

Shire of Wiluna

CONFIRMED MINUTES



Special Meeting of Council

Held

Thursday 24th July 2008

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APPENDIX A - Review Opinion and a Summary List – Gold Pages

APPENDIX B - Tender No 1 2008/09 Rural Roads Maintenance – White Pages

APPENDIX C - Accounts paid by Authority (June 2008) – Blue Pages

APPENDIX D - Financial Report (June 2008) – Green Pages

MINUTES

1. Declaration of Opening and Announcement of Visitors

The meeting was opened at 10.05am.

2. Record of Attendance / Apologies and Leave of Absence Previously Approved

Attendance

John Kyanga	(President)	
Anne Geary	(Councillor)	
Graham Harris	(Councillor)	
Kenny Farmer	(Councillor)	
Catherine Carton	(Councillor)	Arrived 10.30am
Annette Williams	(Councillor)	Arrived 10.45am
Vince Bugna	(Acting Chief Executive Officer)	
Glenn Deocampo	(Manager, Administration and Finance)	
Heather Charlton	(Art Gallery Manager)	
Lai Ratabua	(Sports & Rec Officer and Pool Manager)	
Meleoni Nariro	(Homemaker Assistant)	Arrived 10.30am

3. Response to Previous Public Question Taken on Notice

Nil

4. Public Question Time

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Deputations

Nil

7. Confirmation of Minutes of Previous Meeting

The Minutes of the Meeting held on 30 June 2008 be accepted as a true record of that meeting.

46/08 Council Decision

MOVED Cr A Geary

SECONDED Cr K Farmer

CARRIED 4/0

8. Announcement Presiding Member without Discussion

Nil

9. Reports of Committees and Officers

9.1. Acting Chief Executive Officer Reports

9.1.1. Subject/Applicant: Status Report

File:

Reporting Officer: Vince Bugna – Acting CEO

Date of Report: 8 July 2008

Disclosure of Interest: Nil

Summary

The purpose of this report is to report on Council's operations and request Council receive this report as information.

Marruwayura Office

Recent discussion with the liquidator – Kordamentha, they reckon the offer of \$100,000 to purchase the Marruwayura Admin Buildings – Lots 36 & 37 is too low compared with the valuation of \$225,000. The Liquidator sent another paperwork for Council to put in the best offer price.

Financial Management Review

As required by the Local Government (Financial Management) Regulations 1996, Council's auditor, Mr Greg Wyllie conducted a review with regards to the appropriateness and effectiveness of the Council's Financial Management Systems. Mr Wyllie made his site visit last 30 June to 2 July 2008. Mr Wyllie examined all major areas of financial activity and reported that he found the general standard to be a very high order. He issued an

opinion that the financial systems of the Shire of Wiluna are both appropriate and effective. Copy of this review opinion and a summary list of suggestions for further improvement for consideration by management are attached as Appendix A – gold pages.

Officer Recommendation / Draft Motion

That Council receives the Acting CEO's information report.

47/08 Council Decision

MOVED Cr G Harris

SECONDED Cr A Geary

CARRIED 5/0

9.1.2. Subject/Applicant:	Maintenance Grading Unsealed Roads
File:	Tender No 1 – 2008 / 2009
Reporting Officer:	Vince Bugna – Acting CEO
Date of Report:	3 July 2008
Disclosure of Interest:	Nil

Summary

Tender acceptance of Northern Goldfields Earthmoving for the maintenance grading of Shire of Wiluna Roads.

Background

Council previously advertised for Tenders to provide maintenance grading services to Councils unsealed roads for a two year period. Tenders closed on Monday, 30 June 2008. The tender was for the provision of two graders (including operators) with associated support equipment and all other costs to be included within the grader hire figure. Two graders will be used for 1 – 3 months when conditions are ideal.

The following Tenders were received. All costs **INCLUSIVE OF GST**

CONTRACTOR	WITH FUEL	WITHOUT FUEL
Goodwork Holdings - Wiluna	\$208.36	\$161.07
G S Hobbs Contracting – Cuballing	\$159.50	\$121.00
Northern Goldfields Earthmoving – Herne Hill	\$180.00	\$135.00
CARR Civil Contracting - Karratha	\$531.85	\$439.45

Comment

Four tenders were received and quoted all two prices, i.e. with and without fuel. Council is able to purchase fuel at a cheaper price than contractors and claim GST on the fuel.

The lowest Tender received was \$121.00 per hour without fuel.
The lowest tender with fuel supply was \$159.50 per hour. The lowest tenderer provided selection criteria information non other than fuel.

The actual assessment is shown in the attachment. Appendix B – White page.

Under delegation register #54 Contractors – Use on Works, Council delegates its authority and power to the Chief Executive Officer to engage private contractors to assist and implement Councils work staff in carrying out any works and services... and shall have due regard to the following:

1. It must be demonstrated that by engaging the private contractors, it will be in the best interest of Council.
2. Appropriate funds are provided in the budget.
3. The engagement of private contractors shall take place with due compliance with the Local Government (Functions and General) Regulations relating to tenders.

Tender Recommendation

Council's previous successful tender was Northern Goldfields Earthmoving who completed the contract very well. Although not the cheapest tender – it was the second cheapest (yet gathered the most total points) and has the advantage since the tenderer has graded the Wiluna Shire roads for number of years.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

2008 – 2009 Budget.

The contract is worth \$380,000 and is funded by the Shire.

Strategic Implications

Nil

Voting Requirement

Simple majority.

Officer Recommendation/Draft Motion

1. That the tender from Goldfields Earthmoving for the sum of \$135.00 per hour per grader, with fuel supplied by the Shire of Wiluna for a two year period be endorsed under delegated authority to the CEO.

48/08 Council Decision

MOVED Cr C Carton

SECONDED Cr A Geary

CARRIED 5/0

9.2. Manager Finance & Administration Officer's Reports

9.2.1. Subject/Applicant:	Accounts Paid in by Authority
File:	Finance
Reporting Officer:	Glenn Deocampo – Manager, Finance & Admin
Date of Report:	8 July 2008
Disclosure of Interest:	Nil

Summary

In accordance with the Financial Management Regulations a list of accounts paid by the Chief Executive Officer is presented to Council to adopt.

Background

The list of accounts for the period ending 30 June 2008 are listed as Appendix C - Blue Pages.

Comment

Nil

Consultation

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulations 13. (*Reprint 2: The regulations as at 17 February 2006*)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority.

Officer Recommendation/Draft Motion

That the accounts paid by authority for the period ended 30 June 2008 totalling \$309,449.35 be received, noted and incorporated in the Minutes of the meeting.

49/08 Council Decision

MOVED Cr G Harris

SECONDED Cr C Carton

CARRIED 5/0

9.2.2. Subject/Applicant:	Financial Report
File:	Finance
Reporting Officer:	Glenn Deocampo – Manager, Finance & Admin
Date of Report:	9 July 2008
Disclosure of Interest:	Nil

Summary

The purpose of this report is to seek Council's adoption of the Financial Reports for the period ending 30 June 2008.

Background

Section 6.4 of the Local Government Act 1995 requires the CEO to prepare monthly/quarterly financial reports in accordance with the provisions of regulation 34 and 35 of the Local Government Act (Financial Management) Regulations 1996.

The reports for the period ending 30 June 2008 are listed as Appendix D – Green Pages.

Comment

Nil

Consultation

Nil

Statutory Environment

Local Government Financial Management Regulations 1996 – Regulations 34-35

Voting Requirement

Simple majority.

Officer Recommendation/Draft Motion

That Council adopt the Financial Reports for the period ending 30 June 2008 as presented.

50/08 Council Decision

MOVED Cr C Carton

SECONDED Cr G Harris

CARRIED 5/0

9.3. Manager Works & Services Officer Report

Nil

9.4 Principal Environmental Health Officer Reports

Nil

9.5. Art Gallery Manager Report

9.5.1	Subject/Applicant:	Status Report
	File:	05.00.07
	Reporting Officer:	Heather Charlton – Art Gallery Manager
	Date of Report:	9 July 2008
	Disclosure of Interest:	Nil

Summary

The purpose of this report is to report Council's operations in the Tjukurba Art Gallery and request Council receive this report as information.

- Consultants, Mr. Tim Acker and Ms. Susan Congreve, experts in the development of Indigenous Art Centres, have been engaged by the Shire to deliver an 18 month Development Plan for the Tjukurba Art Gallery.

In consultation with Artists and the Shire, they will review every aspect of the Gallery's performance, including operational procedures, staffing, marketing, and artist development.

- The purchase of new database software known as the Artist Management System is to be installed to align with best practice of

other art centres. This will include the installation of a Tjukurba Gallery website.

- We are engaged in ongoing consultations with the Project Managers from FORM regarding the launch of the Canning Stock Route Project Exhibition, with plans for an associated celebration to take place in Wiluna, with the support of BHP Nickel West. This will be a community event and is expected to be staged in November, taking place over three or four days.
- Further discussions to be undertaken with Jundee Mines regarding proposed workroom extensions, with detailed plans to be drawn up for costing and approval.

Officer Recommendation / Draft Motion

That Council receives the Art Gallery Manager's information report.

51/08 Council Decision

MOVED Cr A Geary

SECONDED Cr K Farmer

CARRIED 6/0

9.6. Sports & Recreational & Pool Manager Officer Report

9.6.1. Subject/Applicant:	Status Report
Reporting Officer:	Lai Ratabua – Sports & Rec Officer & Pool Manager
Date of Report:	7 July 2008
Disclosure of Interest:	Nil

Summary

The purpose of this report is to report Council's operations in the Sport and Recreation Department and request Council receive this report as information.

Sports & Recreational

- Storm Co will be running a Kids Club program from the 7th to 11th of July. Activities include face painting, singing & dancing, crafts, clowns, and other team building games.

- Mt Keith (BHP) has advised that they are unable to complete the football season due to injuries. Therefore, Wiluna and Jundee will play two games in the coming months. The first match will be played on Tuesday, 22 July 2008.
- Several meetings will be held this month regarding the NAIDOC Sport Carnival. During these meetings we will discuss the operation and management of the carnival. Meeting dates and time: 11th & 25th July and 8 August 2008 at 4.30pm - Friday.
- The Touch Rugby game is showing great success with more children participating. The program has been divided into three days to cater for the number of young children and adults taking part. Monday nights are for the adults, Tuesday nights for the children and Sunday afternoons for special training for the youth. The Touch Rugby program aims to assist the Wiluna Rugby team in competing nationally at the end of the year.

Officer Recommendation / Draft Motion

That Council receives the Sport and Recreation Department information report.

52/08 Council Decision

MOVED Cr A Geary

SECONDED Cr C Carton

CARRIED 6/0

9.7. Homemaker Officer Report

9.7.1. Subject/Applicant:	Status Report
File:	03.00.05
Reporting Officer:	Meleoni Nariro – Homemaker officer
Date of Report:	7 July 2008
Disclosure of Interest:	Nil

Summary

The purpose of this report is to report Council's operations in the Homemaker program and request council receive this report as information.

Presiding Member **Date**

Homeswest Women's Meeting

- On Tuesday, 1st July 2008 a homemaker meeting took place at the Shire involving occupants of Homeswest housing in Wiluna. The purpose of the meeting is to discuss community concerns and for homemaker's future programs.
- Issues raised were:
 - *Drainage and sewerage* – a report was sent to Homeswest, we are waiting on their response and action.
 - *Sand for gardens* – was requested at last meeting. Homeswest have been approached - we are waiting on the Contractors to complete the work.
 - *Loud music and parties after hours* – Tenants complained about the playing of loud music and parties after hours. Mothers were angry as the excessive noise prevented their children from sleeping.
- Homemakers plans include:
 - Cooking classes we want continue at Homeswest houses. This has been a success with the community women involvement.
 - Health meeting. Arrangements have been made with AMS for a nurse to speak to our local women and teenagers regarding health issues. This will be held on Monday, 14th July 2008.
- DHW Rules and Regulations we discussed were regarding health and safety issues:
 - No drinking in houses
 - No Smoking
 - No open fires on verandas or around the houses.

Officer Recommendation / Draft Motion

That Council receives the Homemaker Program information report.

53/08 Council Decision

MOVED Cr A Geary

SECONDED Cr G Harris

CARRIED 6/0

10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF COUNCIL

11.1.1. Subject/Applicant:	Confirmation of Acting CEO July 7 - August 25 2008
File:	
Reporting Officer:	Samantha Tarling, Chief Executive Officer
Date of Report:	5 July 2008
Disclosure of Interest:	Nil

Summary

CEO has requested leave from 7th July to 25th August and will be absent between meetings only.

Background

Mr Vince Bugna is the next most senior officer as well as being the Deputy CEO.

Comment

During the last month's OCM the appointment of Acting CEO was made verbally. Section 5.44 (2) of Local Government Act 1995 states, "a delegation under this section is to be in writing.....provided in the instrument of delegation". Vince will handle issues that are urgent while I am away. I will leave contact officers' name at the Department should any problems arise.

Consultation

Councillors

Statutory Environment

Under the Act, Council is responsible for approving the appointment of an Acting CEO.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority.

Officer Recommendation/Draft Motion

That the appointment of Mr Vince Bugna as Acting Chief Executive Officer for the period nominated be confirmed.

54/08 Council Decision

MOVED Cr A Williams

SECONDED Cr K Farmer

CARRIED 6/0

12. MATTERS BEHIND CLOSED DOORS

Nil

13. CLOSURE

Meeting Closed at 11:05 am.