



Shire of Cunderdin

Minutes of an Ordinary Council Meeting

Dear Council Member,

An Ordinary Meeting of the Cunderdin Shire Council was held on Thursday 11th August 2011 in the Council Chambers, Lundy Avenue Cunderdin commencing at 5:00pm.

G M Tuffin
Chief Executive Officer

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AGENDA

1.0 Declaration of opening

1.1 The President declared the meeting open 5.08pm

1.2 The Shire of Cunderdin disclaimer was read aloud.

The Local Government Act 1995 Part 5 Division 2 Section 5.25 and Local Government (Administration) Regulations 1996 Regulation 13

“No responsibility whatsoever is implied or accepted by the Shire of Cunderdin for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this Meeting and should only rely on written confirmation of Council’s decisions, which will be provided within ten working days of this meeting”.

2.0 Suspension of Clause 3.2 - Standing Orders

Location:	Cunderdin
Applicant:	Not applicable
Date:	11 th August 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Resolution:

Council suspends clause 3.2 – Order of Business – of the Shire of Cunderdin Standing Orders Local Law 2001

Moved: Cr Graham Cooper Seconded: Cr. Dennis Whisson

Vote – Simple majority Carried 7/0

3.0 Public Question Time

3.1 Response to previous public questions taken on notice

There were no questions from the public at the previous meeting of Council.

3.2 Declaration of public question time opened 5:08 pm

3.3 Declaration of public question time closed 5:08 pm

4.0 Record of Attendance, Apologies and Approved Leave of Absence

4.1 Record of attendances

Councillors

Cr RL (Rod) Carter	President
Cr RC (Clive) Gibsone	Deputy President
Cr GJ (Graham) Cooper	
Cr DA (Dennis) Whisson	
Cr DB (Doug) Kelly	
Cr D (David) Beard	
Cr DG (Dianne) Kelly	

- 4.2 Apologies
None
- 4.3 On Leave of Absence
Cr TE (Todd) Harris
- 4.4 Staff
G M (Gary) Tuffin Chief Executive Officer
S (Stacey) McQuistan Community Dev/Emergency Mgmt Officer
Mark Burgess Manager of Works & Services
- 4.5 Guests of Council
Phil Robinson Chairman, St John Ambulance
- 4.6 Members of the Public
None
- 4.7 Applications for leave of absence
None
- 4.8 Declaration of Members and Officers Financial Interests
None

5.0 Petitions, Deputations, Presentations

- 5.1 Petitions
None
- 5.2 Deputations
None
- 5.3 Presentations

The Shire President invited Mr Phil Robinson, Chairmen of Cunderdin St John Ambulance to speak to the Councillors in relation to item 12.3 RFDS Shed. The presentation outlined –

- the need for a covered all weather facility for patient transfers between St John Ambulance and the Royal Flying Doctors Service
- the request to have the facility located air-side

6.0 Council Discussion

Prior to the meeting the following discussion was held;

Shire President Rod Carter gave an overview of the recent Local Government Week conference. Also met with Northam Shire President Steve Pollard to discuss the newly announced 'Super Towns' initiative.

Cr Dianne Kelly attended the Reconsecration of Cunderdin Lodge and Meckering Hockey 50 year anniversary celebrations.

Cr David Beard attended the WA Emergency Radio Network training held by FESA/Shire staff and Development Assessment Panel (DAP) training held in Northam.

Cr Graham Cooper attended Local Government Week, meeting with the Department of Transport in relation to a State Aviation Strategy. Attended the Development Assessment Panel training. Cr Cooper has also received correspondence from Philip Gardiner in relation to feedback on Structural Reform process and has been invited to provide a submission to the Legislative Standing Committee for Regional Subsidiary Bill.

Cr Doug Kelly
Enquired about the Meckering Sports works

Cr Clive Gibsone attended Local Government Week, Sporting Facilities Management Working Group, DAP training, Cunderdin Museum Committee Meeting and Cottage Homes Committee Meeting.

Cr Dennis Whisson attended Local Government Week, the Reconsecration of Cunderdin Lodge and Community Resource Centre Committee Meeting.

7.0 Confirmation of the Minutes of Previous Meetings

7.1 Confirmation of Minutes of Previous Meetings

Location:	Cunderdin
Applicant:	Administration
Date:	11 th August 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Proposal

Council to confirm the minutes of the

- Ordinary Council meeting held on 21st July 2011.

Background

The minutes have been circulated to all Councillors and they have been made available to the public.

Comment

No business arising.

Statutory Environment

Local Government Act 1995 Part 5 Division 2 Subdivision 3 - Section 5.22 (2) Regulations requires minutes of all meetings to be kept and submitted to the next full council meeting for confirmation.

Financial Implications

There are no financial implications in considering this item.

Resolution 7.1

That the minutes of the;

Ordinary Council meeting held on 21st July 2011

be confirmed as a true and correct record.

Moved: Cr David Beard

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried 7/0

Note to this item:

The President will sign the minute declaration.

7.2 Receiving Minutes of Meetings of Committees of Council and other Committees and Organisations

Location:	Cunderdin
Applicant:	Administration
Date:	11 th August 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Proposal

Council receive the minutes of the following meetings;

- Minutes of the Cunderdin Museum Committee meeting 12th July 2011

Attachment

The minutes listed above are attached as an appendix to this item.

Background

The minutes have been circulated to all Councillors and they have been made available to the public.

Statutory Environment

There is no statutory requirement for council to receive or confirm the minutes for the SEAVROC meeting.

Local Government Act 1995 Part 5 Division 2 Subdivision 3 - Section 5.22 (2) Regulations requires minutes of all meetings to be kept and submitted to the next full council meeting for confirmation.

Financial Implications

Nil

Resolution 7.2

That council receive the minutes of;

Minutes of the Cunderdin Museum Committee meeting 12th July 2011

to be true and correct

Moved: Cr Clive Gibsone

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried 7/0

Minutes of the Cunderdin Museum Committee – 12 July 2011

1.0 Declaration of Opening

- 1.1 The President, Clive Gibsone declared the meeting opened and welcomed Anne Brake from the National Trust and all other committee members. Our meeting date was changed to the 12 July to accommodate Anne.

2.0 Record of Attendance, Apologies

- 2.1 Record of Attendances: Clive Gibsone (Chairman), Wendy Davey (Museum Administrator), Peter Godfrey, Beth Beckett, Marguerita O'Hare, Debra Farmer & Holly Lamey & Anne Brake NT.
- 2.2 Apologies: Trevor Canning, Trish.

3.0 Confirmation of Minutes for meeting held 2 June 2011

- 3.1 Business Arising from the Minutes:
- 3.2 Ask the Shire to write the letter to the Water Corp re clarification of any land becoming available to the Museum for future use – Clive has spoken to Gary Tuffin but hasn't heard of the outcome.
- 3.3 Clare will increase the float by \$50.00. Beth to see Clare.
- 3.4 Security system approved waiting to be installed.
- 3.5 Flag has arrived – ask Stacey to drop down to Museum.
- 3.6 The Shire doesn't use an internal mail system – pamphlets will have to be posted.
- 3.7 Peter still trying to track down someone from the Shire's works re the flag pole and damaged rear door at the public toilets.

4.0 Correspondence

- 4.1 Inward:
- | | |
|-------------------------|---|
| Museum Aust WA | Pre & Post-Conference Activities |
| Museum Aust WA | Symposium Public Programmes – 3/8/11 |
| Museum Aust | Magazine May 2011 Vol 19 (4) - tabled |
| Alan Carter | Email -re postcard No 3 Pump |
| Wendy Carter | Email – request use of museum |
| Westprint | Outback Maps & Books - tabled |
| Visitor Centre Assoc WA | Membership request 2011-12 |
| Trevor Thompson Signs | Quote - sign for Native Flora Garden \$230.00 |
- Outward:
- | | |
|--------------|--|
| Mission Shop | Thank you letter for donation of \$150.00 |
| J Mitchell | Thank you donation – photo Paddy Dick Cunderdin Gift |
| | Thank you donation – photo frame 2011.110 & 111 |
| J Tilly | Thank you donation – photo of hay cutting |

5.0 Business Arising from Correspondence:

- 5.1 Wendy has spoken to Amanda Godfrey re the sign and Amanda explained how she envisaged the sign should be erected – which is basically to allow people to read the sign and see the garden in the background. Wendy to get back to Trevor Thompson.
- 5.2 Committee all agreed to allow Dee Carter to use the museum for a 'kitchen tea' function. Cost \$3.00 per person.
- 5.3 Post card No 3 Pump – Alan needs to make contact with the artist Phillip Stanley who has copyright over the original painting. He will inform us as soon as he knows anything.
- 5.4 MAWA is trying to organise a pre-conference tour of the York residency Museum, Avondale Discovery Farm and the Cunderdin Museum 14 November 2011.

6.0 Financial Report			
6.1	CFWD Balance as at 1 st June		\$14543.66
	<u>Plus Revenue</u>		
	Donations	\$ 34.75	
	Souvenirs	\$ 176.58	
	Takings	\$ 840.00	
		<u>\$1051.33</u>	Sub Total \$15594.99
	<u>Less Expenditure</u>		
	Postage & Stationery	\$ 797.32	
	Materials (Tissues Paper Towel etc)	\$ 86.83	
	Souvenirs – Cund news	\$ 169.65	
	Utilities (phone & Internet)	\$ 126.24	
	Transportation Country Elevator	\$ 330.00	
	Display Materials (PG)	\$ 20.78	
	Window Cleaning	\$ 150.00	
	First Aid Kit	\$ 66.00	
		<u>\$ 1,746.82</u>	28/6/2011 Closing Balance \$13,848.17

7.0 Business Arising from the Financial Report

- 7.1 A total of 316 visitors for June 2011 – 238 Adults 17 Children & 58 Locals & 3 others.
7.3 The amount of \$797.32 under postage & stationery needs to be checked.
7.4 A new television has been purchased at \$300.00. The antennae needs attention.

8.0 Cunderdin Museum Collection:

- 8.1 Wendy has contacted Vanessa Wiggins seeking advice on the preservation of the elevator.
8.2 Peter has inspected the crossley which is waiting for parts before more work can continue but is in safe hands. Wendy and Peter to accession and research.

9.0 Training:

- 9.1 National Conference "At the Frontier" 14-18 November to be held in Perth. There are usually bursaries available for volunteers from regional museums to attend. If interested please let Wendy know and she can forward the information when it comes to hand.

10 Maintenance Report

- 10.2 Gantry area, slabs, defined footpath to toilets etc all needs major attention. Peter and Clive to liaise with the Shire.
10.3 The wood flooring in the engine room has been repaired – need to check with the National Trust for advice on the long term ongoing maintenance.

11 General Business:

- 11.1 The Men's Club are meeting Tuesday mornings and using the facilities at the work shed at the end of the Lifestyle Pavilion.
11.2 Trillian Cole dropped off a sheet of paper that could be made into a paper model of our Tiger Moth. Wendy to ask Trillian if it would be possible to make a cardboard sheet that could be made into a model of the No 3 Pumping Station.
11.3 Alan Rogers informed us that the NHMA National Rally will be held 2-4 September 2011. For the attraction of the expected visitors the committee will ask Alan if he would like to display some of his machinery at the front of the museum before and after the rally. Wendy to make contact with the rally organisers for more information.

- 11.4 Wendy to purchase 2 step (Little Jumbo Stepladder) as per WA Library Supplies catalogue at \$290.00. Wendy to check with WA Museum for advice in regard to a suitable trolley.

12. National Trust - Anne Brake

- 12.1 The pipeline has been listed on the National Australian Heritage list – the No 3 Pumping Station is included on this list. This should help to enhance the standing of our Museum.
- 12.2 Signage – 10 – 12,00 budget – we need the Museum to stand out perhaps with a picture or similar of the façade of the building but also to keep in mind the connection with the heritage precinct and the shopping precinct as per the No 3 Pump Station Precinct Master Plan. Plan Attached.
- 12.3 Lifestyle Pavilion – need to tell the Cunderdin story - suggests start this project by tackling parts at a time – as a guide use the Cunderdin Museum Development Interpretation Concept Plan 2005.
- 12.4 Place agriculture machinery in groups that belong to the same era. Tractors need researching to help ascertain their significance to our collection.

13. Close Meeting

- 13.1 Clive thanked Anne for attending this meeting and talking to us about some of the National Trust Projects in the pipeline and her guidance to us for the Museum's future development.

**Next Meeting – AGM - Thursday 18 August 2011 –
7.30pm – supper to follow**

8.0 Finance Report

No Reports

The CEO explained there had been some unexpected delays with the conversion from LGS to LGE which would be rectified by the next meeting.

**9.0 Chief Executive Officer's Reports
Outstanding items**

ITEM	RESOLUTION/PARTICULARS	STAFF ACTION	COMPLETED
<p>Resolution 9.5 Ordinary Council meeting 20th May 2010</p>	<p align="center">Proposed Agricultural Spraying Business and Workers Accommodation (Dongas) at Cunderdin Airfield, Cunderdin</p> <p>(a) That the CEO be authorised to prepare a commercial lease detailing the terms and conditions for the use of the Bellman Hangar and other associated areas (accommodation & fuel facility) at an annual rental of \$10,000 pa, adjusted in line with CPI movements for a term of 5 years, with an option for a further 5 years.</p> <p>(b) That President & CEO be authorised to sign and affix the Common Seal to the lease agreement</p> <p>(c) That Council approve the application for a commercial agricultural spraying business and associated workers accommodation (dongas) at Cunderdin Airport, subject to the following conditions:</p> <p>Due to the poor season, Taurus Aviation have requested the lease agreement not be entered into at this time – It is understood that they are currently also in discussions with Quairading – possible relocation.</p>	<p>CEO</p> <p>Liaise with McLeods Solicitors to prepare a commercial lease for Taurus Aviation</p> <p>To issue DA Approval outlining conditions as per Council's resolution</p>	<p>Council's solicitors have drafted a lease document (90% complete) - to be checked</p> <p>Development Approval issued (100% complete)</p>
<p>Resolution 12.4 Ordinary Council meeting 20th May 2010</p>	<p align="center">Cunderdin Co-location Centre</p> <p>Council did not want to make any commitment to this project until such time as further information is provided from staff indicating the likely cost to council.</p> <p><u>Notes</u> Cr Todd Harris requested that the staff look at utilising the current Cunderdin Sports Club building as a possible site.</p>	<p>CDO/EM</p> <p>To follow up with FESA Re: Cost to Council</p>	<p align="center">10%</p> <p>Further report to be prepared for council's consideration – information still being gathered</p>
<p>General Items Ordinary Council Meeting 15th April 2010</p>	<p align="center">SOARability</p> <p>Proposal to establish a Gliding Centre for the Physically Challenged at the Cunderdin Airfield.</p> <p>Project progressing Hangar design complete</p> <p>Met with Damien 29/06/10 to further discuss project - development application to be lodged. – request a 25 year lease</p> <p>Modified Glider has been delivered to Cunderdin Airfield, & commissioned for flight.</p> <p>Project has been held back due to FESA building fire requirements – project owner is in discussions with FESA to relax conditions</p>	<p>GARY TUFFIN</p>	<p>Met with Damien O'Reilly on site to select hangar site. 45% complete</p> <p>DA Approved 16/09/10 (Report 9.6)</p> <p>A number of funding applications have been made to address water issue</p>
<p>General Items Ordinary Council Meeting 15th April 2010</p>	<p align="center">Enterprise Metals Ltd</p> <p>Presentation provided by Mr Bruce Hawley (Metal Enterprises)</p> <p>Copies of drilling locations provided – all within council's road reserves – refer to drilling maps</p> <p>Letter received 9/06/10 from the Department of Mines & Petroleum requesting comment on the proposed drilling program</p> <p>Wrote to the Department of Mines advising council's resolution;</p> <p><i>That Council advises the Hon Minister for Mines and Petroleum that it has</i></p>	<p>CEO</p> <p>MARCUS TUDEHOPE (PLANNER)</p>	<p>15th April 2010</p> <p>Further presentation provided to President & CEO 2 June 2010</p> <p>Report (9.10) to June council meeting</p>

	<i>no objections to the application by Glintan Pty Ltd for an Exploration Licence to drill test for iron ore within the road reserves nominated in the application, subject to the conditions specified in the referral letter dated 3 June 2010 from the Department of Mines and Petroleum</i>		<p>Letter sent 29/06/10</p> <p>Drilling commenced 7/09/10</p> <p>Drilling has been suspended until after harvest</p>
<p>Resolution 9.7 Ordinary Meeting 17th December 2009</p>	<p align="center">Staff Housing Project</p> <p>(1) That a Staff House Working Group be established to prepare the necessary tender specifications & documentation for the supply and construction of one new staff house.</p> <p>(2) That the Staff House Working Group consist of the following membership;</p> <p>Cr David Beard Cr Doug Kelly Cr Dianne Kelly Chief Executive Officer</p> <p>(3) That the CEO be authorised to invite tenders when the tender documentation has been completed by the Staff Housing Working Group & purchase a suitable vacant lot.</p>		<p>Tender specifications Completed</p> <p>Project suspended due to withdrawal of CLGF for 2009/10</p>

Outstanding matters

Council Resolution Action List – 18 August 2010

<p>Resolution 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.8</p>	<p>Proposed New Cemeteries Local Law Proposed Dogs Local Law 2010 Proposed Health Amendment Local Law 2010 Proposed Pest Plants Local Law 2010 Proposed Activities on Thoroughfares and Trading in Thoroughfares and Public Places Amendment Local Law 2010 Proposed Parking Local Law 2010 Proposed Local Government Property Amendment Local Law 2010</p> <p>That Council:</p> <p>(1) adopt the proposed Shire of Cunderdin _____ Local Law 2010, as contained in the Attachment;</p> <p>(2) pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice that it intends to make the Shire of Cunderdin Local Government Property Amendment Local Law 2010, as contained in the Attachment:</p> <p>(a) the purpose of which is to restrict and prohibit certain activities on reserves and review the modified penalties; and</p> <p>(b) the effect is to control the use of local government property and create offences for inappropriate behaviour in or on local government property.</p>	<p>CEO/DARREN LONG</p> <p>Darren Long to prepare joint SEAVROC advertisement</p>	<p>65%</p> <p>The proposed local laws were advertised in the West Aust on 24/11/10</p> <p>6 week public submission period from date of notice concludes 19/01/11</p>
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Resolution 9.7	<p>Sale of proposed lot 23 Centenary Place, Cunderdin</p> <p>That Council resolve:</p> <p>(a) to offer to sell the proposed Lot 23, Centenary Place, Cunderdin subject to Mr Troy Donovan agreeing to the following terms and conditions;</p> <ul style="list-style-type: none"> - Selling price be set at \$30,000.00 - That the CEO be authorised to negotiate finance terms, if required. - That the buyer be responsible for all costs associated with the boundary adjustment to create lot 23, which is to be amalgamated with the existing lot 22. - That the proposed lot 23 be no greater in size than 2,244m² as drawn in the proposed subdivision drawing prepared by D Considine & G Foster <p>(b) That if Mr. Troy Donovan agrees to the terms above in (a) that public notice of these terms be published for public information & submission in accordance with section 3.58 of the Act prior to entering into a contract for sale.</p> <p>(c) That subject to not receiving any adverse submissions the Chief Executive Officer be granted delegated authority to finalise the matter.</p>	CEO	<p>Letter sent 24/08/10 advising council's decision - no response received from Mr T Donovan to date</p> <p>Extension of sale period (10-12 months) requested Report 9.5 18/11/10</p> <p>Mr Donovan has agreed to the terms subject to obtaining a reasonable survey quote.</p>
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Council Resolution Action List 18th November 2010

	<p>Meckering Ag Society Organise an meeting to discuss future use of the old Ag Society Show grounds asap</p>	CDO/EM	On-going
	<p>Sports Club Meeting To discuss management of new club</p>	CDO/EM	To be actioned

Council Resolution Action List 16th December 2010

Resolution 9.3	<p>That Council Resolve;</p> <p>a) to advise Mr Beveridge that any proposed development on the lot will be subject to a Development Approval, meaning it must comply with the Shire of Cunderdin's Town Planning Scheme #3. Therefore, until a Development Application is lodged with council and approved, it will not be possible to provide the assurance that a business of choice will be allowable.</p> <p>b) to authorise the Chief Executive Officer to obtain a valuation for Lot 6 Centenary Place, Cunderdin in order that it may proceed with the proposed sale of the lot in accordance with Section 3.58 (3) and (4) of the Local Government Act 1995, subject to Mr Beveridge's in principle agreement to the conditions of sale.</p> <p>c) to inform the Real Estate agent, Bob Davey of (a) above.</p>	CEO	Letter sent to Mr Beveridge
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Council Resolution Action List 17th February 2011

Resolution 9.3	<p>Proposal to Make Extractive Industries Local Law 2011 Council resolved to:</p> <ol style="list-style-type: none"> 1. Note the submission from the Department of Local Government in relation to the proposed Shire of Cunderdin Extractive Industries Local Law 2010. 2. Adopt and make the Shire of Cunderdin Extractive Industries Local Law 2011, as per Attachment 1 incorporating all amendments, in accordance with section 3.12 of the Local Government Act 1995- <ol style="list-style-type: none"> (a) the purpose of which is to establish the requirements and conditions with which extractive industries, within the district, must comply with; and (b) the effect is to provide for the regulation, control and management of extractive industry proposals. 3. Publish the adopted Shire of Cunderdin Extractive Industries Local Law 2011, as per (2) above, in the Government Gazette and provide copies of the local law to the Minister for Local Government. 4. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review. 5. Authorise the affixing of the Common Seal of the Shire to the Shire of Cunderdin Extractive Industries Local Law 2011. 	CEO	70%
			<p>Copy has been sent to the Department of Local Government 28/03/11</p> <p>Text has been sent to the State Law publisher for Gazetting</p>

Council Resolution Action List 17th March 2011

Council Resolution Action List 20th April 2011

Resolution 9.5	<p>Tender #4 – Gliding Hut Refurbishments Resolved; That Council engage the services of Hi Construction for the restoration works to Gliding Club House Hut (101) and Workshop Hut (104) for the sum of \$130,972.55 in accordance with the schedule of works/specifications as detailed in the Tender #4 – 2010/11.</p>	CEO	20% Tender Awarded
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Council Resolution List 19th May 2011

Resolution 10.1	<p>Section 135 Health Notice – Cunderdin Airfield Resolved that;</p> <ol style="list-style-type: none"> a) Council serves a Section 135 Health Act Notice declaring that the airfield buildings unfit for human habitation and requiring that no persons occupy the building and for the occupants to vacate the building within 14 days of the notice being served. 	CEO/EHO/Deputy President	
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	<p>b) Council authorise the Chief Executive Officer & Deputy President to negotiate satisfactory terms and conditions with Bob Milligan.</p> <p>c) Council authorise the Chief Executive Officer & Deputy President to negotiate ownership of the huts that are allegedly privately owned.</p> <p>d) Council request the Chief Executive Officer to negotiate with the Asbestos Specialist to get prices to carry out necessary works at the airfield.</p> <p>e) Council request the Chief Executive Officer to investigate funding options to pay for necessary works to be carried out.</p>		
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Council Resolution List 16th June 2011

Resolution 9.1	<p>Regional Price Preference Policy Resolved;</p> <p>(a) That Council adopt the amended Regional Price Preference Policy (Finance Policy # 26) in its draft form, pending consideration of any public submissions received.</p> <p>(b) That Council give authority to advertise the amended policy in accordance with section Regulation 24F of the Local Government (Functions & General) Amendment Regulations 2000.</p>	CEO	80%
Resolution 9.2	<p>Delegations Resolved that;</p> <p>(a) Pursuant to S5.42 of the Local Government Act and other enabling legislation, Council by Absolute Majority delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations:</p> <p>(b) Pursuant to S5.42 of the Local Government Act and other enabling legislation, Council by Absolute Majority delegates to the - Audit Committee - Cunderdin Museum Management Committee</p> <p>the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations</p>	CEO	80%
Resolution 9.7	<p>Community Emergency Services Manager Position Resolved;</p> <p>That Council agree to allocate \$17,880.00 in the 2011/12, 2012/13 & 2013/14 Budgets to support the position of Community Emergency Services Manager.</p>	CEO	90% Interviews for the position will be held on the 20/07/11
Resolution 9.8	<p>Sporting Facility Design Brief Resolved that Council -</p> <p>a) Approve the Working Group Design Brief for the Community Recreation Building with the following points:</p>	CEO	95% Tender documents complete – currently being reviewed by WALGA

	<ul style="list-style-type: none"> - 20m2 cool room for the bar - 8m2 cool room for the kitchen - 5m wall space for darts - Provision for tap beer and can/stubby - BBQ Area to be considered (Liquor licensing/Seasons) <p><i>b) Approve the Amended Design Brief for the Change rooms with the following points:</i></p> <ul style="list-style-type: none"> - Ladies Home and Away Change room to be included in plan - Access to Mens Away and Ladies Away toilets for external users, but no access <p><i>c) Remove the BBQ area from the Design Brief to be considered within landscaping plan (preferably on the eastern side of the building and sheltered from wind)</i></p> <p>d) Proceed to tender for architectural services.</p>		
Resolution 14.1	<p>Nature & Grace Business Proposal – Late Agenda Item Council resolved;</p> <p>a) that Council grant approval to Debra Farmer to use the old Land Care office for an initial period of six (6) months, with a further option for six (6) months.</p> <p>b) that Council accepts Debra Farmer's cleaning proposal in return for her cleaning services as outlined in her email dated 13th June 2011 "The Cleaning proposal would include the Hall (Gym) and toilets".</p> <p>c) that Council may remove the approval by providing 30 days written notice.</p>	CEO/Mgr F&A	60%
Resolution 14.2	<p>Transfer Station Operating Hours – Late Agenda Item Council resolved;</p> <p>1) that Council change the operating hours of the Cunderdin & Meckering transfer stations to:</p> <p style="padding-left: 40px;">Tuesday 8:00am – 12:00pm Thursday 1:00pm – 5:00pm Saturday 8:00am – 12:00pm Sunday 1:00pm – 5:00pm</p> <p>The new hours are effective from 1st August 2011.</p> <p>2) that Council authorise the printing of the Annual Waste Facility Passes for 2011/2012.</p>	CEO/Mgr F&A	85%

Other projects

	<p>Cunderdin Airfield lighting design upgrade</p> <p>Design complete – estimated value of works \$440k</p> <p>Project delayed as a result of the Cunderdin Airport Commercial Development Plan</p>		100%
	<p>Cunderdin Airfield RFDS shed</p> <p>Seeking feedback from CASA in regards to appropriate location in accordance with MOS 139</p>		30%
	<p>Asset Management Plans</p> <p>All properties have been valued by APV valuers</p> <p>Council's road network has been valued and condition rated</p> <p>Draft plan is currently being audited</p>		60%
	<p>Restoration of Gliding Club House & Other hut</p> <p>Works has been tendered</p> <p>Tender close 4th March 2011 - No Tenders received.</p>		30% Work has commenced
	<p>Implementation of LGE</p> <p>New version of LGS</p>		85%
	<p>Meckering Sports Club</p> <p>Design & Construct project (1 Bowls & 4 Tennis courts)</p> <p>Tender closes 4th March 2011</p> <p>4 tenders received.</p> <p>Construction suspended due to weather (rain)</p>		Contract Awarded To Evergreen Synthetic Grass
	<p>Upgrade to memorial drive</p>		0%

9.1 CEO Recruitment

Location:	Not applicable
Applicant:	Administration
Date:	11 th August 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Attachment

CEO Application Package

WALGA Workplace solutions quotation

Salary & Allowances Tribunal Report – Local Government CEO recommended salaries

Background

The CEO formally advised his resignation on the 21st July 2011.

Council previously used WALGA Workplace Solutions to engage the current CEO.

Comment

Council agreed at its meeting held on the 21st July 2011 that Workplace Solutions (WALGA) be requested to provide a quote and then be engaged subject to receiving a reasonable price for the necessary services for the recruitment of a new CEO.

Council are now requested to endorse the Shire President's actions in engaging WALGA Workplace Solutions to assist with the recruiting of a new CEO.

The Shire President & Deputy President have amended the Key Result Areas (KRA) that are to be incorporated into the new CEO's contract. The following new additional KRA items have been included;

KRA 3: Working with External Groups

- 3.6 Effectively oversee the structural reform process in conjunction with the Council
- 3.7 Implement the objectives of Council's Strategic Community Plan.

KRA 4: Financial Management

- 4.3 Implementation of long term Asset Management strategy in accordance with council's Asset Management Plans

KRA 5: Organisation Management

- 5.5 Development of a Corporate Business Plan in accordance with the Departments requirements

KRA 6: Undertake and Complete Significant Projects

- 6.3 Cunderdin Sports Project
- 6.4 Meckering Sports Project – synthetic surfaces
- 6.5 Ongoing development of the Cunderdin Airfield as a Regional Aviation Facility
- 6.6 The successful completion of the Cunderdin Main Street Upgrade Project
- 6.7 Ongoing development of resource sharing opportunities and growth of external service provision (commercial opportunities) to neighbouring councils, MRWA & others (ie Roadworks)

Refer to the attached CEO Application Package for a full listing of KRAs.

It is recommended that a CEO selection panel be formed, which may consist of the following membership;

1. President
2. Deputy President
3. Councillor or Councillors
4. WALGA Workplace solution rep

The President & Deputy President have set the following selection criteria for the position of CEO for council's endorsement.

7 SELECTION CRITERIA

7.1 Qualifications

- A Degree in a relevant Management, Business and/or Public Sector Administration discipline; and/or,
- Evidence of a commitment to continuing professional development will be highly regarded.

7.2 Skills

- Well developed local government management skills including-
- team development and leadership skills
- verbal and written communication skills
- decision making skills
- problem solving and conflict resolution skills
- political awareness
- negotiating skills
- word processing and Information Technology skills
- A clear understanding of the roles and relationship between the CEO and the Council, and responsibility for operational performance.
- Sound ability to direct, delegate to, and lead a management team.
- Sound ability to delegate responsibility to ensure balance of work, accountability and development of employees' abilities.
- Sound ability to plan at the strategic, operational and activity levels.
- Sound ability to manage change.
- Sound understanding of Planning and Development skills
- Sound judgement and advisory skills.
- Excellent interpersonal and communication skills.

7.3 Knowledge of

- statutory, legal and contractual obligations.
- all legislation impacting on Local Government and public policy issues as they impact on Local Government.
- contemporary management principles and practices within local government at a strategic level.
- corporate planning principles and structures.
- contemporary human resource management principles.
- statutory land planning and development processes.
- community consultation processes.
- customer service and complaints handling processes.
- contracting processes.

7.4 Experience

- Proven track record of excellent performance and conduct as a CEO or in senior executive management position.
- Demonstrated capacity to administer the Local Government Act and other associated legislation involved in the field of Local Government at a senior management level
- Experience in Council decision-making and meeting processes
- Experience in the area of strategic planning, financial management and budget control
- Experience in human resources management and effectively dealing with people in government/public/community/employees at all levels
- A current WA Motor Drivers license

A further report will be presented to Council to appoint the CEO in accordance with section 5.36.

Statutory Implications

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

*** Absolute majority required.**

- (3) A person is not to be employed by a local government in any other position unless the CEO —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the proposed arrangements relating to the person's employment.
- (4) If the position of CEO 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) For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.

5.39. Contracts for CEO's and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) —
 - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and

- (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.
- (2) A contract under this section —
 - (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;
 - (b) in every other case, cannot be for a term exceeding 5 years.
 - (3) A contract under this section is of no effect unless —
 - (a) the expiry date is specified in the contract;
 - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
 - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.
 - (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
 - (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
 - (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.
 - (7) A report made by the Salaries and Allowances Tribunal, under section 7A of the Salaries and Allowances Act 1975, containing Resolutions as to the remuneration to be paid or provided to a CEO is to be taken into account by the local government before entering into, or renewing, a contract of employment with a CEO.

18B. Matters to be included in contracts for CEO's and senior employees — s. 5.39(3)(c)

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

(a) the value of one year's remuneration under the contract;

or

(b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.

18C. Selection and appointment process for CEO's

The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

18F. Remuneration and benefits of CEO to be as advertised

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

Policy Implications

There are no policy implications in considering this item.

Financial Implications

A quotation of \$6,000.00 has been provided by Workplace Solutions.

Other costs \$3,000.00 - advertising

Council has made a budget allocation of \$9,000 for the process

The Salary & Allowances Tribunal Report has recommended the Shire of Cunderdin as a “*band 2*” local government, recommending a CEO’s salary of between (\$126,980.00 – \$172,502.00) – refer to the attached S & AT report for further details.

The position has been offered as a three to five year performance based contract with an salary package valued at \$130,000 to \$165,000 per annum, including a base salary of between \$90,000 to \$120,000 per annum, superannuation, the private use of a motor vehicle, shire accommodation subsidy and professional membership & reasonable relocation expenses.

Strategic Implications

The CEO’s functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;
- (b) ensure that advice and information is available to the council so that informed decisions can be made;
- (c) cause council decisions to be implemented;
- (d) manage the day to day operations of the local government;
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;
- (f) speak on behalf of the local government if the mayor or president agrees;
- (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);
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Resolution 9.1

a) That Council endorse the proposed Chief Executive Officer package and the process proposed to select and appoint a new Chief Executive Officer.

b) That the selection panel comprise of a Workplace Solutions representative, the Shire President, Deputy Shire President and Cr Doug Kelly

Moved Cr Graham Cooper

Seconded Cr David Beard

Vote – Simple

Carried 6/1

Further discussion was held in relation to the composition of the selection panel, with Cr Whisson requesting consideration of one additional selection panel member.

Motion to revoke Resolution 9.1

That Resolution 9.1 be revoked

Moved Cr Graham Cooper

Seconded Cr David Beard

Carried 6/1

Further discussion was held and the following motion was presented -

Resolution 9.1a

a) That Council endorse the proposed Chief Executive Officer package and the process proposed to select and appoint a new Chief Executive Officer.

b) That the selection panel comprise of a Workplace Solutions representative, the Shire President, Deputy Shire President, Cr Doug Kelly and Cr Dennis Whisson

Moved Cr Dennis Whisson

Seconded Cr David Beard

Carried 6/1



Chief Executive Officer Application Package Shire of Cunderdin



15 Altona Street, WEST PERTH WA 6005
Telephone: (08) 9213 2079 Facsimile: (08) 9486 9100
Website: www.workplacesolutions.asn.au

Contact:

Lydia Highfield, Recruitment Manager (08) 9213 2079



**Chief Executive Officer - Shire of Cunderdin
Three to Five Year Performance Based Contract
Package of 130, 000 to \$165, 000 per annum**

The Shire of Cunderdin is a vibrant Wheatbelt country community that offers all the benefits of small town living (secure & family friendly), and easy access to the city, situated only 158 kms east of Perth, it's a comfortable 90 minute drive to Midland along Great Eastern Highway

The Shire of Cunderdin is bounded by the Shires of Northam, Goomalling, Dowerin, York, Tammin and Quairading. The Shire's economy is primarily wheat and sheep farming.

Council is seeking to appoint an experienced executive who has extensive senior management experience, and can demonstrate strategic leadership capabilities, strong financial and IT management skills. The successful applicant will also be able to show a sensitivity and understanding of living and working within a vibrant and active rural community.

The position is offered as a three to five year performance based contract with an attractive salary package valued at \$130,000 to \$165,000 per annum, including a base salary of between \$90,000 to \$120,000 per annum, superannuation, the unrestricted use of a motor vehicle, shire accommodation subsidy and professional membership. Reasonable relocation expenses are available.

Interested, we would like to hear from you. Further information about the position is available by contacting Lydia Highfield on (08) 9213 2079. Alternatively, an information package along with the Position Description can be obtained via email employment@walga.asn.au quoting "Chief Executive Officer Shire of Cunderdin" in the subject line.

Written applications including a copy of your current CV and a covering letter with a short statement highlighting relevant experience and expertise that relates to the position should be sent to: applications@walga.asn.au or mailed to Lydia Highfield, Recruitment Manager, Local Government Workplace Solutions, PO Box 1544, WEST PERTH WA 6872 marked "Private & Confidential" by 4.00pm Wednesday 24th August 2011.

Please Note: *The successful applicant is required to obtain relevant Police checks, undergo a pre-employment medical and provide evidence of all claimed qualifications prior to commencing employment.*

Position Description

**SHIRE OF CUNDERDIN
CHIEF EXECUTIVE OFFICER**

- 1 **TITLE** Chief Executive Officer
- 2 **LEVEL** Negotiated Contract
- 3 **DEPARTMENT/SECTION**
- 4 **POSITION OBJECTIVES**
- 4.1 Objectives of this Position
- 4.1.1 To carry out the statutory role of the Chief Executive Officer with emphasis on:
- the provision of accurate, timely information and advice to the Council that promotes sound decision-making;
 - ensuring that decisions are implemented promptly and properly;
 - to manage the day to day operations in an efficient and effective manner; and
 - to accept management responsibility for the efficient performance of all other employees and contractors
- 4.1.2 To develop and maintain a sound working relationship with the:
- Council;
 - the President;
 - elected members,
 - employees;
 - community, and with
 - a strong emphasis on promoting the achievement of community satisfaction with the Shire through teamwork
- 4.1.3 To assist the Council develop and implement:
- sound forward planning strategies;
 - organizational structures, and
 - policies, that promote the good governance and development of the Shire
- 4.1.4 To observe and promote a high level of probity in the operations and affairs of the Shire
- 4.1.5 To develop and promote a best practice approach to the management of the Shire, and, in cooperation and consultation with the Council, actively promote the Shire and pursue its recognition as a model local government
- 4.1.6 To strive to achieve recognition as a respected professional local government manager through sound performance and professional development

- 4.2 Within Section - Corporate Management
 - 4.2.1 Manage and lead senior employees in order to meet corporate objectives
 - 4.2.2 Ensure that statutory duties, responsibilities and delegations are exercised in accordance with all statutory requirements, Council Policy and Corporate Aims.
 - 4.2.3 Lead the operational organisation in providing a high level of service to the Community and to Elected Members to achieve community satisfaction with the local government
- 4.3 Within Organisation
 - 4.3.1 Administer all the Legal and Statutory obligations of the Shire's operation and be the chief adviser to Council on these matters.
 - 4.3.2 Ensure that the financial management of the Shire is maintained in a prudent manner and that a high standard of compliance is maintained
 - 4.3.3 In consultation and cooperation with the Council provide positive and inclusive leadership to the organisation which develops and maintains effective working relationships.
 - 4.3.4 Develop a Corporate approach within the senior employee manager level towards a best practice approach to operational efficiency and effectiveness, financial management and budget control, and ensure that effective financial controls operate within, and across, each functional area.
 - 4.3.5 To develop and implement reasonable and applicable employee directives and internal management controls that complement Council policies and other directions, and that provide employees with clear direction on their duties and other responsibilities
 - 4.3.6 To develop and encourage an environment where employees are able to reach a high level of job satisfaction through good management, communication, teamwork, recognition and sound performance

5 ORGANISATIONAL RELATIONSHIPS

5.1 Responsible to
Council and direct liaison with the President

5.2 Supervision of

- All senior employee positions directly
- All employees and contractors indirectly

5.3 Internal and External Liaison

Internal

- Shire President and Councillors individually
- Council
- All Committees
- Senior employees
- All employees

External

- The Shire community, including residents, ratepayers, the general public, business and industry groups, retailers and local sporting and community groups
- Federal and State Government Departments and Agencies
- Federal and State Government elected representatives for the region
- Regional Councils (SEAVROC & SEARTG)
- Other Local Governments
- Western Australian Local Government Association
- Media – within constraints or guidelines

6 KEY DUTIES/RESPONSIBILITIES

6.1 To carry out the statutory duties of a CEO under the Local Government Act 1995 and all other written law, with particular emphasis on working with the Council to provide good governance.

6.2 In consultation with Council, develop, implement and then regularly review the Shire's corporate and forward plans.

6.3 Co-ordinate, in conjunction with the senior employees, an overall system of fiscal and operational management to reflect the Council's aims and objectives, including the preparation, maintenance and reporting of effective monthly financial reports.

6.4 Develop and implement appropriate human resource management processes, which establish effective recruitment and retention strategies, and ensures that the supervision and management of employees achieves a high standard of efficient and effective performance and are in accordance with corporate aims prescribed by Council.

- 6.5 Develop and implement employee training programs and initiatives which improve staff skills and assist them to focus on delivery of high quality, efficient and effective service to the community.
- 6.6 Oversee and manage the legal and statutory operations of the Shire.
- 6.7 Responsibility for the election process and be the chief adviser to Council on these matters, to ensure Council is operating within the Statutes and all legal requirements of the election process is maintained.
- 6.8 Within developed guidelines, policies and approvals act on behalf of Council in promoting the Shire, make effective and positive representation of the issues, views, policies and needs of the local government, as necessary.
- 6.9 To accept senior management responsibility for the efficient and effective operational performance of the Shire
- 6.10 To develop and maintain community satisfaction with the Shire through a commitment towards best practice.

7 SELECTION CRITERIA (all requirements are essential)

7.1 Qualifications

- A Degree in a relevant Management, Business and/or Public Sector Administration discipline; and/or,
- Evidence of a commitment to continuing professional development will be highly regarded.

7.2 Skills

Well developed local government management skills including-

- team development and leadership skills
- verbal and written communication skills
- decision making skills
- problem solving and conflict resolution skills
- political awareness
- negotiating skills
- word processing and Information Technology skills
- A clear understanding of the roles and relationship between the CEO and the Council, and responsibility for operational performance.
- Sound ability to direct, delegate to, and lead a management team.
- Sound ability to delegate responsibility to ensure balance of work, accountability and development of employees' abilities.
- Sound ability to plan at the strategic, operational and activity levels.
- Sound ability to manage change.
- Sound understanding of Planning and Development skills
- Sound judgement and advisory skills.
- Excellent interpersonal and communication skills.

7.3 Knowledge of

- statutory, legal and contractual obligations.
- all legislation impacting on Local Government and public policy issues as they impact on Local Government.
- contemporary management principles and practices within local government at a strategic level.
- corporate planning principles and structures.
- contemporary human resource management principles.
- statutory land planning and development processes.
- community consultation processes.
- customer service and complaints handling processes.
- contracting processes.

7.4 Experience

- Proven track record of excellent performance and conduct as a CEO or in senior executive management position.
- Demonstrated capacity to administer the Local Government Act and other associated legislation involved in the field of Local Government at a senior management level
- Experience in Council decision-making and meeting processes
- Experience in the area of strategic planning, financial management and budget control
- Experience in human resources management and effectively dealing with people in government/public/community/employees at all levels
- A current WA Motor Drivers license

8 EXTENT OF AUTHORITY

- Statutory authority to manage the day-to-day operations of the Shire within the constraints of Council policy, direction, budget and prudent financial management to ensure efficient and effective operations
- All other authority and responsibilities vested in a Chief Executive Officer under the Local Government Act 1995 and associated Regulations, Local-
- Laws, other relevant Acts and all other written law
- Authority to sign all legal documents, cheques and other lawful payments as delegated and lawfully directed by Council.
- Authority to appoint and dismiss staff, except for designated senior employees, within the Local Government Act 1995, budget, Council Policy and organizational structure where applicable, and other statutory requirements.

NB: Employment is subject to relevant Police clearances, pre-employment medical, extensive reference checks and evidence of all claimed qualifications prior to commencing employment, to ensure, as far as possible, that the person employed as the Shire's CEO is appropriately qualified for this position.

Key Result Areas (KRA)

Key Result Areas and associated strategies and actions will be varied by agreement between the employee and employer annually, during the term of the contract. Upon the commencement of employment these Key Result Areas will reflect:

KRA 1: Leadership

- 1.1 The CEO leads by example
- 1.2 High standards of ethical behaviours are displayed
- 1.3 Competent subordinates are employed and developed
- 1.4 The creative ideas of employees are encouraged and developed

KRA 2: Working with Council

- 2.1 The CEO contributes constructively to the Council meeting process.
- 2.2 The decisions of Council are implemented in accordance with Council directions
- 2.3 Councillors have an appropriate level of access to the CEO
- 2.4 The concerns of Councillors effectively and professionally managed
- 2.5 Council is provided with appropriate information and advice on relevant statutory requirements.

KRA 3: Working with External Groups

- 3.1 The organization reflects a customer service oriented modus operandi
- 3.2 The community is provided with relevant and timely information and access regarding Council policies, procedures and decisions.
- 3.3 Effective working relationships with the media.
- 3.4 Effective working relationships with State and Federal Government agencies.
- 3.5 Effective working relationships with the public.
- 3.6 Effectively oversee the structural reform process in conjunction with the Council
- 3.7 Implement the objectives of Council's Strategic Community Plan.

KRA 4: Financial Management

- 4.1 The Shire's annual budget is prepared, issued and monitored in accordance with Council needs and statutory requirements
- 4.2 Longer term financial forecasting occurs and assists with Council's planning processes.
- 4.3 Implementation of long term Asset Management strategy in accordance with council's Asset Management Plans

KRA 5: Organisation Management

- 5.1 Organisational arrangements are in place so as to ensure the Council programmes and statutory requirements are achieved.
- 5.2 The Shire's strategic plan is effectively communicated and implemented by the organization.
- 5.3 Senior managers are appropriately delegated and empowered to achieve their functional objectives to the satisfaction of their customers.
- 5.4 Corporate planning to allow the achievement of operational objectives.
- 5.5 Development of a Corporate Business Plan in accordance with the Departments requirements

KRA 6: Undertake and Complete Significant Projects

- 6.1 Residential and industrial sub-division projects.
- 6.2 Ongoing Road building and maintenance.
- 6.3 Cunderdin Sports Project
- 6.4 Meckering Sports Project – synthetic surfaces
- 6.5 Ongoing development of the Cunderdin Airfield as a Regional Aviation Facility
- 6.6 The successful completion of the Cunderdin Main Street Upgrade Project
- 6.7 Ongoing development of resource sharing opportunities and growth of external service provision (commercial opportunities) to neighbouring councils, MRWA & others (ie Road works)
- 6.8 Continue to develop commercial & recreational opportunities for the Cunderdin Airfield and ensure it maintains its CASA registration

The performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of this Contract.

The first annual appraisal will occur before the completion of twelve month's employment, and annually thereafter. Intermediate appraisals may occur should Council so decide.

Remuneration Details

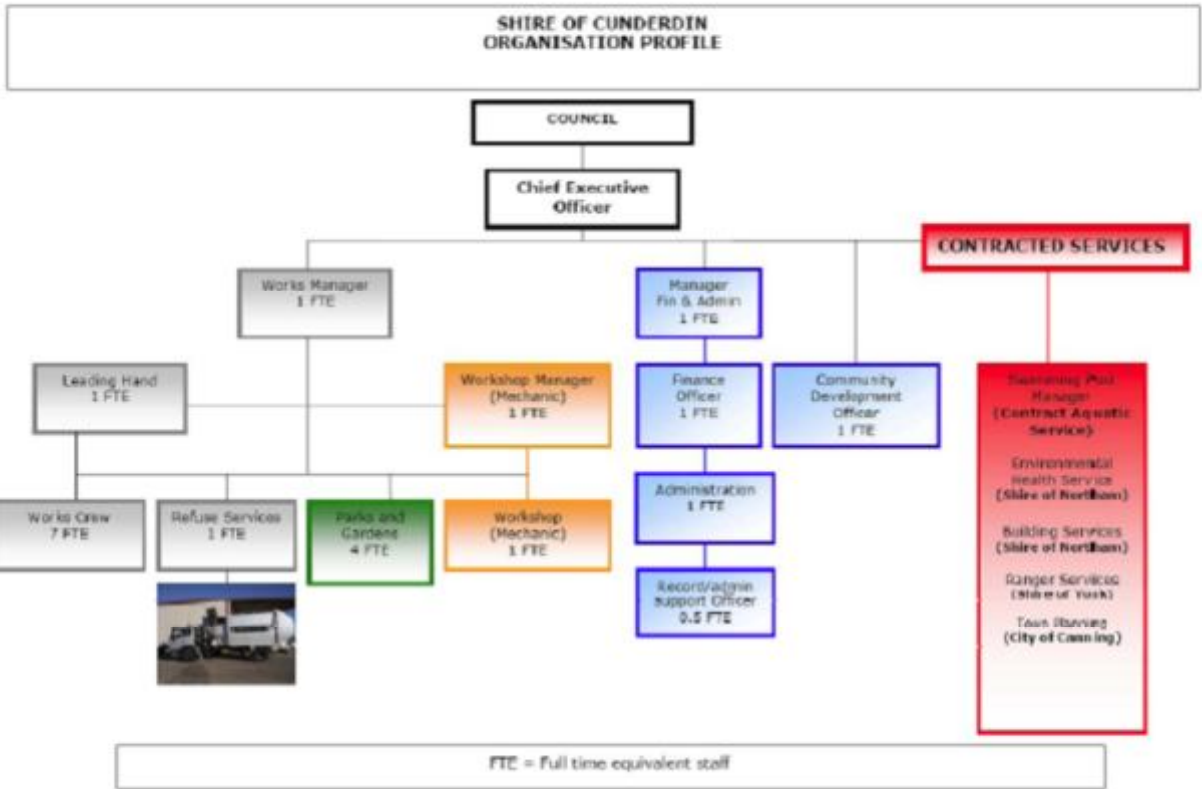
Employment is offered under a performance based contract of three to five years.

The total annual remuneration at commencement will be \$130,000 to \$165,000 per annum, made up of:

Cash component	\$90,000 to \$120,000
Superannuation	9% plus additional 5% as per Council policy
Staff House	\$140 to \$160 p/week (rent free) 3 bedroom or 4 bedroom house available
Unrestricted use of a motor vehicle	\$18,317
Professional membership	

Please note:

The Local Government will consider paying up-front reasonable relocation expense of up to \$5000 on the condition that the officer will repay 100% of that cost if the employment is terminated for any reason within the first six months and 50% of the cost if the officer leaves before twelve months service.



Applicant Notes

Preparing your Application

Applicants, who demonstrate that they meet the Competency Requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application.

If possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read.

To enable a valid assessment of your application, it must include the following information.

Resume (Curriculum Vitae) which comprises of:

- Personal Details - Name, address and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Covering Letter

- A covering letter with a short statement highlighting relevant experience and expertise that relates to the position

Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council will require the provision of evidence of all claimed qualifications prior to commencing employment.

Prior to appointment, the successful applicant will be required to obtain relevant Police Clearances before commencing employment.

Referees

Applicants should provide the names and contact details of two referees in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

Late Applications

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date. A faxed or Emailed copy of an application sent before the closing advertised date would also ensure its acceptance.

Interviews

Initial interviews will be conducted at the Shire of Cunderdin Administration premises in Cunderdin.

The Shire of Cunderdin is an equal opportunity employer and provides a smoke free work environment.

Council Information



Shire of Cunderdin Council:

President Cr Rod Carter
Deputy President Cr Clive Gibsone

Councillors

Cr Rod Carter
Cr Clive Gibsone
Cr Graham Cooper
Cr Dianne Kelly
Cr Doug Kelly
Cr David Beard
Cr Todd Harris
Cr Dennis Whisson

Main Office: Lundy Avenue, Cunderdin WA 6407

Website: www.cunderdin.wa.gov.au

Telephone: 9635 1005 **Facsimile:** 9635 1464

Council Statistics

Population:	1,390
Area:	1,872 (sq km)
Distance from Perth:	158 (km)
Number of Electors	895
Number of Dwellings	575
Number of Employees	21

Ordinary Council Meetings

Meets third Thursday of each month.

About Cunderdin

At a Glance

Shire Population: 1,490 (2006)

Our Lifestyle



Life in the Wheatbelt Shire of Cunderdin provides residents with the 'best of both worlds' - a vibrant country community that offers all the benefits of small town living, and easy access to the city. Situated only 158 kms east of Perth, it's a comfortable two-hour drive to the capital or just 90 minutes to Midland. Low crime rates and strong community commitment make living in the area a safe, happy and positive experience.

Encompassing the towns of Cunderdin and Meckering, the Shire covers an area of 1872km² and is mainly agricultural but offers the opportunity for other industries and businesses thanks to its proximity to Perth and the quality and size of the Cunderdin Airstrip.

Home to the annual Jazz festival "Kings of Blue" and numerous fantastic community-run events, living in the Shire gives people the opportunity to really be involved and connected. It's certainly a far cry from not knowing your neighbour in the block of city apartments.

Our Facilities

With a range of sporting facilities including a 50-metre swimming pool, a hospital, doctor, schools, an award winning Agricultural College, excellent services and businesses and a multitude of proactive community organisations, the Shire is a progressive alternative to the hustle and bustle of city life. That's not to say life's not busy here but it's a different, more community based involvement that gives people a chance to spend time with their family, friends and other residents to work together to make where they live a better place.

Weather



Weather-wise the conditions in the Shire are moderate and pleasant with an average maximum temperature of 25.10C and an average minimum temperature of 11.4°C. The temperature remains in the mid 30's or above between December and February. The average annual rainfall is 366.8 millimeters with the wettest months usually being May to September.

The Towns situated along the famous Golden Pipeline Cunderdin and Meckering both have strong connections with water. Meckering is a name originating from a local Aboriginal language meaning 'place of water' or 'moon on the water' depending upon interpretation. It was largely thanks to the reliable Meckering Well that gold seekers originally stopped in the area. Cunderdin's growth was largely due to water becoming available to the area through the Goldfields Water Supply (known today as the Golden Pipeline) – an amazing engineering feat still marveled at today. The agricultural regions that opened up over a century ago are still thriving and both communities enjoy the benefits of a vibrant country lifestyle. Residents have access to a variety of services, facilities and organizations and there is plenty for visitors to experience in both towns.

Cunderdin



Population: 850 (town)

Location: 158kms east of Perth

Cunderdin is a typical Wheatbelt country town – with many of its population relying on the agricultural lands surrounding it. There is a strong community spirit and residents often rely on each other to ensure the ongoing success of the area.

If you're visiting Cunderdin you shouldn't leave without stepping inside the Cunderdin Museum – it literally has to be seen to be believed and even if you're not a regular on the museum trail you won't regret your decision to step inside this one. It's hard to fathom that it's been established

and constantly improved through largely voluntary labour. Today the result is arguably one of the best rural Museums in the state if not the country. With the ongoing support of the National Trust and a recent State Government grant the Museum has undergone an upgrade with a new and very impressive interpretive center housed in the old pump house.

Like Meckering, Cunderdin is situated on the Great Eastern Highway and many tourists and passers can't help pulling over to take pictures of Cunderdin's Ettamogah Hotel. Made famous by the popular Ken Maynard cartoons the strikingly different looking pub is quite a draw card - not only for 'out of towners' but for locals as well.

Meckering

Population: 150 (town)

Location: 132km east of Perth

Probably most famous thanks to the 1968 earthquake - one of the worst in Australia's history - Meckering today is still a vibrant and successful country community. Although relatively small in terms of population the town manages to largely ignore this and achieve more than many areas twice its size. With a strong commitment to history combined with an energetic enthusiasm to move into the future, Meckering is a town that offers its' residents plenty of opportunities both socially, within the community, and from a work perspective.

Please visit the 'Visitors' section of this website to find out more about what to see and do in our Shire.



Request for Quotation, Recruitment Consultancy: Shire of Cunderdin

This submission is prepared for the express use of the Council at the Shire of Cunderdin.

Re: Recruitment and Selection process to appoint a new Chief Executive Officer
at the Shire of Cunderdin.

Prepared by Local Government Workplace Solutions, Wednesday Tuesday 27th July 2011.

Contact: Lydia Highfield, Recruitment Manager
Phone (08) 9213 2079 Mobile 0400 142 110
Email: lhighfield@walga.asn.au

Contacts: Carla Loney, Recruitment Advisor
Phone (08) 9213 2023 Mobile 0439 990 298
Email: cloney@walga.asn.au

15 Altona Street, WEST PERTH WA 6005
Facsimile: (08) 9486 9100
Website: www.workplacesolutions.asn.au

Contract of Engagement:

1. This submission is prepared for the express use of Council at the Shire of Cunderdin. Commercial-in-Confidence Proposal for the Recruitment and Selection for the Position of: Chief Executive Officer.
2. Our quotation is inclusive of Consultant travel time associated with the delivery of the above recruitment services.
3. Should you wish to further refine or discuss this proposal, offered under AS 4122-2000 General Conditions of Contract of Engagement of Consultants, we remain available to provide further scoping of activity.
4. To accept this quotation, please fax a signed purchase order to 08 9486 9100 to the attention of the Recruitment Service, Workplace Solutions or alternatively email it to cloney@walga.asn.au
5. This quotation remains valid for 20 days from the date of issue should you wish to engage Local Government Workplace Solutions after this time period, please contact Lydia Highfield prior to issuing a purchase order, to ensure the allocated time is still available to meet your requirements.

We trust that we will add value to your executive recruitment process and look forward to providing our services.



Relevant experience and qualifications

Local Government Workplace Solutions provides recruitment and selection services exclusively to the Local Government sector. Local Government Workplace Solutions exists to provide clients with high quality management support.

Our knowledge of the industry, best practice process and extensive experience in the Local Government sector, enables Local Government Workplace Solutions' Recruitment team to identify with the needs of Local Government. Issues such as external environmental factors that impact upon Local Government are taken into consideration when designing profile requirements. This ensures our service can provide the best possible value for money to our clients.

We believe that due to our extensive experience in the area, as with other governance support offered to member Local Governments, that we are ideally placed to work with the Shire in not only identifying and recruiting the best person but also ensuring that the process is confidential, equitable and complies with all legislated requirements.

Our service can provide the best possible value for money to our clients because we know and understand Local Government and work inside the industry.

Qualifications

Local Government Workplace Solutions works under the Employment Agents Act 1976. As such it holds a current General Licence (no. 1414) to carry on the business of an Employment Agent.

Currently Recruiting for :

Deputy Chief Executive Officer, Shire of Yalgoo
Manager Corporate Services, South West Catchments Council
Chief Executive Officer, Shire of Cranbrook
Chief Executive Officer, Wheatbelt NRM
Manager Corporate Services, Shire of Peppermint Grove
Electrician, Shire of Tammin

In addition working with the Department of Immigration and State Migration on a total of ten visa applications (temporary and permanent)



Experience recruiting for Local Governments

Positions that Local Government Workplace Solutions has assisted Local Governments with includes:

Accountants

- Accountant, City of Joondalup (2)
- Accountant, City of Gosnells
- Accountant, Town of Narrogin
- Management Accountant, City of Swan

Building Surveyors

- Building Surveyor, City of Joondalup
- Building Surveyor, City of Kalgoorlie-Boulder (2)
- Building Surveyor, City of Geraldton-Greenough

EHO's

- EHO, City of Mandurah
- EHO, City of Albany
- EHO, Shire of Serpentine Jarrahdale
- EHO, City of Geraldton Greenough (2)
- EHO, City of Kalgoorlie Boulder (3)
- EHO, Shire of Broome
- EHO, City of Belmont
- EHO, City of Armadale
- Environmental Health Technician, City of Mandurah
- Principal EHO, City of Canning

Engineers

- Engineer, City of Kalgoorlie Boulder
- Engineer, City of Mandurah
- Engineer, City of Mandurah
- Engineering Manager, EMRC
- Infrastructure Officer, Town of Cambridge
- Engineering Manager, Shire of Serpentine Jarrahdale
- Engineer, City of Geraldton Greenough
- Infrastructure Manager, Shire of Busselton
- Infrastructure Officer, Town of Cambridge
- Manager Engineering Services, Shire of Ravensthorpe

Executive Assistant positions

- Executive Officer, Town of Claremont
- Executive Assistant, Shire of Peppermint Grove (2)
- Senior Administration Officer, Shire of Murchison
- Administration Officer, Shire of Kalamunda
- Executive Officer, Town of Claremont



Planners

- Planner, City of Cockburn
- Planner, Shire of Serpentine Jarrahdale (3)
- Planner, Shire of Broome
- Planner, City of Stirling
- Planner, Town of Cambridge
- Planner, City of Kalgoorlie Boulder(3)
- Planner, City of Albany
- Planner, Town of Port Hedland
- Planner, City of Swan
- Planner, City of Albany
- Planner, City of Kalgoorlie Boulder
- Client Liaison Officer, City of Stirling
- Facility Planner, City of Swan
- Planner, Shire of Harvey
- Planner, Shire of Exmouth
- Planner, Shire of Busselton
- Planner, Shire of Broome
- Planner, Shire of Broome
- Planner, Shire of Northam

Senior Management

- Director Corporate and Community Services, Town of Cottesloe
- Executive Manager Community Services, Shire of Kalamunda
- Executive Manager Corporate Services, Shire of Mundaring
- Director Infrastructure, City of South Perth
- Manager Regulatory Services, Town of Claremont
- Manager Regulatory Services, Shire of Dalwallinu
- Manager Regulatory Services, Shire of Dalwallinu
- Deputy CEO, Shire of Murchison
- Deputy CEO, Shire of Yalgoo
- Deputy CEO, Shire of Ngaanyatjarraku
- Deputy CEO, Shire of Murchison
- Deputy CEO, Shire of Cue
- Executive Manager Community , Shire of Mundaring
- Executive Manager Community Development, Shire of Derby West Kimberley
- Executive Manager Corporate Services, City of Wanneroo
- Executive Manager Community Services, Shire of Derby West Kimberley
- Manager Development Services, Shire of Peppermint Grove
- Director Planning, City of South Perth
- Manager Development Services, Shire of Nannup
- Manager Building Services, Town of Mosman Park
- Executive Manager, Shire of Derby West Kimberley
- Manager Community Development - Shire of Wiluna

Works Managers

- Manager Works, Shire of Dumbleyung
- Works Supervisor, Shire of Murchison
- Works Manager, Shire of Ngaanyatjarraku
- Works Manager, Shire of Upper Gascoyne
- Works Manager, Shire of Peppermint Grove
- Works Manager, Shire of Cunderdin



Other Positions

- Manager Community Culture Recreation, City of South Perth
- Pool Manager, Shire of Moora
- Community Services, City of Rockingham
- Business Improvement Officer, City of Joondalup
- Horticulturalist, Town of Claremont
- Project Manager, Town of Claremont
- HR Manager, City of South Perth

Chief Executive Officers

Local Government Workplace Solutions have supported Elected Member Selection Committees with the recruitment and selection for over 60 Chief Executive Officer and senior Executive positions over the past six years. Some of the Recruitment undertaken includes:

- Chief Executive Officer, Shire of Broome (2004 & 2007)
- Chief Executive Officer, Shire of Boddington (2008)
- Chief Executive Officer, Shire of Brookton (2004)
- Chief Executive Officer, Shire of Boyup Brook (2006)
- Chief Executive Officer, Shire of Busselton (2010)
- Chief Executive Officer, Busselton Water Board (2006)
- Chief Executive Officer, Shire of Capel (2003)
- Chief Executive Officer, Shire of Carnarvon (2010)
- Chief Executive Officer, Town of Cottesloe (2003)
- Chief Executive Officer, Shire of Collie (2005)
- Chief Executive Officer, Shire of Cuballing (2010)
- Chief Executive Officer, Shire of Cunderdin (2006)
- Chief Executive Officer, Shire of Carnarvon (2005 and 2010)
- Chief Executive Officer, Shire of Coolgardie (2008)
- Chief Executive Officer, Shire of Denmark (2007)
- Chief Executive Officer, Shire of Dundas (2008)
- Chief Executive Officer, Shire of Dowerin (2008)
- Chief Executive Officer, Shire of Derby/West Kimberley (2005 & 2009)
- Chief Executive Officer, Shire of Esperance (2007)
- Chief Executive Officer, Shire of Gnowangerup (2008)
- Chief Executive Officer, Shire of Halls Creek (2006)
- Chief Executive Officer, Shire of Irwin (2008)
- Chief Executive Officer, Shire of Manjimup (2007)
- Chief Executive Officer, Shire of Mundaring (2005)
- Chief Executive Officer, Shire of Merredin (2009)
- Chief Executive Officer, Shire of Moora (2008)
- Chief Executive Officer, Shire of Murchison (2004 & 2008 & 2010)
- Chief Executive Officer, Shire of Peppermint Grove (2009)
- Chief Executive Officer, Shire of Ravensthorpe (2009)
- Chief Executive Officer, Shire of Toodyay (2011)
- Chief Executive Officer, Shire of Shark Bay (2010)
- Chief Executive Officer, Shire of Upper Gascoyne (2009 & 2011)
- Chief Executive Officer, Shire of Wyndham-East Kimberley (2005)
- Chief Executive Officer, Town of Port Hedland (2005)
- Chief Executive Officer, Shire of Upper Gascoyne (2004 & 2011)

Project Delivery

Local Government Workplace Solutions is available to commence the executive recruitment and selection process as soon as required by the Shire of Cunderdin.

Below is the anticipated timeline. These will be agreed/negotiated with the President, in line with the Shire's requirements.

Week One	Draft and/or review position description, selection criteria, and/or remuneration package. Information package developed.
Week Two to Five	Advertisement designed and lodged in print and on-line media. Information package distributed to applicants and applications received.
Week Six and Seven	Applicants short listed. Preliminary interviews conducted by the Recruitment Manager/Advisor.
Week Seven	Background, reference and qualification checks conducted.
Week Eight	Interview format agreed with Council and/or selection panel. First round Interviews conducted with the Shire's selection panel.
Week Nine and Ten	Either second round of interviews or final selection process along with selection report. Further checks conducted (if required).
Week Eleven and Twelve	Employment Contract negotiations completed. Appointment made.



Specific Local Government legislative requirements

Local Government Workplace Solutions has significant experience in assisting Chief Executive Officer and Elected Member Recruitment and Selection Panels and/or Full Council with the formulation of senior management and CEO employment contracts and with the research and recommendation of remuneration packages.

Local Government Workplace Solutions acts in accordance with all applicable laws and policies including the Local Government Act 1995 and associated Local Government (Administration) Regulations 1996, the Fair Work Act 2009, the Equal Opportunity Act 1984 the Racial Discrimination Act 1975, the Sex Discrimination Act 1984, the Local Government Operational Guidelines, and will comply with the Shire's Code of Conduct and policies.

It is also worth noting that as a member of the then Minister for Local Government and Regional Development's Working Group which was convened as a consequence of the Parliamentary Inquiry into the City of Joondalup, Local Government Workplace Solutions played a major role in the drafting of the Operational Guidelines for appointment of Chief Executive Officers and the Model Contract of employment.

Advising Recruitment Panel of Contractual Provisions and Salary Trends

Local Government Workplace Solutions produces an annual Local Government Remuneration Survey. This survey is the most comprehensive analysis in relation to employment condition/s for the sector. The survey also includes contributions from all other States and Territories and can be utilised to assist in the determination of an appropriate 'competitive' salary package.



Access to Recruitment Information

Local Government Workplace Solutions appreciates that, as with any profession, it is absolutely essential to maintain the highest standards and prides itself on the professional and ethical behaviour. We ensure that the highest levels of confidentiality are adhered to when delivering recruitment and selection services to our clients.

We respect the Local Government's confidentiality and, where relevant, the commercial value of any information we hold in relation to our clients. We will treat all information about clients as strictly confidential and as part of the 'due diligence' require all individuals who have access to the names and information of the applicants and the recruitment file be required to sign an 'undertaking of confidentiality' to ensure no breaches of confidentiality occur.

Reviewing of the position description and selection criteria

The position description and competency requirements (selection criteria) for the Chief Executive position will be reviewed in consultation with the Council.

It would be appropriate to use the existing template used by the Shire or alternatively one which is provided by Local Government Workplace Solutions.

Drafting Job Advertisement and Information Package

Local Government Workplace Solutions will design a job advertisement for the position in accordance with the Shire's requirements. Workplace Solutions will provide advice to Council on the most appropriate placement (media) strategy to ensure the widest pool of applicants are captured.

Local Government Workplace Solutions will develop an information package containing (but not limited to) such documents as the Shire's Annual Report, Plan for the Future and Strategic Plan. Other pertinent information and marketing media (photos etc) about the Shire can also be included.



The advertisement and the information package will be placed on Local Government Workplace Solutions website and an automated Email response will be set up. Faxed and hard copies will be distributed to those applicants that do not have access to such facilities. A full-time Recruitment Consultant is available to answer all enquiries from prospective applicants during this phase of the process.

Identification of high-calibre applicants

Local Government Workplace Solutions' approach includes the discrete search activities undertaken by our Manager and Advisor when requested in assignments to ensure that appropriate people for this appointment are alerted, and their interest encouraged, in order that they may consider making an application.

Local Government Workplace Solutions' unique Local Government Executive Recruitment process is built on our extensive experience and understanding of the Local Government sector and our network throughout Australia backed by a range of professional consulting resources available to us.

Preliminary Assessments/Short listing of applicants

Preliminary Assessments/Short-listing will be carried out by our Recruitment Manager/Advisor in accordance with the position's competency requirements (selection criteria) and a matrix developed.



Drafting of the Interview Questions, Summaries, Referee Feedback and Background Checks

Interview questions will be developed based upon the position's competency requirements, the Shire's Strategic Plan outcomes as well as a focus on behavioural requirements for this senior executive position.

Following the interview process a selection report will be prepared and any further referee and background verification along with assessment of qualifications will be conducted. This report will include draft recommendations to be put to Council (for senior designated positions) and/or Recruitment Panel, if required.

Availability of Confidential interviewing facilities

To ensure confidentiality for all parties, discreet meeting room facilities are available at the Association's premises at Level 2, 15 Altona Street, West Perth, along with teleconferencing and/or video conferencing facilities.

Alternatively there are a range of eminently suitable private suites within the West Perth area which might be retained for the purposes of interviewing applicants, should the Shire prefer not to use the Association's facilities.

Coordinating and conducting interviews and selection tools

Once a shortlist has been drawn up and agreed with the Recruitment Panel, applicants will be offered a 'first level' interview by our Manager/Advisor to determine further progression of their application. This will also apply to any internal applicants.

The interviews may either be face to face or by video-conferencing, at this stage applicants will be provided with a 'Consent to Conduct Background Check' form. This process will also consider such matters as qualification verification and any other requirements as deemed appropriate to the selection process.



Final Selection Process

Once the preliminary interviews and checks have been completed by our Manager/Advisor, a shortlist selection report will be prepared on the applicants along with recommendations to the Recruitment Panel on a final shortlist for first (and second if required) round of interviews.

Our Manager/Advisor will conduct the administration for this process and once the final interviews and any further checks have been completed, our Manager/Advisor will prepare a Selection Report along with recommendations.

Finalising the Employment Contract

Local Government Workplace Solutions will draft the employment contract as well as assisting in contract negotiations with the preferred applicant, seeking direction from the President at all times.

Other Resources

Administration facilities include the following:

- Typing, correspondence, filing and other sundry administration functions associated with the recruitment process.
- Collection, sorting and tabulation of applications and applicant details.
- Arrangement of interview details and letters to prospective applicants.
- Phone contact and letters of advice to unsuccessful applicants

Successful Outcomes

Offering a six month probation guarantee to underwrite this appointment is our way of expressing confidence in the recommended selection methods. This guarantee and condition is only valid if the Local Government's account is paid in full. Only the Local Government is liable to pay the services fee (not the applicants) and the time for payment is 30 days from invoice.



Key personnel

The Local Government Workplace Solutions Recruitment & Selection service comprises of:

Recruitment Manager – Lydia Highfield

Recruitment Advisor – Carla Loney

Recruitment Advisor – Melika Aydin

Executive Manager Workplace Solutions – John Phillips



Profiles

The below profiles describe background qualifications and experience. Both Ms Highfield and Mr Phillips are members of the Australian Institute of Management.



Lydia Highfield

Lydia is the Recruitment Manager with the Association's Local Government Workplace Solutions team.

Lydia joined the Association as the Employee Relations Officer in July 2000 supporting Local Governments with the recruitment and selection of their employees as well as with award interpretation, policy application and researching and developing HR guidelines, policies and procedures. Lydia chaired several selection panels whilst in the position of Human Resources Coordinator at the City of Swan from senior management positions to the outside workforce. She also researched and developed guidelines for the recruitment & selection process for the City and provided a pro-active HR service which ensured the highest calibre of staff were recruited and encouraged to develop in ways that benefited the Shire and its stakeholders.

Since the launch of Local Government Workplace Solutions in August 2003, she has assisted a range of Member Councils and Elected Member Selection Panels with their recruitment & selection needs in the Chief Executive Officer positions listed above, along with the following:

Other Positions

- Manager Planning and Development, Shire of Peppermint Grove
- Deputy Chief Executive Officer, Shire of Murchison
- Manager Corporate Services, City of Wanneroo
- Human Resources Manager, City of South Perth
- Director Infrastructure, City of South Perth
- Executive Manager Corporate Services, Shire of Mundaring
- Executive Manager Community Development, Shire of Derby-West Kimberley
- Executive Manager Community Services, Shire of Kalamunda
- Executive Manager Corporate & Governance, Town of Claremont
- Horticulturalist, Town of Claremont
- Executive Assistant, Town of Claremont
- Executive Assistant, Shire of Peppermint Grove

Currently Assisting the following Local Governments:

- Chief Executive Officer, Shire of Cranbrook
- Chief Executive Officer, Wheatbelt NRM

Lydia has attended the Australia Skills Needs Expos in the UK, Ireland and South Africa which has assisted in addressing the professional skills shortages in Local Government.



John Phillips

John is the Executive Manager Local Government Workplace Solutions and has been at the WA Local Government Association for nine years. John provides workplace and industrial relations advice to Local Government specialising in the complex relationships between Chief Executive Officers and Councils.

In addition to assisting various Councils with recruitment and selection work he has carried out a significant number of Chief Executive Officer Performance Reviews during this period. He also has extensive experience with Telstra and the State Public Service with regard to the selection of executive managers in his capacity as a senior HR Director and HR Manager.

At other times, and over a career spanning more than 20 years in HR Management, John has been involved in all levels of human resources activity with a wide variety of professional, trades and administrative staff. He has also facilitated extensive follow up counselling and feedback to applicants, and has conducted Behavioural Interviews as an accredited Assessor. John has obtained a Business Degree with a double major in Industrial Relations and Human Resources

Elected Member Selection Panels assisted with Recruitment and Selection include:

- Chief Executive Officer, Town of Cottesloe
- Chief Executive Officer, Shire of Carnarvon
- Chief Executive Officer, Shire of Capel
- Chief Executive Officer, Shire of Halls Creek

Councils assisted with Chief Executive Officer Annual Performance Reviews include:

- City of Armadale
- City of Perth
- City of Rockingham
- City of Joondalup
- Town of Bassendean
- Town of Claremont
- Town of Cottesloe
- Town of Kwinana
- Town of Vincent
- Shire of Broome
- Shire of Capel
- Shire of Derby/West Kimberley
- Shire of Harvey
- Shire of Peppermint Grove



Financial Considerations

Typically our recruitment fees are structured as a percentage of the engaged annual gross salary package of the appointed applicant, in the case of Executive positions this would equate to a maximum of 12.5% for each position.

However, we propose a fixed fee of \$6000 excluding GST, for the Chief Executive Officer and takes into account the following services which are previously described in more detail from:

Provision of a temporary/acting Chief Executive officer from candidate database of Local Government experienced senior managers.	
Reviewing of the position description along with competency requirements (selection criteria) and employment contract	
Drafting Job Advertisement and Information Package	
Executive Search	
Pre-interviewing applicants	
Preliminary Assessments/Short listing of applicants <ul style="list-style-type: none"> • shortlist matrix and report • preliminary interviews and report • discussions with Council and/or Selection Panel to discuss short-listed applicants. 	
Drafting of the interview questions, summaries, referee feedback and background checks	
Coordinating and conducting interviews and selection tools Interviewing applicants with the Shire 's Selection Panel <i>(based on a maximum 5 applicants) includes administration, selection report, arranging interview details and letters to interviewees, letters of advice to unsuccessful applicants</i>	
Coordinating the final selection process and presenting the recommendation in a report to Council.	
Finalising the Employment Contract and assisting with contract negotiations	
Successful Outcomes	
Feedback to applicants.	
After Hours contact with the Manager/Advisor	
Sub-total cost of services	\$6000
GST	\$ 600
TOTAL FEES	\$6600



Expenses

ADVERTISING (the prices quoted are not inclusive of GST)

The West Australian newspaper

<i>Saturday West Australian newspaper (Professional Section) 24cm x 3cm (60cm²) this is the usual size for a colour recruitment notice for a senior Executive position.</i>	\$3,000
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Websites

The position can also be advertised on the 'LG Jobs' and 'LG Net' websites at a total cost of approximately	\$550
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Complimentary

The advertisement and the information package will be placed on the Local Government Workplace Solutions website and an automated Email response will be set up. Hard copies will be mailed to those applicants that do not have access to such facilities.

Other Fees and Expenses

Fees relating to advertising, travel and/or accommodation expenses for the Recruitment Manager/Advisor and/or the short listed applicants if required, will be agreed with Council and invoiced to the Shire based on actual costs incurred.



Schedule of Payment	
Stage Description	Value of Stage
Stage 1	
<ol style="list-style-type: none"> 1. Reviewing Position Description, remuneration package, drafting application package and placement of advertisement 2. Distributing Application package and taking enquiries 3. Short listing applicants and discussion with Council/Selection panel 	<p>40% of total service fee</p> <p>Based on actual costs incurred</p>
Expenses – fees relating to advertising	
Stage 2	
<ol style="list-style-type: none"> 4. Background checks conducted for shortlisted applicants 5. Coordinating interviews and drafting interview questions 6. Interviewing (one day) with Council/Shire's selection panel 	<p>40% of total service fee</p>
Expenses - fees relating to teleconferencing, travel and/or accommodation expenses for the Recruitment Manager and shortlisted applicants if required, will be agreed with Council and invoiced to the Shire based on actual costs incurred	
Stage 3	
<ol style="list-style-type: none"> 7. Reference and other related checks for the preferred applicant. 8. Reports – compilation of the selection and reference check. 9. Negotiation of employment contract 10. Notification to unsuccessful applicants (phone and written) 	<p>\$20% of total service fee</p>

**SALARIES AND ALLOWANCES TRIBUNAL
REPORT UNDER SECTION 7A OF THE *SALARIES AND ALLOWANCES ACT 1975***

LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS

In accordance with Section 7A of the *Salaries and Allowances Act 1975* ("the Act"), the Salaries and Allowances Tribunal is required to "inquire into and make a report containing recommendations as to the remuneration to be paid or provided to Chief Executive Officers (CEOs) of local governments."

For the Tribunal to meet its obligation under Section 7A of the Act, it must ensure that not more than one year elapses between one report and the next.

BACKGROUND

The Tribunal last issued its general report on the remuneration of local government CEOs on 25 June 2010.

The recommendations are made for the purpose specified in section 5.39(7) of the *Local Government Act 1995*, that is, "to be taken into account by the local government before entering into, or renewing, a contract of employment with a CEO".

In its 2010 report, the Tribunal noted that its inquiry was being conducted at a time when the Western Australian Government was implementing a local government reform agenda that includes voluntary amalgamations and resource sharing arrangements between local governments. This process is continuing with one amalgamation due to take effect from 1 July 2011 and various local governments entering into transition arrangements with a view to amalgamating at some future date. Consequently, the outcomes of the local government reform process will continue to be taken into account in future reports of the Tribunal.

CURRENT ENQUIRY

In discharging the responsibilities given to it by the Parliament, the Tribunal has in the context of its current enquiry adopted the following approach. The Tribunal has:

- advertised for public submissions;
- written to local governments and regional councils inviting submissions about their CEO positions;
- surveyed local government CEOs in respect of current remuneration packages;
- collected a wide range of data on local governments;
- interviewed a number of CEOs, Presidents and representatives of Local Government organisations;
- considered relevant labour market and economic data; and
- sought advice from its Statutory Adviser.

Tribunal member Mr Brian Moore declared an interest in the remuneration of the CEO of the Shire of Bridgetown-Greenbushes and abstained from any deliberations in relation to the remuneration band allocation for that local government.

Public Submissions

An advertisement calling for public submissions to the Tribunal's enquiry was placed in *The West Australian* newspaper on Friday, 11 March 2011 with a closing date of Friday, 6 May 2011.

Two individual submissions were received, one from a member of the public representing the 'Concerned Citizens for Good Governance Inc' who did not agree with the "automatic increase" in the salaries of local government CEOs while other sections of the community were under financial stress. The other submission was from an elected councillor, who indicated that the present level of remuneration for local government CEOs was adequate.

Invitations to Local Governments and Regional Councils

On Monday, 21 March 2011, the Tribunal wrote by email to all Mayors, Presidents and Chairpersons of local governments and regional councils inviting submissions related to particular issues and characteristics relevant to the remuneration paid to their chief executive officers. The closing date for submissions was Friday, 6 May 2011.

In making submissions, local governments were provided with a template submission format to ensure that the Tribunal was able to capture data on a broad range of significant issues including:

- Major growth and development;
- Significant social and economic issues;
- Significant demand to service and support non-resident needs;
- High impact environmental management issues and responsibilities;
- Greater diversity of services delivered than normally provided by similar sized local governments;
- Recruitment issues; and
- Other distinguishing features.

Fourteen submissions were received from local governments, namely the:

- Shire of Dardanup;
- Shire of Dundas;
- Shire of Sandstone;
- Shire of Northampton;
- Shire of Pingelly;
- Shire of Broome;
- City of Cockburn;
- Shire of Gingin;
- City of Armadale;
- Shire of Boddington;
- Shire of East Pilbara;
- City of Geraldton-Greenough;
- Shire of Nannup; and
- Shire of Leonora.

An additional submission was received from the Western Australian division of Local Government Managers Australia.

Remuneration Survey

To assist the Tribunal, the Department of Local Government (DLG) conducted a survey of current remuneration or "total reward packages" provided to all local government CEOs. The 2011 survey included the remuneration paid to regional local government CEOs.

Local Government Population, Expenditure and Staff Levels

The Tribunal has requested and received the following data from the DLG:

- Population as at 31 March 2011 (*ABS Catalogue 3218.0*);
- Total FTEs 2009/10;
- Operating Expenditure 2009/10;
- 3 year averaged capital expenditure (2007/08 to 2009/10); and
- Annual average population growth 2001 to 2010.

Labour Market and Economic Data

Relevant labour market and economic data were sought from a variety of sources. These included the Wage Price Index, Average Weekly Earnings, the Consumer Price Index and Total Employment Growth. Economic forecasts at a State level were also considered.

Advice from Statutory Advisor

The Tribunal sought advice from its statutory advisor, Ms Jennifer Mathews, Director General, DLG, who has been appointed by the Premier in accordance with section 10(4)(c) of the Act to assist the Tribunal in its enquiries as they relate to the remuneration of local government CEOs. Ms Mathews provided advice on a range of matters including current issues affecting local governments, changes to local government areas or positions and progress on amalgamations in the context of the Government's reform process.

CONSIDERATIONS

In the context of its current enquiry, the Tribunal considered all CEO positions in local governments and regional councils, all submissions, work value assessments on the roles of regional local government CEOs, advice from the Tribunal's Statutory Adviser, data on the labour market and the economy, and remuneration structures for other classes of senior public sector offices.

Band Allocation Model

The model applied by the Tribunal in recommending remuneration bands was renewed with fresh data related to the key parameters of population, expenditure and numbers of staff employed. The Tribunal also sought data in relation to its market position to assist in refining its remuneration band model.

Submissions

Of the 15 written submissions received from local governments, 11 sought increases in their CEO's remuneration band allocation, three provided relevant information or

proposed a general increase for all local government CEOs and one provided information about the work of local government CEOs and commented on the Tribunal's current evaluation criteria.

The Tribunal took into account the submissions.

Local Governments

On the basis of the data collected by the Tribunal and information provided in submissions, the Tribunal identified those local governments with the potential to be allocated to a different remuneration band from their existing band allocation. Further analysis was undertaken and advice was considered in respect of these local governments.

The Tribunal determined that adjustments would be made to the recommended remuneration bands for 11 local governments characterised principally by sustained expenditure growth, increasing population and significant infrastructure development.

Regional Local Governments

There are currently 11 regional local governments constituted under the *Local Government Act*:

- Bunbury- Harvey Regional Council;
- Eastern Metropolitan Regional Council;
- Mid West Regional Council (formerly Wildflower Country Regional Council);
- Mindarie Regional Council;
- Murchison Regional Vermin Council;
- Pilbara Regional Council;
- Rivers Regional Council (formerly South East Metropolitan Regional Council);
- South Metropolitan Regional Council;
- Tamala Park Regional Council;
- Western Metropolitan Regional Council; and
- Yarra Yarra Catchment Regional Council.

In 2010 the Tribunal has been informed that the CEOs of the Murchison Regional Vermin Council, Pilbara Regional Council and the Western Metropolitan Regional Council were not in receipt of remuneration. However, the Tribunal has recently been informed that the CEOs of the Pilbara Regional Council and the Western Metropolitan Regional Council are now in receipt of remuneration. Accordingly, the Tribunal has recommended remuneration bands for these positions.

Some regional local governments employ a part-time CEO, however the Tribunal's recommended remuneration band for these positions is based on a full-time role. It is expected that part-time CEOs would receive a proportion of the remuneration reflected in the recommended band.

Using the work value assessments undertaken by Mercer (Australia) Pty Ltd ('Mercer') in 2009 as a base line and after consideration of a range of other data relating to the scope of the CEO positions, the Tribunal has recommended that no change be made to the recommended remuneration bands of the regional local government CEOs.

Labour Market and Economic Considerations

The State Government reported in the 2011-12 Budget papers that *“Western Australia’s economy is expanding at a stable pace. Conditions in the resources sector are particularly strong, with robust demand from emerging economies and high commodity prices creating a substantial pipeline of investment activity. However, conditions in other sectors of the State’s economy are more subdued.*

*The overall outlook for growth is positive. Western Australia is in the midst of a major investment cycle... Investment [in] projects will underpin growth in the State’s economy in 2011-12 and 2012-13, with exports becoming the major driver of growth from 2013-14.”*¹

In the latest Reserve Bank of Australia (RBA) statement on Monetary Policy – May 2011, the RBA stated on domestic activity, *“Growth in domestic demand appears to have been solid over recent months, although growth in aggregate production has been significantly affected by the extreme weather conditions in late 2010 and early 2011. The labour market remains strong and recent surveys suggest that business conditions in the overall economy remain positive.”*²

National and global economic events have affected and will continue to affect the labour market in Australia. In reviewing the market position for local government CEOs in Western Australia in its 2010 report, the Tribunal found that its remuneration bands had fallen behind the market position it took in 2006. Despite some gains, this continues to be the case in 2011. An indication of this is the annual average growth in the public sector Wage Price Index (WPI) for Western Australia at 3.6%, which is significantly behind the growth in the Western Australian private and combined sector WPI of 4.3% and 4.1% respectively for the same period.

The Tribunal found that approximately 69 per cent of CEOs were awarded a salary package increase by their Councils and approximately 37 per cent awarded an increase above the increase recommended by the Tribunal in 2010. Approximately 26 per cent of those CEOs who received an increase, had contracts that included a Consumer Price Index (CPI) based increase.

In view of these labour market and economic considerations, the Tribunal has determined that there should be a general increase related to growth in the cost of living.

Regional Issues

An analysis of the Tribunal’s remuneration survey data indicates that in some regions there is considerable pressure on CEO salary packages resulting in local governments paying above the Tribunal’s recommendation remuneration range.

Local governments within the Pilbara, Mid West and Goldfields-Esperance regions³ have all reported low percentages of their CEOs being paid within the Tribunal’s recommended remuneration bands (25%, 33% and 44% respectively). These three regions accounted for 18 (33%) of the 54 local governments that reported a CEO

¹ 2011/12 WA State Budget Paper number 3

http://www.dtf.wa.gov.au/cms/uploadedFiles/State_Budget/Budget_2011_12/2011-12_bp3.pdf

² Reserve Bank of Australia (RBA) statement on Monetary Policy – May 2011

<http://www.rba.gov.au/publications/smp/2011/may/html/index.html>

³ Based on Regional Development Commission regional boundaries.

remuneration above the Tribunal's recommendation range despite only making up 31 (22%) of the total number of local governments.

The Pilbara, Mid West and Goldfields-Esperance regions share some common characteristics in terms of remote locations, geographically large areas and heavy involvement in the mining industry. These factors appear to be having a significant impact on the remuneration of CEOs in these regions.

Under the Tribunal's Recommendation Report, Part 6 lists a number of remuneration components that the Tribunal has not included in the Total Reward Packages recommended for CEO's. These include an isolation/location allowance, rental subsidies and water/power subsidies all of which might be relevant to local governments in the Pilbara, Mid West and Goldfields-Esperance regions. Currently some local governments may be factoring in an isolation allowance, rental subsidy or water/power subsidy into the CEO remuneration package without allocating or reporting a notional value to the allowances.

The Tribunal is aware that there are a range of regional and remote allowances available to public sector employees in Western Australia and it is reasonable for such allowances to be payable to local government CEOs in appropriate circumstances. In the current remuneration survey of local government CEOs, the Tribunal has not sought information in this regard and it remains unclear the extent to which local governments in regional areas are including as a component of salary, a notional amount that compensates their CEOs for the additional cost of living, climate and isolation associated with living in some remote regional areas of Western Australia.

In considering this issue, the Tribunal proposes to seek further information in 2012 regarding aspects of the remuneration of local government CEOs in remote and regional Western Australia. In the meantime, the Tribunal wishes to highlight that the present recommended remuneration bands have specifically excluded isolation/location allowances, rental subsidies and water/power subsidies. In determining remuneration for their CEOs, local governments may wish to consider whether any proportion of their CEOs' salaries are intended to address issues associated with cost of living, isolation and climate in remote regions. As stated in Part 6 of the following Schedule, "*The payment of these benefits, where such payment is judged to be fair, not excessive and transparent, may be considered appropriate, but such payments should not be used to artificially inflate the employee's Total Reward Package.*"

Remuneration Bands

During the course of the current inquiry, the Tribunal was made aware of some of the upward pressure on CEO salaries arising from second tier specialist positions in local governments. For example, the demand for engineers and planners has placed pressure on salaries in our current labour market which has a flow on effect to CEO salaries. Some of this demand is arising from the Western Australian resources sector and affects both metropolitan and regional local governments.

The Tribunal is also mindful of the limited capacity of smaller local governments to pay CEOs salaries within the recommended band structure. These two issues have to be held in tension and the Tribunal seeks to ensure there is sufficient breadth in the salary bands to accommodate local governments whose circumstances differ significantly. This is an issue that the Tribunal wishes to explore further in its next local government inquiry giving consideration to reviewing the number of remuneration bands.

RECOMMENDATIONS

The Tribunal recommends a general adjustment of 4.1 per cent to the remuneration payable to local government CEOs. This adjustment is consistent with the combined annual average WPI for Western Australia for the year ending March 2011. It represents a modest increase in the cost of living and is also reflective of the current economic outlook.

These variations are reflected in the following schedule.

After consideration of the relevant information and application of its band allocation model, the Tribunal recommends that the following adjustments to band allocations for local governments be made:

- Armadale Band 7 to Band 8;
- Ashburton Band 5 to Band 6;
- Boddington Band 1 to Band 2;
- Broome Band 6 to Band 7;
- Dardanup Band 3 to Band 4;
- Gnowangerup Band 1 to Band 2;
- Greater Geraldton Band 7 to Band 8;
- Kalamunda Band 6 to Band 7;
- Katanning Band 2 to Band 3;
- Port Hedland Band 6 to Band 7;
- Wyndham-East Kimberley Band 5 to Band 6;

In addition, after consideration of the factors applicable to regional local government CEOs, the Tribunal recommends the following new salary band allocations:

- Pilbara Band 1; and
- Western Metropolitan Band 1.

In considering these recommendations, local governments are referred to section 5.39(7) of the *Local Government Act 1995*.

The Tribunal recommends that with effect from 1 July 2011 the Total Reward Package paid or provided to local government and regional local government CEOs be as set out in the attached Schedule.

SCHEDULE

PART 1 - LOCAL GOVERNMENT TOTAL REWARD PACKAGE

BAND	TOTAL REWARD PACKAGE	NUMBER OF LOCAL GOVERNMENTS
Band 1	\$113,803 - \$153,934	26
Band 2	\$126,980 - \$172,502	39
Band 3	\$140,158 - \$189,871	23
Band 4	\$150,939 - \$204,845	5
Band 5	\$165,314 - \$223,414	8
Band 6	\$183,284 - \$247,971	8
Band 7	\$203,648 - \$275,524	15
Band 8	\$222,216 - \$300,081	13
Band 9	\$241,382 - \$327,034	3

PART 2 - LOCAL GOVERNMENT CLASSIFICATIONS

LOCAL GOVERNMENT *	BAND	TOTAL REWARD PACKAGE
Albany	7	\$203,648 - \$275,524
Armadale	8	\$222,216 - \$300,081
Ashburton	6	\$183,284 - \$247,971
Augusta-Margaret River	5	\$165,314 - \$223,414
Bassendean	5	\$165,314 - \$223,414
Bayswater	8	\$222,216 - \$300,081
Belmont	7	\$203,648 - \$275,524
Beverley	2	\$126,980 - \$172,502
Boddington	2	\$126,980 - \$172,502
Boyup Brook	2	\$126,980 - \$172,502
Bridgetown-Greenbushes	3	\$140,158 - \$189,871
Brookton	2	\$126,980 - \$172,502
Broome	7	\$203,648 - \$275,524
Broomehill - Tambellup	2	\$126,980 - \$172,502
Bruce Rock	2	\$126,980 - \$172,502
Bunbury	7	\$203,648 - \$275,524
Busselton	7	\$203,648 - \$275,524
Cambridge	7	\$203,648 - \$275,524
Canning	8	\$222,216 - \$300,081
Capel	5	\$165,314 - \$223,414
Carnamah	2	\$126,980 - \$172,502
Carnarvon	5	\$165,314 - \$223,414

Chapman Valley	2	\$126,980 - \$172,502
Chittering	3	\$140,158 - \$189,871
Claremont	4	\$150,939 - \$204,845
Cockburn	8	\$222,216 - \$300,081
Collie	3	\$140,158 - \$189,871
Coolgardie	3	\$140,158 - \$189,871
Coorow	2	\$126,980 - \$172,502
Corrigin	2	\$126,980 - \$172,502
Cottesloe	3	\$140,158 - \$189,871
Cranbrook	2	\$126,980 - \$172,502
Cuballing	1	\$113,803 - \$153,934
Cue	1	\$113,803 - \$153,934
Cunderdin	2	\$126,980 - \$172,502
Dalwallinu	2	\$126,980 - \$172,502
Dandaragan	3	\$140,158 - \$189,871
Dardanup	4	\$150,939 - \$204,845
Denmark	3	\$140,158 - \$189,871
Derby-West Kimberley	6	\$183,284 - \$247,971
Donnybrook-Balingup	3	\$140,158 - \$189,871
Dowerin	1	\$113,803 - \$153,934
Dumbleyung	1	\$113,803 - \$153,934
Dundas	1	\$113,803 - \$153,934
East Fremantle	3	\$140,158 - \$189,871
East Pilbara	6	\$183,284 - \$247,971
Esperance	6	\$183,284 - \$247,971
Exmouth	3	\$140,158 - \$189,871
Fremantle	8	\$222,216 - \$300,081
Gingin	4	\$150,939 - \$204,845
Gnowangerup	2	\$126,980 - \$172,502
Goomalling	2	\$126,980 - \$172,502
Gosnells	8	\$222,216 - \$300,081
Greater Geraldton	8	\$222,216 - \$300,081
Halls Creek	4	\$150,939 - \$204,845
Harvey	6	\$183,284 - \$247,971
Irwin	3	\$140,158 - \$189,871
Jerramungup	2	\$126,980 - \$172,502
Joondalup	8	\$222,216 - \$300,081
Kalamunda	7	\$203,648 - \$275,524
Kalgoorlie-Boulder	8	\$222,216 - \$300,081
Katanning	3	\$140,158 - \$189,871
Kellerberrin	2	\$126,980 - \$172,502
Kent	2	\$126,980 - \$172,502
Kojonup	3	\$140,158 - \$189,871

9.2 LGMA Corporate Membership 2011/12

Location:	N/a
Applicant:	Local Government Managers Australia
Date:	11 th August 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Disclosure of Interest

The CEO is currently a registered member of LGMA.

Attachment

LGMA letter received 23rd June 2011.

Proposal

Council has been requested by Local Government Managers Australia (LGMA) to reconsider its request for Council to become a corporate member.

Background

A letter has been received from LGMA requesting council's reconsideration for corporate membership.

Local Government Managers Australia is the leading professional association representing managers and aspiring managers in local government throughout Australia and Asia-Pacific.

Comment

There are two new significant benefits that have been added to the suite of benefits derived from being a CCM in 2011-12,

(1) Local Governments that are CCM's have access to the model employment contracts developed by LGMA at no cost. LGMA has three model contracts available – one for each of CEO's, designated senior employees and other employees. These model contracts are copyright to the LGMA and the charge for the use of these each time they are used as the basis of a contract with an employee is \$750. They are available free of charge to members of LGMA and for those Local Governments that are Council Corporate Members.

These contracts prepared by McLeods Barristers and Solicitors are the most comprehensive and up-to-date available for Local Governments in Western Australia and should be strongly considered as the basis for the employment of all Local Government employees in the State that are to be subject to a contract.

(2) Any one employee designated by you who is not a current LGMA member will be given affiliate membership for 2011-12. This means they will be able to attend Branch meetings where they can meet with senior officers and peers from other Local Governments, receive the Statewide magazine and can attend LGMA events at member rates. LGMA sees this as a great opportunity for you to reward promising employees in your organisation and give them a strong message they have a real future in Local Government.

Other promoted benefits for elected members;

- Copies of the Statewide (the LGMA quarterly magazine)
- Pay members rates whenever they register at an LGMA event.
- Membership paid supports special projects of the LGMA

It is recommended that council become a Council Corporate Member (CCM) of the Local Government Managers Australia (LGMA)

Statutory Environment

There are no statutory implications in considering this item.

Policy Implications

There are no policy implications in considering this item.

Public Consultation

Not required.

Financial Implications

Council has been classified as a small size council for the purpose of calculating the fee. The annual fee payable is **\$740.00 (including GST)**

Strategic Implications

Nil.

Resolution 9.2

That Council advise the Local Government Managers Australia (LGMA) that it wishes to become a Council Corporate Member for 2011/12.

Moved Cr Graham Cooper

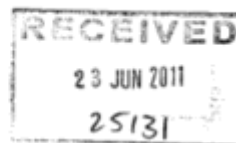
Seconded Cr Clive Gibsone

Vote – Simple majority

Carried 7/0



20 June 2011



LOCAL GOVERNMENT MANAGERS AUSTRALIA WA DIVISION INC.

Mr Gary Tuffin MLGMA Chief Executive Officer Shire of Cunderdin PO Box 100 CUNDERDIN WA 6407

17 Wickham Street East Perth WA 6004

T: (08) 9218 8141 F: (08) 9225 6927 E: admin@lgmawa.org.au W: www.lgmawa.org.au ABN 91 208 607 072

Dear Gary

LGMA Council Corporate Membership 2011/2012

I write to seek your re-consideration of your Local Government taking up Council Corporate Membership (CCM) of LGMA for 2011/2012.

In recent years close to 70 Local Governments in Western Australia have taken up Council Corporate membership of LGMA. The Board of LGMA has resolved to keep CCM rates at the same level in 2011-12 on the basis that additional Local Governments will see the benefit in contributing to the organisation which plays a major role in supporting and assisting the professional officers in Local Government in Western Australia. The ongoing development of officers at all levels is essential for the well-being of the Local Government industry.

LGMA readily acknowledges that the funds are of enormous benefit to the ongoing viability of the association and they contribute to our highly significant role in the development and evolution of Local Government in this State. As you would be aware LGMA and WALGA have equal standing in the advocacy role and together we have considerable influence on the State Government's policies with regard to Local Government through our meetings with the Premier and Minister for Local Government.

In recent years the LGMA branch structure has become significantly stronger and more influential in the positive development of younger Local Government officers because one-third of the CCM funds coming from your region are made available to the LGMA Branch in your area. As a consequence the Branches have become more active and there has been considerable assistance made available from the branches for scholarships and other specific assistance programs for junior officers.

Fantastic new benefits

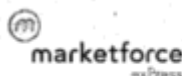
There are two new significant benefits that have been added to the suite of benefits derived from being a CCM in 2011-12,

(1) Local Governments that are CCM's have access to the model employment contracts developed by LGMA at no cost. LGMA has three model contracts available – one for each of CEO's, designated senior employees and other employees. These model contracts are copyright to the LGMA and the charge for the use of these each time they are used as the basis of a contract with an employee is \$750. They are available free of charge to members of LGMA and for those Local Governments that are Council Corporate Members.

FOUNDATION SPONSORS



PRINCIPAL SPONSORS



These contracts prepared by McLeods Barristers and Solicitors are the most comprehensive and up-to-date available for Local Governments in Western Australia and should be strongly considered as the basis for the employment of all Local Government employees in the State that are to be subject to a contract.

(2) Any one employee designated by you who is not a current LGMA member will be given affiliate membership for 2011-12. This means they will be able to attend Branch meetings where they can meet with senior officers and peers from other Local Governments, receive the *Statewide* magazine and can attend LGMA events at member rates. LGMA sees this as a great opportunity for you to reward promising employees in your organisation and give them a strong message they have a real future in Local Government.

Previously established specific benefits to be derived from your Local Government being a CCM are:-

- (1) Any elected member from a Council Corporate Member is charged at the member rate whenever they register for a LGMA event such as the highly acclaimed Annual State Conference and a number of other significant events.
- (2) Two copies of the LGMA magazine *Statewide*, the most widely read Local Government magazine in Western Australia, are provided for the benefit of the elected members.

Thus, as you can appreciate membership as a CCM has benefits on an industry level and individually for elected members and officers in Local Government. Therefore, I anticipate you will review your decision regarding CCM and endorse it as a program that accelerates the strong work of LGMA in all aspects of Local Government.

You have been classified as a **small Local Government** for this exercise. In the past the allocation process has caused consternation with some CEO's but, for convenience, we have followed a simple approach in that the allocation has been based on population with 1/3 of Local Governments being placed in the size categories of large, medium and small.

The annual fee for your Local Government would be **\$740 including GST**. If you wish to become a CCM of LGMA for 2011-2012, please advise the office and we will be pleased to dispatch an invoice to your Local Government.

Yours sincerely



Stephen Cole
CHIEF EXECUTIVE OFFICER

9.3 Local Government Elections 2011

Location:	Cunderdin
Applicant:	Staff
Date:	11 th August 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

Information item on 2011 Local Government Elections

Tabled

Standing for Council - Information for Candidates

Frequently asked questions about your local government elections

Background

Ordinary local government elections are held on the third Saturday in October every two years, generally for 50% of the members of council.

Comment

The following councillor seats are up for election;

Cr Rod Carter
Cr Graham Cooper
Cr Doug Kelly
Cr Dianne Kelly

The CEO has elected to participate in the WALGA Composite Electoral Advertising Program.

A series of up to five advertisements will be placed through the 2011 Local Government Electoral Advertising Program depending on the number of nominations received. A timetable which incorporates deadlines and key advertisement dates has been prepared by WALGA. Which states;

3.1 Advertisement One: Enrolling to Vote

All Local Governments are required under the Local Government Act 1995 to place Statewide public notice of the preparation of electoral rolls, including the time and date of the close of enrolments for voting in the 2011 Local Government Elections.

As nearly all the information required for this advertisement is the same for all local governments, considerable cost benefits accrue through the placement of a prominent single page advertisement with pointer leads. The GST exclusive cost of this inclusion is \$103.00. To participate in this composite advertisement which will appear in The West Australian on **Wednesday 10 August 2011**, please use the checkbox on the attached registration form.

3.2 Advertisement Two: Call for Nominations

All Local Governments are required under the Local Government Act 1995 to place Statewide public notice of their vacancies on Council, the nomination places and times and any other arrangements made for the receipt of nominations. As many of the procedural arrangements for nomination and the closing dates and times are the same for all Local Governments, once again considerable composite cost benefits will occur by participating in this composite notice. This notice will appear in The West Australian on **Wednesday 24 August 2011**. The GST exclusive cost of this advertisement will be \$227.00. To participate in this composite advertisement, please use the checkbox on the attached registration form. Local Governments are required to forward details of the vacancies and wards (if appropriate) that are open for election. This process is managed through the attached registration form. Any extraordinary vacancies that arise post-registration can be added to this information subject to sufficient notification.

3.3 Advertisement Three: Notice of Election

All Local Governments are required to place a Statewide public notice providing details of the names of candidates and the offices for which they are standing, the election date, method of election, polling places and times when votes can be cast. Savings through this advertisement are gained by avoiding duplication of details about the procedures for voting which are common to all in-person elections for WA Local Governments. The advertisement will appear in The West Australian on **Wednesday 14 September 2011**.

The GST exclusive base fee of this inclusion will be \$485.00. The base fee will provide for a share in the header, leading statement and footer and 5cm of detail specific to your elections under your Local Government logo. Space in excess of 5cm will be charged at standard casual rates.

Local Governments are required to forward details of candidate nominations (if appropriate, for each ward and term of office). Marketforce will email each registered organisation with a spreadsheet and details on how to complete. This information will be due by 12.00pm on **Friday 9 September 2011**, which is lunchtime on the day following the close of nominations. Due to the tight time constraints no flexibility is available regarding this notice.

3.4 Advertisement Four: Election Day Promotion

To support the promotional campaign, the electoral advertising composite program includes a prominent advertisement in the election day issue of The West Australian. This non-statutory notice provides details for in-person elections including the names of candidates, offices for which they are standing, polling places and times when votes can be cast. Double column 'pointer' notices will appear in the news section of the newspaper reminding all electors about election day and referring their attention to the special notice for full details.

The cost of this notice will be \$400.00 plus GST. The base fee will provide for a share in the header, leading statement and footer and 5cm of detail specific to your elections under your Local Government logo. Space in excess of 5cm will be charged at standard casual rates.

3.5 Advertisement Five: Local Government Election Results

The Local Government Act currently requires that all Local Governments give local public notice of results on Form 19 as out in the Regulations, as soon as practicable after the result of the election is known. This advertisement will appear on **Thursday 20 October 2011**. This additional time will allow for correct calculations and declarations prior to publication.

Cost of this advertisement will be \$275.00 GST exclusive. The provisions regarding excess lineage for other advertisements also apply to insertions in the results notice.

The process for supplying results will be managed by spreadsheet. Results information will need to be returned by 12.00 on **Tuesday 18 October 2011**. Further detail of the results notification process will be provided closer to election day.

Statutory Implications

Part 4 – Local Government Act 1995

Policy Implications

Shire of Cunderdin Electoral Code of Conduct

Financial Implications

Council has made provision in its 2011/12 budget of \$5,000

Strategic Implications

Local government elections play an important role in our democratic system and are an excellent opportunity for people to contribute to, and be involved in their local community.

Resolution 9.3

That council accept report 9.3

Moved Cr Dennis Whisson

Seconded Cr David Beard

Vote – **Simple majority**

Carried 7/0

Days to Polling Day	Election Activities/Events	Day	Date
273 to 91	If a member's office becomes vacant between these dates, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled until the ordinary elections.	Sat to Sat	15/01/2011 to 16/07/2011
91	If a member's office becomes vacant after this date the vacancy will remain unfilled until the ordinary elections.	Sat	16/07/2011
80	Last day for agreement of Electoral Commissioner to conduct postal election.	Wed	27/07/2011
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	Wed	27/07/2011
70 to 56	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments.	Sat to Sat	6/08/2011 to 20/08/2011
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day.	Sat	20/08/2011
<u>50</u>	<u>Close of rolls 5.00 pm</u>	<u>Fri</u>	<u>26/08/2011</u>
45	Last day for advertisement to be placed calling for nominations.	Wed	31/08/2011
44	<u>Nominations Open</u> <u>First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations are open for 8 days.</u>	<u>Thu</u>	<u>1/09/2011</u>
38	If a candidate's nomination is withdrawn not later than 4.00 pm on the 38th day before election day, the candidate's deposit is to be refunded.	Wed	7/09/2011
37	Close of Nominations Close of nominations 4.00 pm.	Thu	8/09/2011
36	CEO to prepare an owners & occupiers roll for the election. Electoral Commissioner to prepare residents roll.	Fri	9/09/2011
36	Returning Officer to give Statewide public notice of the election as soon as practicable but no later than on the 19th day before election day.	As soon as practicable	
22	The preparation of any consolidated roll under subregulation 18(1) be completed on or before 22nd day before election day.	Fri	23/09/2011
19	Last day for the Returning Officer to give Statewide public notice of the election.	Mon	26/09/2011
4	Close of absent voting and close of postal vote applications 4.00pm.	Tue	11/10/2011
1	Close of early voting 4.00pm.	Fri	14/10/2011
<u>0</u>	<u>Election Day</u> <u>Close of poll 6.00 pm.</u>	<u>Sat</u>	<u>15/10/2011</u>

2	Election results advertisement published.	As soon as practicable
2 - 14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election. (See Forms Online at www.dlgrd.wa.gov.au)	As soon as practicable
Within 28 days of publication of Election results	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	As applicable



9.4 Greening Australia – Permission to collect native seeds

Location:	Cunderdin
Applicant:	Greening Australia
Date:	11 th August 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Attachment

Letter dated 8th July 2011 – Greening Australia

Proposal

To consider granting Greening Australia permission to collect native seed on reserves from within the Shire's boundaries.

Background

A letter has been received from Greening Australia requesting permission to collect native seed on reserves from within reserves vested to the Department of Environment the Shire's boundaries.

Commentary

Greening Australia advise in their letter;

“All staff employed by GAWA undergo significant training in all aspects of seed collection, and are licenced under the Wildlife Conservation Act (1950). Any person collecting seed on behalf of GAWA is required to abide by the conditions of this license.”

Statutory Implications

There are no statutory implications in considering this item.

Policy Implications

There are no policy implications in considering this item.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

There are no strategic implications in considering this item.

Resolution 9.4

That Council resolve to grant permission subject to the following conditions;

- (a) All persons collecting native seed are licensed according to the Wildlife Conversation Act (1950) and will abide by the conditions of this licence.
- (b) Permission is for a twelve month period, commencing 1st July 2011
- (c) Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- (d) All care will be taken to avoid the disturbance of fauna habitat
- (e) All care will be taken to avoid the disturbance that may lead to soil degradation.

Moved Cr David Beard

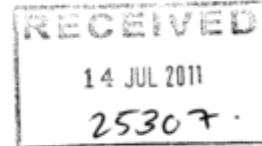
Seconded Cr Dianne Kelly

Vote – Simple majority

Carried 7/0



8 July 2011



Shire of Cunderdin
PO Box 100
Cunderdin WA 6407

Re: Permission to collect native plant seed from land vested in the management authority of the Shire of Cunderdin

Dear Sir/Madam,

On behalf of Greening Australia WA (GAWA), I am seeking permission to collect native seed from within reserves vested to the Shire of Cunderdin.

I request this permission for relevant, appointed staff of GAWA, involved in our valuable land rehabilitation programs.

All staff employed by GAWA undergo significant training in all aspects of seed collection, and are licensed under the Wildlife Conservation Act (1950). Any person collecting seed on behalf of GAWA is required to abide by the conditions of this licence.

Seed collected from within your reserves will be utilised in strategic re-vegetation projects throughout the region, and will directly benefit the community as a whole. Some seed may also be used for the purposes of research into best practice re-vegetation and development of tree cropping programs for the region.

We are seeking this permission for a twelve month period beginning July 2011.

I have attached a draft letter of permission for your convenience and consideration. Should this letter require further clarification, I may be contacted as detailed below.

I look forward to your favourable response.

Yours sincerely,

Angela Bell
Administration Assistant
Greening Australia (WA)
T: 08 6488 6699
E: abell@gawa.org.au

9.5 Electoral Code of Conduct

Location:	Cunderdin
Applicant:	Administration
Date:	11 th August 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To consider adopting the Shire of Cunderdin Electoral Code of Conduct 2011.

Attachment

Shire of Cunderdin Electoral Code of Conduct 2011.

Background

Council first adopted its Electoral Code of Conduct 13th December 2004. However, it has not been possible to find an electronic copy.

Commentary

It is recommended that the Electoral Code of Conduct adopted the 13th December 2004, be replaced by the WALGA Model Electoral Code of Conduct

Statutory Implications

The *Local Government (Elections) Regulations 1997* section 8 states;

8. Electoral codes of conduct — s. 4.27(1)(d)

- (1) This regulation applies to the ordinary elections to be held in 1999 and to each subsequent election.
- (2) The RO for any election to which this regulation applies is to prepare or adopt an electoral code of conduct for the election that aims to ensure that all electoral officers act —
 - (a) lawfully;
 - (b) professionally;
 - (c) fairly and impartially;
 - (d) with honesty and integrity; and
 - (e) without any conflict of interest,in relation to the election.
- (3) The RO is to provide each electoral officer with a copy of, or access to a copy of, the electoral code of conduct.
- (4) An electoral officer is to observe and comply with the electoral code of conduct.

Policy Implications

There are no policy implications in considering this matter.

Financial Implications

There are no implications in considering this item.

Strategic Implications

There are no strategic implications in considering this item.

Resolution 9.5

That Council RESOLVE

- (a) all previous Electoral Code of Conducts be revoked.
- (b) to adopt the Shire of Cunderdin Code of Conduct as prepared and attached to Report 9.5

Moved Cr Graham Cooper

Seconded Cr Dennis Whisson

Vote - Simple majority

Carried 7/0

SHIRE OF CUNDERDIN
ELECTORAL CODE OF CONDUCT
Adopted by AUGUST 2011

Shire of Cunderdin Electoral Code of Conduct

Introduction

This code of conduct contains the principles and standards we are to apply in performing electoral officer duties.

Elections are the very foundation of our democratic society and vigilance is required in reserving the integrity of the electoral process.

Elections can also be an emotional experience for winning and losing candidates and a fertile area for disputation if cause exists. All candidates are entitled to expect that we will so conduct ourselves as to ensure the election outcome is a true expression of the will of the electorate.

An election is also an opportunity for personal contact with a big number of the Shire's customers. Casting a vote will be one of the few direct contacts some will have with the Shire during the course of the year. Our goal should be to project an image of professionalism, impartiality and friendliness.

The charter for this Code of Conduct is contained in Elections Regulation 8, which provides -

- "8. (1) *This regulation applies to the ordinary elections to be held in 1999 and to each subsequent election.*
- (2) *The RO for any election to which this regulation applies is to prepare or adopt an electoral code of conduct for the election which aims to ensure that all electoral officers, act -*
- a) lawfully;*
 - b) professionally;*
 - c) fairly and impartially;*
 - d) with honesty and integrity; and*
 - e) without any conflict of interest,*
- in relation to the election.*
- (3) *The RO is to provide each electoral officer with a copy of, or access to a copy of, the electoral code of conduct.*
- (4) *An electoral officer is to observe and comply with the electoral code of conduct."*

This Code of Conduct is a living document in that it will be examined by us each year to ensure that the guidance contained therein remains relevant and attuned to on-the-job experiences. Your contribution to this on-going review will be appreciated and in the interim, do not hesitate to raise, either directly with the RO or through an appropriate forum, ethical issues impacting on our role as electoral officers.

Our Commitment

Act Lawfully

We will -

- complete the Form 1 declaration before acting
- prepare so that we are familiar with the Act and Regulations, and the duties expected of us : ask questions so that uncertainties are resolved before election day
- exercise care in carrying out duties and making decisions: penalties for electoral offences are high
- abide by the detail of the Act, Regulations, and instructions issued, in performing all duties
- maintain surveillance to ensure security of election papers and secrecy of the ballot
- report offences to the appropriate authority.

We will not -

- make improper use of official information for the gain or detriment of any person, or falsify reports.

Act Professionally

We will -

- dress in a manner which depicts the professional position we hold
- open on time
- behave in a consistently ethical, competent and reliable manner
- be familiar with the Local Government Act and Regulations
- obey promptly any lawful instruction of a supervising officer
- assist and cooperate with other staff
- observe "no smoking" policies of the Shire.

Act Fairly and Impartially

We will -

- act impartially to serve the common good, while recognising that equity can involve treating people differently according to their circumstances
- be polite and sensitive to customer needs : explain the reason for decisions
- be alert to any attempt by candidates/scrutineers to gain an unfair advantage : report any questionable activities in this regard to the appropriate authority
- refrain from making comments of a party political nature, or about candidates or local referendum issues, or policies of the Council.

We will not -

- solicit or accept gifts, fees, favours or remuneration of any kind, from a candidate or person assisting a candidate.

Act with Honesty and Integrity

We will -

- advise if we cannot allow a vote, and why
- have available a supply of Enrolment Eligibility Claim forms
- invite aggrieved persons to exercise their rights of appeal or complaint
- explain processes and procedures

Duty of Care

As electoral officers we must exercise a duty of care in order to fulfil our obligations effectively and without causing harm. Such a duty of care includes -

- ensuring the efficient and effective use of the resources placed at our disposal
- being accountable for the use of those resources; and
- setting an example by supporting and monitoring ethical behaviour.

Act with No Conflict of Interest

Electoral officers are to act without conflict of interest.

Generally, a conflict of interest exists if the relationship between a prospective electoral officer and a candidate is such as could influence, or be seen by others to influence, the partiality with which electoral provisions are administered.

Examples of "closely associated" relationships an officer could have to a candidate where a conflict of interest might arise include:

- A spouse (includes defacto) of the candidate
- A parent of a candidate
- A close relative of a candidate
- A partner of a candidate
- An employee of a candidate
- A trustee, if a candidate is a beneficiary
- Associated through his/her spouse who is living with the officer and is -
 - (a) parent of a candidate living with them
 - (b) partner of a candidate
 - (c) an employee of a candidate or
 - (d) a trustee, if a candidate is a beneficiary

If any officer has such a "close association" or is the director of a company associated with a candidate they must disclose the relevant detail to the RO and accept that person's judgement as to whether or not the 'interest' should preclude their engagement as an electoral officer.

9.6 Proposed building with an extraction unit at 37 Baxter Road (lot 11), Cunderdin

Location:	37 Baxter Road (lot 11), Cunderdin (Lot 11 on Deposited Plan 6801)
Applicant:	David John Hitch (Mortlock Timber Group)
Date:	9 August 2011
Author:	City of Canning as consultant to Shire of Cunderdin
Item Approved by:	Chief Executive Officer

Proposal

To consider the proposed outbuilding with an extraction unit at 37 Baxter Road (lot 11), Cunderdin.

Background

Zoning: Mixed Business
Lot Area: 1012m²

The following report has been prepared in response to a minor amendment to the approved application for a building with an extraction unit lodged with the Shire of Cunderdin. The proposed building is used to assist in the extraction of saw shavings from machinery within the existing building. A sawmill is not permitted within the mixed business zone and therefore, the current business operates as a non-conforming use.

The zoning of the land subject to this proposal was previously zoned "industrial" in lieu of the "mixed business" zoning. The local planning strategy states that the determination for a change of zoning in the area was based on *"More appropriate range of uses of permitted under the land's proposed 'Mixed Business' zoning classification with less potential for negative impacts on nearby residential development."*

The proposal was originally approved during a Council Meeting held on the 20th of May 2011. The applicant has recently made a written request to amend the approval reducing the rear setback (Western boundary) from 3.0m to 2.0m due to unforeseen design constraints.

It has been referred to a Council Meeting for determination as Section 8.3 of the Shire's Local Planning Scheme 3 allows the local government to amend approvals stating *"the local government may, on written application from the owner of land in respect of which planning approval has been granted, revoke or amend the planning approval, prior to the commencement of the use or development subject of the planning approval"*.

Comments

In assessing the amendment it has been identified that the Shire's Local Planning Scheme no. 3 does not specify a minimum setback for land within the Mixed Business Zone. The amended setback to 2.0m from 3.0m will unlikely cause an adverse impact to the adjoining properties.

It is therefore recommended that the development proposal be approved given these circumstances.

Statutory Environment

Planning and Development Act 2005
Shire of Cunderdin Local Planning Scheme No. 3

Policy Implications

Nil

Public Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Cunderdin Local Planning Strategy – the approval of the proposed development maintains the aims and objectives of the Local Planning Strategy.

Resolution 9.6

That Council approves the application for a proposed building with an extraction unit at 37 Baxter Road (lot 11), Cunderdin, due to the following reasons:

1. The proposed non-conforming development is permissible within the mixed business zone as it complies with Section 4.8 of the Shire’s Local Planning Scheme No.3.
2. The proposed development does maintain the aims and objectives of the Shire of Cunderdin Local Planning Strategy.
3. The applicant ensure that all by-products of operations be contained within the property boundary.

Moved Cr Graham Cooper

Seconded Cr Doug Kelly

Vote – **Simple majority**

Carried 7/0

10.0 Manager of Environmental Services Report

No report

11.0 Works Supervisor's Report

11.1 Tender 2-2011/12 Bitumen Sealing – Late item

Location:	Cunderdin
Applicant:	Manger Works and Services
Date:	11 th August 2011
Author:	Mark Burgess
Item Approved by:	Chief Executive Officer

Tabled

Tender submission - Bitumen Surfacing
Tender submission - RNR Contractors Pty Ltd
Tender submission - Boral Resources (WA) Ltd
Tender submission - Fulton Hogan

Proposal

To give consideration to awarding Tender 2-2011/12 – Bitumen Sealing Works.

Background

A notice was placed in the West Australian newspaper on the 16th July 2011 inviting tenders for the supply of road sealing services.

Comment

Over the years companies are up and down with their pricing and it makes it hard to build an association when we are using different bitumen companies every year. Whilst all the tenderer's can supply a good service it is felt the alternative tender submitted by RNR is the leading tender submitted especially with the guarantee that these prices will be held until 31/12/2011.(Please see letter attached)

RNR have always provided a good and reliable service as have the others, however as stated above I think this offer outweighs the other tenderer's and gives value for money for Council's reseal and primer works requirements for 2011/2012.

I will be seeking to start reseals in November with the hope all will be completed within that month

In accordance with Regulation 14 (3) the table below provides the results of the tender assessment in relation to the selection criteria as outlined in appendix A of the Tender documentation.

		RNR Alternative Tender		Fulton Hogan		Boral		Bitumen Surfacing	
Selection Criteria	Weighting	Score (Out of 10)	Weighted Score	Score (Out of 10)	Weighted Score	Score (Out of 10)	Weighted Score	Score (Out of 10)	Weighted Score
Tender Price	0%		0		0		0		0
Tenders Resources	30%	8	24	7	21	6	18	5	15
Demonstrated Understanding	10%	8	8	8	8	8	8	8	8
Relevant Experience	30%	8	24	8	24	8	24	8	24
Key Personnel and Experience	30%	8	24	8	24	8	24	8	24
			0		0		0		0
			0		0		0		0
Totals	100%		80		77		74		71

It is recommended that Council accept the Tender submitted by RNR Contracting (Alternative Tender).

Statutory Implications

Section 3.57 of the Local Government Act states;

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) Regulations may make provision about tenders.*

Local Government (Function & General) regulation 11 states;

11. Tenders to be invited for certain contracts

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.*

Financial Implications

Refer to tender summary sheet

Strategic Implications

There are no strategic implications in considering this item.

Resolution 11.1

- (a) Council accept the Tender submitted by RNR Contracting (Alternative Tender) for the Prices set out on attached schedule.
- (b) That the President and Chief Executive Officer be authorised to sign and affix the Common Seal to the Formal Instrument of Agreement for tender 2 – 20011/12
- (c) That all other tenderers be advised of (a) above

Moved : Cr Graham Cooper

Seconded: Cr Doug Kelly

Vote – Simple majority

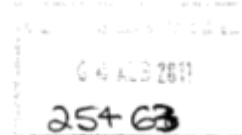
Carried: 7/0

RNR CONTRACTING PTY LTD

Manufacturing * Bitumen Products * Spraying

A.B.N. 99 073 445 324
A.C.N. 073 445 324

2nd August 2011



The Chief Executive Officer
Shire of Cunderdin
Lundy Avenue
CUNDERDIN WA 6407

Dear Sir,

Re: Tender 02 – 2011/12 Supply of Bitumen & Cover – ALTERNATIVE TENDER

With reference to the above Tender that closed yesterday (1st August 2011) we wish to advise that we have inadvertently omitted to advise that we will fix the rates tendered until 31st December 2011 after which time the Rise & Fall clause will be implemented.

We trust our rates are favourable and look forward to servicing your requirements.

Please contact us should you require any further information.

Yours faithfully

A handwritten signature in black ink, appearing to read "R. Moriconi".

Richard Moriconi
Estimator

P.O. Box 196 Guildford WA 6935
Tel : (08) 9367 0111 Fax : (08) 9367 0199
Email : admin@rnrcontracting.com.au



12.0 Community Development Officer/Emergency Management Officer
12.1 Information Bulletin – CDO Report

Location:	N/A
Applicant:	N/A
Date:	10 June 2011
Author:	S McQuistan
Item Approved by:	Community Development Officer

Proposal

Council is to receive the Community Development Officers Report for June/July 2010.

Comment

Bush Fire/Emergency Management

- Attend Fire and Emergency Services Conference and Operations Forum
- Held WAERN Radio Training open to all Bush Fire volunteers
- Attend Emergency Risk Management seminar (Local Government Week)
- Finalise fit out of water tanks at Meckering / Ygnattering Fire Sheds
- Attended Wheatbelt Storm Post Incident Analysis (PIA)

Sporting Facilities

- Held meetings on 6/7, 13/7, 20/7 and 27/7 to discuss financial arrangements, constitutions and by-laws, committee structure (including guest speaker Peter Seaman – Clubs WA)
- Submitted Royalties for Regional Country Local Government Fund (Regional Component) application for sporting facilities project

Grants

- Submitted application for Regional Development Commission Action Agenda funding (Airfield upgrades)

Mens Shed

- Provide advice and meet with Men's Shed about becoming members of the Australian Mens Shed Association (AMSA) including OH&S requirements, insurance, facilities, safety officer/safety inductions, purpose of group, physical activities and potential funding.

National Tree Day

- Arranged donation of native shrubs to Cunderdin DHS

Australian Government Mobile Office

- Liaised with Department of Human Services to arrange Australian Government Mobile Office (including Centrelink) in town from 26 August
- Mobile Office will provide information on financial payments and services available for rural families, seniors, students, farmers and agricultural dependant small businesses.

Statutory Implications

There are no statutory implications in considering this item.

Policy Implications

There are no policy implications in considering this item.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

Nil

Resolution 12.1

That Council receive and note report 12.1;

Moved Cr Dianne Kelly Seconded Cr Doug Kelly

Vote – Simple majority Carried 7/0

12.2 Cunderdin Seniors Leisure Group – Funding Request

Location:	Cunderdin
Applicant:	Staff
Date:	11 th August 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To consider contributing Council donation funding to the Cunderdin Seniors Leisure Group.

Attachment

Application – Cunderdin Seniors Leisure Group

Background

In the 2010/11 financial year the Seniors Leisure Group was provided with \$1,000 to subsidise fuel and bus hire costs for bringing Seniors Group members to the St John Ambulance hall for their regular activities.

This year the Seniors Leisure Group have requested an additional \$1,000 this year to cover continual running costs of the Group (as outlined in the attached budget)

Statutory Implications

Nil

Policy Implications

Under the Council Donations Policy –

Applications for projects, events or facilities will be assessed under the following categories:

- Applicant's demonstrated proven record in providing quality community, sporting or cultural events or programs;
- Cultural, community, sporting or artistic merit of the proposed program, event or facility;
- Originality of the program, event or facility;
- Demonstrated relevance of the proposed project or event to the target audience;
- The project increases opportunities to extend community capacity for cultural and or artistic activity;
- The program encourages links between cultural, sporting, business, and tourism;
- The program increases returns on cultural, sporting or community infrastructure in the town;
- The project improves economic viability and demonstrates capacity to increase and diversify financial resources for community, sporting or cultural services and programs;
- The funds provided by Council must not lead to an applicant becoming dependent on Council for ongoing financial support; and
- The applicant has a demonstrated capacity for program development and management;

Financial Implications

The cost of \$1,000.00 can be taken from the Council Donations Budget (417054904).

Strategic Implications

There are no policy implications in considering this item.

Resolution 12.2

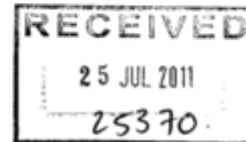
That Council provide \$1,000 under the Council Donations Scheme to the Cunderdin Senior Group.

Moved Cr Clive Gibsone

Seconded Cr Graham Cooper

Vote – **Absolute majority**

Carried 7/0



Council Donation Application Form

Part 1 Applicant Information

1. Name of Group/Organisation Cunderdin Senior Leisure Group
Street Address 74 Olympic Ave Cunderdin WA
Postal Address 74 Olympic Ave Cunderdin Post Code 6407
Telephone 08 9635 1258 Fax 08 9635 1258
2. Contact person Lynda Pestkett.
Position Treasurer.
Street Address 74 Olympic Ave Cunderdin WA 6407
Postal Address 74 Olympic Ave Cunderdin 6407
Telephone Home 08 9635 1258 Work 9635 1258 Fax 9635 1258
Mobile 0400204638 Email leithpestkett@bigpond.com
3. If successful, the cheque is to be made out to Cunderdin Senior Leisure Group.
4. Applicant Type (please tick the appropriate box)
 - Sporting Club
 - Community group
 - Church
 - School
 - Other _____ (please explain)
5. Is your group or organisation based in the Shire of Cunderdin? (Please tick)
 - Yes
 - No
6. What percentage of your group or organisation's members live within the Shire of Cunderdin?
100%

7. What is the purpose of your group/organisation?
To provide social contact, leisure activities and
education for seniors.

8. Is your group incorporated? (Does it have a constitution or registered Business Name?) (please tick)
 Yes
 No

9. Does your organisation have an Australian Business Number (ABN)?
 Yes
If yes, please print your ABN _____
 No

10. Is your organisation registered for GST?
 Yes
 No

11. Has your group received a grant from Shire of Cunderdin before? (please tick)
 Yes
 No

If yes, when did you last receive this grant? 2010

12. Was the previous grants acquitted? (please tick)
 Yes
 No

Part 2 Project Information

13. Briefly describe project/event program for which funding is sought
The Cunderdin Senior Leisure Group meet weekly at the
St John Ambulance Hall. At meetings we play bingo, provide
afternoon tea and organize other leisure and education
activities.
We also have excursions several times a year,
including concerts, meals and attending events held by
other seniors groups.

14. Date and time weekly

15. Location Cunderdin St John's Ambulance Hall

16. Type of event (please tick the appropriate box)

- Community street party
- Community picnic
- Special event/festival (eg. Christmas carols, concert)
- Other

17. What is the purpose of the event or project?

Weekly meetings provide an opportunity for members to socialise, participate in leisure activities and take advantage of educational opportunities.

To enable seniors to attend weekly meetings transport is provided by Dardmorly's Bus Service at a cost of \$20.00 per week, yearly costs range from \$900.00 - \$1000.00

As a group we are unable to cover running costs as well as weekly transport costs. To cover costs of bus service for previous years we have relied on donations from other community groups. This option is no longer becoming increasingly difficult due to decreasing availability of funds for these groups to donate.

18. How will this event or project benefit the community

The majority of members use the bus service to attend meetings. If this service is not provided they would be unable to attend, for many this is their only social contact.

Please add any additional information which you feel may demonstrate how your project or event will contribute to the strengthening of a sense of community within the Shire of Cunderdin.

Thank you for your time in applying to this fund. Further information may be obtained from the Community Development Officer on 9635 1005. Please post completed application to Community Development Officer, Shire of Cunderdin, PO Box 100, Cunderdin, WA 6704.

Part 3 Budget Information

19. Budget - Please show the total budget for the project

INCOME	
Community Grant	\$ 1,000.00
Group/Organisation Contribution	\$ 1,455.00
Other	\$
Total Income	\$ 2,455.00
EXPENDITURE	
Item A. <u>Venue Hire</u>	\$ 264.00
Item B. <u>Stationary</u>	\$ 100.00
Item C. <u>Fuel</u>	\$ 100.00
Item D. <u>Christmas Lunch</u>	\$ 264.00
Item E. <u>Prizes, afternoon tea outings.</u>	\$ 655.00
Item F. <u>Weekly Bus Hire</u>	\$ 920.00
Item G. _____	\$
Total Expenditure	\$ 2,303.00



Council Donations[†] **Terms and Conditions of Grant Acceptance**

We the undersigned accept the funding support offer from the Shire of Cunderdin and agree to abide by the following Terms and Conditions:

1. To use the grant for the purpose specified in the donation recipient's funding submission and according to the funding submission budget.
2. Accept full liability for the event/project and ensure safety and emergency strategies are in place in the event/project that an incident occurs.
3. Acknowledge the Shire of Cunderdin's contribution -
For events – inclusion of logo in all event advertising and publications
For infrastructure projects – inclusion of signage with logo in recognition of Council's donation
4. To acquit the grant by providing the Shire of Cunderdin with a completed Donation Report Form referring detailing expenditure of funds within three months of completion of the project. Include non-financial information (such as photographs, press cuttings).
5. The Donation Report Form will have copies of receipts/tax invoices for all expenditure, attached for the Shire's records.
6. To return any unexpended funds to the Shire of Cunderdin within one (1) month of the event project being completed, unless otherwise agreed in writing by the Shire of Cunderdin.

The Terms and Conditions of Donation Acceptance are to be signed by the group or organisations current President, Treasurer or 2 other senior office bearers with authority to sign this agreement.

	Organisation	<u>Cunderdin Senior Leisure Group.</u>
1)	Name	<u>Lynda Pestkett.</u>
	Position	<u>Treasurer.</u>
	Signature	<u>L Pestkett.</u> Date <u>22.7.11.</u>
	Contact Ph	<u>08 9635 1258.</u>
	Email	<u>lylpestkett@bigpond.com.</u>
2)	Name	<u>Bert Miller</u>
	Position	<u>President.</u>
	Signature	<u>B.M. Miller</u> Date <u>22.7.11</u>
	Contact Ph	<u>96351147</u>
	Email	<u></u>

Thank you for your time in applying to this fund, we hope that your event/project will be very successful.
Please post to: Community Development Officer, Shire of Cunderdin, PO Box 100, CUNDERDIN, WA 6407.

Page 5 of 5

Part 3. Budget Information.

Bus fund presently holds \$1000.00 which will cover bus hire for 2011.

The following budget information shows financial position without grant or donations.

Income.

Memberships (\$5.00 per person) - \$155.00
Weekly fee (\$1.00 per person) - \$500.00
Raffles - twice a year - \$800.00
Total - \$1,455.00 - based on 2010 figures.

Expenditure

Venue Hire - \$264.00
Stationary - \$100.00
Fuel - \$100.00
Prizes, Afternoon tea supplies & outings - \$655.00
Christmas lunch - \$264.00
Weekly Bus Hire - \$920.00
Total - \$2303.00.

The above shows that without assistance we will be unable to continue to provide the weekly bus service making it difficult for many seniors to attend.

12.3 RFDS SHED – Late item

Location:	Cunderdin
Applicant:	Staff
Date:	11 th August 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To consider the final location for the St John Ambulance/Royal Flying Doctor Transfer Shed at Cunderdin Airfield.

Attachment

*Location Map
Shed Design*

Background

Council has received approval from the Regional Local Community Infrastructure Program to construct an RFDS Transfer Shed at Cunderdin Airfield. Throughout the planning process there have been numerous issues faced in relation to the final location for the building, and a decision will need to be made as to where that facility will be constructed.

The original plan was to build a two bay shed with lean-to, ablutions and separate room for storage. Unfortunately the works required to provide water and septic facilities air-side would involve trenching through the bitumen seal area to support the service connections and would add further costs to the project which are not currently budgeted.

The design has now been re-assessed and will include a double bay shed with a small lean to. This structure is designed to house the ambulance until such time that RFDS land and complete the transfer of the patient. I have been advised by St John Ambulance Cunderdin that the current procedure is to await the arrival of the RFDS, then RFDS unload with gurney and equipment and transfer the patient from the SJA gurney and equipment, then move the patient into the RFDS plane.

The reason this shed has been identified as a project to be undertaken under the RLCIP program is that the process of moving the patient from the ambulance to the RFDS equipment is usually undertaken in the open air and any climatic elements present at the time (sun, rain, wind etc). This increases the level of discomfort for not only the patient but also the voluntary staff that undertake the transfers.

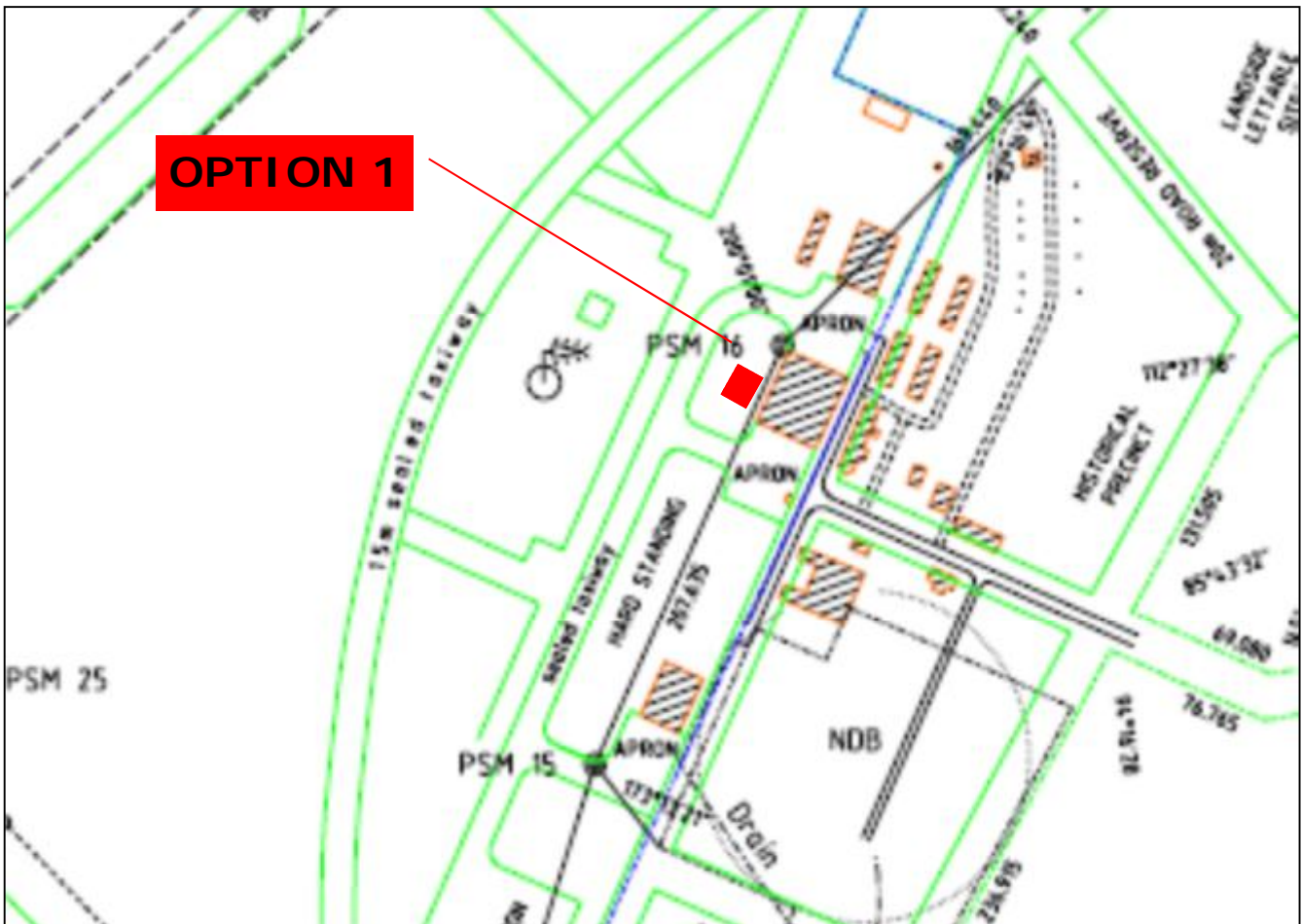
The opportunity to move the Transfer Shed is severely limited as patients transferred to RFDS are usually critically ill (including cardiac patients) or suffering suspected spinal injuries. In each case, the movement of gurneys across the Carpark, over the ramp, through the gate and then to the RFDS plane is not a safe practice as excessive unnecessary movement or jolting can directly affect patient health.

The options previously discussed (and issues faced) are;

Option 1 – adjacent / next to the existing Bellman Hangar (air-side)

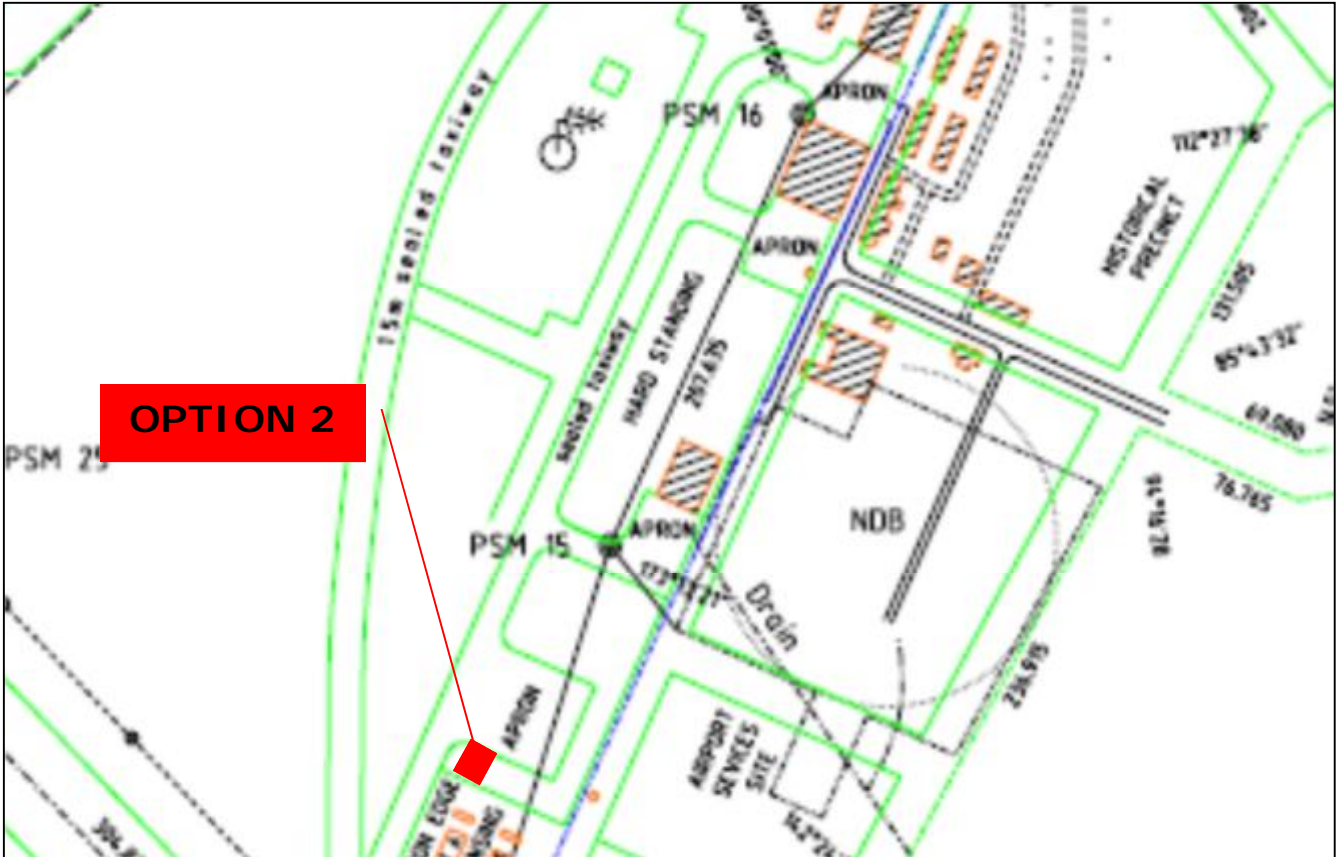
This potential site was discussed with the CASA inspector who conveyed that building anything on the Western edge of the Bellman Hangar would have implications on our CASA registration and would potentially limited future commercial development and aircraft sizes able to utilise the adjacent taxi-way. A setback area is required adjacent to the taxi-way to account for wing span of larger aircraft, and any construction next to the Bellman would be in danger of impinging on that that setback area.

In addition to this, water and septic services would result in ripping the existing bitumen to connect those services to the RFDS shed.



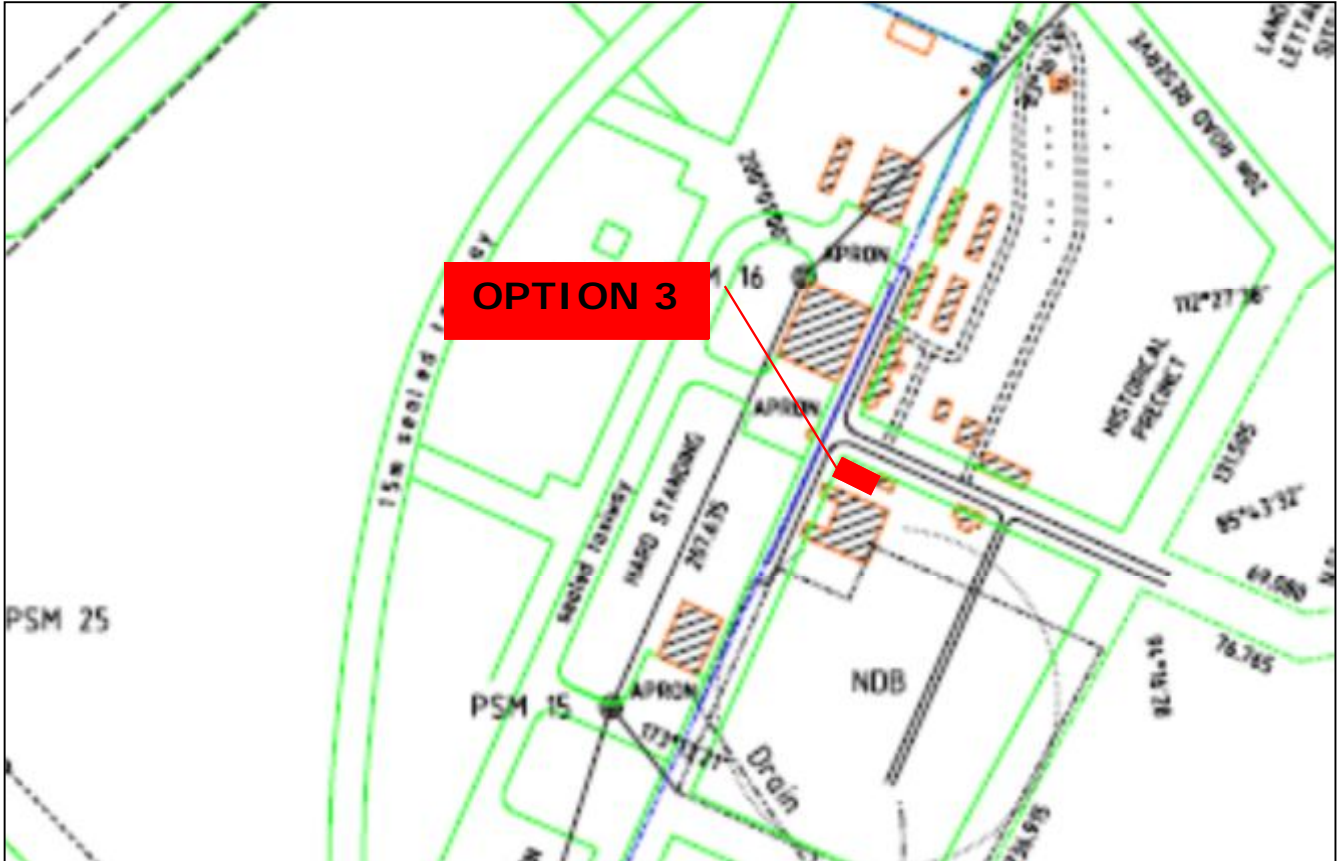
Option 2 – adjacent / next to the proposed Soarability Site (air-side)

This potential site was identified as a potential alternative to the Bellman site, and provide greater scope for the provision of water and septic services to the shed. St John Ambulance have stated a definite preference in being as close to the central entry point as possible.



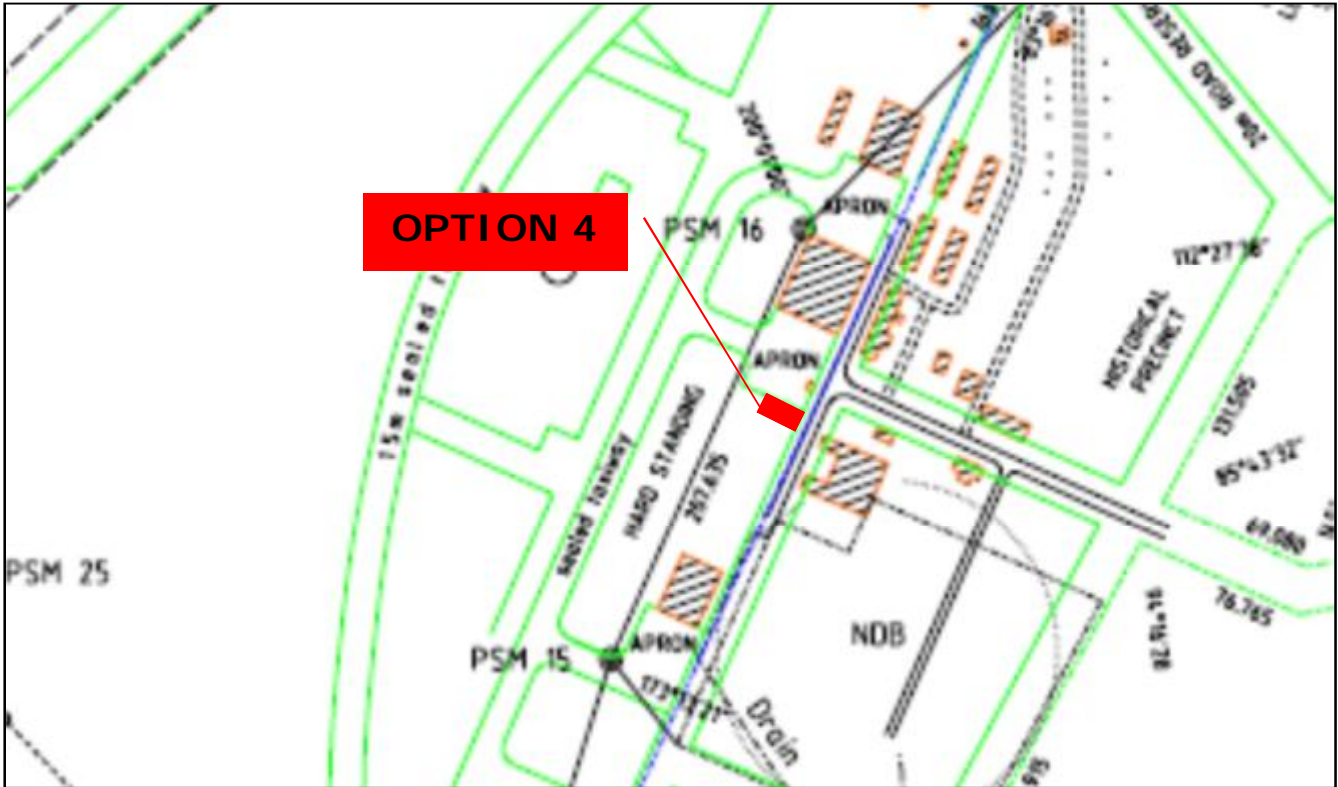
Option 3 – adjacent / next to the existing ablutions facility (not air-side)

Another alternative location identified, initially due to its current proximity to existing water and septic system. As previously outlined, St John Ambulance require the shed to be airside in order to reduce discomfort and further injury to patients that could be sustained in travelling from that site onto the taxiway when transferring patients.



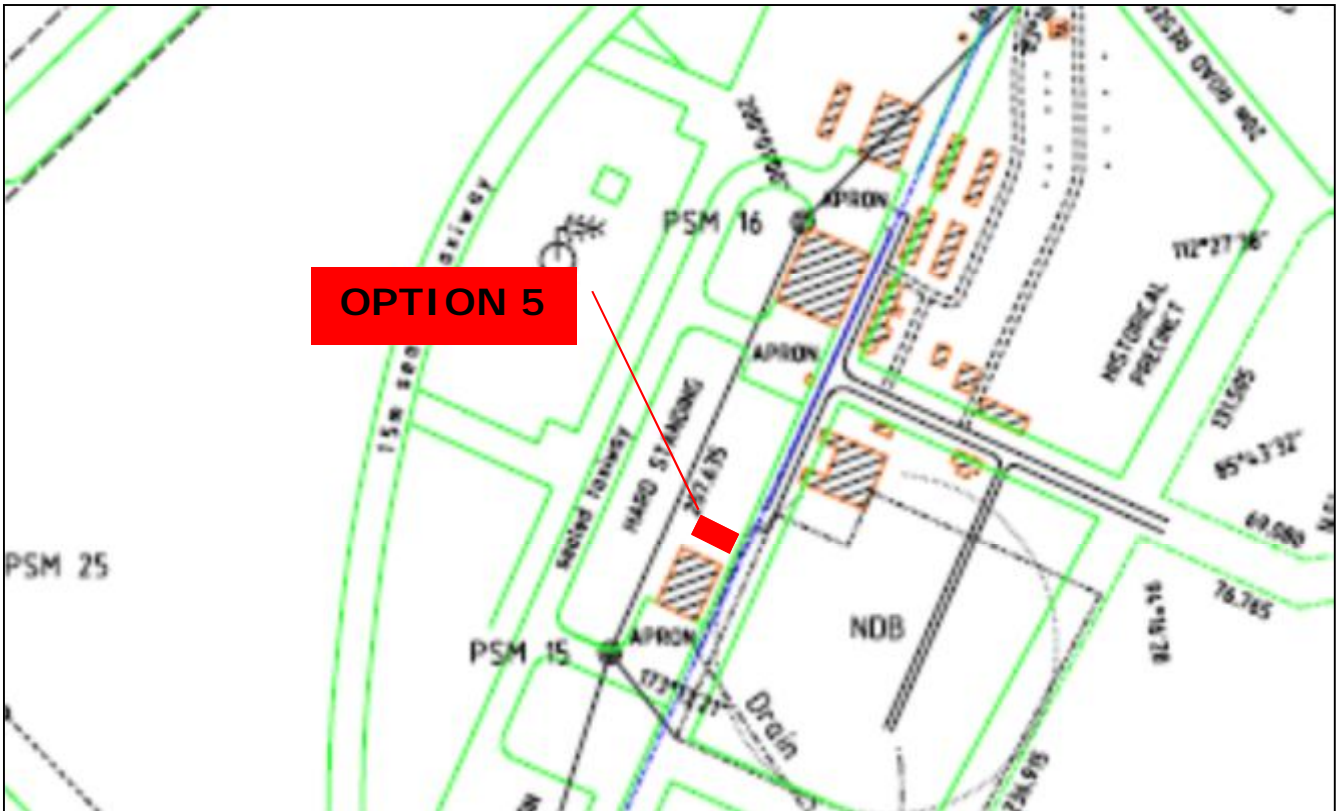
Option 4 – adjacent / next to the current fuel site at front entrance (air-side)

This position stands as the current preferred site. There is no impact on the setback from the taxiway, it is already air-side which reduces the risks posed in Option 3, and within the available footprint could be placed anywhere on that side and still accommodate future development. In addition to this, should commercial development increase in the future, there would be scope to re-assess the facilities usage and potentially relocated the RFDS shed and used the proposed facility for storage/first aid post or other complimentary services to Airfield users.



Option 5 – current Bomber site

Another alternative location identified, initially due to its current proximity to cleared land that could potentially support provision of water and septic services. Unfortunately the land behind this site is reserved for NDB infrastructure and cannot support future development of those services. In addition to this, an alternative site would need to be identified for the Bomber and other aircraft currently stored at that location.



In considering all of the above alternatives, and the unknown future of Commercial Development at the Cunderdin Airfield, it has proven difficult to identify one area that is suitable to both St John Ambulance/RFDS and the Shire that will not potentially impact further development. When assessing the requirements outlined by St John Ambulance, they require the facility to be airside and have now reduced the scale of the project to omit the provision of water and ablutions in order to affect a suitable compromise.

Similarly, it is now Council's decision as to where the most suitable location for this facility would be that presents the least possible impact to future development. In considering the options put forward, it is staff's Resolution that the facility be located as per Option 4 – next to the front entrance. For the minimal amount of time this facility is used, positioning it at the entrance will allow streamlined usability for the St John Ambulance volunteers and impose a minimal impact to current and future Airfield usability.

Statutory Implications

The proposed building will be designed to comply with the Building Code of Australia and all application Council Local Laws and Town Planning Scheme.

This proposed site will comply with Manual of Standards (MOS-139)

Policy Implications

Nil.

Financial Implications

Funding has been provided under the RLCIP program.

Strategic Implications

The future Commercial Development of Cunderdin Airfield will need to be considered when approving the location of the RFDS Transfer Shed. The Cunderdin Airfield Commercial Precinct Development Plan already references the provision of the RFDS Transfer Shed without identifying a location for that facility.

Resolution 12.3

That Council approve Option 3 location (with agreed pathway) as the new position for the proposed Royal Flying Doctor Service Transfer Shed.

Moved Cr Graham Cooper

Seconded Cr Clive Gibsone

Vote – **Absolute majority**

Carried 7/0

12.4 Cunderdin Town Hall Artist in Residence Funding Application – Late item

Location:	Cunderdin
Applicant:	Staff
Date:	11 th August 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To consider making application to Country Arts WA for \$10,000 to support the proposed “Cunderdin Town Hall – Artist in Residence” project as requested by Mrs Debra Farmer.

Attachment

Grant Application

Background

Council received a presentation from Mrs Farmer in relation to the establishment of her business “Nature and Grace” utilising the Cunderdin Town Hall. During this presentation Mrs Farmer requested assistance from the Shire in locating and obtaining funding for this endeavour.

The funding in question is the “Artists in Residency” funding from Country Arts WA that is designed to –

“assist regional, remote and very remote communities with a focus on indigenous and isolated communities, to partner with professional artists, arts workers and cultural leaders to create high quality arts projects, create activities that develop cultural networks, capacity for long term benefits and increase professional development”

Subsequently an application has been submitted to the Shire to sign for \$10,000 to support the following workshops (available for 10 people each workshop) –

- Photography
- Scrapbooking
- Cake Decorating
- Spinning
- Patchwork
- Jewellery Design
- Dress Making
- Painting
- Visual Artist
- Sketching
- “Voices in the Wheatbelt”

Mrs Farmer is not in a position to apply for this funding herself, as she does not meet the following criteria set by Country Arts WA –

“Applications will be accepted from incorporated, not-for-profit organisations, registered in Western Australia. Applicants will need to have an ABN or be auspiced by an organisation”

As such, Mrs Farmer has requested that the Shire apply for the funding on her behalf.

In addition to this, a letter of support has also been requested.

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

Financial Management will need to be

Strategic Implications

Nil.

Resolution 12.4

That Council approve the attached Funding Application and forward to Country Arts WA with a letter of support for the project subject to the applicant agreeance that all funds will be administered in accordance with Council policy, the Local Government Act and Regulations.

Moved Cr Dennis Whisson

Seconded Cr Dianne Kelly

Vote – **Simple majority**

Carried 4/3

13.0 Environmental Project Officer Report

13.1 SEAVROC Environmental Project Officer Report

Location:	Cunderdin
Applicant:	Administration
Date:	11 th August 2011
Author:	J Vincent
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To receive the Environmental Project Officers Report for July 2011.

Attachment

None

Comment

Caring for our Country Wind Erosion Project

Perennial farming systems targeting wind erosion within the North Eastern and Southern Wheatbelt regions of WA

Commenced site visits to all 2011 Project farmers to inspect their planting sites, take monitoring photos and undertake a farmer survey on the Project and their experiences. These site visits will be completed by the end of August.

Drafted the 2011/12 Case study Template for all Project Officers to use when interviewing farmers for the 2011/12 case studies. Case studies will be produced by the end of the year detailing farmer experiences within WEROC, NEWROC and SEAVROC in tree cropping and adopting management practices to combat environmental degradation issues on their properties.

Updated the Project's Facebook page to announce the release of the recent Case Study publications and Grazing Trials brochure. The Case Studies have been sent to each SEAVROC Shire for display in Shire Offices.

Researching current articles and media releases for Project Officers to place in local newsletters/papers to continue extension of the Project.

Contacting any local conservation groups and farmer groups and giving them information about the Project. This is an essential project component that is reported to 'Caring for our Country' and is an important communication and engagement tool to spread the word of the Project and encourage more landholders to be involved.

Monthly meetings are attended Project Officers from NEWROC and WEROC.

SEAVROC Environmental Services – Cunderdin

A meeting was held with Natasha Moore from DEC and Mark Burgess regarding the need for maintenance clearing along the Cunderdin-Wyalkatchem Road. There is Declared Rare Flora (DRF) adjacent to the road area that needs maintenance. A 'Permit to take' will be drafted and submitted to DEC so maintenance can be continued along the road. The permit will allow for any DRF in the 'maintenance zone' i.e. shoulder, drain and backslope, in this section of the road, to be removed during road works.

A submission has been completed and sent in to the WA Environment Awards for the Shire of Cunderdin's road works along the Cunderdin-Quairading Road. The submission has been sent to Council and approved. The finalists of the awards will be announced in September this year.

Attended meeting with Dominic Carbone and LGMA Challenge team members from Cunderdin, Tammin and York to discuss the Challenge results. Dominic will be sending out a report of the Challenge results to all CEOs.

Completed and submitted Reporting and Acquittal requirements for the 2011 Red Card Funding received from Wheatbelt NRM.

The Next Gen SEAVROC Young Farmer's Tour planning is well underway with most details finalised including flights, accommodation, food, transfers, and shirts. A tour group meeting will be held on the 18th of August to discuss the tour itinerary and hand out Tour packs – which include a folder, notebook, itinerary, maps and other tour information.

Attended seminar on the revised Drought Reform Measures on 12th July.

Attended Carbon Farming Initiative Seminar run by Wheatbelt NRM on the 27th July.

Produced and sent out SEAVROC Environment E-news for landholders and interested residents in the SEAVROC Shires.

The provision of general advice to landholders has continued within SEAVROC on NRM issues such as pest control, revegetation, grant opportunities, remnant vegetation management, native vegetation clearing regulations and field days.

Continue to advertise and promote the 'Red Card for Rabbits and Foxes' baiting vouchers for landholders within the SEAVROC Shires.

Upcoming tasks/events

UWA Seminar – Quinoa as a new crop in Australia 10th August.

State NRM Conference 23-25 August.

World Congress on Conservation Agriculture (SEAVROC Young Farmers Tour) 26th September – 3rd October.

Master Tree Growers Course 15-17th August.

SEAVROC Young Farmer's Tour Meeting with all tour members 18th August.

Follow up on current active clearing permits within SEAVROC and liaise with Works Managers on future road works plans.

Start creating strategic offset planting plans for SEAVROC Shires to offset clearing planned for future road works.

SEAVROC PLUM Meeting – possibly 13th October 2011.

Resolution 13.1

That Council receive and note report 13.1

Moved Cr Graham Cooper Seconded Cr Doug Kelly

Vote - Simple majority Carried 7/0

14.0 Meeting be closed to Members of the Public

No reports

15.0 Closure of meeting

7.30pm