

CONTENTS

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	2
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE.....	2
3.	PURPOSE OF MEETING.....	2
4.	PUBLIC QUESTION TIME.....	2
5.	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS	2
6.	DISCLOSURE OF INTERESTS	2
7.	BUSINESS AS NOTIFIED	3
7.1	DRAFT ANNUAL BUDGET 2008/09.....	3
	ADJOURNMENT	6
	S2008-0701 Draft Annual Budget 2008/09	6
7.2	YALGOO/NINGHAN ROAD – Tender for Repair/Reseal	7
	S2008-0702 Yalgoon/Ninghan Road – Tender for Repair/Reseal	8
7.3	DEPUTY CEO VACANCY – Selection Panel	9
	S2008-0703 DEPUTY CEO Vacancy – Selection Panel.....	10
8.	MEETING CLOSURE	10



Minutes of the Special Meeting of the Yalgoo Shire Council,
held in the Council Chambers, 37 Gibbons Street, Yalgoo,
on Thursday 3 July 2008, commencing at 1:00pm.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President declared the Special Meeting of Council open at 1.00pm

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

MEMBERS

Cr DE Anderson, Shire President
Cr L Hodder
Cr DJ Grey
Cr TK Iturbide
Cr DP Morrissey
Cr LJ O'Connor
Cr EC Rowe, Deputy Shire President

STAFF

Mr Niel Mitchell, Chief Executive Officer
MR RJ Adams, Deputy Chief Executive Officer
Mrs H Forrester, Rates/Payroll

3. PURPOSE OF MEETING

- a) To review the draft budget for the 2008/09 financial year and associated matters
- b) Yalgoo-Ningham Road – tenders for repair and reseal of 13 km
- c) Deputy CEO Vacancy – Selection Panel

4. PUBLIC QUESTION TIME

None

5. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

None

6. DISCLOSURE OF INTERESTS

Item 7.1 Draft Annual Budget 2008/09
Cr EC Rowe made a disclosure of Impartiality Interest

7. BUSINESS AS NOTIFIED

Cr EC Rowe declared a Impartiality Interest in Item 7.1 the nature of the interest being items related to purchase of equipment and she is a partner in a contracting business.

7.1 DRAFT ANNUAL BUDGET 2008/09

File: B3-1
 Author: Ron Adams, Deputy Chief Executive Officer
 Interest Declared: No interest to declare
 Date: 20 June 2008
 Attachments: Draft Annual Budget papers
 - as circulated at Council meeting on 19 June 2008
 - additional information included as a separate document

MATTER FOR CONSIDERATION

Review of the draft budget for the 2008/09 financial year

BACKGROUND

Council has advised its preference to hold a Special Council Meeting to consider the 2008/09 draft budget. This meeting is to be held on 3 July 2008, commencing at 1:00pm.

STATUTORY ENVIRONMENT

Local Government Act 1995

- Section 6.2–Requires a local government to prepare an annual budget.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Policy 4.9–Preparation of Annual Budget provides for Council to consider a draft budget prior to adoption.

FINANCIAL IMPLICATIONS

The budget outlines planned expenditure and revenue for 2008/09

CONSULTATION

The draft budget outline includes items and projects suggested by councillors, staff and the community.

COMMENT

Rates - The rate yield based on a 5% increase from 07/08 is \$945033. Interims are not included in this amount. Pastoral rates are expected to raise \$55774 and Mining \$865328 with Town raising \$23931.

Grants Commission – An increase of funding from last year. The amount of General Purpose Funds is \$1087421 and Untied Roads Grants \$524797.

Governance – Council has resolved to increase sitting fees to \$220 for the President and \$140 for elected members for the 2008/09 year. These are no other significant variances from previous year.

Law Order & Public Safety

- FESA has granted Capital works of \$34200 being for replacement of fire truck and to install air conditioning to the fire shed. Operating Revenue granted is \$10400, however due to the Shire not using previous grants, the net income of \$310 is to be received. This will get back to correct allocation in the 2009-10 financial year.
- Animal Control. Council will continue to utilise the services of an outsourced Ranger. The ranger visits once a month to carry out normal ranger duties. An amount of \$2000 has been included to continue the sterilisation of town dogs. This will have a huge impact on the breeding cycle in town. The other major benefit is the ranger can audit each house monthly to check dog tags and correct number of dogs at each premises. Refer to shire of Yalgoo Local Laws.

Health

- The Shire continues to be part of the Northern Wheatbelt Health Scheme with Mingenew and Morawa. The budget has slightly increased from last year to incorporate retention allowances and a remuneration to fit the role.
- Yalgoo along with the Shires of Meekatharra, Mount Magnet, Wiluna and Sandstone has formed a joint venture called Yalgoo Group – Strategic Waste Management Plan. This is to combine resources to achieve best outcomes for the member shires. Yalgoo will be the administrators for this.

Housing

- Staff housing expenses have reduced from 2007/08 due to major refurbishment carried out. Reserve funds have been set up for future funding of housing repairs.
- 28A & B Selwyn St have been transferred to Department of Housing and Works and the loan has been retired.
- 27 Stanley St will be transferred to other housing. Income and expenses for this property will be accounted for from this account

Transport

- Regional Roads Group. Funding has been available from RRG for resealing SLK 0–13 on the Yalgoo /Ninghan road. Value \$248307. RRG has also contributed \$34237 to re-forming and re-sheeting 4km of the Yalgoo Ninghan/Road.
- Main Roads Direct Grant total for 2008/09 is \$87288 Roads to Recovery contribution of \$262000 to be split between Ninghan and Morawa Roads. This will achieve 4km of seal on each road.
- Flood Damage. Based on actual cost achieved, to be completed in the first quarter of 2008-09.

Economic Services

- Caravan Park. No significant changes in revenue or expense to operate the park. Some capital works to fence the park are to be considered.
- Healthy Community Project. Funding has from LotteryWest has ceased. Other funding has been sourced and the Project is to continue in a restructured format.

Plant Cost Overheads

- Fuel is a major cost to the Shire. Have used a budget amount of \$2.30 a litre.

Capital Expenses

- Governance. Allowance for laptops if elected members require one.
- Fire Control. Purchase of refurbished fire tender and air conditioning to shed. Funded by ESL grants from FESA.
- Housing.
 - o Relocate units- allowance made to move 2 units from high density living.
 - o CEO residence- continuation of project from 07/08
 - o Works Foreman residence- continuation of project from 07/08
 - o Septic tank upgrade to remove ATU units from high density living and put under Shamrock Park
 - o Air conditioning – 30 Selwyn Street old water units have been removed and ceilings fixed. Split systems will be installed before next summer.

Town Planning

Council has resolved to purchase a number of blocks around town for a number of purposes.

Recreation & Culture

- Hall Stage. Interior paint, carry over project from 2007/08. To be financed from Reserves.
- Meeting Room – is in a state of disrepair. e.g. Ceiling falling in. To be refurbished.

Other Recreation

- Recreation Facilities Development. Surveys of site to be completed and costing of project to be completed before funding can be sourced. Some funding is available from reserves.
- Public Park. As resolved by Council the project is to start in 2008-09. Part funded by Grants and some funding from reserves.
- Railway Station.
 - o To fix and repair render on western end and repairs to roofing. To be part funded from Community Amenities Reserve.
 - o Toilet block eastern end – remove old green skylight material and paint exterior to match the western end toilets.
 - o Racetrack fencing. To run a four strand plain wire fence adjacent to the highway from 209 Piesse Street to end of 1600m start. Same on the other end. This is to improve safety on race day and gymkhana day. There is increased activity with road trains on Geraldton/Mt Magnet Road.
 - o Septic tank upgrade. Move the leach drains from near Jockey Club to under the lawn area, to enable vehicle access under verandahs.

Transport

- Iveco Truck to convert to Prime mover and increase efficiency of current plant at the Shire. We will keep the body as the truck will be worth more with tipper on when traded in.
- Side Tipper. As in adopted Plant Replacement Program. Addition to plant.
- Forklift. Upgrade forklift for safety and service requirements. As allowed for in Plant Replacement Program.
- Work Utes. Continue replacement of utilities, still financially viable to do so.
- Gardener Ute. To be replaced as per Plant Replacement Program.
- Rock Breaker Attachment. Additional piece of equipment to be attached to the JCB Backhoe.

Tourism and Promotion

- Replacement of CDO vehicle
- Caravan Park fencing of perimeter.

Public Works

- Office and Crib Room. Upgrade the facilities at the Works Depot.

Administration

- CEO vehicle. Allowance for changeover two times in this financial year.
- Replace photocopier and shredder.

Admin carpet to be carried over from 2007/08 Financial year reserve.

RESERVES

Housing

Transfers from Reserve

- 559970. Complete CEO and Foreman's residences
- 17973. Loan capital payment of housing.

Transfer into Reserve

- \$400000 in Building Reserve
- \$12000 in Housing Maintenance Reserve

Community Amenities

Transfer out of Reserve

\$4171 for capital on LOAN 54 Public Toilets

Recreation and Culture

Recreation Facilities Development

- Transfers out of Reserve
 - o \$25000 Contribution towards next milestone
 - o \$20000 Community park- carry over from 2007/08
 - o \$15000 Contribution toward maintenance cost at railway station
- Transfers into Reserve
 - o \$80000 to Recreation Facilities Development

- o \$80000 to Community Amenities Maintenance reserve

Transport

- Transfers out of Reserve
 - o \$214000 as per Plant Replacement Program
 - o \$124154 as per Yalgoo/Ningham Road Plan
 - o \$126410 as per R2R Supplementary Grant
- Transfers into Reserve
 - o \$222560 as per Plant Replacement Program
 - o \$124154 as per Yalgoo/Ningham Road Plan
 - o \$75000 as per Yalgoo/Morawa Road Plan

Administration

- Transfers into Reserve
 - o \$5000 contribution to long service leave liability

Unclassified

- Transfers out of Reserve
 - o \$2500 contribution by MT Gibson for HCP in 2008/09

Mr N Mitchell left the meeting at 1.55pm and returned at 2.05pm

ADJOURNMENT

The meeting adjourned at 2.26pm for a short break and resumed at 2.37pm with all those present before the adjournment present once again.

Cr LJ O'Connor left the at 3.40pm and returned at 3.44pm

Cr L Hodder left the meeting at 4.26pm and returned at 4.29pm

Cr T Iturbide left the meeting at 4.30pm and returned at 4.32pm

Note – The President expressed his thanks to the Deputy CEO, Mr Ron Adams for a well prepared draft budget, comprehensive supporting information, and in such a timely manner.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION – COUNCIL DECISION.

S2008-0701 Draft Annual Budget 2008/09

Moved Cr DP Morrissey, Seconded Cr TK Iturbide

That Council consider the draft budget with a view to making reductions in expenditure or increases in income to provide a balanced budget.

Motion put and carried 7/0

7.2 YALGOO/NINGHAN ROAD – Tender for Repair/Reseal

File: R11-68
 Author: Niel Mitchell, CEO
 Interest Declared: No interest to disclose
 Date: 24 2008
 Attachments: Greenfield Tech Services Report

MATTER FOR CONSIDERATION

To consider the calling of tenders for the repair and reseal of 13 km of the Yalgoo-Ninghan Road from the Geraldton-Mt Magnet Road.

BACKGROUND

A report on the road was prepared by Greenfield Technical Services in August 2007, and is attached for information.

STATUTORY ENVIRONMENT

Public Works Act 1902 –

- s.86(3)(4) – roads under the control of local governments

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Approval of any tender to be subject to approval of the 2008-09 Budget.

CONSULTATION

None

COMMENT

The report of GTS from August 2007 has been forwarded to Oxiana for their information. It was noted at the meeting with them in January 2008, that Council would be seeking further assistance for the reseal of the road. A further formal request will be made. Information on the original funding agreement of the road is being sought from Main Roads WA.

The draft budget proposes the following works for the Yalgoo-Ninghan Road –

- i) repair and reseal of the first 13 km from the Geraldton-Mt Magnet Road
- ii) construct and two coat seal a further 1.5 km from the end of the bitumen to the next passing opportunity section, effectively extending the seal by 3 km
- iii) construct a floodway at the lake crossing, and construct and two coat seal approx. 3.7 km over the lake, to improve access during wet weather, and to shorten the periods when the road may be closed

Greenfield Tech Services will be requested to develop the tender specifications, invite tenders, assess them and make a recommendation for consideration.

Provision has been made in the draft 2008-09 Budget for –

- estimated expenditure of \$372,460
- funded by –
 - o Main Roads grant of \$248,307
 - o Shires own resources of \$124,153

Oxiana will be requested to make a commitment to contribute 50% of the Shire's cost for the 4 years of the reseal work out to Golden Grove, and to continue the contribution after this period, to be put towards the reseal of the southern section. This contribution would be in addition to the \$60,000 per year made for the maintenance of the road.

In order that the work may be awarded as soon as possible and to avoid delays with contractors, Council is requested to authorise the CEO, Deputy CEO and Works Foreman to accept the tender, subject to the

tender price being with the Budget to be approved. The Budget will have been considered, and adopted by Council, by the time the tender processes have been completed, and a recommendation is made.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

S2008-0702 Yalgoo/Ninghan Road – Tender for Repair/Reseal

Moved Cr LJ O'Connor, Seconded Cr EC Rowe

- 1. That tenders be called for the bitumen seal repair and reseal of 13km of the Yalgoo-Ninghan Road from the Geraldton Mt Magnet Road.**
- 2. That Greenfield Technical Services be requested to prepare the necessary specifications, invite tenders on behalf of the Shire, and make a recommendation.**
- 3. That the CEO, Deputy CEO and Works Foreman be authorised to accept a tender, subject to the tender price to be within the 2008-09 Budget, once approved.**

Motion put and carried 7/0

7.3 DEPUTY CEO VACANCY – Selection Panel

File: S6–2
 Author: Niel Mitchell, CEO
 Interest Declared: No interest to disclose
 Date: 25 June 2008
 Attachments: None

MATTER FOR CONSIDERATION

To consider process for the recruitment of a new Deputy Chief Executive Officer

BACKGROUND

The resignation of Mr Ron Adams, Deputy CEO, was advised to Council at the Meeting held on 19 June 2008.

STATUTORY ENVIRONMENT

Local Government Act 1995 –

5.37. Senior employees

(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

(3) If the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

5.41. Functions of CEO

The CEO's functions are to –

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);

STRATEGIC IMPLICATIONS

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

CONSULTATION

None

COMMENT

The Council Meeting of 19 June 2008 resolved –

1. *That Council notes the resignation of Mr Ron Adams, as Deputy Chief Executive Officer, effective as of 5 September 2008.*
2. *That the position of Deputy Chief Executive Officer be a designated senior officer, in accordance with the Local Government Act s.5.37(1).*
3. *That the President, Deputy President and CEO, be authorised to select, interview and recommend to Council, a replacement Deputy Chief Executive Officer, under such terms and conditions as appropriate, and in line with the Information Package.*

Since that time, Cr Rowe, Deputy President, has advised of her withdrawal from the selection process.

Accordingly Council needs to amend the process, by –

- replacing Cr Rowe on the selection panel to recommend to Council,
- reduce the selection panel to the President and CEO, or
- make other direction.

As noted above, Council is required to approve the employment of the person to a designated senior officer.

Applications for the position closed on 23 June 2008, with seven applications being received. An amended rough timeline from this point, for selection of a replacement is –

- 23 June – applications closed
- 3 July – Council to give further instructions on process
- by 9 July –shortlisted applicants advised and interviews arranged
- by 16 July – interviews conducted, and reference checks etc commenced
- 17 July – Confidential Agenda item prepared for Council consideration recommending an appointment Council Meeting, and formal resolution approving made.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

That the President, Cr _____ and CEO, be authorised to select, interview and recommend to Council, a replacement Deputy Chief Executive Officer, under such terms and conditions as appropriate, and in line with the Information Package.

COUNCIL DECISION

S2008-0703 DEPUTY CEO Vacancy – Selection Panel

Moved Cr EC Rowe, Seconded Cr DJ Grey

That the President, Cr DP Morrissey, Cr TK Iturbide and CEO, be authorised to select, interview and recommend to Council, a replacement Deputy Chief Executive Officer, under such terms and conditions as appropriate, and in line with the Information Package.

Motion put and carried 7/0

REASON FOR VARIATION

To specify panel names

8. MEETING CLOSURE

There being no further business, the President declared the meeting closed at 4.43pm

DECLARATION

These minutes were confirmed by council at the Ordinary meeting held on _____

Signed: _____
Person presiding at the meeting at which these minutes were confirmed