
Volvo L110 Loader	2006	MU 65	1419	1450	31		8465
Komatsu Dozer	1997		6289	6290	1	124	160558
Cat Vibrating Roller	2005	MU 177	2526	2565	39		14808
TRUCKS							
Iveco Prime Mover	2003	MU 000	148035	148884	849		40839
Ford Louisville PM	1989	000 MU	677521	677521	0		83352
Iveco Tipper	2004	MU 00	84154	85850	1696	2786	48052
GENERATORS							
Generator 2-100KVA	2005		10963	10963	0		
Generator 1-83KVA	2005		33845	33845	0		
Generator 13KVA (Const)	2005		9320	9320	0		
LIGHT VEHICLES							
Toyota Landcruiser	2005	01 MU	72486	72486	0	240	9456
Mitsubishi Canter	2004	MU 140	135040	137017	1977		9878
Nissan Patrol	2005	MU 0	60547	66484	5937		6606
Holden Rodeo	2008	MU 167	30045	36200	6155		
Mazda Bravo	2006	MU 300	45930	45930	0		2698
Toyota PTV	1986	MU 1017	17802	17802	0		2478
TRAILERS & TANKERS							
Side Tipper	2001	MU 2010	141963	144876	2913	3169	15461
Side Tipper	1993	MU 2032					1980
Side Tipper	1989	MU 2033					1855
Tri Axle Low Loader	2008	ITJH801	874	1067	193		3880
Tri Axle Low Loader	2001	MU2004					26674
30K Water Tank	2005	MU 2024	412999	428361	15362	315	8576
Pig Fuel Trailer	1993	MU 658			0		
Dog Fuel Trailer	1972	MU2005			0		
Dolly 1	2001	MU 2003			0		6240
Dolly 2	2000	MU 2009			0		5046
Dolly 3	1983	MU 2031			0		
Tractors							
New Holland	2006	MU 380	433	433	0		1218

14.1.2 Works Supervisors Report

Construction.

Job no. E161661 Butchers Track (RD35)

We have completed approx. 4 klms of sheeting and have run out about 70% of material to sheet the remaining 7.4 klms. Some of the material we are using is water resistant and we have had to do a fair bit of mixing of materials to get the sheeting to compact correctly. Unfortunately the gravels in this area are very poor and not much of it, so we have had to use what we could get.

Water is still abundant as per my last report.

The Bowl tipper had to be decommissioned due to it wanting to tip over and causing problems with the Ford Louisville.

The other side tipper trailer also had to be decommissioned and sent to Geraldton to have severe stress cracks in the main frame repaired.

This left us in a situation where we could not continue carting sheeting material.

We continued to spread gravel with the grader, water tanker and roller but a decision was made to bring all the plant and equipment into the shire compound for a thorough check and inspection.

Job no. E161667. Woolgorong South Access. (RD44).

Since we have graded this access road to the homestead, it has left the capstone 'grinning' through in some areas and needs re-sheeting, as does the proposed re-alignment at 2 klms from the homestead.

It is the next project in line after we have completed Butchers Track.

Maintenance.

We have repaired a badly corrugated and sandy section of the Carnarvon/Mullewa road about 60klms south of the settlement. The section ran for about 20klms and was quite dangerous.

Our graders have also completed grading the Meeberrie – Mt Wittencoom road to our boundary.

Whilst we have had the problem with the machinery in construction, we have seconded the construction grader (Glen) to help the maintenance crew make up for lost ground – This is working very effectively and it is very satisfying to see 3 graders traversing a section of road.

We have also employed Heydon Mackenzie to assist Neil with the grading. He appears quite capable and seems to fit in with the men.

Vehicles and Equipment

1. Cat M series Grader. (PO3) Good condition.
2. Cat Grader (PO2) Good condition.
3. Cat Grader (PO1) Good condition.
4. Volvo L110 Loader(P27). Good condition.
5. Komatsu Dozer(P11) Works well – Transmission bleed.
6. Iveco prime mover.(PO9) Good condition (new door handles and Speedo)
7. Iveco tipper(P10) Good condition – electrical problems with headlights.
8. Ford Louisville(PO7) being repaired – front end.
9. Mitsubishi Canter(P25) Works well.
10. Cat Vibe roller(PO5) Works well.
11. Side tipper(P19) brakes replaced-body repaired(welded)by Force Equipment. The cracks were in the main frame above the Tri axels ,which may have been caused by turning over rough ground etc whilst loaded.
12. Tri-axel low loader(P14) having flooring replaced as required.
13. Tri-axel low loader(P13) new – good condition.
14. 30000 litre water tanker(P24) has had new motor to pump.
15. Holden Rodeo twin-cab(P29) goes very well- had 40K service.
16. Toyota Landcruiser (P23) works well-needs new tyres and front panel repairs.
17. Bowl side tippers – We have had to discontinue using these for safety reasons. The tipper forced the Ford Louisville up onto one side (see pictures). This has happened 3 times now and I have tagged them off as I cannot have a situation whereby men are put at risk. Due to the above event we have taken the Ford truck down to TME in Geraldton for repairs and re-alignment.(this may take approx 3 weeks)

Servicing and repair requirements.

Force Equipment have been engaged as our preferred service contractor and I have already been in touch with them in respect to repairs to the side tipper and tri axel low loader-they appear to be very capable and well organised .

We organised to have some of our machinery serviced over the weekend of the 14,15,16th November and they arrived as organised with a well setup service trailer and truck and proceeded as requested .

Service sheets and checklists that have items of repair needed will be forwarded on to them so that they can implement their own schedule of works for our off time.

I have also organised to have our daily operators checklist implemented and this is in progress(copy to be attached to report).

Tyres and rims for our trucks are now held in stock and the situation will be that tyres and rims, as they build up in numbers, will be taken down to Geraldton for repairs.

2000 hour filter kits and oil for Caterpillar plant are now held in stock for the services and as they are used, for which-ever service, they are to be replaced immediately. This means we will always have these on hand and not have to go scouring the countryside looking for them. We eventually hope to have all the plant covered in the near future.

It is envisaged that all of our plant will have an individual Service and Repair history folder organised to be filled out by the serviceman on completion of the repair or service. This will be kept in the workshop in conjunction with the white board so that we can see a complete history of any work done to the machine.

Items requiring attention

1. A rack of bolts and nuts.(approx. \$2000)
2. 200 sandbags.
3. Chisel tip grader blades for maintenance grading.(approx. \$190 each)
4. Water tanker hydraulic pump on trailer.
5. First aide kits.(\$189 each)
6. Roadwork signage – we are doing an assessment of what stock we have and what is going to be required.
7. Traffic management course-we have been in contact with the WARP group regarding an available course and they have advised approx 3 weeks. At present we are going ahead with the plan to ensure that our OH&S requirements are met.

Occurrences.

During the grading of the Meeberrie/Mt Wittenoom road on the eastern portion of the Beringarra/Pindar road , we had an event whereby the graders were parked up for the night and were “broken into”.

The items damaged or stolen were:- One battery stolen , one damaged (PO1)

Two way stolen (PO3)

Two way antennae and base(PO1)

New Cat. Tool bag taken(PO3)

Fire Extinguishers (PO1)(PO2)(PO3).

Door handles broken(PO3)(PO2)

Fuel cap and strainer broken (PO3)

R/H glass door broken (PO3)

Labour and travelling to fit.

Approximate cost:-\$6780 + GST.

Wish List.

1. Purchase of 3 sets of chisel type grader blades for the maintenance graders – this will allow easier grading of the corrugations and leave the gravel on the road instead of having to bring it back on. I suggest we use the 3 sets so that the operators can get an idea of their use before we lash out and purchase a bundle. Cost is \$187 + GST each from Cutting Edges in Perth .
2. Wheel balancing machine to complement our tyre changer .Coates C1025/40MN Cost is \$5775 + GST.

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

None at this stage

POLICY IMPLICATIONS

None at this stage

FINANCIAL IMPLICATIONS

CONSULTATION

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That council:

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

14.1.3 Side Tipper Trailer

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No interest to disclose
 Date: 17 November 2008
 Attachments: 3 x Quotations

MATTER FOR CONSIDERATION
 To approve purchase of new Side Tipping Trailer

BACKGROUND

Council has previously resolved to purchase two new side tipping trailers at its last ordinary council meeting

OC090908 Plant Purchases-Side Tippers
Moved Cr P R Squires, Seconded Cr D J Pollock

That Council:

1. Purchase two new side tippers to the value of \$220,000 to be financed from the Plant Reserve
2. The Plant Committee to draft a specification for the new side tippers and the CEO to arrange quotation through WALGA Purchasing for the supply of two new side tippers
3. The CEO invite tenders for the outright sale of the trade in bowl tippers and side tipper

Motion put and carried by Absolute Majority 4/0

The Plant Committee was asked to build a specification for the new trailer and inspect and report on the condition of the existing side tipper.

The Plant Committee met on 31 October 2008. It was reported that the old side tipper only required approximately \$4000 in repairs. As this was under what was expected the trailer is to be retained.

The purchase of two trailers was considered unnecessary and only one new trailer is to be purchased.

Requests for quotations were sent to Howard Porter, Roadwest, Evertrans, D-Trans and TSE (Freightmaster)

Three quotations were received that met the Shires Specifications.

Evertrans	Howard Porter	D Trans
New Side Tipper \$99,500	New Side Tipper \$106,980	New Side Tipper \$ 105,719

STATUTORY ENVIRONMENT
 Nil- already previously resolved

STRATEGIC IMPLICATIONS
 None

POLICY IMPLICATIONS
 Nil

FINANCIAL IMPLICATIONS
 Payment from Council's Plant Reserve Account as previously resolved

CONSULTATION

Plant Committee

Works Foreman-Tom Milo

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That:

1. Purchase the new side tipper from Evertrans for the quoted price of \$99,500

14.1.4 Padfoot Roller

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No interest to disclose
 Date: 17 November 2008
 Attachments: 3 x Quotations

MATTER FOR CONSIDERATION
 To consider the purchase of a Padfoot Roller

BACKGROUND

Council has in its 2008-09 budget and amount of \$184,000 to purchase a new Padfoot Roller

Council resolved at the ordinary meeting in October to use the new WALGA purchasing model to request quotations for the new roller

Three quotations were received that met the Shires Specifications.

Westrac	BT Equipment	Construct
New Padfoot \$193,880	New Padfoot \$ 180,000	New Padfoot \$166,580

STATUTORY ENVIRONMENT
 Nil- already previously resolved

STRATEGIC IMPLICATIONS
 None

POLICY IMPLICATIONS
 Nil

FINANCIAL IMPLICATIONS
 Payment from Council’s Plant Municipal Account as previously resolved in the 2008-09 Budget

CONSULTATION
 Works Foreman-Tom Milo

COMMENT

The purchase of a new Padfoot roller to add to the council fleet should be reconsidered. As there is no strategic construction plan for the roadwork then the justification for the purchase needs consideration. Should a change in councils construction plan be achieved then one could argue for the need of this machine. Under current Roads to Recovery hire of machine is an allowable claim. At best we could use the machine for 200 hours a year.

The funds for this purchase could be better utilised

VOTING REQUIREMENTS
 Simple majority

OFFICER RECOMMENDATION

1. That a new pad foot roller not be purchased
2. The surplus funds be dealt with at the budget review

15. DEVELOPMENT

15.1.1 Health Building Report

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 17 November 2008
Attachments: 3 x Quotations

MATTER FOR CONSIDERATION

BACKGROUND

Health /Building Inspection Report for September 2008

- 1/ A final inspection was carried out on the accommodation Dwelling at Pia Community
The premises complied with all relevant legislation
- 2/ An inspection of the proposed ASKAP project site was arranged with the CSIRO group to obtain a visual appraisal for the area.
It also gave us an insight into their requirements for sound suppression and planning requirements for the future.
- 3/ A routine inspection were also carried out on the Murchison Settlement Road House with all areas compliant.

Due to a mechanical failure Murchison Metals was not inspected at this time

The Shire of Murchison now has 50 building envelopes, six are kept at the City of Geraldton/Greenough with the remaining 44 at
The Shire Office

STATUTORY ENVIRONMENT

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

FINANCIAL IMPLICATIONS

CONSULTATION

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

Health /Building Inspection Report for September 2008, be received

15.1.2 Building Applications Report

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 17 November 2008
Attachments:

MATTER FOR CONSIDERATION

Council note that the following applications have been received

1. Mt Wittenoom Station- application to build a shed. In progress with Building Surveyor

15.1.3 Development-Roadhouse

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No interest to disclose
 Date: 18 November 2008
 Attachments: Designs

MATTER FOR CONSIDERATION
 Replacement of Murchison Oasis Roadhouse

BACKGROUND

The Murchison Oasis Roadhouse as it sits today is at best in a state of disrepair.

Council has previously considered this development as an “interpretative” style centre based around proposed developments with ASKAP and SKA. Funding applications and assistance were not forthcoming to get the then project off the ground. Preliminary estimates were numbers up to \$1.6 million.

With the likelihood of ASKAP & SKA coming to the area then whatever direction we take we can still build an interpretive centre at a later date subject to funding from those projects.

Funding for infrastructure has recently been announced by the Federal Government. Murchison’s share of this is \$100,000. Subject to the conditions of this grant, then it could be used for such a project. Council’s contribution could be financed from the \$180,000 that will be saved from not buying the pad foot roller. Along, with some in kind work from our existing staff. This brings a total of \$280,000 to start the project off. If we could access some of the “Royalties for Regions” funding then it would make a reasonable amount to make the “Stage 1” of the development a reality.

Some preliminary costing for a 2 bedroom residence and a “Café Kitchen” and shop front manufactured in Geraldton by Transteel Homes is \$250,000.

The key is to have a design that can easily be extended to add an “Interpretive Centre” without major reconstruction.

This is a proposed change in direction and thinking for this development.

STATUTORY ENVIRONMENT
 None at this stage

STRATEGIC IMPLICATIONS
 None

POLICY IMPLICATIONS
 None

FINANCIAL IMPLICATIONS
 Nil at this stage

CONSULTATION
 Transteel Homes
 Fleetwood Pty Lid

COMMENT

VOTING REQUIREMENTS
 Simple majority

OFFICER RECOMMENDATION

Recommendation 1

Absolute Majority Required

That Council;

1. Create a Reserve called "Transaction Centre Reserve"
2. Transfer \$180,000 from municipal account to this new reserve
3. Make the necessary budget adjustment from Plant Purchase to the New Reserve

Recommendation 2

That Council;

1. The Chief Executive Officer to present to council a proposed development plan and costing for review and consultation

16. FINANCE

16.1.1 Financial Activity Statements October 2008

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 2 October 2008

Attachments: Financial Activity Statements for October 2008

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 October 2008.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

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

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

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

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

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

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

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

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

CONSULTATION

None

COMMENT

None

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council adopt the financial statements for the period ending 31 October 2008, as attached.

.

16.1.2 Accounts Paid during the period October-November 2008

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 2 October 2008
Attachments: EFT & Cheque Detail for October -November 2008

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month of October 2008, authorisation of account to be paid up to November 2008

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 September-October 2008 as per attached schedule.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

The list of accounts will be emailed prior to the meeting, whilst the list is being prepared, Councillors have the opportunity to view the Agenda. Ron Adams, Chief executive Officer

17 ADMINISTRATION

17.1.1 Delegation Register

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 18 November 2008
Attachments: Delegation Manual

MATTER FOR CONSIDERATION

Adoption of Council Delegations to CEO and Committees

BACKGROUND

Council reviewed its delegations at the Ordinary Council meeting in September 2008

OC08014 Delegation Review

Moved Cr W McL Mitchell Seconded Cr R E Foulkes-Taylor

Council discuss and make changes to the delegations as/if required.

The councillors and CEO worked through the delegations register and reviewed delegation for drafting

Motion put and carried 7/0

STATUTORY ENVIRONMENT

Local Government Act 1995 –

- s.5.16 – Delegation of some powers and duties to certain committees
- s.5.17 – Limits on delegations of powers and duties to certain committees
- s.5.18 – Register of delegations to committees
- s.5.42 – Delegation of some powers and duties to CEO
- s.5.43 – Limits on delegations to CEO's
- s.5.44 – CEO may delegate powers and duties to other employees
- s.7.1B – Delegation of some powers and duties to audit committees

and the Administration Regulations –

- r.19 – Record to be kept by delegates

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Nil

CONSULTATION

None

COMMENT

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That:

1. Adopt the delegations as set out in the Delegation Register

17.1.2 Record Keeping Plan

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No interest to disclose
 Date: 18 November 2008
 Attachments: Record Keeping Plan

MATTER FOR CONSIDERATION
 Council to review and adopt the draft Record Keeping Plan

BACKGROUND

The State Records Act 2000 provides for every government organization must have a record keeping plan that has been approved by the Commission.

The Shire of Murchison’s Record Keeping Plan expired in June 2007 and was due to the Commission by December 2007. As part of the Annual Report local governments are to make a statement about the Record Keeping Plan.

As is generally the case, departments continually change the requirements and reporting methodology, which makes it nearly impossible to use the previous plan. Council staff has reviewed the Record Keeping Plan in consultation with the Commissions staff and have produced the attached document that will be sent to the Commission.

The Shire of Murchison Draft Record Keeping Plan is to be presented by the Director to the Commission on December 11 for approval.

STATUTORY ENVIRONMENT
 State Records Act 200 –

- s.19 – Every government organization must have a record keeping plan that has been approved by the Commission.
- s.23 (1) - The Commission may approve or refuse to approve a government’s draft record keeping plan.

STRATEGIC IMPLICATIONS
 None

POLICY IMPLICATIONS
 None

FINANCIAL IMPLICATIONS
 Nil

CONSULTATION
 None

COMMENT
 When the Recordkeeping Plan has been approved by the Commission the Shire of Murchison must comply with the recommendations, this will also require a more comprehensive procedure manual to be produce and more registers to be kept. The administrative burden will also increase just to stay ahead of compliance issues.

VOTING REQUIREMENTS
 Simple majority

OFFICER RECOMMENDATION
 That:

1. Adopt Draft Record Keeping Plan as set out in the attachment Draft Record Keeping Plan.

17.1.3 Oasis Roadhouse

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 18 November 2008
Attachments:

MATTER FOR CONSIDERATION
Update on running of the Roadhouse

BACKGROUND

As an important service to the community and the travelling public the Oasis Roadhouse has been operating in a skeletal mode for the past month.

As required by Councils previous agreement, Council was to purchase back the stock from the operator, this was approximately \$4000.

Fuel was purchased from Sovereign Fuels to maintain an acceptable level of supply.

Ms Fiona Oakley and Ms Hannah Adams have been engaged on a casual basis to open and maintain the business and complete cleaning and gardening duties. They are covered under the Restraunt, Tearoom and Caterers Award.

The Roadhouse is currently open 8.00am to 5.00pm Monday to Friday and 8.00am to 12 Noon on a Saturday.

The accounting side of the business has been set up in QuickBooks, with a Eftpos machine and a "Oasis" Bank account opened to keep separate from the Municipal Account. A separate financial activity report will be presented to Council. Stock is purchased on a minimal amount and is charged to the Corporate Credit card as required.

The "business" has been advertised in the Quokka, with amazing results. We have had six people interested and two sound promising. I had one couple visit to discuss and have a look at the "offer". They have since contacted me and we have scheduled a meeting to work on a plan for them to present their "Offer".

STATUTORY ENVIRONMENT

None at this stage

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Council's agreement is to purchase back any stock (at cost) left over when Mr Foreman leaves

CONSULTATION

Cr Simon Broad

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That:

1. Authorise the purchase back of stock to the value of \$6000
2. Endorse the opening of "Oasis" bank account.
3. Authorise the CEO to purchase minimal stock requirements to maintain the business.
4. Authorise the CEO select a preferred candidate/s and business plan and negotiate a lease agreement for the operations of the "Oasis Roadhouse"

17.1.4 Fuel -Oasis Roadhouse

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No interest to disclose
 Date: 18 November 2008
 Attachments:

MATTER FOR CONSIDERATION
 Fuel Supply and sale at the Oasis Roadhouse

BACKGROUND

The “fuel” for the shire use and roadhouse use has had many discussions and resolutions over time.

The cost to maintain a near full stock of fuel is a huge cost for an operator of the roadhouse and the likelihood of a quick return on that outlay to be able to purchase the next load is very high.

By having the fuel component attached to the roadhouse closes a window for the Shire to select the right candidate for this position.

As the Shire owns the infrastructure the opportunity to use this to service our needs as well as the community’s and the general public could be utilised.

A “Generic” 24 hour card machine could be installed; this will enable anyone with a standard EFTPOS card or credit card to access fuel. The Shire could use a “Local” card which records what vehicle fuel is used by which vehicle. The Shire’s cost of fuel is no different to what it is now (because we own the fuel). This generic machine is controlled by existing computer network at the Shire Office.

A benefit for the Roadhouse Operator is they have a “Local Card” for cash sales, they would pay the Shire for what fuel is on that card monthly at a discounted amount, and therefore they make a small amount out of fuel as well.

A benefit for the Shire is we do not change any of our fuel supply arrangements or upset how fuel is supplied in the district, but we offer fuel at a reasonable amount and utilise our existing infrastructure.

As “retailing “ is not our core business , but service delivery is , we would set the retail pricing at cost plus 15% for retail and cost plus 5% (Examples only). This would allow the shire to maintain its own fuel storage, the roadhouse operator and the public would have an advantage in reasonable priced fuel.

STATUTORY ENVIRONMENT

None at this stage

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None at this stage, however the likely budget for this is;

Generic Machine	\$ 35,000
New Bowsers	\$ 12,000 (not required, but the old ones are nearly past their used by dates)
Electrical work	\$ 2,500
Installation	\$ 10,000

CONSULTATION

Jumbo McAlpine- Reliance Petroleum

Kim Batten- Fuel Quip

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

1. In principal, the Shire of Murchison to maintain and own the Fuel supply at the Murchison Oasis roadhouse;
2. As part of the strategic development of the roadhouse, the CEO is to develop and cost the machine scenario for presentation to council for decision

17.1.5 Murchison Executive Group (MEG)

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 18 November 2008

Attachments: Letter of Support Midwest Development Commission

MATTER FOR CONSIDERATION

Council endorsement of the creation of the *Murchison Executive Group (MEG)*, the membership of which will comprise the Chief Executive Officers of the six Murchison Shires.

BACKGROUND

During 2007, the *Murchison Zone Strategy Group*, which was comprised of the Presidents and CEO's of the six Murchison Shires addressed several critical issues affecting the region, including police numbers, medical services and the resourcing of the Department of Child Protection. The Murchison Zone Strategy Group went into decline due to the lack of capacity of Shires to take their turn in providing the necessary executive support. The lack of interaction between the six Shires since that time has resulted in a markedly reduced collective awareness by CEO's of what is happening in the region, with respect to the provision of government services and developments generally.

A meeting of CEO's and Mr Brendin Flanagan (Project Manager – Murchison – Midwest Development Commission) on the 23rd September 2008 resulted in strong support being given towards the creation of the *Murchison Executive Group*.

The role of this group will be to deal with regional operational and executive functions pertaining to the Murchison region, which will include interacting with government departments and agencies, dealing with common compliance issues and (significantly), identifying opportunities to access the State Government's "*Royalties for the Regions*" initiative. This is a different and separate role to that of the Murchison Country Zone of WALGA ("Cue Parliament") which deals with issues at a political level, through WALGA.

It is proposed that the structural arrangements of *MEG* will be as follows:

- Name: Murchison Executive Group (*MEG*).
- Composition: Chief Executive Officers of each of the six Murchison Shires.
- Chair: A CEO elected by Group.
- Executive Support: Provided by the Midwest Development Commission by way of making available the time of Mr Brendin Flannigan,
- Meetings – To be held quarterly on a rotational basis.
- Reporting arrangements: CEO's will report back to their respective Councils and reports will be provided to "Cue Parliament".
- Elected member input/assistance: Sought as required when interfacing with politicians and department heads, probably mainly through the "Cue Parliament" forum.
- Interaction with Shires/CEO's outside of the Murchison Country Zone of WALGA but which have common interests with the Murchison region: To be invited to participate in meetings and discussions as appropriate.

The Murchison Zone at its meeting in Cue on Friday 14 November 2008 endorsed the proposal for the formation of this group.

STATUTORY ENVIRONMENT

None at this stage

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

CONSULTATION

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council;

1. Endorse the formation of the “Murchison Executive Group”;
2. Endorse the participation of the Chief Executive Officer as a member of this group.

17.1.6 Freight to Murchison

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 18 November 2008
Attachments:

MATTER FOR CONSIDERATION

Discuss a strategy for the supply of a freight service to Murchison

BACKGROUND

There is no commercial business currently servicing the Settlement or the Shire.

To have a freight service to Murchison would cost approximately \$60,000 per year. The service provided for this would be a once a week delivery Ex Geraldton to Murchison Settlement. It would be a mixture of Cold storage and general freight.

For a company to consider a financially viable service to the Murchison a guarantee of \$60,000 for the year would be required.

The Shire is a major user of freight which would cover approximately one third of this cost. To deliver this service to the community then some recovery through rates could be charged as an annual cost, specifically to be used for providing this type of service.

The service would be designed to be “free into the settlement” who means that all freight delivered to the settlement would be free of charge to all people and business of the Shire of Murchison.

STATUTORY ENVIRONMENT

None at this stage

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

The cost to advertise an Expression of Interest in supplying a freight service to the Murchison.

CONSULTATION

Noel Dearing- NLD Transport (formerly Murchison Mail & Freight)
Cr Squires, Broad, Halleen, Foulkes-Taylor

COMMENT

One of Councils primary functions is to provide for “good governance of people in its district” and for the deliveries of services to its community. Although this may be considered a unique look at how we deliver services or how we spend public money, the strategy here is to provide a service to the community and to its business’ that could enhance the unique lifestyle of the Murchison

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council;

1. The Chief Executive Officer advertise calling for Expressions of interest in supplying a freight service to Murchison Settlement.

2.

17.1.3 CEO Report for October 2008

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 22 October 2008
Attachments: Nil

MATTER FOR CONSIDERATION

To note the CEO Report for November 2008

- October 31: Carnarvon School of the Air- update on students in the settlement
- November 4: Attended Melbourne Cup day at Beringarra- this was a good opportunity to meet northern residents of the Murchison Shire
- November 5: Peter George- Crossland Resources- Peter gave an update of the road network for the Jack Hills mine and further strategies for future growth.
- November 6: Tom Hartman, Mullewa Shire-discussed road swap agreement
- November 14 Murchison Zone Meeting in Cue

Reports on Settlement Activities

Oasis roadhouse: Robert Foreman has left the roadhouse. The Shire is currently operating the business until suitable lessee's can be found.

Staffing Arrangements:

Ms Hannah Adams- Administration Officer- Hannah is here until the Xmas shutdown period, she is currently working on the Records Management Plan, Policy Manual & Delegations Register and Oasis Roadhouse

Ms Fiona Oakley-Roadhouse- Fiona is maintaining the shopfront and keeping the amenities clean and tidy

Mr Haydon McKenzie- Plant Operator-Haydon is currently on a three month probationary period as a plant operator, he is currently on the maintenance grading program

Plant Operator- Vacancy Exists

Jax Bryce- Administration Officer- Jax will be joining the Office staff when the shire returns from the Xmas shutdown

OFFICER RECOMMENDATION

That Council:

Note the CEO Activity Report

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

18.1.1 Health Representative for Murchison Area

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 22 October 2008
Attachments: Nil

MATTER FOR CONSIDERATION

Discuss the Health requirements for Murchison

BACKGROUND

Cr Foulkes-Taylor requested a report into the status of a representative from Murchison on the Health panel.

I am waiting on a response from Shane Matthews and the status of the DHAC structure and when vacancies for this panel are available.

STATUTORY ENVIRONMENT

None

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

CONSULTATION

None

COMMENT

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

18.1.2 Notice of Motion- Meeting at Pia Reserve

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 18 November 2008
Attachments: Letter from Brett Pollock

NOTICE OF MOTION

Moved Cr D Pollock

That the Shire of Murchison sends a delegation to meet with local Wadjarri people to discuss the whole of the Murchison Community's needs regarding ASKAP/SKA and its future development. The meeting to take place at Pia Reserve

MATTER FOR CONSIDERATION

Consideration for a meeting to be held at Pia Reserve

BACKGROUND

Council received a faxed letter from Brett Pollock on the morning of its September Ordinary Council meeting.

OC08018 Admission of Urgent Business
Moved Cr W McL Mitchell Seconded Cr M W Halleen

That the urgent business tabled be dealt with

Motion put and carried 7/0

15.1.1 Faxed Letter from Brett Pollock

A faxed letter from Brett Pollock was tabled.

The letter was tabled and discussed at the meeting. As there was no officers report to advise Council on what was required, if any action was required, on the advise of the CEO no action be taken.

Cr Pollock at the October meeting advised that in a Notice of Motion that in response to the letter from Mr Brett Pollock that the Shire of Murchison send a delegation to meet with local Wadjarri people to discuss the whole of the Murchison Community's needs regarding ASKAP/SKA and its future development. The meeting to take place at Pia Reserve.

STATUTORY ENVIRONMENT

None at this stage

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None at this stage

CONSULTATION

Nil

COMMENT

The letter in principal, has addressed many issues that are currently before or are about to be before council. This is primarily a call, in my opinion, to move forward and develop a strategic plan more quickly. This has already been endorsed by Council at its September Meeting.

As part of developing a “Strategic Plan” community involvement and consultation will need to take place, and this includes the community at Pia Reserve.

Many issues such as Native Title and LUA for the proposed ASKAP/SKA project have no local government input or consultation, we can certainly lobby but effectively we are not party to that process.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That Council;

1. A strategic planning day is arranged for February- March 2009, to be facilitated by the Chief Executive Officer.
2. Pia Community to be invited to attend this planning day

19. URGENT BUSINESS

20. ITEMS TO BE DISCUSSED IN CAMERA

21. MEETING CLOSURE

22. Attachments
