

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
	OC090801 Standing Orders	4
5.	NEXT MEETING	4
	OC090802 Change of October Ordinary Council Date.....	4
6.	APPLICATIONS FOR LEAVE OF ABSENCE	4
	OC090803 Granting of 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	ORDINARY COUNCIL MEETING –17 July 2009.....	5
	OC090804 Confirmation of Minutes for 17 July 2009	5
9.2	PLANT COMMITTEE MEETING –23 July 2009.....	5
	OC090805 Confirmation of Minutes for 23 July 2009	5
9.3	SPECIAL MEETING –12 August 2009.....	5
	OC090806 Confirmation of Minutes for Special Meeting 12 August 2009.....	5
10.	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	6
11.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	6
12.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED	6
12.1	PRESIDENT	6
12.2	COUNCILLORS	8
13.	DISCLOSURE OF INTERESTS.....	10
14.	REPORTS OF COMMITTEES.....	11
	OC090807 Replacement Dolly	11
	OC090808 Major Plant Repair Reserve.....	11
	OC090809 Replacement of Single Caravan	12
	OC090810 Sundry Plant Items.....	12
	OC090811 Water Cart	13
	OC090812 Works Foreman’s Vehicle.....	13
	OC090813 Additional Plant-Multi tyred roller	14
	OC090814 Additional Plant-Backhoe	14
	OC090815 Additional Plant- Used Forklift.....	15
	OC090815 Additional Plant- Ripper Mounted Roller	15
15.	REPORTS OF OFFICERS	15
15.1	WORKS.....	15
15.1.1	Monthly Plant & Works Progress Report	15
	OC090816 Works Foreman Report	18
15.1.3	Ballinyoo Bridge-Stop Work Order	19
	OC090817 Ballinyoo Bridge-Stop Work Order.....	20
16.	FINANCE	21
16.1.1	Financial Activity Statements June 2009	21
	OC090818 Financial Activity Statements June 2009	22
16.1.2	Accounts Paid during the period July August 2009	23
	OC090819 Accounts paid and to be paid July August 2009	24
16.1.3	Adoption Annual Budget 2009/10.....	25
17.	DEVELOPMENT	28
17.1	CBD DEVELOPMENT	28

17.1.1	Roadhouse Construction.....	28
OC090821	CBD Development Progress.....	29
18.	ADMINISTRATION.....	29
MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN		29
18.2	Structural Reform	30
OC090822	Structural Reform	31
18.2.1	Structural Reform-Shire of Murchison.....	32
OC090823	Structural Reform	33
19.	CEO ACTIVITY REPORT	34
19.1.1	CEO Activity Report June July 2009.....	34
OC090824	CEO Report	36
20.	URGENT BUSINESS	37
20.1	Regional Roads Group-2010-11 Submission.....	37
OC090825	Regional Roads Group Submission 2010-11	38
21.	ITEMS TO BE DISCUSSED IN CAMERA	38
22.	MEETING CLOSURE	38



Western Australia

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

Held in the Council Chambers, Carnarvon Mullewa Road, Murchison,
On Friday 21 August 2009, commencing at 9.30 am.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President opened the meeting at 9.40 am

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS

Cr S A Broad, Shire President
Cr M W Halleen, Deputy Shire President (from 9.53am)
Cr P M Walsh from (from 11.28am)
Cr R E Foulkes-Taylor
Cr D J Pollock
Cr P R Squires
Cr W McL Mitchell

STAFF

Mr R J Adams, Chief Executive Officer

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

NIL

4. PUBLIC QUESTION TIME

NIL

Stand Down Local Law Standing Orders

OC090801 Standing Orders

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

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 18 September 2009

The October Ordinary Council Meeting is scheduled on 16 October 2009. Local Government elections are to be held on 17 October.

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090802 Change of October Ordinary Council Date

Moved Cr W McL Mitchell, Seconded Cr P R Squires

That October's Ordinary Council meeting is changed to 23 October for purpose's to swear in councillors and election of President and Deputy President.

Motion put and carried 5/0

6. APPLICATIONS FOR LEAVE OF ABSENCE

OC090803 Granting of Leave of Absence

Moved Cr R E Foulkes-Taylor, Seconded Cr D J Pollock

That Cr W McL Mitchell and Cr P R Squires be granted a leave of absence for the September Ordinary Council Meeting.

Motion put and carried 5/0

7. NOTICE OF ITEMS TO BE DISCUSSED IN CAMERA

NIL

8. Confirmation Flying Minutes

Nil

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING –17 July 2009

BACKGROUND

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

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090804 Confirmation of Minutes for 17 July 2009

Moved Cr D J Pollock, Seconded Cr R E Foulkes-Taylor

That the Minutes of the Ordinary Council Meeting of 17 July 2009

Motion put and carried 5/0

9.2 PLANT COMMITTEE MEETING –23 July 2009

BACKGROUND

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

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090805 Confirmation of Minutes for 23 July 2009

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

That the Minutes of the Plant Committee Council Meeting of 23 July 2009 be received.

Motion put and carried 5/0

9.3 SPECIAL MEETING –12 August 2009

BACKGROUND

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

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090806 Confirmation of Minutes for Special Meeting 12 August 2009

Moved Cr P R Squires, Seconded Cr W McL Mitchell

That the Minutes of the Special Council Meeting of 12 August 2009 be received

Motion put and carried 5/0

 10. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

NIL

 11. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

NIL

 12. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED

12.1 PRESIDENT

- Northcoast started flood damage repairs and have completed the first 10 day cycle
- East of Milly roadwork's are complete
- Local Government Convention-see report below

My report for Local Government Convention, Roads Forum and State Council

Firstly I would like to thank Council for allowing Natalie and I to attend the Local Government Convention. I must say It was extremely well organised – well attended – accommodation and venue was excellent.

The roads forum was held on Wednesday the 5th of August and approx. 300 delegates attended. We were welcomed by the WALGA President – councillor Bill Mitchell, He then introduced the minister for transport – Simon O'Brien. The minister spoke about the restructuring of the department of transport and its key programmes, they included Oakajee which is the biggest project on the Governments Books at the moment, and He mentioned that because there was no Rio to underpin operations in the Mid West – it was vital that the aggregate of all projects is sufficient to make it happen. On matters of grain on rail, Government has brought all players together into a freight logistic council, they meet frequently and it appears to be working well. The State road funds to local Government agreement are up 6 Million dollars to 122.9 million dollars over the next financial year. He spoke about the regional Airport development scheme and for the 09/10 financial year is 6.73 million dollars and that scheme has now provided 21 million dollars since 1997. He believes that they being the nation and liberal Government are up to the challenges and he mentioned that the focus remains on stimulating private sector investment – creating jobs - having the capacity to meet future demand for industry and local business.

Ken Travis - the shadow minister for Transport spoke also and my analysis of Ken is that he likes Harry Potter. He mentioned Harry on numerous occasions without saying much else.

The WALGA President – Bill Mitchell addressed the meeting again and mentioned that 474 Million Dollars is needed just to keep the current road network intact. He mentioned that the road agreement is a growth tax and that it was worth 450 million dollars 5 years ago to this year being worth 550 million dollars, Local Government is working closely with the State Government to make roads safer.

The acting Director General of Transport Menno Henneveld spoke about some of the things they will need to do:

- Vision Objectives strategies for transport
- Examine interface and areas needing attention
- Lift the profile
- Integrated approach to transport planning and transport services provision
- Stronger relationships with partners including State
- Playing a key role in planning

KEY AREAS OF BUSSINESS

- Strategic transport policy
- Strategic transport planning
- Operations transport Services
- Licensing services

KEY AREAS OF FOCUS

- Leadership
- People capacity capability and culture
- Relationships
- Transport planning
- Provision of Services

Menno mentioned that they employ about a 1 thousand people

This is the first time That I have attended the Road's Forum and I believe that other councils might get more out of it than Murchison.

The Local Government Convention was based on Innovation – Regeneration and Renewal. There were far too many speakers for me to comment on every one of them but I will mention the ones that I thought had the most impact on me. A Gentleman by the name of Frans Johansson from America – Frans was raised in Sweden by his African American Indian mother and his Swedish father He wrote a book which was voted one of the best business books in 2004. His address was totally inspiring and he spoke mostly about the glass being half full rather than the glass being half empty, about planning for mistakes and failures and looking at life through eyes other than your own. He also spoke about having a go at doing things even if you fail – try again and again and spoke of many different instances where people had been knocked back time and time again for building things or inventing things and through sheer determination they had succeeded.

Other terrific speakers were Jason McCartney who spoke about the Bali bombing and the horrific aftermath of Bali – He spoke about the courage shown by the Balinese people in rescuing the victims – the long battle he had with his life threatening injuries and how motivated he was to play AFL football again and how he had to break through the pain barrier time and time again in his quest to achieve that one thing to play AFL football again.

The Young Australian of the year Khoa Do gave the Key note address at the conference and he is now a film director, a screen writer and a teacher. As a young boy – when they left Vietnam as refugees they were plundered by pirates on 2 occasions - On the Second occasion they had nothing to offer and the pirates threatened to throw the youngest child over board if they didn't tell them where their valuables were hidden – they of course had no valuables – for some reason the child was spared – that child was Khoa Do. Shortly after arriving in Australia Chua's father left the family and it was up to his mother to raise the 3 children. They literally had nothing – the 2 boys lived in hand me down girls clothing for the first 2 years. It was an or inspiring story of a refugee coming to our country with only the clothes on his back and rising to greatness that we can only dream of.

The AGM was attended by approx 220 delegates.

- Motion 3.1 was passed 163 to 59
- Motion 3.2 was passed 201 to 18
- Motion 3.3 was passed 196 to 13

There were 3 matters of special urgent business

- Motion 1 was lost 60 to 142
- Motion 2 was lost 96 to 100
- Motion 3 was passed 194 to 5

On matters of State Council – a motion was passed requesting that Local Government seek an extension of time to 30th of September for the sector to formulate its final submissions - I understand this has been granted by the minister – the CEO Ricky Burges spoke about having a plan B in regard to the government's reform process and that all staff at WALGA know that they have a task to do and that they need a strategic plan –that plan will be out by Feb 2010. The plan will be known as Better Local Government. This is because some people are saying that the SSS is regarded by some as being yesterday's news. She also mentioned that the new TV commercials will be rolled out on the 24th of August and are to enforce that Local Government is not yesterday's man .

Cr Simon Broad
President
Murchison Shire

12.2 COUNCILLORS

Cr D J Pollock

- Tourism in the area is on the increase
- Not too many wildflowers out
- No negative reports on the roads

Cr W McL Mitchell

- Release of the LGAB service delivery to indigenous communities
- Various structural reform issues
- First past the post voting is in for LG elections in October
- New TV advertising campaign promoting local government services
- Successful Convention- approx. 660 for the dinner

Cr P R Squires

- McNabbs salt pan 2km Section issue
- Katie Jeffries letter to consider lotteries west funding for old bridge
- Carnarvon-Mullewa and Pindar roads in good condition
- Museum- is neat and tidy including the settlement
- Bridge Bypass- Peter Jeffries has done a good job

Cr R E Foulkes-Taylor

- Various water bore issues
- Completion of airstrip required
- The grader training with Ron & Glen was good
- Sports Club Bar key requires sign in & out and to be on separate keying

Cr M W Halleen

- Congratulations to WALGA on the convention
- Fuel Service Delivery
- Bridge-Information update in Monologue
- Notice of Motion- Reposition of Historian for Murchison
- Attended with CEO & Bill Gibbs the section of road near Murgoo woolshed
- School of the Air- has had a name change to Midwest School of the Air
- 12 September Trapping and Baiting programmed
- Local Government Convention- see below for report

Local Government Convention-Perth 2009

The Journey of Renewal

Opening address- Frans Johansson

- Plan for mistakes and failures
- Resist doing the same things over and over
- Change ideas from traditional ones & force a combination of ideas to happen

City revitalisation-building future places for people.

Dote Keelung (General Manager Major Cities Unit, Infrastructure Australia)

- 339 million for Oakajee port & rail project
- WA has the biggest population growth in Australia-3.1%, Australian average is 1.9%
- WA needs to prepare for a population growth of 120% by 2056

Evan Jones (Multiplex)

- Renewal of aging infrastructure is required
- The cost of living out of cities is preventing people living in non urban areas
- Better public transport required along with partnerships with businesses

Brendon Grylls MLA (Minister for Regional development)

- For WA to keep its AAA rating 25 million was cut from the budget
- Would like to increase the boarding/home away allowance
- RFDS have received the funding for three new planes and for extra staff
- There will be no cost shifting of R4R money into other departments
- 200 gigalitres of water being held under pressure in the Pilbara mining areas can be shifted to Perth.
This is much more efficient than the desalination plant (30 gigalitres)
- ASCAP, SKA and MWA are being held up by the government will not free up land
- Is not pro forced amalgamations

John Castrilli MLA (Minister for Local Government; Heritage; Citizenship and Multicultural Interests)

- Legislation allows for the formation of ROC instead of amalgamations
- Prefers amalgamations-these would take up to two years to set up.

Tony Brun (CEO, City Geraldton/Greenough)

- Had to increase shire rates by 33% over five years so as to cover the replacement of old assets and the development of new assets
- Wished to form a super regional shire responsible for all road, sewage, water port and rail

Towards the New Reality

Allan Jones (energy and Climate and Director/Trustee, Sustainable Environment foundation, UK

- 2/3 of heat units go into the earth's atmosphere-adds 24 billion gigalitres of water an hour to the atmosphere=a billion dollars of lost electricity
- By changing for coal powered generators to a hydro/gas motor they the water previously lost to the atmosphere is saved and used to run the motors, therefore paying for the engine in three years.
- New sky scrapers are being built with solar roofs and windows=20% green energy production
- By turning landfill into renewable energy you save 2 million tonnes of green house emissions

Peter Andrews (Natural Sequence Farming)

- All water storage should have vegetation growing on it. This can save up to eight feet of evaporation per day
- Slow the flow of water by any means
- Every plants that grows converts into a product that manages water and only a living plant allows you to use it profitably
- Dew is the purist and most available water on a property
- Non edible plants, whilst growing, extract moisture from deep soils
- Plants enrich the landscape and edible plants extract nutrients from surface soil

General Comments

- Congratulations to Bill and the team
- I enjoyed the fact that everyone was listening to the same speaker (no split sessions)
- It was very informative
- The food it may be worth trying to get the caterers to use some regional produce e.g. Murchison goat, beef or mutton
- Accommodation is overpriced and there was an attitude of "you are here from local government-we can charge what we liked and offer as little service as possible (especially parking)

Cr Mark Halleen

Cr P M Walsh

- Local Government Convention- see report below

WALGA Convention and Trade Exhibition

Firstly, thank you to the Murchison Shire for enabling Lian and myself to attend the WALGA Convention this year. Lian and I both look forward to attending this convention as representatives of the Shire of Murchison as we feel it is a great opportunity to catch up with colleagues, both old and new. To then be able to discuss the information received and see the exciting new innovations that are presented, with a group of not only our shire representatives, but with representatives across the state is a rare and important occasion that should not be missed.

The special theme this year – Regeneration, Innovation, Renewal, Revitalization and Renaissance – whilst perhaps hiding the true agenda of the approaching deadline for reform submissions or the hidden tiger of forced merger, also provided on a national level, updates on the move to constitutional recognition for the local government sector. The Hon Colin Barnett made a rather forceful speech to encourage Shires to merge, on the basis that historically, some local governments have operated unethically and/or made decisions that not necessarily benefited their shire or the community that they represent; a problem as a small shire with no town, we are yet to encounter! As an adjunct to Colin Barnett’s speech, perhaps Local government may indeed encourage dishonest men, but given the evident dishonesty in both State and Federal Government, it could be seen as a necessary skill to advance up the ladder!

The speakers are always very entertaining and uplifting, with no exception, but the breakfast talk with Jason McCartney, who, as a victim of the Bali bombing, shared with us his long road to recovery, culminating in his return to AFL football, was truly an uplifting story of both courage and true grit with the resounding message that with determination, we can all achieve.

Khoa Do, the 2005 Young Australian of the Year, was very amusing with his amazing journey of courage, resilience and hope amidst incredible opposition. He left Vietnam aged 2 in a small boat with 40 others – to become one of Australia’s brightest stars as a feature film maker.

Dr Chris Coton, of BT Funds Management, gave a fascinating talk on the Recovery – an Economic Outlook. It was a financial health update for Australia outlining where we are currently at and what lies ahead in the future. Australia is performing very well on a world scale, our banks especially, with Westpac now number 8 in the world ranking, thanks to the Bradbury approach – for those of you who are not familiar with this approach Mathew Bradbury won a gold medal in the winter Olympics because all the other contestants fell over!! Dr Coton went on to say that Japan is our number 1 trading partner and the outlook for Australia is very good with the US recession and economy on the up, thanks to President Barrack Obama, and our stock market is also on the up this year too. Dr Coton gave an amusing quote by Wayne Swan (Labor Treasurer) to explain the last 8 months – “liberal left Australia teetering on the edge of a cliff – at least under labor it has taken a step forward!”

I feel that through all of these experiences and by talking to my fellow councilors, make my position as a Shire Councilor more rewarding and help me to understand the big picture that all of us in the Murchison Shire face.

Thank you,

Patrick Walsh

13. DISCLOSURE OF INTERESTS

NIL

11.00 Cr D J Pollock left the meeting
 11.03 Cr D J Pollock entered the meeting

14. REPORTS OF COMMITTEES

BACKGROUND

The Plant Committee Meeting met on 23 July 2009

VOTING REQUIREMENTS

Simple majority

PLANT COMMITTEE/OFFICER RECOMMENDATION

Recommendation 1

PC090701 Replacement Dolly

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

The Road west Dolly is not replaced in favour of refurbishment

Motion put and carried 3/1

COUNCIL DECISION

OC090807 Replacement Dolly

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

The Road west Dolly is not replaced in favour of refurbishment

Motion put and carried 6/0

Recommendation 2

PC090702 Major Plant Repair Reserve

Moved Cr R E Foulkes-Taylor, Seconded Cr M W Halleen

A major plant repair reserve is created for major repairs, to be included in the 2009-10 annual budgets.

Motion put and carried 4/0

COUNCIL DECISION

OC090808 Major Plant Repair Reserve

Moved Cr W McL Mitchell, Seconded Cr M W Halleen

A major plant repair reserve is created for major repairs, to be included in the 2009-10 annual budgets.

Motion put and carried 6/0

Recommendation 3

PC090703 Replacement of Single Caravan

Moved Cr R E Foulkes-Taylor, Seconded Cr M W Halleen

The single caravan be replaced as allowed for the plant replacement schedule

Motion put and carried 4/0

COUNCIL DECISION

OC090809 Replacement of Single Caravan

Moved Cr R E Foulkes-Taylor, Seconded Cr M W Halleen

The single caravan be replaced as allowed for the plant replacement schedule

Motion put and carried 6/0

Recommendation 4

PC090704 Sundry Plant Items

Moved Cr P R Squires, Seconded Cr M W Halleen

1. Include the purchase of a mosquito fogger in the 2009-10 budget
2. Include a Mig welder to the value of \$3000 in the 2009-10 budget

Motion put and carried 4/0

COUNCIL DECISION

OC090810 Sundry Plant Items

Moved Cr M W Halleen, Seconded Cr D J Pollock

1. **Include the purchase of a mosquito fogger in the 2009-10 budget**
2. **Include a Mig welder to the value of \$3000 in the 2009-10 budget**

Motion put and carried 6/0

Recommendation 5

PC090705 Water Cart

Moved Cr M W Halleen, Seconded Cr P R Squires

Either convert or purchase a used water cart to value of \$45,000

Motion put and carried 2/1

COUNCIL DECISION

OC090811 Water Cart

Moved Cr W McL Mitchell, Seconded Cr M W Halleen

Either convert or purchase a used water cart to value of \$45,000

Motion put and LOST 0/5

11.18 Cr P R Squires declared a financial interest the nature being he owns a water tanker that is sometimes hired by the shire. Cr P R Squires left the meeting

11.28 Cr P M Walsh entered the meeting

Recommendation 6

PC090706 Works Foreman's Vehicle

Moved Cr M W Halleen, Seconded Cr R E Foulkes-Taylor

Trade in MU300 Mazda Ute on a new 4WD Dual Cab tray back

Motion put and carried 4/0

COUNCIL DECISION

OC090812 Works Foreman's Vehicle

Moved Cr M W Halleen, Seconded Cr R E Foulkes-Taylor

Trade in MU300 Mazda Ute on a new 4WD Dual Cab tray back

Motion put and carried 6/0

Recommendation 7

PC090707 Budget 2009-10 Additional Plant

Moved Cr R E Foulkes-Taylor, Seconded R.Adams

1. An amount of \$50,000 is allowed for in the 2009-10 budgets for the purchase of a used Multi Tyred roller.
2. An amount of \$80,000 is allowed for in the 2009-10 budgets for the purchase of a used Backhoe.

Motion put and carried 3/2

COUNCIL DECISION

OC090813 Additional Plant-Multi tyred roller

Moved Cr M W Halleen, Seconded Cr R E Foulkes-Taylor

1. An amount of \$50,000 is allowed for in the 2009-10 budgets for the purchase of a used Multi Tyred roller.

Motion put and carried 4/1

- 11.26 Cr D J Pollock declared a financial interest the nature being he owns a multi tyred roller that is sometimes hired by the shire. Cr D J Pollock left the meeting
- 11.29 Cr D J Pollock entered the meeting

OC090814 Additional Plant-Backhoe

Moved Cr W McL Mitchell, Seconded Cr M W Halleen

1. An amount of \$80,000 is allowed for in the 2009-10 budgets for the purchase of a used Backhoe.

Motion put and LOST 0/5

- 11.29 Cr R E Foulkes-Taylor declared a financial interest the nature being he owns a backhoe that is sometimes hired by the shire. Cr R E Foulkes-Taylor left the meeting
- 11.31 Cr R E Foulkes-Taylor entered the meeting

Recommendation 8

PC090708 Used Forklift

Moved Cr M W Halleen, Seconded Cr R E Foulkes-Taylor

1. An amount of \$15,000 is allowed for in the 2009-10 budgets for the purchase of a used Forklift.

Motion put and carried 4/0

OC090815 Additional Plant- Used Forklift

Moved Cr M W Halleen, Seconded Cr P R Squires

1. An amount of \$15,000 is allowed for in the 2009-10 budgets for the purchase of a used Forklift.

Motion put and carried 5/2

Recommendation 9

PC090709 Used Tow behind Roller

Moved Cr M W Halleen Cr R E Foulkes-Taylor, Seconded Cr R E Foulkes-Taylor

1. An amount of \$5,000 is allowed for in the 2009-10 budgets for the purchase of a used tow behind roller similar to the one council already owns.

Motion put and carried 4/0

OC090815 Additional Plant- Ripper Mounted Roller

Moved Cr P R Squires, Seconded Cr D J Pollock

1. An amount of \$15,000 is allowed for in the 2009-10 budgets for the purchase of a new/used Ripper Mounted Roller similar to the one council already owns.

Motion put and carried 7/0

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 July 2009

Attachments:

MATTER FOR CONSIDERATION

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

BACKGROUND

Monthly Plant usage and status Report

HEAVY PLANT			Start	End	Total	MTD	Total
Plant Item	Year	Rego	Hours	Hours		Service	Ownership
Cat Grader 12H	2005	MU 141	4850	5261	411	929	30831
Cat Grader 12H	2003	MU 121	9742	10153	411	627	85261
Cat Grader 12M	2008	MU 51	718	1070	352	2363	3033
Volvo L110 Loader	2006	MU 65	1566	1759	193		13045
Komatsu Dozer	1997		6359	6381	22	104	163204
Cat Vibrating Roller	2005	MU 177	2675	2703	28		16153
TRUCKS					0		
Iveco Prime Mover	2003	MU 000	159672	170384	10712		46914
Nissan UD	2009		5604	20043	14439	350	1770
Iveco Tipper	2004	MU 00	93644	101848	8204	731	55862
GENERATORS							
Generator 2-100KVA	2005		14107	14605	498		
Generator 1-83KVA	2005		35838	37693	1855		
Generator 13KVA (Const)	2005			10102	0		
LIGHT VEHICLES							
Toyota Landcruiser	2005	01 MU				599	11123
Mitsubishi Canter	2004	MU 140	3928	14156	10228	313	
Toyota Prado	2005	MU 0	34356	39997	5641	836	1981
Holden Rodeo	2008	MU 167	72000	78900	6900	1985	1783
Mazda Bravo	2006	MU 300	55080	58704	3624		3073
Toyota PTV	1986	MU 1017	17802	18813	1011		2478
TRAILERS & TANKERS					0		
Side Tipper	2001	MU 2010	149425	156089	6664		16304
Side Tipper-Evertran	2009	1TKB837	0	3059	3059		4860
					0		
Tri Axle Low Loader	2008	MU663	4146	6707	2561	138	8406
Tri Axle Low Loader	2001	MU2004				5027	47384
30K Water Tank	2005	MU 2024	46877	47937	1060	500	9312
Dog Fuel Trailer	1993	MU 658					1775
Dog Fuel Trailer	1972	MU2005					535
Dolly 1	2001	MU 2003					6240
Dolly 2	2000	MU 2009					10558
Tractors							
New Holland	2006	MU 380	501	726	225	270	2383
Caravans							6821
Various Small Plant						5386	5386

15.1.2 Works Supervisors Report

Construction Report

Erong-Rd: Approximately 50% on new bunds completed, dozer training of two operators required to increase skill and productivity level.

Airstrip- The line marking has been completed, lighting ordered and due any day. Drainage to be started as soon as bridge bypass is completed

Bridge 837- the development of a bypass for the bridge is nearly completed, water now running under bypass. Contractor engaged to begin demolition of old bridge. Approximately one day to save rails and pillars for historical value. Demolition and clean up of river bed expected to take 6 days

McNabbs-Twin Peaks Road- Have engaged Michael Thurkle to complete scope of works, is approximately four weeks to start date.

Flood Damage Repairs

Carnarvon Mullewa Road- the 5 km section north of Byro has been reconstructed with new drainage. Works completed by Bill Gibbs.

Berringara Pindar Road- works have started heading south from Beringarra.

Works near Murgoo Woolshed-Bill Gibbs' crew are mobilising to start re construction of the 5km section. Visited the section with Cr Halleen to scope the works required.

Maintenance Report

Carnarvon - Mullewa road: -

Berringara - Pindar road: -

Erong Road- Some maintenance grading completed by construction crew

Byro-Berringara Road- graded, Bill Gibbs to knock down and spread calcrete that has been heaped on roadside

Butchers Track-

Settlement-

General Grading

I requested Cr Foulkes-Taylor to meet with myself and Glenn Pinnegar to discuss and trial Cr Foulkes-Taylor's "Maintenance Grading Proforma", this was completed south of the Ballinyoo Bridge. The exercise was for me to get an idea and understanding of what councillors are expecting to see from our maintenance grading team.

Maintenance Grids

Vehicles and Equipment

MU167 Rodeo Dual Cab- has a blown engine, caused by a dent in the sump which caused aeration of the oil causing premature engine failure. A claim with our insurers is in progress

Caravan- Maintenance: has a gas hot water system problem, Sun City Plumbing fixing unit and re installing

Staffing

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

OC090816 Works Foreman Report

Moved Cr P R Squires, Seconded Cr P M Walsh

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

Motion put and carried 7/0

- 12.10 Cr P R Squires left the meeting
- 12.13 Cr P R Squires entered the meeting

15.1.3 Ballinyoo Bridge-Stop Work Order

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No interest to disclose
 Date: 18 August 2009
 Attachments:

MATTER FOR CONSIDERATION
 Consideration of Councils options for new bridge.

BACKGROUND

Dear Mr Adams

BALLINYOO BRIDGE – CONSERVATION ORDER (STOP WORK ORDER)

Main Roads of Western Australia Bridge Number 837, Portion of the Murchison River Bed being unallocated Crown Land and portion of Road Number 8389 being the Carnarvon Mullewa Road as depicted on Heritage Council of Western Australia Diagram numbered 16581 together with the embankments and structures thereon.

I am writing further to conversations you have had with officers of the Office of the Heritage Council of Western Australia when you advised of the Shire’s intention to demolish *Ballinyoo Bridge* before the place can be considered for possible inclusion in the State Register of Heritage Places.

On 17 August 2009, the Minister for Heritage issued a Stop Work Conservation Order, pursuant to section 59(2)(b) of the *Heritage of Western Australia Act 1990* (the Act), in respect of the above place. A copy of the Order is enclosed for your information.

The Order prohibits the demolition, damage or alteration of the parcel of land comprising Main Roads of Western Australia Bridge Number 837, Portion of the Murchison River Bed being unallocated Crown Land and portion of Road Number 8389 being the Carnarvon Mullewa Road as depicted on Heritage Council of Western Australia Diagram numbered 16581 together with the embankments and structures thereon. The Order also prohibits the carrying out of any activity that may detrimentally affect the cultural heritage characteristics of the place.

The Order is effective from 17 August 2009 and pursuant to Section 59(7)(d) the Act the Order will remain in force for 42 days. Please note that section 61(1) of the Act provides for a penalty of \$10,000 and 2 years’ imprisonment for a breach of a Conservation Order. In addition, a daily penalty of \$1 000 may be imposed.

A copy of our formal correspondence including the relevant section of the Heritage of Western Australia Act 1990 and the Stop Work Order signed by the Minister are attached for your reference. Original documentation will be sent by Registered Post.

Thank you in anticipation of your assistance in respect of this matter. If you wish to discuss the matter further please contact Penny O’Connor, Manager Assessment and Registration, or

Joel Gilman, Legal Officer on 9221 4177.

Penny O’Connor

A/Manager Conservation & Registration

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

CONSULTATION

None

COMMENT

None

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090817 Ballinyoo Bridge-Stop Work Order

Moved Cr M W Halleen, Seconded Cr D J Pollock

- 1. Note the stop work order was issued by Minister Castrilli**
- 2. Advise the Heritage Council that the bridge will be protected until a decision on its heritage listing is made by the minister.**
- 3. Complete a financial review of what has been spent to date, and report at next Ordinary Meeting with options to progress the building of a new bridge.**

Motion put and carried 7/0

16. FINANCE

16.1.1 Financial Activity Statements June 2009

File:

Author: Ron Adams, Chief Executive Officer

Interest Declared: No interest to disclose

Date: 21 August 2009

Attachments: Financial Activity Statements for June 2009
Balance Sheet
Income Statement Detail
Income Statement by Nature & Type
Income Statement Summary

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for June 2009.

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

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

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

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

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

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

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

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

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

CONSULTATION

None

COMMENT

None

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090818 Financial Activity Statements June 2009

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

- 1. That Council adopt the financial statements for the period ending 30June 2009, as attached.**

Motion put and carried 7/0

16.1.2 Accounts Paid during the period July August 2009

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

MATTER FOR CONSIDERATION

Authorisation of accounts paid during the month of July-August 2009, authorisation of account to be paid up to July August 2009

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Payment from Council’s Municipal Account

CONSULTATION

None

COMMENT

Payments made during the month of July-August 2009 as per attached schedule.

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090819 Accounts paid and to be paid July August 2009

Moved Cr M W Halleen, Seconded Cr D J Pollock

1. Accounts Paid between 24 June 2009 – 17 July 2009;

TYPE	Voucher	PAYMENT	STATUS	AMOUNT
EFT	1-7, 11-15, 17-19, 24-25	Creditor	Paid	\$ 73,014.40
Cheque	8804-8809, 8817-8822,8823-8826	Creditor	Paid	\$ 6486.56
EFT	8-10, 16, 20-23	Payroll	Paid	\$ 5230.52
Cheque	8828-8834	Payroll	Paid	\$ 2659.07

2. Accounts to be Paid on 24 August 2009

TYPE	Voucher	PAYMENT	STATUS	AMOUNT
EFT	26-50	Creditor	Pending	\$ 360531.00

3. Salaries and Wages paid between July-August of \$84913.64; is received

Motion put and carried 7/0

- 12.48 The meeting adjourned for lunch
- 1.58 The meeting resumed with all previous present in attendance

16.1.3 Adoption Annual Budget 2009/10

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No Interest to declare
 Date: 18 August 2009
 Attachments: Budget 2009-10, Schedule Fees & Charges

MATTER FOR CONSIDERATION

Council to consider adopting the 2009/10 Budget and also approve

- Differential and minimum rates
- Cemetery Fees and Charges
- Schedule of Fees and Charges

BACKGROUND

Council at an Ordinary Meeting on 17 July 2009, considered the draft Budget for 2009-10 and approved the advertising of differential rates for 2009-10 at Ordinary Meeting on 19 June 2009.

Council approved the Schedule of Fees & Charges at ordinary council meeting in May 2009 (Refer Council Minute OC090515)

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.2–Requires a local government to prepare an annual budget by 31 August

Section 6.32–States that a local government in order to make up the budget deficiency is to impose a general rate on rateable land that may be imposed uniformly or differentially

Section 6.33(1)–Provides that a local government cannot, without the approval of the Minister, impose a differential general rate that is more than twice the lowest differential general rate imposed.

Section 6.33(3)–States that a local government cannot without the approval of the Minister raise an amount of general rates that exceeds 110% of the budget deficiency or is less than 90% of the budget deficiency

Section 6.35–States a local government before imposing any differential general rate provide at least 21 days public notice of its intention to do so.

Section 6.45 to 6.47–Allows a local government to levy fees and interest, grant a discount for early payment and to waive or grant concessions in relation to a rate or service charge.

Section 6.51–Allows a local government to charge interest on a rate or service charge that remains unpaid after it is due and payable.

Section 6.16–Allows a local government to impose and recover a fee or charge for any goods or services it provides or proposes to provide.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

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FINANCIAL IMPLICATIONS

The budget outlines planned expenditure and revenue and determines the financial parameters for the Shire to operate within for the 2009/10 financial year. The proposed budget for the year is balanced with all revenue to be received during the year and the estimated brought forward surplus being expended on meeting operating expenditure demands, the capital works programme and transfers to reserves for future years' expenditure.

CONSULTATION

The proposed differential rates were advertised for public comment in advertisements placed in The West Australian on 23 May 2009. Ratepayers and electors were invited to provide submissions, to be received by 4.00pm Monday 15 June 2009. No submissions were received.

COMMENT

Following changes processed to the draft budget provide to Council at its meeting on 17 July 2009, the Rate Setting Statement now shows a balanced result.

The budgeted result for 2009/10 assumes that a surplus of \$1,608,537 will be recorded for 2008/09 and is similar to the surplus included in the draft budget. As the annual financial statements have not been completed this forecasted result is subject to change.

Rates, Penalties and Instalments

A letter was sent on 15 June 2009, to the Minister for Local Government and Regional Development requesting approval to implement a differential rate that is more than twice the lowest differential rate. This approval is required in accordance with Section 6.33(3) of the Local Government Act 1995. The Ministers has approved the differential rate.

Rates incentive prize for rates paid in full and received by council by 4.00pm on the due date is offered to ratepayers. This is in the form of a lucky draw, the prize to the value of \$1000 is to be determined by Council.

Fees and Charges

Schedule of Fees and Charges that was presented to Council at its meeting on 15 May 2009,(refer to OC090515)

To complete the budget process for 2009-10 there are a number of formal decisions required and these are outlined in the following officer recommendations.

VOTING REQUIREMENT
 Absolute Majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090820 Adoption of Annual Budget 2009/10

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

OFFICER RECOMMENDATION 1

That Council adopt the following differential and minimum rates for the year ending 30 June 2010.

Rate Category	Basis	2009/10 Rate in \$	2009/10 Minimum
Pastoral	UV	4.1300	\$225
Prospecting/Exploration	UV	8.2500	\$338
Mining	UV	24.500	\$338

VOTING REQUIREMENT
 Absolute Majority

OFFICER RECOMMENDATION 2

That Council

1. In accordance with Section 6.45 (1)(b) of the Local Government Act 1995, offer the following options for the payment of rates:

- Option 1: Payment in full by a single instalment
- Option 2: Payment in four equal instalments

2. Early rate payer prize to the value of \$1000 be offered by lucky draw to those ratepayers who have paid their rates in full by 4.00pm on the due date shown on the rates notice.

VOTING REQUIREMENT
 Absolute Majority

OFFICER RECOMMENDATION 3

That Council, in accordance with Section 6.16 of the Local Government Act 1995, adopt the Schedule of Fees and Charges as presented in the Budget for the year ended 30 June 2009

VOTING REQUIREMENT
 Absolute Majority

OFFICER RECOMMENDATION 4

That Council, in accordance with Section 6.2 of the Local Government Act 1995, adopt the Annual Budget for the year ending 30 June 2010

Recommendation 1 to 4 were carried Enbloc by Absolute Majority 7/0

17. DEVELOPMENT

17.1 CBD DEVELOPMENT

17.1.1 Roadhouse Construction

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

MATTER FOR CONSIDERATION

Various issues with new roadhouse

BACKGROUND

- Demolition permit granted
- License to install septic tanks issued
- CAD drawings of basic plans ordered
- Commencement of site preparation for new premises
- Freight Depot Shed plans submitted the Building Surveyor

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

- 1.2 Continue to enhance and develop community facilities according to community needs

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The project is to be funded by grants and Shire of Murchison Funding

CONSULTATION

As per community consultation day

COMMENT

None

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090821 CBD Development Progress

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

1. **Note the progress report of CBD Development**

Motion put and carried 7/0

18. ADMINISTRATION

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

18.2 Structural Reform

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

MATTER FOR CONSIDERATION

Structural Reform issues

BACKGROUND

Council was originally supposed to submit its position on structural reform by 31 August 2009. The Minister has since reviewed this timetable and the Council is to submit this on 30 September 2009.

Cr's Broad, Walsh, Squires, Halleen, Foulkes-Taylor and the CEO met with the Shire of Upper Gascoyne's President and CEO on 12 August 2009 to discuss the structural reform process.

President Ross Collins- Shire of Upper Gascoyne

- Opening address and Upper Gascoyne's position
- Every politician has a different view
- Upper Gascoyne to stand alone
- Carnarvon looking at boundary changes to remove pastoral area
- Possible last resort option to amalgamate with Murchison

President Broad- Shire of Murchison

- Put the Shire of Murchison's position
- Successful Community consultation day
- Request for Upper Gascoyne to not put amalgamation in their submission

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

CONSULTATION

Nil

COMMENT

Nil

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090822 Structural Reform

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

Note the meeting with Shire of Upper Gascoyne

Motion put and carried 7/0

18.2.1 Structural Reform-Shire of Murchison

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

MATTER FOR CONSIDERATION

Formalisation of Shire of Murchison's position on structural reform

BACKGROUND

The Minister for Local Government has requested through his structural reform package that each council is to complete a checklist and report to him after community consultation and discussions with its neighbours on the possibility of structural reform and including amalgamations.

The Shire of Murchison has completed its checklist and scored a 2 (two) in the three tier scoring.

The Shire of Murchison consulted with its community about structural reform and amalgamations.

The Shire of Murchison has held discussions with shires of similar interest about structural reform.

The requirement for part of the second phase of submission is to come from a council motion requesting the Minister to consider our position.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

CONSULTATION

Nil

COMMENT

Nil

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090823 Structural Reform

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

That Council inform the Minister for Local Government; Heritage; Citizenship and Multicultural Interests that;

- 1. After consulting with both neighbouring Councils and the local community amalgamation is not appropriate at this time, but would consider boundary adjustments if neighbouring Councils amalgamate and road maintenance issue arose.**

- 2. Would consider reducing the number of elected representative from 7 to6 at the 2011 elections**

- 3. Considers a grouping with Upper Gascoyne for the purpose of Royalties for Regions the best fit, but will continue to resource share with Geraldton-Greenough for the delivery of Environmental Health and Planning services.**

Motion put and carried by ABSOLUTE MAJORITY 7/0

19. CEO ACTIVITY REPORT

19.1.1 CEO Activity Report June July 2009

File:
Author: Ron Adams, Chief Executive Officer
Interest Declared: No interest to disclose
Date: 21 August 2009
Attachments: Nil

MATTER FOR CONSIDERATION

CEO's activity report

BACKGROUND

CEO Report

July
22

UHYHN –Mandy Wynne, Manager Local Government Services

- End of Year Processing
- Audit queries
- Installation of Quickbooks
- Draft Budget Changes

UHYHN- Paolo Franzoni- IT Specialist

- Complete work on server
- Various Quickbooks Issues
- Install photocopier to server
- Library and reception computer work stations
- Install backup tapes and procedures

23

Plant Committee Meeting

Drove UHYHN to Yalgoo and then Geraldton airport

24

Geraldton Mower & Repair

- Inspect and discuss Mig Welder requirements

Proudlove Smash Repairs

- MU 0 Prado and complete claim forms

Midwest Development Commission

- Meeting with Neil Condon
- Progress on CBD Development

Greenfield Technical Services

- Various airstrip issues completed
- Various Bridge issues progressed
- Bridge bypass discussion and engineering
- 20km seal project discussions

Hind leg Line Marking

- Assist David Williams with line requirements for air strip

27

Kevin Crowe-Electrician

- Inspect properties for new RCD requirements
- Install new lights & power points to Roadhouse shed
- Disconnect old Laundry Donga at Roadhouse
- Caravan Park Inspection
- Sporting Club Inspection
- Administration Building Inspection
- Install light batten on Sporting Club Toilets
- Inspection of Depot
- Inspect Power Requirements for new CBD Development

Twin Peaks

- Visit to Cr Squires

Billabalong

- Visit to Peter Jeffries
- Various Bypass issues

28

Carnarvon Mullewa Road- North of Byro

- Inspect roadwork's carried out by Bill Gibbs
- Discussions and cement and PK4 products and samples
- Various drainage issues and floodway construction
- Water issues resolved

Erong Road

- Inspect progress on Bunding project

29

Oakajee Port and Rail

- Visit by Kim Pervan and Daniel Marsh
- Participated in their questionnaire for stakeholder consultation

Ballinyoo Bridge

- Assist Peter Jeffries with Various Issues

30

Dialacom

- Installation of Cat 7 cabling requirements and tidying up of the cable network

31

Maintenance Grader Training

- Cr Foulkes-Taylor – assist with operation procedures for the development of grading technique

Aircraft Landing Area

- Contractors on site to complete the line marking

August

5-7

Local Government Convention

12

Meeting with Upper Gascoyne
Special Meeting of Council

General

- End of Year Reporting and Audit requirements
- 09-10 Draft Budget
- CBD Development- Rammed Earth Design
- Committee liaison with Cr Walsh
- LG Convention preparation

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090824 CEO Report

Moved Cr P M Walsh, Seconded Cr D J Pollock

Note the CEO Activity Report

Motion put and carried 7/0

20. URGENT BUSINESS

20.1 Regional Roads Group-2010-11 Submission

File:
 Author: Ron Adams, Chief Executive Officer
 Interest Declared: No interest to disclose
 Date: 20 August 2009
 Attachments:

MATTER FOR CONSIDERATION

To discuss Regional Roads Group for 2010-11

BACKGROUND

The status of the RRG submissions for the Shire of Murchison is;

ROAD	CATEGORY	COMMENT
o Carnarvon Mullewa Road	1	Ongoing submission for reformation and resheeting works

Greenfield has prepared 1 RRG funding submissions on behalf of the Shire of Murchison as requested;

1. Carnarvon Mullewa Road

This submission is for the continuation of an ongoing program to reform and resheet the road pavement ahead of the shire applying a 4m bitumen seal. The programmed works for the 2010/2011 submission commences at SLK 192.0 and finishes at SLK 197.0.

We have compiled an estimate based on industry production rates/costs.

We estimate the 5 kilometre section of seal widening should cost in the order of \$166,838 + / - 20% (\$33,368 per km).

This cost estimate assumes there is minimal clearing, moderate formation works, the gravel is carted using 3 semi tippers and is within 13km of the jobsite, no culvert works and the cost of the seal preparation/application etc being a separate project which will be at the shire's cost. There is an allowance within the estimate for survey and engineering support.

If the submission is successful, the financial break up of this cost would be (Shire = \$55,613 + RRG = \$113,226).

This submission has a score of 77.69 which is very low (the cut off score for successful applications in 2008-2009 was 93.4).

This being the case it is pretty certain the Shire of Murchison will only receive the minimum allocation (\$50,000).

With this in mind it is unlikely that this submission will be successful and the only way that I see to increase the project score is to obtain higher traffic data therefore it is advisable to have the traffic counters on this road during the peak traffic activity periods (tourism times) over the next 12 months.

STATUTORY ENVIRONMENT

Nil

STRATEGIC IMPLICATIONS

None at this stage

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Nil

CONSULTATION

Nil

COMMENT

Nil

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION/OFFICER RECOMMENDATION

OC090825 Regional Roads Group Submission 2010-11

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

Submit to the Regional Roads Group the proposed submission for inclusion in the 2010-11 funding round

Motion put and carried 7/0

21. ITEMS TO BE DISCUSSED IN CAMERA

NIL

22. MEETING CLOSURE

The President thanked everyone for their attendance and closed the meeting at 3.07pm