



## **Shire of Cunderdin**

### **Minutes of an Ordinary Council Meeting**

Dear Council Member,

An Ordinary Meeting of the Cunderdin Shire Council was held on Thursday 15<sup>th</sup> April 2010 in the Council Chambers, Lundy Avenue Cunderdin commencing at 5:05 pm.

G M Tuffin  
**Chief Executive Officer**

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## MINUTES

### 1.0 Declaration of opening

1.1 The President declared the meeting open 5:05pm

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:	15 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Recommendation:**

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

Moved: Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote – Simple majority

Carried 8/0

### 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 DG (Dianne) Kelly

Cr TE (Todd) Harris

Cr DB (Doug) Kelly

Cr DT (David) Beard

- 4.2 Apologies  
None
- 4.3 On Leave of Absence  
None
- 4.4 Staff  
G M (Gary) Tuffin                      Chief Executive Officer
- 4.5 Guests of Council  
None
- 4.6 Members of the Public  
None
- 4.7 Applications for leave of absence  
None
- 4.8 Declaration of Members and Officers Financial Interests  
Cr Todd Harris – Report 9.2 Optus Mobile Tower

## **5.0 Petitions, Deputations, Presentations**

- 5.1 Petitions  
None

- 5.2 Deputations  
None

- 5.3 Presentations  
Prior to the council meeting the following presentations were provided;

(1) Water Corporation – update on the construction of the new Pump House in Cunderdin.

(2) Mr Damien O'Reilly (SoarAbility) - Soaring for the Disabled – Proposal to establish a Gliding Centre for the Physically Challenged at Cunderdin Airfield.

(3) Mr Bruce Hawley (Enterprise Metals Lts – proposed drilling program for Iron Ore within the Shire's boundaries.

## **6.0 Council Discussion**

The Shire President & Councillor gave a verbal report prior to the commencement of the meeting.

### **Cr Clive Gibsone**

- Attended a meeting with the Greens Committee and CEO to discuss the position of the Greenkeeper. There was dissatisfaction expressed in the current service being provided and general consensus from the group that this position needs to be reviewed.
- Attended the last SEAVROC meeting 4<sup>th</sup> March 2010

### **Cr Dennis Whisson**

- Has received contact from the Telecentre in regards to a number of lost library books. Verbal request for funding to cover the replacement of the lost library books.
- General discussion was held on the matter. Cr Whisson was requested by the meeting to investigate the matter further – what actions have been taken by the Telecentre to recover the books & what processes do they have in place to ensure it does not happen again?

### **Cr Dianne Kelly**

- Has met with the Cunderdin Hospital & provided input into the MPS Service Delivery Plan.
- Provided a brief update on the Cunderdin Child Care Facility – approx 32 regular fulltime kids, overall the committee is happy with the progress to date.
- Sports Facility Project update for Meckering
  - met on-site with Jim Riddle (Building inspector – Shire of Northam)
  - the premises currently has 120m<sup>2</sup> of useable floor space
  - Provide background information on the need for a disabled toilet.
  - The Club roof is in desperate need of replacement
- Meckering Church has been repainted, had a strong response from the community – approximately 40 volunteers

### **Cr Graham Cooper**

- Provided an update on the last SEAVROC meeting – details provided in report 7.2
- Provided an update on the Regional Transition Group – need to meet with the Department so that the group can proceed, sooner rather than later.

### **Cr Doug Kelly**

- Provided an update on the Meckering Action Group (MAG)
- Meckering Town Entry Statements are nearly complete
- Rose Garden Busy Bee
- Friday 16<sup>th</sup> April 2010 – Meckering Bush Fire Brigade AGM

## **7.0 Confirmation of the Minutes of Previous Meetings**

### **7.1 Confirmation of Minutes of Previous Meetings**

Location:	Cunderdin
Applicant:	Administration
Date:	15 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Proposal**

Council to confirm the minutes of the

- Ordinary Council meeting held on 18<sup>th</sup> March 2010.
- Audit Committee meeting held on 7<sup>th</sup> April 2010

#### **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.

#### **Recommendation 7.1**

That the minutes of the Ordinary Council meeting held on 18<sup>th</sup> March 2010 be confirmed as a true and correct record.

That the minutes of the Audit Committee meeting held on 7<sup>th</sup> April 2010 be confirmed as a true and correct record.

Moved: Cr. Graham Cooper

Seconded: Cr. David Beard

Vote – Simple majority

Carried 8/0

#### **Note to this item:**

The President will sign the minute declaration.



**Shire of Cunderdin**

**Minutes of a Committee of Council Meeting  
7<sup>th</sup> April 2010 (7:15 pm)**

Dear Committee Member,

The next Audit Committee Meeting of the Cunderdin Shire Council will be held on 7<sup>th</sup> April 2010 in the Council Chambers, Lundy Avenue Cunderdin commencing at 7.15 pm.

Yours sincerely

Gary Tuffin  
**Chief Executive Officer**



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## AGENDA

### 1.0 Declaration of opening

- 1.1 The Chairman will declare the Meeting open
- 1.2 The Shire of Cunderdin disclaimer will be read aloud.

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 five working days of this meeting".

### 2.0 Suspension of Clause 3.2 - Standing Orders

Location:	Cunderdin
Applicant:	Chief Executive Officer
Date:	7 <sup>th</sup> April 2010
Disclosure of Interest:	None
Author:	Chief Executive Officer
Signature of Chief Executive Officer:	

Recommendation:
The Committee resolves to suspend clause 3.2 – Order of Business – of the Shire of Cunderdin Standing Orders Local Law 2001
Moved: Cr Clive Gibsone                      Seconded: Cr Graham Cooper
Vote: Simple majority                          Carried 3/0

### 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 Committee meeting of Council.

- 3.2 Declaration of public question time opened
- 3.3 Declaration of public question time closed

### 4.0 Record of Attendance, Apologies and Approved Leave of Absence

- 4.1 Record of attendances
- 4.2 Committee Members  
Cr RL (Rod) Carter

Cr RC (Clive) Gibsone  
Cr GJ (Graham) Cooper

- 4.2 Apologies
- 4.3 On Leave of Absence
- 4.4 Staff
  - G (Gary) Tuffin Chief Executive Officer
- 4.5 Guests of Council
- 4.6 Gallery
  - Cr Todd Harris
  - Cr Doug Kelly
  - Cr Dianne Kelly
  - Cr David Beard
  - Cr Dennis Whisson
- 4.7 Applications for leave of absence
- 4.8 Declaration of Members and Officers Financial Interests
- 5.0 Petitions, Deputations, Presentations**
- 5.1 Petitions
- 5.2 Deputations
- 5.3 Presentations
- 6.0 Announcements by the Presiding Person without discussion**

**7.0 Confirmation of the Minutes of Previous Meetings**

**7.1 Confirmation of Minutes of Previous Meetings**

Location:	Cunderdin
Applicant:	
Date:	7 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

**Proposal**

To confirm the minutes of the meeting held on Thursday 28<sup>th</sup> January 2010.

**Background**

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

**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**

Nil

**Recommendation 7.1**

That the minutes of the Audit Committee meeting held on 28<sup>th</sup> January 2010 be confirmed as a true and correct record.

Moved: Cr. Clive Gibsone

Seconded: Cr Graham Cooper

Vote – simple majority

Carried 3/0

**8.0 Matters referred from previous meetings**

**9.0 Agenda Items**

**9.1 Audit Tender**

Location:	Cunderdin
Applicant:	Administration
Date:	7 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

**Appendix**

Quotation – UHY Haines Norton - dated 24<sup>th</sup> March 2010  
 Quotation – Macri Partners Group – dated 15<sup>th</sup> March 2010

**Background**

Audit committee meeting held on the 28<sup>th</sup> January 2010  
 Ordinary Council meeting held on the 18<sup>th</sup> March 2010

In accordance with the Councils recommendation from its meeting held on 18<sup>th</sup> March 2010 quotations were requested for audit services.

2 tender quotations were received from the following firms:

- UHY Haines Norton.
- Macri Partners (CPA)

The fees quoted (GST inclusive) are as follows;

Financial Year	Macri Partners	UHY Haines Norton
2009/10	<b>\$11,550 pa</b>	\$14,850 pa
2010/11	<b>\$12,100 pa</b>	\$15,455 pa
2011/12	<b>\$12,650 pa</b>	\$16,060 pa

**Commentary**

Quotations were assessed using a point scoring system with scores being awarded for each selection criteria and sub-criteria. Each criterion is weighted to reflect its relative importance. Weighted scores are then summed to yield the total score.

The maximum weighted score for each criteria is as follows:

- |                               |           |
|-------------------------------|-----------|
| • Methodology                 | 10        |
| • Experience on Similar Work  | 15        |
| • Capacity                    | 15        |
| • Management System           | 10        |
| • <u>Fee proposal (price)</u> | <u>50</u> |
|                               | 100       |

	Max	MACRI	UHY
Methodology	10%	10%	10%
Experience on Similar Work	15%	14%	15%
Capacity	15%	15%	15%
Management System	10%	10%	10%
Fee proposal (price)	50%	28%	22%
<small>(= 50 - (tender rate/total tendered rates * 50))</small>			
<b>Total score</b>	<b>100%</b>	<b>77%</b>	<b>72%</b>

As can be seen from the table above Macri Partners have been awarded the higher score of 77% out of 100%.

Macri Partners has nominated Anithony Macri (Registered Company Auditor No. 14034) in accordance with section 7.3(3) of the Act.

Macri Partners currently provide external audit services to the following local governments;

City of Armadale  
 City of Bayswater  
 City of Belmont  
 City of Canning  
 City of Swan  
 City of South Perth  
 City of Melville  
 City of Nedlands  
 Shire of Kalamunda  
 Shire of Mundaring  
Shire of York  
 Town Bassendean  
 Town of East Fremantle  
 Town of Mosman Park  
 Town Vincent  
 Town of Victoria Park  
 Town of Cambridge

### **Statutory Implications**

Sections 7.3, 7.6 and 7.8 of the Local Government Act 1995, and Local Government (Audit) Regulations 1996, set out the procedures to be followed when a Local Government appoints an Auditor.

Section 7.3 - Appointment of Auditors, states as follows:

- (1) A Local Government is to, from time to time whenever such as appointment is necessary or expedient; appoint a person to be its Auditor.
- (2) The local government may appoint one or more persons as its auditor.
- (3) The local government's auditor is to be a person who is-
  - (a) a registered company auditor; or
  - (b) an approved auditor.

\* Absolute majority required.

Section 7.6 - Term of Office of Auditor, states as follows:

- (1) The appointment of a Local Government Auditor is to have effect in respect of the Audit of the accounts and Annual Financial report of the Local Government for a term of not more than 5 financial years, but an Auditor is eligible for re-appointment.

Section 7.8 and Local Government (Audit) Regulation 7 and 16 states as follows:

Section 7.8 (1):

Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

Regulation 7:

An agreement between a local government and an auditor is to include-

- (a) the objectives of the audit;
- (b) the scope of the audit;
- (c) a plan for the audit;
- (d) details of the remuneration and expenses to be paid to the auditor; and
- (e) the method to be used by the local government to communicate with, and supply information to, the auditor.

### **Consultation**

### **Policy Implications**

There are no policy implications in considering this item.

### **Financial Implications**

UHY Haines Norton Audit fee for 2008/09 was \$7,400.00, their quoted fee has doubled.

Financial difference between tenders

Financial Year	Macri Partners	UHY	Price Difference
2009/10	\$ 11,550	\$ 14,850	\$ 3,300
2010/11	\$ 12,100	\$ 15,455	\$ 3,355
2011/12	\$ 12,650	\$ 16,060	\$ 3,410

### **Strategic Implications**

There are no strategic implications in considering this item.

**Recommendation 9.1**

The committee recommend to Council

- (a) that Mr Anthony Macri from the firm Macri Partners be appointed the Shire's Auditors for three financial years commencing 30<sup>th</sup> June 2010, expiring 30<sup>th</sup> June 2012.
- (b) the terms and conditions for the appointment of Auditors be in accordance with the Audit Specifications for the 2009/10 Audit, as provided in the quotation documentation.
- (c) that the fee structure, as submitted in Macri Partner's proposal dated 15<sup>th</sup> March 2010, be accepted.
- (d) the appointed Auditors, Mr Anthony Macri, be informed of (a), (b) and (c) above.

Moved Cr. Graham Cooper

Seconded Cr. Clive Gibsone

Vote – Absolute Majority

Carried 3/0

**Note:**

The President requested a letter be sent to Mr David Tomasi (UHY Haines Norton) thanking him for his Audit services to Council.



Shire of Cunderdin (Request for Quotations)  
Audit Services 2009/10, 10/11 & 11/12

**1.3 Form of Quotation**

Name of person, firm or company Quoting  
USE BLOCK LETTERS **ANTHONY MACRI – REGISTERED COMPANY AUDITOR OF MACRI PARTNERS**

Address of 28 THOROGOOD STREET  
BURSWOOD WA 6100  
hereby quote(s) to perform the work for

Description of works (Audit Services) in accordance with the following documents:

List Documents; REQUEST FOR QUOTATION DOCUMENT

General Conditions of Quotation  
Shire of Cunderdin Audit Specifications

Audit Year	Price \$ (inc GST)	Price (\$) in words
2009/10	\$11,550	Eleven Thousand, Five Hundred and Fifty dollars
2010/11	\$12,100	Twelve Thousand, One Hundred dollars
2011/12	\$12,650	Twelve Thousand, Six Hundred and Fifty dollars

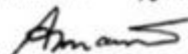
In addition, travel (based on rate set by Australian Taxation Office per kilometre travelled) and accommodation costs / meals (if incurred) will be claimed on a reimbursement basis.

If the Quoter is a firm the full names of the individual members of the firm must be stated here.

Anthony Macri  
Domenic Macri  
Connie De Felice

Insert date.

DATED this 15<sup>th</sup> day of MARCH 2010.



Signature of Quoter

-3-

**9.0 Closure of Meeting 7:25 pm**

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

Location:	Cunderdin
Applicant:	Administration
Date:	15 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Proposal**

Council receive the minutes of the following meetings;

- Minutes of the SEAVROC meeting held on 4<sup>th</sup> March 2010

### **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

### **Recommendation 7.2**

That council receive the minutes of;

Minutes of the SEAVROC meeting held on 4<sup>th</sup> March 2010

Moved: Cr. Todd Harris

Seconded: Cr. Clive Gibsone

Vote – Simple majority

Carried 8/0

## SEAVROC

(SOUTH EAST AVON VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)

### MINUTES OF EXECUTIVE COMMITTEE MEETING

SPORTS PAVILION – SHIRE OF YORK  
THURSDAY, 04 MARCH 2010 AT 9:30AM

#### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

##### 1.1 Opening

The Chairman welcomed Delegates, as well as Ms J Burges who would provide facilitation for the Meeting.

##### 1.2 Announcement of Visitors

- Western Australian Local Government Association – Regional Cooperation Manager - Ms J Burges

#### 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

##### 2.1 Present

Shire of Beverley	- Cr D Ridgeway	- President
Shire of Beverley	- Mr K Byers	- Chief Executive Officer
Shire of Brookton	- Cr K Wilkinson	- Councillor
Shire of Brookton	- Cr T Lange	- Councillor (From 11:40am)
Shire of Brookton	- Mr S Kocian	- Deputy Chief Executive Officer
Shire of Cunderdin	- Cr G Cooper	- Chairman
Shire of Cunderdin	- Cr C Gibsone	- Acting President
Shire of Cunderdin	- Mr G Tuffin	- Chief Executive Officer
Shire of Quairading	- Cr D Richards	- President (District Ward)
Shire of Quairading	- Mr G Fardon	- Chief Executive Officer

Shire of York	- Cr P Hooper	- President
Shire of York	- Mr R Hooper	- Chief Executive Officer (From 9:50am)
Western Australian Local Government Association	- Ms J Burges	- Regional Cooperation Manager
Dominic Carbone and Associates (DCA)	- Mr D Carbone	- Executive Officer
Dominic Carbone and Associates (DCA)	- Mr J Wibberley	- Assisting the Executive Officer

## 2.2 Apologies

Shire of Brookton	- Cr B Coote	- Councillor
Shire of Brookton	- Mr G Clark	- Chief Executive Officer
Shire of Cunderdin	- Cr R Carter	- President

## 2.3 Leave of Absence

Nil.

## 3. DEPUTATIONS/PRESENTATIONS

### 3.1 Deputations

Nil.

### 3.2 Presentations

Nil.

**4. CONFIRMATION OF MINUTES**

Executive Committee Meeting of SEAVROC held on Thursday, 4 February 2010.

*MOVED Cr D Richards, Seconded Cr K Wilkinson, that the Minutes of the SEAVROC Executive Committee Meeting, held on Thursday, 4 February 2010, be received.*

CARRIED UNANIMOUSLY

**5. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**6. REPORTS OF THE EXECUTIVE OFFICER**

The Chairman drew Delegates' attention to the Executive Committee Meeting of Thursday, 4 February 2010, where it was resolved as follows:

“That the SEAVROC Executive Committee meet on Thursday, 4 March 2010, for an in depth discussion about the reform transition process, and SEAVROC priorities, with the Executive Officer determining a facilitator for the meeting, if required.”

Comment by the Chairman followed, detailing:

- At the Meeting of Thursday, 4 February 2010, Delegates had agreed to give consideration to the Regional Transition Group; there may be outstanding matters in relation to this with individual Member Local Governments and their respective communities.
- Requirement that the Minister be advised of participation in the Regional Transition Group by Friday, 26 March 2010.
- Decision required as to whether to move forward as a Group, prior to deadline of Friday, 26 March 2010.
- Refocus where SEAVROC sits for this year, and any issues needing to be addressed in this regard.

The Chairman provided further comment on the following:

- Structural reform process having been poorly handled and actioned.
- To date, the Minister does not have the numbers to force amalgamations.
- Within the Minister's own political party, there appears to be opposition to a forced process.
- The National Party will not force amalgamations.
- Political feedback indicates that there needs to be reform, and it needs to be ongoing.

The Chairman advised that he felt there were two outcomes to give consideration to. Firstly, although the reform process to date had been by consultation, in future it would not be, and this was evident in other States. Secondly, it was considered that the current offer of political and financial support provided an ideal time to move forward, as the support would achieve more positive outcomes.

Following a query by the Chairman, Mr G Tuffin confirmed having provided Delegates with a copy of a recent Shire of Cunderdin recommendation in relation to structural reform.

The Chairman then provided comment in relation to discussions and decisions taken at SEAVROC's February Meeting, the ability to influence and achieve outcomes as a Group, in particular, retention of SEAVROC's original core values of identity protection and local representation, and the inclusion of these in any future agreement. Further, that the Shire of Cunderdin had resolved to support progress of the Regional Transition Group, with the following conditions:

- The Regional Transition Group does not include the Shire of Northam.
- Local identity be maintained through the establishment of Community Advisory Committees.
- Maintaining a 'Shop Front' at each existing Shire.
- Appointment of a local 'Ward' or 'Area Manager'.
- Representation to be based on the SEAVROC model, two representatives from each amalgamating Council for the first five years of the newly constituted local government.

- Each participating local government to be a Ward in the newly constituted local government.
- Elected Member representation can be greater than nine, if justified on the following principles:
  - Ratio of Councillors to Electors.
  - Demographic trends.
  - Consistency with representation between Wards.
  - Community of interest.
- Cost of amalgamation to be met by the State Government.
- Quarantining of debt and cash backed reserves to respective Councils is made prior to any amalgamation, with a differential rate to apply to any shortfall.
- The regional subsidiary model to be incorporated in the Local Government Act 1995 and its Regulations to facilitate a practical option for regional projects.
- That an independent review be undertaken by the Department of Local Government every five years in relation to the new amalgamated local government entity to ensure it is meeting its objectives.

Additional comment by the Chairman followed, detailing:

- Cunderdin's recommendation, suggesting that it provided the fundamentals for moving forward.
- The purpose of this Meeting being to:
  - Determine where each Member Local Government stood in relation to the Regional Transition Group, and preparedness to commit to that.
  - Establish how SEAVROC sits for this year in relation to the Regional Business Plan and Regional Transition Group.
  - Refocus on tidying up outstanding matters by the end of the year.
  - Direct existing funds toward common operating platforms and Asset Management, as per the original intent, with the Executive Officer to progress these matters utilising contract resources as required.

The Chairman then sought input from Delegates in relation to his comments and the Regional Transition Group, with Ms J Burges to facilitate where necessary.

- Cr D Richards – Quairading
- Council Meeting held on Thursday, 25 February 2010.
  - Decision made to hold public meeting on 23 March 2010.
  - Invitation extended to Chairman to address Council, and possibly public meeting.
  - Quairading remained supportive of SEAVROC, however had been adverse to amalgamations.
  - Acceptance that reform would occur.
  - Quairading Council had warmed to the idea of participating in the reform process, despite some opposition.
  - A need to bring Council fully on board along with local community.
  - Quairading Council would support heading towards a Regional Transition Group.
  - Cr D Richards agreed with comment provided by the Chairman.
- Cr D Ridgway – Beverley
- Strategy Workshop will be held with Councillors to discuss the Regional Transition Group, and SEAVROC process to date.
  - Chairman invited to address the Strategy Workshop in order that Council may be better informed.
  - The last “Beverley Blamey” publication contained article on Regional Transition Groups, and the process and opportunities provided to withdraw.
  - Regional Business Plan will be the subject of community consultation, with Council to decide on participation or otherwise.



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|--------------------------|---|
| Mr K Byers - Beverley    | <ul style="list-style-type: none"> <li>• Mr K Byers reaffirmed Cr D Ridgway's comments.</li> </ul>  |
| Cr C Gibsone - Cunderdin | <ul style="list-style-type: none"> <li>• Cr R Carter distributed a letter to all residents in relation to this matter prior to going on leave.</li> <li>• Little feedback received to date.</li> <li>• Limited ratepayers attending public meetings, leaving newsletter as main point of contact.</li> <li>• Regional Business Plan and Regional Transition Group requires discussion with the community.</li> </ul>  |
| Cr P Hooper – York       | <ul style="list-style-type: none"> <li>• Council, without vote, have agreed to pursue Regional Transition Group.</li> <li>• Next Meeting to be held on Monday, 15 March 2010.</li> <li>• Chief Executive Officer to prepare paper in relation to Regional Transition Group for discussion at that Meeting.</li> <li>• Expectation that Council will vote unanimously to progress with Regional Transition Group.</li> <li>• York has not pursued further public consultation.</li> <li>• Initial public feedback received was that no merger take place with the Shire of Northam, and preference to not merge as group, however community had moved past these issues.</li> <li>• York is uniquely placed geographically compared to other rural local governments.</li> <li>• Timing of progress is important.</li> <li>• SEAVROC is seen to be at the forefront of reform and as the leading group of local governments in Western Australia, and it would not be desirable to lose this recognition.</li> </ul> |

- Other local governments are seeking advice from SEAVROC as to their choice of direction in relation to the structural reform process.
- Local governments in attendance at the recent Bruce Rock Grain Freight meeting sought input from Mr R Hooper.

Cr T Lange – Brookton

- A meeting was held with the Shires of Boddington, Pingelly and Wandering two to three weeks ago.
- At this meeting, the Department representative provided advice in accordance with that provided by the Minister at the SEAVROC Executive Committee Meeting held on 4 February 2010, and at the meeting held at Ascot.
- Boddington has advised that they are not interested.
- Meeting with Pingelly to be held next week.
- Shire of Brookton's view remains unchanged – they do not wish to amalgamate with SEAVROC Local Governments, however if Pingelly and Brookton join together, wish to remain part of the Group.
- Brookton is happy to progress Asset Management, however uncertain about common operating platform.

Mr G Fardon queried Wandering's position, with Cr T Lange advising that Wandering appeared unsure at this point in time, with further comment in relation to funding provided by the Peel Group to Wandering.

Mr R Hooper queried feedback from the likes of Wongan Hills and Wandering, with Ms J Burges advising that the Minister sees boundary distribution as secondary, his preference appears to be to deal with one area first to see how this evolves prior to dealing with other areas and matters that arise.

Comment by Cr P Hooper followed, with the Chairman advising that it was pertinent to commence discussions on the Regional Transition Group and Regional Business Plan, asking Delegates to raise their concerns, and if answers were unavailable at this Meeting, the concerns could be included in the Minutes.

The Chairman then provided comment on the following:

- Impression that the Group are “treading water” and not progressing.
- Common operating platforms and asset management; namely chart of accounts, reports and operational matters, are all fundamental to moving forward, and are included on the list of requirements under the Regional Transition Group.
- All such matters having been set as priorities by the SEAVROC Group some years ago.
- Need to progress these matters whilst Executive Officer and funds are available to complete.
- Endorsement of Cr P Hooper’s comments in relation to SEAVROC seen as a model for smaller rural Councils, with little or no feedback from major City Councils.
- SEAVROC has the ability to influence outcomes.
- Establishment of the need for protection of local identity, preservation of local representation, maintenance of local shop front and services, along with equity in financial expenditure at local level.
- There needs to be community representation via committees.
- Equity or improved service delivery in all key aspects of local government.
- Department need to be made aware of these requirements within the Regional Business Plan.
- Recognition of the right to different opinions on the structural reform process and associated requirements.
- Recognised trust to work as a united Group amongst SEAVROC Member Local Governments.

Mr K Byers provided comment on the retention of local identity and representation, however sought clarification in relation to the newly formed local authority being able to determine the location and provision of shop fronts and workshops, etc. The Chairman suggested that such matters would need to be part of any agreement, and would be matters managed by the new administration.

Discussion followed, including input by Mr K Byers, the Chairman and the Executive Officer, with comment on such conditions forming part of the Regional Business Plan and its attached Schedule. Further, that the new local authority would attend to such matters as shop fronts, protection of identity, etc, with the Minister acknowledging the strengths of SEAVROC in relation to working together in this regard.

Cr P Hooper provided comment in relation to the Regional Transition Group Agreement and Regional Business Plan, confirming that should agreement be reached by 26 March 2010, that the Group would then appoint someone to prepare a Regional Business Plan on behalf of SEAVROC. Further, that required conditions would be included in the attached Schedule, with Member Local Governments then making a decision on that document.

The Chairman advised that the Regional Business Plan and associated attachments would then require endorsement by Member Local Governments and their respective communities.

Cr P Hooper then raised concerns in relation to the Business Plan accommodating five Member Local Governments initially, with the ability for some to withdraw. The Executive Officer advised that the Business Plan would need to address such variables, including the merger of assets, reserves and funding, etc.

General discussion followed, with input by Mr G Tuffin, Cr P Hooper, Executive Officer, Chairman, Mr R Hooper and Mr K Byers.

Mr G Tuffin raised the need for agreement in principle from those wanting to progress the Regional Transition Group by those committed to the process, with Cr R Hooper advising that this was York's understanding and offering assurance that York would sign in this way on 26 March 2010.

Mr R Hooper offered comment in relation to the Department's handling of the reform process, along with outcomes for Geraldton, Greenough, Northam Town, Northam Shire, Bakers Hill, Tambellup and Broomehill. Further, that to date mergers had included only two local authorities, not groups, with additional comment on the requirements and analysis by the Advisory Board in such matters.

The Executive Officer and Mr R Hooper provided comment, with Mr K Byers advising that he was satisfied with Governance Orders being the way to protect local identity and representation, etc.

Following Mr G Fardon raising concerns in relation to the Department's suggestion of a panel of consultants or preferred suppliers to prepare the Regional Business Plan, the Chairman advised that this was a decision for the Group today. Cr P Hooper then drew attention to Ms W Murray's comment at the Meeting of 4 February 2010, that it was the Group's decision as to who they would engage to prepare the Regional Business Plan.

The Chairman suggested that the Group strongly pursue their preferred process, terms, and conditions, with Mr K Byers clarifying that his question related to the dynamics of the Regional Business Plan accommodating the ability for a local government to withdraw.

Cr K Wilkinson provided comment in relation to Minister Grylls' thoughts on SEAVROC's processes, and sought input on regional projects within the SEAVROC region.

Discussion followed, with input by Mr K Byers, Ms J Burges, the Chairman and Mr R Hooper.

Cr P Hooper then provided comment in relation to Minister Grylls' Federal standpoint, and suggesting that health, education and law enforcement would be managed by regional groups in the future, with the Prime Minister suggesting that funding be provided to such groups for this purpose to alleviate Federal responsibility.

Following comment by Cr K Wilkinson, Cr P Hooper, and Mr G Tuffin, Cr D Richards suggested expediting the Meeting by the Group determining who would pursue a Regional Transition Group and those who will not, with comment by the Chairman.

Mr G Tuffin sought input from Delegates as to whether there was any opposition to those conditions detailed within the Shire of Cunderdin's recommendation as distributed, with comment by Mr G Fardon and the Executive Officer.

The Chairman provided comment in relation to Cunderdin's recommendation requiring a review every five years, reflecting the South Australian model where there had been no changes following such a review; and further, that the review permits due process, with any changes made for valid reasons.

Mr R Hooper then suggested that the assumption be made that all Member Local Governments will participate in the Regional Transition Group, permitting identification of items to be included in the Agreement and/or Regional Business Plan, thus allowing the Meeting to progress, given that consideration would need to be given to these matters by each respective Member Council.

Cr D Ridgway concurred with Mr R Hooper's comments, advising that she would like the Group to determine a list of items at this Meeting to be presented to Beverley Council Wednesday, 17 March 2010.

General discussion followed, with Ms J Burges drawing attention to the following points:

- Loose agreement by the Group today does not determine each individual Member Local Government's standpoint for 26 March 2010.
- The Minister stated that he would consider any proposal put forward, for a period of up to two local government electoral cycles, out to 2017.
- It would appear that the Minister requires feedback by 26 March 2010 in order to have detail to take to Cabinet.
- The deadline of 26 March 2010 was for notification of intent only.
- Member Local Governments may sign by this date, however were not required to do so until June 2010.
- Regional Business Plans would commence following 26 March 2010, and should be completed six to nine months following this date.
- Regional Business Plan would be consultative, and incorporate variables of participation.
- SEAVROC is considered to be "ahead of the game", having completed a Group and individual submissions.
- Options of withdrawal were provided, as advised by the Minister, along with Departmental assistance.
- Delegates should be mindful of time required to complete the Regional Business Plan, and other matters currently before the Executive Officer.

Following Cr D Richards' suggestion that the Group deal with what SEAVROC may look like under the Regional Transition Group process at this point of the Meeting, Cr D Ridgway requested that Ms Burges continue with her comment, prior to the Group discussing that point.

Ms J Burges continued, detailing:

- Comments relating to Federal influence are important, as this has driven the process to date.

Cr P Hooper advised that Mr R Hooper had been invited to a meeting with Mr Gary Gray in relation to the Regional Transition process, to be held at Bruce Rock in two weeks' time. The Executive Officer drew attention to this northern group being a Regional Organisation of Councils (ROC), as opposed to SEAVROC being a voluntary group. Further, that as the ROC was a recognised legal entity they have the ability to make decisions without referral.

Cr T Lange again queried regional projects, with the Executive Officer advising that the northern group had an extensive list of projects, and had received considerable funding which cannot be utilised for administration.

The Chairman offered comment in relation to duplication and limitation under such a structure, as recognised by SEAVROC, hence the desire for a subsidiary model to alleviate these issues.

Comment by Cr T Lange, the Chairman, Ms J Burges and Cr P Hooper followed.

Comment by Ms J Burges continued, covering:

- SEAVROC is in complete control as to membership of the Group, therefore no consideration required as to the inclusion of Northam.

Cr D Ridgway then sought input on the following points:

- Is SEAVROC still pursuing the subsidiary model as a Group, or is that cast aside to look at the Regional Transition Group?
- A Regional Transition Group will lead to amalgamation, which will need the involvement of all Member Local Governments. If all Councils are not going to be involved, is there any point the Group staying on board?
- Is the Regional Transition Group displacing SEAVROC?

- The Draft Regional Transition Group agreement suggests planning for the development and delivery of common systems, and where possible, to commence delivery of this. If it were possible for this to occur prior amalgamation, it would be favourable, however if there are parties not wishing to participate in the amalgamation, would this restrict others in delivery of such items?
- Given comments on equal representation across the board, how would smaller groups, such as Tammin, be included in the process?

The Chairman offered comment, detailing:

- The Group should continue to pursue the subsidiary model as a choice option for project management in the future.
- Agreement by SEAVROC that the subsidiary model was the preferred model, however Ministerial advice was that it was not acceptable as part of the reform process.
- Belief that the subsidiary model still had merit.
- Possibility of future regional governments requiring such a model and legal entity to undertake projects.

Following comment by Mr K Byers, Cr D Ridgeway stated that the current position was considerably different to where SEAVROC commenced, with the Chairman providing comment in relation to changed circumstances due to the structural reform process. Cr P Hooper suggested that an amalgamated Regional Transition Group would provide for a greater, larger regional group that could still pursue the subsidiary model.

The Chairman provided additional comment in relation to:

- SEAVROC versus a Regional Transition Group as an important decision.
- SEAVROC to continue until the final decision is made on amalgamation.
- Legal and financial issues associated with a sudden disbanding of SEAVROC.
- A desire to retain the identity and reputation that SEAVROC currently enjoys.
- The Regional Transition Group to take on the Regional Business Plan as a separate project.
- SEAVROC should continue to focus on common operating platforms and asset management, as it has committed to that.



Discussion followed, detailing:

- Mr G Fardon commenting that existing funding permitted SEAVROC to continue with investigating common operating platforms and asset management.
- Mr G Tuffin's belief that SEAVROC does not "disappear", rather its purpose changes. Further, that the Group continue to work towards bringing everything together for a smooth transition to one new local government by 2013.
- Mr K Byers commented on SEAVROC's position should Member Local Governments move toward a Regional Transition Group, with this new group determining the way forward.
- The Chairman advising that there is no legal entity until a date for amalgamation is set.
- Choices made determining a seamless transition toward a new amalgamated authority.
- The continuance of day to day business, in parallel with the structural reform process, with the assistance of the Executive Officer.
- The Executive Officer's comment that the current situation called for five separate asset management plans, however this would form one united plan under a Regional Transition Group.
- Cr P Hooper suggested that continuing with the common operating platform for all Member Local Governments would be a strong basis for those that choose to pursue the Regional Transition Group.
- The Chairman suggested that SEAVROC could not be disbanded until a new entity was formed.

Comment by the Executive Officer and Cr P Hooper followed, with the Executive Officer advising that Member Local Governments needed to decide if they would pursue the Regional Transition Group or not.

Further discussion followed, covering:

- Mr R Hooper commented on the expiry of SEAVROC funding on 15 September 2010, conclusion of the Executive Officer's contract on this date, and the need for unspent funds to be returned at this time. Further, Agreements are to be signed by 30 June 2010 for those pursuing the Regional Transition Group, with the Regional Business Plan process to commence from this point.
- Agreed projects should continue, as these will benefit the Regional Business Plan process.

- Should a Member Local Government choose to opt out of the Regional Transition Group, they will still have the base level of completed work to use independently, or with another group.
- Reiteration of the need for advice of intent to pursue a Regional Transition Group by 26 March 2010, and for Member Councils to have a signed agreement in place by the end of June 2010.
- The advice of intent triggers funding for preparation of the Regional Business Plan.
- The Executive Officer's availability to undertake preparation of the Regional Business Plan, and given the time required to complete this Plan, consideration may need to be given to delaying current demands, and/or engaging assistance in this regard.
- Ministerial advice that Regional Business Plan preparation may take between six to nine months following advice of intent in March.
- Anticipation that SEAVROC will move quickly to complete the Regional Business Plan.

The Chairman drew attention to the need to make a decision, seeking Delegates' agreement that the current SEAVROC process and the Regional Transition Group/Regional Business Plan process need to run concurrently at this point.

Discussion followed with input by Mr G Fardon, Mr G Tuffin, the Executive Officer and Cr P Hooper in relation to completion of five asset management plans as opposed to one, and the need for merging these plans, dependent on the number of participants in the Regional Transition Group process.

Cr P Hooper sought a direct response from Delegates as to their intent in pursuing the Regional Transition Group, stating that he would prefer to see one asset management plan for those participating, rather than independent plans for each Member Local Government.

Cr D Richards suggested that the Group retain simplicity in that the Regional Business Plan calls for common operating platforms, etc; and that those items are investigated for all Member Local Governments in order to retain unity and uniformity across the Group.

Following comment by the Chairman and Cr D Richards in relation to common operating platforms, business plans and asset management, Mr G Tuffin suggested that once local governments commenced the Regional Transition Group process, they would be committed to the requirements of the Regional Business Plan.

The Chairman advised of his frustration with continued discussion on matters raised and agreed to previously, namely the pursuit of common operating platforms, chart of accounts, etc. Other matters, such as delegated authority, will take longer, with all such items being addressed in the Regional Business Plan. Further, the Group need to continue with those projects agreed to, and move forward.

The Executive Officer advised that three Member Local Governments would be on a common financial platform by the new financial year, with the potential of Tammin also implementing the same system.

Cr P Hooper provided comment in relation to the requirement for unexpended funds to be returned, only to have such money reissued for the preparation of a Regional Business Plan. Further, that existing funds should be utilised to progress those projects agreed to by the Group, with the possibility of additional funding for the preparation of a Regional Business Plan.

Mr G Tuffin offered comment on the following:

- Engagement of the Executive Officer for 16 hours per week;
- Projects currently listed and agreed to;
- Completion of this work alone taking beyond September 2010;
- The possible need for assistance to complete those projects; and
- Inclusion of such projects in the Regional Business Plan.

The Chairman sought agreement from Member Local Governments that the common operating platform and asset management projects be completed by the Executive Officer, utilising available funds and resources required.

Discussion followed, detailing:

- The Executive Officer advised having prepared a scoping paper on asset management, determining a timeframe of March to September 2010 for completion, and that this was given consideration at the Chief Executive Officers Meeting of 24 February 2010.
- Mr G Fardon advised that the completion of this data is required for all Member Local Governments.

- Cr P Hooper suggested that once complete, this data could be merged easily for the Regional Transition Group process.

Following the Chairman seeking clear direction in order that this matter not be revisited, and comment by the Executive Officer, it was:

***MOVED Cr D Ridgway, Seconded Cr P Hooper, that the Executive Officer proceed with the asset management project on behalf of Member Local Governments, and that existing SEAVROC funding be utilised for this purpose.***

CARRIED UNANIMOUSLY

Further comment followed, with input by the Chairman and Mr R Hooper.

It was then:

***MOVED CR P Hooper, Seconded Cr D Ridgway, that the Executive Officer proceed with the common operating platform project on behalf of Member Local Governments, and that existing SEAVROC funding be utilised for this purpose.***

Clarification was provided that the common operating platform did not just refer to information technology systems.

The Chairman then put the motion.

CARRIED UNANIMOUSLY

Comment by Cr P Hooper, Mr K Byers, Mr R Hooper and Mr G Fardon followed, with general discussion covering:

- The Chairman suggested that the Executive Officer set up a common chart of accounts, with other matters such as policies and delegation deferred for inclusion in the Regional Business Plan.
- The Executive Officer's completion of a scoping paper for consideration at the Executive Committee Meeting of 1 April 2010. This paper will define what a common operating platform is, with an option to amend where Delegates see fit. Cr D Ridgway requested that Delegates receive the scoping paper at least a week prior to the Meeting.

- Mr G Fardon advised that Chief Executive Officers were required to complete a priority ranking, which included the common operating platform, and following analysis, this will be presented to an Executive Committee Meeting detailing potential cost, opportunities, level of resources required, etc.
- Cr K Wilkinson sought advice as to Tammin's inclusion in the Group, with the Chairman advising that Tammin remained keen on membership to SEAVROC, and inclusion in any proposed SEAVROC Regional Transition Group.
- Mr R Hooper advised that Mr Steve Pollard indicated that Northam's submission did not include any connection with SEAVROC, however Mr Graham Stanley advised that Tammin's preferred position was to be included in SEAVROC.

Lengthy discussion followed in relation to Tammin's possible membership to the Group, along with other matters, including:

- Tammin's inclusion in a SEAVROC Regional Transition Group.
- SEAVROC Membership and voting requirements.
- The right of response to an invitation to participate in a Regional Transition Group.
- Cr K Wilkinson seeking clarification if the Group were looking at a Regional Transition Group excluding Brookton and including Tammin.
- Tammin's possible inclusion making sense in relation to geographic location of the Goldfields Road.
- Given Tammin's small population, the possibility of its merger with neighbouring local governments.
- Tammin's submission suggesting a merger with Cunderdin.
- Similar issues arising with higher population figures, such as with York, in comparison to the smaller Shires like Tammin.
- Number of voting Delegates per local government in an amalgamated body.
- Brookton's advice that they would not participate in a proposed SEAVROC Regional Transition Group, however may join with Pingelly. Brookton's anticipation had been that two or three Member Local Governments would merge, not the entire SEAVROC Group.
- Brookton's advice providing clarification for other Member Local Governments.

- Cr P Hooper advised that funding would be affected for those standing alone or participating in small partnerships, and that communities stood to lose in this equation.
- Cr K Wilkinson suggested that larger regional collaborative groupings could occur in the future, with this developing strength in relation to funding.
- The Executive Officer advised that the Minister was not interested in collaborative groups at this point in time; his focus remained on those participating in Regional Transition Groups. Further, that population numbers would become critical, with pressure brought to bear on those smaller municipalities in the future.
- The subsidiary model offering outcomes in the future.
- Minister Grylls indicating at a Wongan Hills meeting, that stand alone Councils would face funding restrictions.
- Mr K Byers commented that the Group's discussions indicated favour for pursuing the Regional Transition Group, the question was with who.
- Mr G Tuffin sought a response from the Group in relation to Tammin's participation in order that he may provide such advice to Tammin.
- Mr R Hooper advised that four Member Local Governments had indicated their agreement, and that this could be reported to respective Councils.
- Cr D Ridgway sought comment in relation to Tammin's capacity if included in the grouping.
- Mr G Tuffin provided comment in relation to all parties having to agree on participation as a group.
- Ms J Burges advised that the Minister would not make such a decision, his expectation is that groups approach him with what they want.
- Possibility that only three of four local governments agree to sign a Regional Transition Group Agreement.

The Chairman offered comment in support of Tammin's inclusion, including:

- Fundamental principle forming the basis of SEAVROC, and resulting in the ability to work together with confidence, is the equity of representation. Should Tammin be included in the equation, they should be offered the same set of principles.
- SEAVROC had adhered to these principles over the last five to six years, which provided Tammin with confidence in joining the Group.

- Fundamentals of the Group being that all have a fair say, without any overriding influence by one party or another.
- Tammin's structure puts them at risk.
- Additional SEAVROC principle being that each respective Member Local Government looks after its own destiny.
- Future dynamics of the structural reform process may see absorption of small local governments, boundary, ward and other changes.
- Desire for agreement to bring Tammin into the group with confidence that they will maintain their current standing, and apply the same conditions and principles as all Member Local Governments.
- Larger more organised local governments have an obligation to assist their bordering municipalities.
- Tammin presents no threat to the Group.
- The Executive Officer advised that on analysing Tammin's financial standing, it was evident that they presented no liability to the Group, and in fact their inclusion may be advantageous.

Following Mr S Kocian making comment in relation to Tammin's asset management funding gap, and further comment by Mr G Fardon, the Executive Officer took the opportunity of clarifying anomalies in Brookton's asset register, along with other Member Local Governments, and suggesting that Tammin fitted the associated criteria for asset management.

Mr R Hooper drew attention to debate focusing on Tammin's participation, suggesting that the Group return discussion to participation in the Regional Transition Group process, and suggesting that smaller Transition Groups be formed by Member Local Governments, leading to an extended period before amalgamation.

Cr K Wilkinson raised concerns in relation to various merger scenarios, stating that York's size would present problems for other local governments in the reform process.

Mr G Tuffin advised that as detailed in Cunderdin's recommendation, a term of five years was preferential to two electoral terms, in order to alleviate such issues.

Mr K Byers advised that Delegates were assuming that ward boundaries were based on Shire boundaries.

The Executive Officer then provided advice in relation to requirements under the Local Government Act in relation to boundaries, namely:

- A ward review required the balance of people within each ward.
- A differential of 10% was permitted either way.
- Ward boundaries will change over time, dependent on population concentrations.
- Such review may justify that the Regional Group requires ten Elected Members as opposed to the proposed nine.
- The Minister is not focused on ward boundaries and representation at this point, as natural events will bring about changes in this area.

Debate followed in relation to the suggested five year review period, voting Delegates to the proposed Regional Transition Group, and one vote one value.

Mr G Tuffin then suggested that matters such as a five year review period be incorporated in the Governance Orders.

The Group debated further, detailing:

- Those not wishing to participate, but to stand alone, may be forced by the Minister to join a group not of their choosing.
- Current Ministerial direction that Groups advise their preference, as opposed to being directed by the Minister.
- Ms J Burges reiterating Cr D Ridgway's request for as much information as possible to take to Beverley Council.
- Mr G Tuffin reiterated that it was up to each individual local government to sign or not sign the Agreement.
- Ms J Burges suggested that those who were apprehensive about pursuing the Regional Transition Group, could give consideration to commencing the process, and should they decide it was not appropriate for their municipality, to withdraw at one of the given option points.
- Mr R Hooper provided comment in relation to the deletion of ward structures, compulsory voting, boundary changes, and suggesting that Member Local Governments request the largest review period possible.
- The Chairman asked that Member Local Governments drive the points of local representation and preservation of identity when and wherever possible.



The Chairman suggested that the Group vote on whether to accept Tammin into the SEAVROC Regional Transition Group, with issues raised being addressed in the Regional Business Plan. Further, that participants have the ability to withdraw from the process at three separate points.

Cr K Wilkinson sought further SEAVROC business for discussion, prior to Brookton's departure, to permit those wishing to participate in a SEAVROC Regional Transition Group to discuss the matter.

Cr D Ridgway suggested that discussion on the Regional Transition Group may be pertinent to Brookton and their deliberation on the subject, suggesting that they stay and participate. Mr G Fardon suggested that as this was a SEAVROC Meeting, and that as Brookton are a Member of SEAVROC, they should remain.

Cr P Hooper raised concerns in relation to a determination on asset management, with the Chairman drawing attention to the Group's earlier resolution in this regard, namely:

“MOVED Cr D Ridgway, Seconded Cr P Hooper, that the Executive Officer proceed with the asset management project on behalf of Member Local Governments, and that existing SEAVROC funding be utilised for this purpose.

CARRIED UNANIMOUSLY”

Following comment by Cr P Hooper, the Chairman, Cr D Ridgway, Mr R Hooper and Mr K Byers in relation to funding, asset management and local laws, the Executive Officer provided clarification in relation to available funding for SEAVROC projects, and expenditure to date. Further, that it was anticipated that Mrs L Gyomorei and Mr D Long would assist the Executive Officer in relation to asset management, and should further assistance be required, a report will be presented to the SEAVROC Executive Committee.

The Chairman requested that the Executive Officer prepare a full report on expenditure to date, and available funding for the completion of projects to next Executive Committee Meeting, suggesting that the Executive Officer utilise whatever resources he required.

Mr R Hooper drew Delegate's attention to a forthcoming meeting in relation to grain freight, asking that feedback be provided in relation to the report released by Thursday, 11 March 2010, in order that this may be presented by Mr R Hooper at that meeting.

Mr G Fardon then drew attention to recent correspondence from the Hon Eric Ripper in relation to governance services. Following discussion, it was agreed that the Executive Officer would coordinate one united response to this letter.

Ms J Burges provided a summation detailing:

- The Group would not be making an absolute decision today, as some Delegates wished to go back to their respective Councils and communities.
- Confirmation that those returning to their Council and community had sufficient information to do so.

Following Mr G Tuffin's request, Ms J Burges agreed to revisit points raised by Delegates.

Mr G Tuffin then sought confirmation that Delegates were in agreement with the distributed recommendation.

The Chairman read the recommendation (*as detailed on page 4 of the Minutes*), amending point three to read 'each existing town', instead of 'Shire' as shown.

Cr K Wilkinson raised concerns in relation to the creation of another tier of government by the formation of local Community Advisory Groups, with the Chairman advising that this was implemented successfully in South Australia. Such Advisory Groups assisted in retaining local identity, and although they did not liaise with the Council, they did liaise directly with Ward Representatives.

Cr D Ridgway advised that she was supportive of the formation of Community Advisory Groups, suggesting that dependent on legalities, would like to see these introduced at the 2011 elections. Discussion followed, with input by Ms J Burges and Cr D Ridgeway, and the Executive Officer advising that the proposed Community Advisory Groups were representative of the current progress or ratepayer associations. Further, that this matter had been included in the submission prepared in 2009.

Discussion followed, detailing:

- South Australian model had been in successful operation for more than ten years.
- Community Advisory Group minutes are to be presented to Council, with no legal encumbrance to act on those minutes.
- Mr G Tuffin sought input that Member Councils would be submitting a similar recommendation to their respective Council, and that the points detailed be included in schedules attached to any Regional Transition Group Agreements. General agreement was reached that Member Local Governments would present similar recommendations, as that provided by the Shire of Cunderdin.

- Mr R Hooper raised concerns that community group formation resembled the unsuccessful Queensland process.
- Comment on Townsville, Emerald and MacKay implementing strong processes which had been successful in their respective areas.
- The Chairman advised that feedback on South Australia detailed the success of the reform process in that State.
- Mr R Hooper advised caution on the wording of proposed Governance Orders to prevent local governments are not locked into processes that proved unsuccessful.
- Mr K Byers sought advice on the role of the Community Advisory Groups, with Mr G Tuffin advising that they have a liaison role with their respective Elected Members, however do not have any powers to make recommendations. Further, that they can be pivotal in advising the community.
- Mr R Hooper advised that such community based groups can currently be created under the Local Government Act.
- Cr D Ridgway commented that Community Advisory Groups provided for retention of local identity.
- The Chairman offered comment in relation to business plan reviews, with the ability for Member Local Governments to support the respective plan or not, and that this process was a key component to managing change.
- The Executive Officer advised that the creation of Community Advisory Groups reinforced the fact that respective communities still had local identity and some input, with Mr G Fardon suggesting that this was an important safety net for communities.
- Mr K Byers sought advice on the relevance of the March deadline, with Ms J Burges suggesting that this was required in order that the Minister had data to present to cabinet, and Cr P Hooper suggesting that it was linked to the May budget process.
- Mr K Byers commented on the notice of intent required by 26 March, and that all other matters raised would be considered as part of the Regional Business Plan process, with Mr G Tuffin suggesting that these items be detailed in the attached Schedule to the Agreement. Ms J Burges, Cr P Hooper and Mr K Byers offered further comment in this regard.
- The Executive Officer advised that matters raised should be addressed, as this will direct the Regional Business Plan preparation.
- Comment was provided by Cr K Wilkinson in relation to pursuing a Regional Transition Group with either Pingelly or Wandering, with Cr D Ridgway drawing attention to the need for all parties to agree on any proposed grouping.

- Cr K Wilkinson commented on the formation of Regional Transition Groups, and with the implementation of the subsidiary model, this would permit additional groups to work together.
- Mr G Fardon suggested wording to the effect “regional subsidiary model be incorporated into the Act for Regional Transition Groups” would be a practical solution for regional project delivery.
- The Executive Officer advised that a collaborative group scenario had no legal status whereas the subsidiary model provided for this.
- Mr R Hooper raised concerns in relation to amalgamation costs and the importance of this to the Regional Business Plan process, yet was unknown, and the expectation that this cost would be met by State Government.
- Ms J Burges advised that the anticipated cost was suggested to be \$2 million per local government, based on other structural reform processes undertaken throughout Australia.
- Mr G Tuffin advised that costs were difficult to determine until all matters had been analysed, with Ms J Burges commenting that previous amalgamations had been one on one rather than a group such as SEAVROC, and this added to the uncertainty.
- Following Mr G Tuffin’s request, Delegates confirmed that they were in general agreement with the proposed recommendation distributed and discussed.
- A further query by Mr G Tuffin followed, with confirmation that Cunderdin, Quairading and York, were in agreement for Tammin to be included in a SEAVROC Regional Transition Group. Brookton however were not, and Beverley were unprepared to commit at this point.

General discussion followed in relation to the dynamics of Tammin’s inclusion in a SEAVROC Regional Transition Group, as well as the established long term relationships between Member Local Governments.

Ms J Burges suggested that the matter of Tammin’s inclusion in the SEAVROC Group and/or a SEAVROC Regional Transition Group was a matter for discussion by the individual Member Local Government Councils. Further, confirming that Cr D Ridgway and Mr G Tuffin had received sufficient feedback from the Group to provide to their respective councils in relation to matters raised.

Cr P Hooper drew attention to an invitation for Shire Presidents to attend the Australian Council of Local Government (ACLG) Meeting to be held in Canberra on Friday, 18 June 2010, whilst the Australian Local Government Association (ALGA) National General Assembly of Local Government will be held in Canberra from 14-17 June 2010.

Ms J Burges advised that this Meeting had provided good solid discussion amongst the Group, then took the opportunity of thanking Delegates for their attendance and input before handing back to the Chairman.

\*\*\*\*\*

**7. DELEGATES MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**8. NEW BUSINESS OF AN URGENT NATURE**

**8.1 Delegates**

Nil.

**8.2 Executive Officer**

Nil.

**8.3 General Business**

Nil.

**9. CLOSURE OF MEETING**

The Chairman took the opportunity of thanking Delegates for their attendance and input to the Meeting, and Ms J Burges for facilitating, providing further comment in relation to the following:

- Good outcomes had been achieved through this Meeting.
- Challenge for all Member Local Governments is to take action and move forward following due process.

- SEAVROC's proven ability to drive their own agenda and achieve positive outcomes for their residents, ratepayers and communities.
- Acknowledgement of the Executive Officer's efforts and achievements, and the high quality of work undertaken for SEAVROC.
- The desire to retain the services of the Executive Officer, and the benefit of his experience, knowledge and expertise, which is a key part of SEAVROC's success.
- Delegates to remain focused, addressing any issues they may have, and should the need arise, meet to discuss such matters.
- The need for items from the Chief Executive Officers' Meetings to be presented at a Executive Committee Meeting.
- Confirmation of the Group's agreement on forthcoming projects for the Executive Officer to undertake.
- Should the Group commit to the Regional Transition Group, the Chairman is of the view that the Regional Business Plan process could be commenced prior to the June deadline, dependent on the Executive Officer's schedule.

Following Cr Ridgway's request, the Executive Officer advised that Minutes of this Meeting would be distributed to Delegates within a two week period.

Cr P Hooper then suggested that the group meet in three weeks, ie a day before the notice of intent deadline, with agreement that the scheduled meeting date of Thursday, 1 April 2010 remain.

The Chairman took the opportunity of thanking York for hosting the Meeting, and again extended his appreciation to attendees for their input.

There being no further business, the Chairman declared the Meeting closed at 12:28pm.

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## **8.0 Finance Report**

### **8.1 Financial Report for March 2010**

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	15 <sup>th</sup> April 2010
Author:	Loren Hempel
Item Approved by:	Chief Executive Officer

#### **Proposal**

The financial position as at 31<sup>st</sup> March 2010 is presented for consideration.

#### **Appendices – March 2010 - Financial Statements**

- Statement of Financial Activity
- Operating Statement
- Statement of Surplus or Deficit
- Statement of Financial Position
- Statement of Cash Flows
- Details by Function & Activity
- Reserves Account Summary
- Loan Repayment Schedule
- Financial Activity Statement projected to 30 June 2008
- Municipal Bank Account Statement & Reconciliation (036-102 000030)
- Restricted Cash Account Statement & Reconciliation (036102 123263)
- Licensing Trust, Working Trust and REBA Trust Account Statements & Reconciliations

#### **Statutory Environment**

The Local Government Act 1995 Part 6 Division 3 requires that a monthly financial report be presented to Council.

#### **Commentary**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

All financial implications are contained within the reports

#### **Strategic Implications**

Nil

#### **Recommendation 8.1**

That council;

Receives the financial report for March 2010.

Moved: Cr Graham Cooper

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried 8/0

## **8.2 Accounts Paid and Payable – March 2010**

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	15 <sup>th</sup> April 2010
Author:	Loren Hempel
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosure of interest has been tabled

### **Proposal**

Council is requested to confirm and authorise the payment of Accounts listed in the Warrant of Payments for March 2010.

### **Appendix**

Warrant of Payments for March 2010.

### **Statutory Environment**

Financial Management Regulations 12 & 13

### **Commentary on Statutory Environment**

In accordance with Financial Management Regulations 12 & 13, a List of all accounts paid or payable shall be presented to Council (Refer Warrant of Payments attached).

### **Policy Implications**

Nil

### **Financial Implications**

All financial implications are contained within the reports

### **Strategic Implications**

Nil



The accounts paid and payable are summarised as follows for March 2010.

1.0 Accounts Already Paid

1.1 Municipal Fund –

CHEQUE NUMBERS	AMOUNT
008646-008680	\$ 97,457.62
Electronic Payments - various	\$ 402,893.55

1.2 Other Funds – Recoup of Municipal Fund Expenditure and Term Investment	
Nil.	

CHEQUE NUMBERS	AMOUNT \$
2.0 Accounts to be passed for payment	
2.1 Municipal Fund - Nil	
<b>TOTAL MUNICIPAL FUNDS</b>	<b>\$500,351.17</b>

3. Trust Fund – Accounts Already Paid

DATE	CHEQUE NUMBER	DETAILS	AMOUNT \$
Nil			0.00

**Recommendation 8.2**

(a) That Council's payment of accounts amounting to \$ 500,351.17 for the Municipal Fund be received and noted.

(b) The Warrant of Payments as presented be incorporated in the Minutes of the Meeting.

Moved Cr. Clive Gibsone

Seconded Cr. Doug Kelly

Vote – simple majority

Carried 8/0

Payments List - March 2010			
Date	Reference	Creditor	Amount
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 72.02
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 22.00
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 22.00
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 31.60
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 13.00
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 13.00
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 55.80
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 38.80
1/03/2010	Bank Fees	Westpac Banking Corporation	\$ 83.15
2/03/2010	Bank Fees	Westpac Banking Corporation	\$ 5.50
2/03/2010	Bank Fees	Westpac Banking Corporation	\$ 11.00
2/03/2010	Bank Fees	Westpac Banking Corporation	\$ 31.25
3/03/2010	EFT PAYS	Staff Salaries & Wages	\$ 30,964.22
10/03/2010	8646	Fire & Emergency Services Australia	\$ 33,256.70
10/03/2010	EFT7191	ISIS Capital	\$ 1,764.92
15/03/2010	Bank Fees	Westpac Banking Corporation	\$ 29.22
15/03/2010	Loan 67	West Australian Treasury Corporation	\$ 20,632.57
15/03/2010	Loan 68	West Australian Treasury Corporation	\$ 41,538.54
17/03/2010	EFT PAYS	Staff Salaries & Wages	\$ 25,933.38
18/03/2010	Credit Card	Westpac Banking Corporation	\$ 535.80
25/03/2010	8647	Petty Cash	\$ 221.50
25/03/2010	8648	Cunderdin Co-op FUEL	\$ 10,000.00
25/03/2010	8649	Australian Local Government	\$ 1,920.00
25/03/2010	8650	Cr D Beard	\$ 280.00
25/03/2010	8651	Betta Electrical	\$ 96.00
25/03/2010	8652	Cr Rod Carter	\$ 280.00
25/03/2010	8653	Country Ford	\$ 1,194.80
25/03/2010	8654	Cunderdin Co-op	\$ 3,270.03
25/03/2010	8655	Cunderdin Newsagency	\$ 127.10
25/03/2010	8656	Cunderdin Co-op MUSEUM	\$ 164.26
25/03/2010	8657	Cunderdin Medical Practice	\$ 269.25
25/03/2010	8658	Direct Property Valuations	\$ 550.00
25/03/2010	8659	Cr Clive Gibsone	\$ 560.00
25/03/2010	8660	Goodfield Quality Meats	\$ 64.00
25/03/2010	8661	Cr Todd Harris	\$ 560.00
25/03/2010	8662	Horizon Surveys	\$ 10,505.00
25/03/2010	8663	Cr Dianne Kelly	\$ 560.00
25/03/2010	8664	LG System Incorporation	\$ 4,640.50
25/03/2010	8665	OCV Kewdale	\$ 2,550.90
25/03/2010	8666	Prime Super	\$ 579.41
25/03/2010	8667	Pro Mark Promotions	\$ 539.00
25/03/2010	8668	Shire of Merredin	\$ 350.52
25/03/2010	8669	Synergy	\$ 1,795.86
25/03/2010	8670	Telstra Corporation	\$ 1,228.47
25/03/2010	8671	Telstra (Bigpond)	\$ 191.25
25/03/2010	8672	Wastemaster	\$ 1,212.32
25/03/2010	8673	Water Corporation	\$ 12,860.65
25/03/2010	8674	Westscheme Superannuation	\$ 233.11
25/03/2010	EFT7192	City & Regional Waste	\$ 126.50
25/03/2010	EFT7193	CLAW Environmental	\$ 3,196.66

<b>Payments List - March 2010</b>			
<b>Date</b>	<b>Reference</b>	<b>Creditor</b>	<b>Amount</b>
25/03/2010	EFT7194	Cody Express Transport	\$ 31.41
25/03/2010	EFT7195	Combined Tyrepower	\$ 1,451.40
25/03/2010	EFT7196	Contract Aquatic Services	\$ 9,781.32
25/03/2010	EFT7197	Cooper, Cr Graham	\$ 560.00
25/03/2010	EFT7198	Courier Australia	\$ 97.11
25/03/2010	EFT7199	Coventrys	\$ 221.83
25/03/2010	EFT7200	DarMitch Logistics	\$ 3,003.00
25/03/2010	EFT7201	Carbone, Dominic	\$ 4,184.40
25/03/2010	EFT7202	Donovan's Water Service	\$ 6,957.50
25/03/2010	EFT7203	Eastern Hill Saws & Mowers	\$ 149.70
25/03/2010	EFT7204	Freelance Handyman	\$ 150.00
25/03/2010	EFT7205	Greenway Enterprises	\$ 481.33
25/03/2010	EFT7206	Kelly, Cr Doug	\$ 560.00
25/03/2010	EFT7207	Landgate	\$ 184.81
25/03/2010	EFT7208	McLeods Barristers & Solicitors	\$ 1,193.50
25/03/2010	EFT7209	Meckering Roadhouse	\$ 384.30
25/03/2010	EFT7210	Northam Auto Electrics	\$ 997.65
25/03/2010	EFT7211	Orica Australia Pty	\$ 478.43
25/03/2010	EFT7212	Peak Transport	\$ 215.60
25/03/2010	EFT7213	Shire of Tammin	\$ 1,575.90
25/03/2010	EFT7214	Startrack Express	\$ 67.24
25/03/2010	EFT7215	Verlindens Electrical	\$ 1,133.17
25/03/2010	EFT7216	WesTrac Equipment	\$ 1,213.63
25/03/2010	EFT7217	Whisson, Cr Dennis	\$ 560.00
25/03/2010	EFT7218	Wurth Australia Pty	\$ 187.60
25/03/2010	EFT7219	Yakka Pty Ltd	\$ 39.25
25/03/2010	EFT7220	Western Australia Local Government Superannuation	\$ 7,723.41
25/03/2010	EFT7221	Air Liquide Pty Ltd	\$ 115.55
25/03/2010	EFT7222	Australia Post	\$ 692.58
25/03/2010	EFT7223	Avdata Australia	\$ 774.60
25/03/2010	EFT7224	Avon Waste	\$ 4,653.62
25/03/2010	EFT7225	Baxters Rural Centre	\$ 3,156.64
25/03/2010	EFT7226	Boral Construction Materials Group	\$144,946.34
25/03/2010	EFT7227	Beazly, PW & GN	\$ 11,505.00
25/03/2010	EFT7228	Sandco Hire & Contracting	\$ 786.50
30/03/2010	Gym Bonds	Gym Key Bonds Tfr	\$ 50.00
31/03/2010	8675	AS & CS Boyle	\$ 587.14
31/03/2010	8676	Cunderdin Christian Fellowship Inc.	\$ 187.50
31/03/2010	8677	John & Janet Harris	\$ 671.19
31/03/2010	8678	Perry & Karen Jasper	\$ 193.79
31/03/2010	8679	Michael Twine	\$ 3,168.71
31/03/2010	8680	Thomas & Shannon Wilding	\$ 2,588.66
31/03/2010	EFT PAYS	Staff Salaries & Wages	\$ 27,508.30
31/03/2010	EFT7229	Cunderdin Gun Club	\$ 40,000.00
<b>TOTAL</b>			<b>\$500,351.17</b>

### 8.3 Council Investments – February 2010

Location:	Westpac Banking Corporation
Applicant:	Manager of Finance & Administration
Date:	15 <sup>th</sup> April 2010
Author:	Loren Hempel
Item Approved by:	Chief Executive Officer

#### **Disclosure of Interest**

No disclosure of interest has been tabled

#### **Proposal**

To inform Council of its investments as at 31<sup>st</sup> March 2010.

#### **Background**

The authority to invest money held in any Council Fund is delegated to the Chief Executive Officer. Council Funds may be invested in one or more of the following:

- Fixed Deposits
- Commercial Bills
- Government bonds
- Other Short-term Authorised Investments

Council funds are to be invested with the following financial institutions.

- Major banks
- Bonds Issued by Government and/ or Government Authorities.

#### **Commentary**

<b>COUNCIL INVESTMENTS AS AT 31<sup>st</sup> MARCH 2010</b>				
<b>Institution</b>	<b>Amount Invested</b>	<b>Investment type</b>	<b>Municipal Funds</b>	<b>Reserve Funds</b>
Westpac Banking Corporation	\$500,000.00	Term Deposit 14-1998 5.30%	\$500,000.00	\$0.00
Westpac Banking Corporation	\$274,255.93	Max-i Bonus Account 13-7729 1.70%	\$0.00	\$274,255.93
Westpac Banking Corporation	\$29,796.73	Max-i Bonus Account 13-8262 1.70%	\$29,796.73	\$0.00
Westpac Banking Corporation	\$637,577.54	Term Deposit 14-2093 6.10%	\$0.00	\$637,577.54
<b>TOTAL INVESTMENTS</b>	<b>\$1,441,630.20</b>		<b>\$529,796.73</b>	<b>\$912,155.47</b>

#### **Statutory Implications**

Financial Management Regulation 19.

#### **Policy Implications**

Delegation #18 – Investments.

#### **Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

There are no strategic implications in considering this item.

**Recommendation 8.3**

That the report on Council investments as at 31<sup>st</sup> March 2010 be received and noted

Moved Cr. Todd Harris

Seconded Cr. David Beard

Vote – Simple Majority

Carried 8/0

Note: Cr David Beard questioned why he could not see the \$100,000 transfer from the Municipal investment account (Maxi-i) to the operating Municipal Account.

The CEO explained that not all the bank statement pages in the attachments to the financial statements cover the whole month, some only cover end of month balances which are used to confirm the bank reconciliations. The transfer occurred on the 26<sup>th</sup> March 2010, which would appear on the previous statement (#1241), not 1242 which only covered the 31<sup>st</sup> March 2010.

## **9.0 Chief Executive Officer's Reports**

### **9.1 Traffic Management for events**

Location:	Cunderdin
Applicant:	Administration
Date:	15 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Disclosure of Interest**

No disclosure of interest has been tabled.

#### **Proposal**

To consider executing an Instrument of Authorisation relating to traffic management for works on roads and events with Main Roads WA.

#### **Attachment**

Letter from Main Roads – undated  
Instrument of Authorisation

#### **Background**

Under the Road Traffic Code 2000, the Commissioner of Main Roads is the sole authority that may erect, establish or display, and may alter or take down any road sign or traffic control signal. Main Roads WA is able to delegate this authority to Council for specific purposes subject to an Instrument of Agreement being signed by Council and Main Roads WA. In order to manage traffic related to events on roads such as on-street festivals, fairs and street races, Council is required to enter an Instrument of Authorisation with Main Roads WA.

#### **Commentary**

New Australian Standards regarding traffic management were introduced in 2009 which has prompted Main Roads WA to review delegations regarding traffic management during events.

In summary, the Instrument requires the following commitments from Council:-

1. That Council will follow the relevant standards when managing traffic during events
2. That Council will develop and follow appropriate procedures to ensure it follows relevant standards when managing traffic during events.

It is recommended that Council approves the signing of the Instrument of Authorisation as it will enable events to be managed efficiently. No new undertakings are required by Council because the agreement only requires Council to work within safety parameters that it is already committed to.

#### **Statutory Implications**

Road Traffic Act 1974  
Road Traffic Code 2000  
Road Traffic (Events on Roads) Regulations 1991  
Australian Standard 1742.3-2009

#### **Policy Implications**

There are no policy implications in considering this item.

**Financial Implications**

There are no obvious costs to council in relation to entering this agreement that would not already exist in relation to providing traffic management for events.

**Strategic Implications**

This Instrument of Authorisation will enable Council to manage traffic during events on Council's roads into the future

**Recommendation 9.1**

(1) That Council authorises the Chief Executive Officer to sign and seal the Main Roads WA "Instrument of Authorisation Relating to Traffic Management for Works on Roads"

Moved Cr Graham Cooper                      Seconded Cr Dianne Kelly

Vote – Simple majority                      Carried 8/0



ADM 0413



ABN: 50 860 676 021

Enquiries: Mario Marks on 9323 4110  
Our Ref: 04/1706-04 (D10#12907)  
Your Ref:

21 January 2010

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

Dear Gary

**AUTHORITY TO USE TRAFFIC SIGNS AND DEVICES FOR WORKS ON ROADS -  
INSTRUMENT OF AUTHORISATION – SHIRE OF CUNDERDIN**

Main Roads is writing to you to advise that there had been a number of changes and initiatives undertaken in relation to traffic management for works on roads and events. This letter is to let you know what has or is about to happen and areas for development that your organisation, in partnership with Main Roads, can build upon to promote and enhance a safe and efficient work environment at Roadworks sites.

**Changes to Codes and Standards**

In January 2009, Standards' Australia released an update to Australian Standards; Manual of uniform traffic control devices part 3 (AS1742.3-2009), that deals with the manner traffic is controlled whilst undertaking works on roads. This document under pins the framework of the Main Roads' Traffic Management for Works on Roads and Events Code of Practice (CODE) and was subsequently formally incorporated into the Codes in April 2009 and January 2010 respectively.

Under section 297(1) of the Road Traffic Code 2000, the Commissioner of Main Roads is the sole authority that may erect, establish or display, and may alter or take down any road sign or traffic-control signal. Section 297(2) of the Road Traffic Code 2000 allows an authorised body such as your organisation to undertake the above subject to the terms and conditions specified in the instrument of authorisation.

This letter is to let you know that Main Roads recognises that your organisation as an Authorised Body relating to traffic management for Works on Roads may have a number of established routine generic traffic management plans and traffic control diagrams based on the previous AS1742.3-2002 standard. In recognition of this Main Roads would like to advise that such plans may continue to be used until the 31<sup>st</sup> March 2010, at which time the plans and diagrams will need to be amended to ensure that the use of all traffic signs and devices is consistent with the requirements' of the new standard and our Code of Practice.



Don Aitken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892  
Telephone: (08) 9323 4111 Facsimile: (08) 9323 4174 TTY: (08) 9428 2230  
Email: roadtraff@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au



### **Instrument of Authorisation relating to Works on Roads**

Our records indicate that your organisation is only an Authorised Body for Works on Roads. I would like to take this opportunity to invite the Shire of Cunderdin to become an Authorised Body under the Instrument of Authorisation, pursuant to Regulation 207(2) of the Road Traffic Code. This Authorisation will enable your organisation and its representatives to use and install temporary traffic signs and devices on roads within its jurisdiction for the purposes of managing Works on Roads traffic, subject to the conditions outlined in the attached Instrument of Authorisation. This will eliminate the need to seek approval from Main Roads other than obtaining roadway access authorisation to the State road network. The Shire of Cunderdin currently does not have this authority.

Two copies of the Instrument of Authorisation will need to be witnessed, stamped with a common seal and returned to this office. One copy of the executed Instrument of Authorisation will be held by Main Roads and the other will be returned for your retention.

### **Management of Risk Exposure at Roadworks Sites workshop**

In May 2008 a workshop was held in consultation with industry to identify the risk exposure associated with working in the traffic environment and to consider the issues and possible treatments that may be used to mitigate the risk exposures for the protection of workers at roadwork sites.

The workshop identified the issues that may contribute to events that have the potential to jeopardise workers safety.

The types of risks that had been identified by the workshop include:

- Excessively long length of speed zones, including buffer zones, that has the potential to result in non-compliance by road users and increased speeds through the work site.
- Inconsistent or incorrect use of speed zones across the road network that can lead to differing driver expectations and or confusion as to what speed is required.
- Incorrect or inconsistent placement of traffic control signs and devices resulting in a lack of uniformity that may lead to driver distraction, confusion and possible disregard to signed instructions.
- Complacency and lack of endeavour by some within the industry to follow the standards and best practice in the area of managing traffic leading to loss of integrity and respect of road users.
- Authorised Bodies not complying with the requirements of the Main Roads Code of Practice leading to unsafe work practices.
- Inadequate checking and subsequent approval of substandard traffic management designs resulting in poor or dangerous roadwork sites.

The possible cause for the issues identified above may be the apparent lack of traffic management compliance and or suitability audits undertaken by the Road Authorities (including Main Roads) and Authorised Bodies.

### **Traffic Management Compliance and Suitability Audits**

In the interest of road safety and to ensure that a safe road environment for worker personal is maintained, Main Roads intends to undertake some traffic management audits at selected sites to ensure that the traffic signs and devices are used and implemented in the manner prescribed in the Main Roads' Traffic Management for Works on Roads and Events Code of Practice.

Primarily the audits will be undertaken along the State road network but may extend to larger projects on the local road network where deemed necessary to identify:

- o The standard and level of the traffic management implemented at the work place.
- o Compliance with the Code and the Instrument of Authorisation.
- o Areas for improvement in the management of traffic at worksites, and
- o To develop a number of audit processes that can be implemented by the industry to improve roads safety when undertaking works on roads.

The audit findings will assist the road authority to identify organisations that may need assistance in enhancing their level of expertise in the area of traffic management; to identify areas for improvement in relation to traffic management training and to reduce incidence of organisation not willing to abide by the relevant Codes, Standards and best practice when undertaking works on roads.

Main Roads is committed to and looks forward to forming a partnership with your organisation in this endeavour to arrest the impact that drivers moving through or past worksites are having on the workplace and to guarantee a safer work environment for all road works.

### **What can be done now?**

As the development of the initiatives described above may take some time to implement and to ensure that the management of traffic is consistent with the conditions specified in the instrument of authorisation previously endorsed by the Commissioner of Main Roads WA.

Main Roads' requests that consideration be given by your organisation to commence on-site auditing of traffic management arrangements approved by your agency and to undertake a review of your current approval and monitoring arrangements.

If you require any further information please contact Mr. Mario Marks on (08) 9333 4110.

Yours faithfully



Craig Woodridge  
A / EXECUTIVE DIRECTOR ROAD NETWORK SERVICES

End: Authorisation Agreement – Works on Roads

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

**RELATING TO  
TRAFFIC MANAGEMENT FOR WORKS ON ROADS**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises .....  
(insert name of Local Government)

("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Works on Roads Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au);
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Dated:

THE COMMON SEAL OF THE  
COMMISSIONER OF MAIN ROADS  
WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS  
FOR THE TIME BEING IN THE PRESENCE OF:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

**ACKNOWLEDGMENT BY AUTHORISED BODY**

..... agrees to observe, perform and be  
bound by the above conditions.

THE COMMON SEAL OF THE

.....  
WAS AFFIXED PURSUANT TO A RESOLUTION  
OF THE COUNCIL IN THE PRESENCE OF

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Witness

## 9.2 Optus Mobile Tower

Location:	Lot 1 Carter Road, Cunderdin
Applicant:	Optus Mobile Pty Ltd
Date:	15 <sup>th</sup> April 2010
Author:	City of Canning as Consultant to Shire of Cunderdin
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

Cr Todd Harris disclosed an interest in the report as the proposed Tower is to be sighted on his Fathers Property (John Harris) for which it is understood he will receive a lease payment for the use of his property.

### **Proposal**

To consider the construction of a Mobile Telephone Base Station at Lot 100 Carter Road, Cunderdin; adjacent to the Cunderdin Hill Lookout. The proposed telecommunications infrastructure on site includes; a 35m high monopole, various panel antennas, a satellite dish and a prefabricated equipment shelter (shed). The proposal is assessed against the requirements of Local Planning Scheme No. 3.

### **Background**

Zoning: General Agriculture  
Lot Area: 129.737ha

The following report has been prepared in response to the application for development approval lodged with the Shire of Cunderdin. The site is currently occupied by a raised lookout platform and existing Optus telecommunications infrastructure.

An assessment of the application in the context of the current statutory planning framework and a final recommendation regarding the general suitability of the proposed development is provided to assist in the decision making process.

### **Comments**

The subject site is zoned General Agriculture under the Shire of Cunderdin Local Planning Scheme No. 3 (the Scheme). Clause 5.10.4 of the Shire of Cunderdin Local Planning Scheme No. 3 states:

*“All proposals for development in the General Agriculture zone must have regard to both on-site and off-site impacts and, where deemed necessary by the local government, such proposals shall be accompanied by information identifying:*

- a) Environmental values and any environmental risks;*
- b) The potential for land use conflict;*
- c) The potential impacts and restrictions on approved uses on adjacent or nearby locations;  
and*
- d) The separation distances and/or buffers relating to a potentially incompatible land use which need to be provided on-site.”*

With regard to the above-mentioned points, the relevant considerations for the proposal include –

- Orderly and proper planning;
- Potential impacts on the amenity of adjoining lots and the locality; and
- Potential impacts of the electro magnetic energy (EME) emitted by a mobile telephone

base station.

EME can best be described as waves of electric and magnetic energy moving together through space. Radiofrequency EME is emitted by Mobile phone base stations, broadcast towers, radar facilities and some types of electrical equipment.

Radiofrequency EME is non-ionising radiation. This means that it is not able to directly impart enough energy to a molecule or atom to break chemical bonds or remove electrons. In contrast, ionising radiation such as X-rays can strip electrons from atoms and molecules. This process produces molecular changes that can lead to damage in biological tissue.

The Australian Communications and Media Authority have introduced electromagnetic radiation human health exposure regulations for radiocommunications installations and portable transmitting equipment. The regulations make mandatory the EME limits set out in a standard developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). ARPANSA is the Australian Government agency responsible for advice about radiation matters.

### ***Orderly and Proper Planning***

The site is a geographically favourable location for telecommunications infrastructure, given its topography and distance from other land uses. The location of the monopole on site will assist in the delivery of increased coverage of mobile telecommunications to Cunderdin. The proposal is in the interests of orderly and proposer planning.

### ***Amenity***

WAPC Statement of Planning Policy 5.2 (Design of Telecommunications Infrastructure) state that particular care should be taken in the design of such facilities near certain land uses such as child care centres, aged persons facilities and sites of cultural or heritage significance. The site is located approximately 670m from the nearest residential lots and approximately 1.79km from Cunderdin Town Centre. The monopole is designed and painted in such a way as to minimize visual impacts and appear to merge into the skyline when viewed from a distance.

### ***Electro Magnetic Energy***

The applicant has included a report demonstrating compliance with the relevant ARPANSA standards in relation to EME. The proposal involves sufficient buffers to surrounding land uses. It is not anticipated that EME emissions from the site have the potential to become problematic.

The proposal will assist in the provision of mobile telecommunications coverage to the Cunderdin area. The proposed location is considered favourable and in the interests of orderly and proper planning. The proposal incorporates design measures to minimize the visual impacts of the monopole. The affect on the amenity of the site and the locality is considered acceptable. Levels of EME emissions resulting from the proposal have been shown to be within acceptable levels as per ARPANSA standards.

Council has the opportunity to approve, refuse or defer consideration of applications. Should Members consider that the provisions of the Scheme or WAPC Statement of Planning Policy 5.2 are not satisfied, Council may elect to refuse the application.

### **Statutory Environment**

Planning and Development Act 2005  
Shire of Cunderdin Town Planning Scheme No. 3  
Commonwealth Telecommunications Act 1997  
WAPC Statement of Planning Policy 5.2; Telecommunications Infrastructure

**Policy Implications**

There are no policy implications in considering this item.

**Public Consultation**

None.

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

There are no strategic implications in considering this item.

**Recommendation 9.2**

That Council approve the application for a mobile base station at Lot 100 Carter Road Cunderdin, subject to the following conditions:

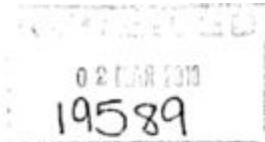
1. The proposed development is to comply in all respects with the submitted plans approved on 15<sup>th</sup> April 2010 and stamped accordingly.

Moved Cr Dennis Whisson

Seconded Cr Clive Gibsone

Vote – Simple majority

Carried 7/0



Our Ref: P8114 – Cunderdin

The General Manager  
Shire of Cunderdin  
Administration Centre  
PO Box 100  
CUNDERDIN WA 6407

26 February 2010

Dear Sir/Madam,

**Development Application – Proposed Mobile Phone Base Station at P8114 Cunderdin – Harris Farm, Adjacent to Cunderdin Hill Lookout – 1 Carter Road Cunderdin WA 6407**

Please find enclosed an application for a Planning Approval and supporting information for a proposed telecommunications facility which forms part of the Optus mobile network at the above address.

Please find enclosed:

- Application for planning approval;
- Statement of Environmental Effects;
- Plans of the proposal and;
- Application fee

This application has been submitted by Daly International Pty Ltd on behalf of Optus Mobile Pty Ltd and involves the construction of a 35 metre high monopole and associated ancillary development.

Should you require any additional information regarding this application, please do not hesitate to contact the undersigned

Yours faithfully

Maria Engelbrecht  
Town Planner  
Daly International  
Office: 08 62670283  
Fax: 08 6267 0286  
E-mail: [mengelbrecht@dalyinternational.com.au](mailto:mengelbrecht@dalyinternational.com.au)

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DALY INTERNATIONAL Pty Ltd, A.B.N. 17 054 002 461  
Suite 2/ 18 Harvest Terrace, West Perth, WA 6005  
Telephone: 61 8 6267 0283 Facsimile: 61 8 62670286

[www.dalyinternational.com](http://www.dalyinternational.com)



## SCHEDULE 6 — FORM OF APPLICATION FOR PLANNING APPROVAL

[cl. 9.1.1]

### Application for planning approval

<b>Owner details</b>		
Name: JOHN HERBERT HARRIS and JANET FAY HARRIS		
Address: PO BOX 13, CUNDERDIN, W.A.		
		Postcode: 6407
Phone: (08) 9635 1130	Fax: (08) 9635 1269	E-mail: BESTBOER@WN.COM.AU
(work): #		
(home): "		
(mobile): 0409635113		
Contact person: JOHN HARRIS		
Signature: <i>J Harris</i>		Date: 1/2/2010
Signature: <i>S.F. Harris</i>		Date: 1/2/2010
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>		

<b>Applicant details</b>		
Name: OPTUS MOBILE PTY LTD C/- DALY INTERNATIONAL PTY LTD		
Address: SUITE 2, 18 HARVEST TERRACE, WEST PERTH		
		Postcode: 6005
Phone: (08) 6267 0283	Fax: (08) 6267 0286	E-mail: MENGELBRECHT@DALYIINTERNATIONAL.COM.AU
(work):		
(home):		
(mobile): 0407 110 997		
Contact person for correspondence: MARIA ENGELBRECHT		
Signature: <i>Maria Engelbrecht</i>		Date: 26/2/2010

<b>Property details</b>		
Lot No: 100	House/Street No:	Location No:
Diagram or Plan No: 56501	Certificate of Title Vol. No: 2728	Folio: 936
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: CARTER ROAD		Suburb: CUNDERDIN
Nearest street intersection: CARTER ROAD & BOLLAND ROAD		

<b>Existing building/land use:</b>		
Description of proposed development and/or use: MOBILE TELECOMMUNICATIONS BASE STATION		
Nature of any existing buildings and/or use: GRAZING		
Approximate cost of proposed development: \$95,000		
Estimated time of completion: 3 MONTHS FROM APPROVAL		

<b>OFFICE USE ONLY</b>	
Acceptance Officer's initials:	Date received:
Local government reference no:	
<i>(The content of the form of application must conform to Schedule 6 but minor variations may be permitted to the format.)</i>	

		22.10.08	05.01.09	16.02.10						
DATE OF ISSUE										
DRAWING PACKAGE VERSION		1	2	3						
<b>GENERAL</b>										
P8114C-G1	SITE SPECIFICATIONS	01	02	03						
P8114C-G2	OVERALL SITE PLAN	01	02	03						
P8114C-G3	SITE LAYOUT AND SETOUT PLAN	01	02	03						
P8114C-G4	SITE ELEVATION	01	02	03						
<b>TRANSMISSION</b>										
<b>STRUCTURAL</b>										
<b>ELECTRICAL</b>										
<b>RADHAZ / EXCLUSION ZONES</b>										
<b>FITOUT / INSITU SHELTER</b>										
<b>LEASE / LICENCE</b>										
<b>REFERENCE DOCUMENTS</b>										
<b>DISTRIBUTION</b>										
OPTUS	MANFRED SRIENZ	1	1	1						

# 'yes' OPTUS

## OPTUS SITE - P8114C CUNDERDIN

HARRIS FARM- ADJACENT TO  
CUNDERDIN HILL LOOKOUT  
CUNDERDIN HILL ROAD  
CUNDERDIN WA 6407

UMTS 900 - 3G MAMMOTH



Level 6 Tower B The Zenith  
821-843 Pacific Highway Chatswood NSW 2067  
Australia (Ph (02) 9419-2199)  
www.dalyinternational.com

**FOR SITE ACQUISITION**

PROJECT	Drawing No.
3G MAMMOTH	P8114C-00



**OPTUS SITE P8114C  
LOT 100 ON P56501**



Copyright © Google Maps

**SITE LOCALITY PLAN**

SCALE: NTS

SITE LOCATION DATA		SOURCE: SURVEY	
DATUM:	MSA (GDA94)	DATUM ZONE:	50
REF LOCATION: CENTRE OF TOWER			
CO-ORDINATES:	EASTING	521 906	
	NORTHING	6 496 431	
LAT/LONG:	LATITUDE	-31.667175	
	LONGITUDE	117.231087	
*MSA DATUM USED BY GOOGLE EARTH® AND GPS BASED DEVICES CAN BE CONSIDERED THE SAME AS GDA94 (SOURCE: "GEOCENTRIC DATUM OF AUSTRALIA TECHNICAL MANUAL" VERSION 2.3)			

**SITE INFORMATION:**

- 1. SITE ADDRESS**  
HARRIS FARM-ADJACENT TO CUNDERDIN HILL LOOKOUT, CUNDERDIN HILL ROAD, CUNDERDIN, WA 6407.
- 2. GENERAL**  
THE CONTRACTOR SHALL COMPLY WITH ALL RELEVANT OPTUS CONSTRUCTION STANDARDS AND SPECIFICATIONS.
- 3. SITE ACCESS**  
FROM GREAT EASTERN HIGHWAY TURN TO CUNDERDIN-QUIRADIN ROAD AND TRAVEL APPROX. 860m. TURN RIGHT TO WATTS STREET AND TRAVEL APPROX. 820m BEFORE TURNING LEFT TO CUNDERDIN HILL ROAD. TRAVEL APPROX. 900m TO REACH LOCATION.
- 4. EQUIPMENT SHELTER / FIT-OUT ROOM**  
PROPOSED OPTUS PHASE 8.0 PREFABRICATED SHELTER AT GROUND LEVEL (COLOUR TO BE CONFIRMED).
- 5. STRUCTURE**  
PROPOSED OPTUS 35m HIGH MONOPOLE (MANUFACTURER, TYPE AND FINISH TO BE CONFIRMED).
- 6. ANTENNA ACCESS**  
ANTENNA ACCESS VIA STEP IRONS AND "LAD-SAF" FALL ARREST SYSTEM BY QUALIFIED RIGGER PERSONNEL ONLY.
- 7. EXISTING SERVICES**  
THE CONTRACTOR SHALL IDENTIFY AND CONFIRM THE LOCATION OF ALL RELEVANT EXISTING SERVICES AS REQUIRED PRIOR TO THE COMMENCEMENT OF WORKS.
- 8. SIGNAGE**  
PROVIDE SIGNAGE AS PER CURRENT OPTUS SPECIFICATIONS, AND AS NOTED ON DRAWINGS.
- 9. TRANSMISSION LINK**  
FOR PROPOSED TRANSMISSION DETAILS REFER DRG. P8114-G3.
- 10. EXISTING SITE HAZARDS**  
THE FOLLOWING HAZARDS ARE PRESENT ON SITE:  
- EXISTING EME TRANSMITTING ANTENNAS
- 11. ELECTRICAL INSTALLATION**  
TO BE CONFIRMED.
- 12. LIGHTNING ASSESSMENT**  
THIS SITE HAS BEEN ASSESSED TO HAVE A LIGHTNING RISK VALUE OF 14 IN ACCORDANCE WITH CURRENT AUSTRALIAN STANDARD AS 1768.

**FOR SITE ACQUISITION**




Level 6 Tower B The Zenith  
821-843 Pacific Highway  
Chateau NSW 2067  
Australia (Ph (02) 9416-2199)  
www.dalyinternational.com

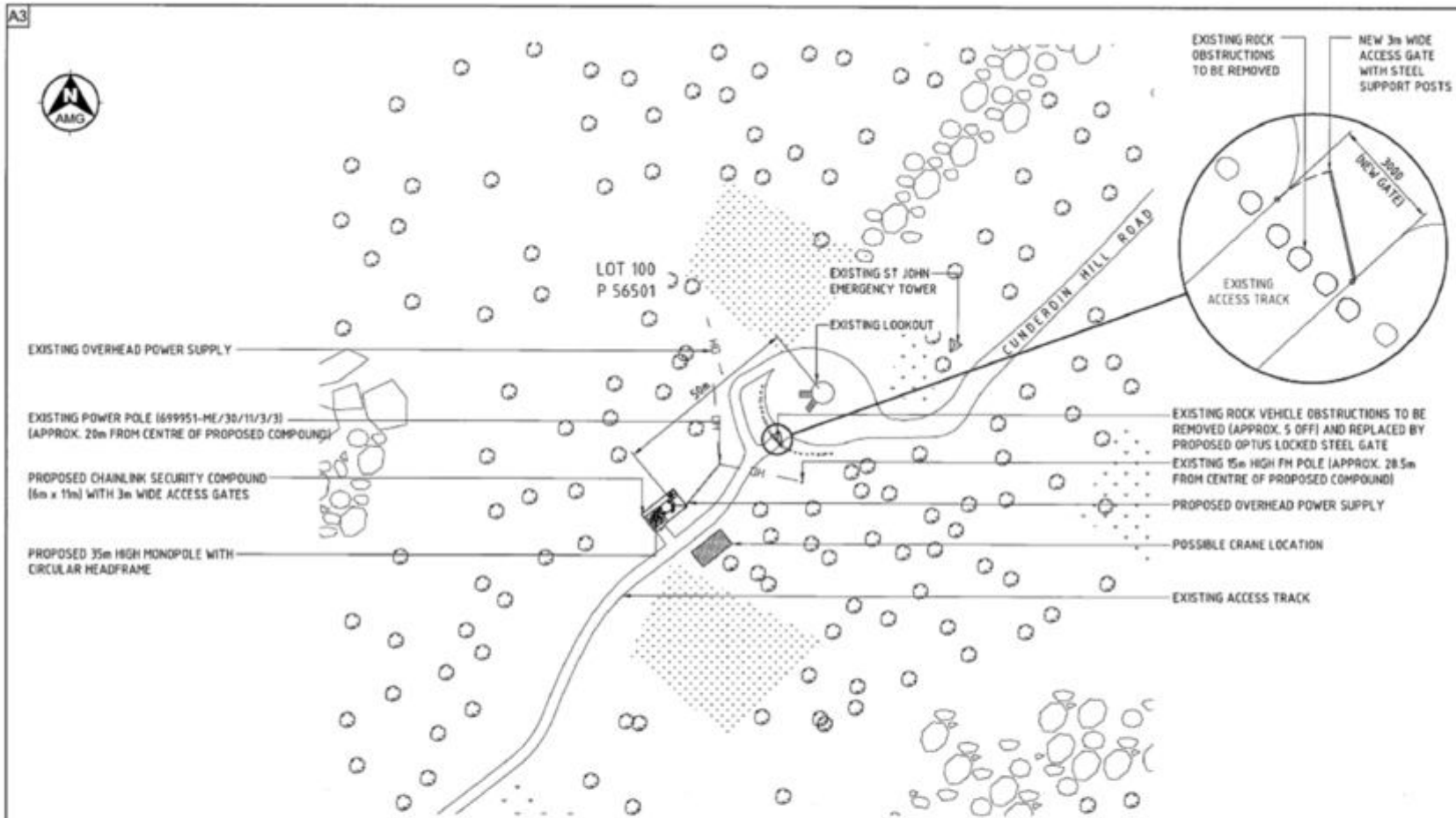


Project: **3G MAMMOTH  
WESTERN AUSTRALIA  
SITE No:- P8114C  
CUNDERDIN  
ADJ TO CUNDERDIN HILL LOOKOUT**

Drawing Title: **SITE SPECIFICATIONS**

Designed:	FJ	Drawn:	JE	Date:	22.10.08
Checked:	DF	Scale:	NTS		
Approved:	CT	Project No.:			
Drawing No.:	P8114C-G1		Revision:	03	

0 10 20 30 40 50m



**OVERALL SITE PLAN**  
SCALE 1:1000

**FOR SITE ACQUISITION**

01	01	01	01	01	01
02	02	02	02	02	02
03	03	03	03	03	03
04	04	04	04	04	04
05	05	05	05	05	05
06	06	06	06	06	06
07	07	07	07	07	07
08	08	08	08	08	08
09	09	09	09	09	09
10	10	10	10	10	10



Level 6 Tower B The Zenith  
821-843 Pacific Highway  
Chateau NSW 2087  
Australia (Ph (02) 9419-2199)  
www.dalyinternational.com

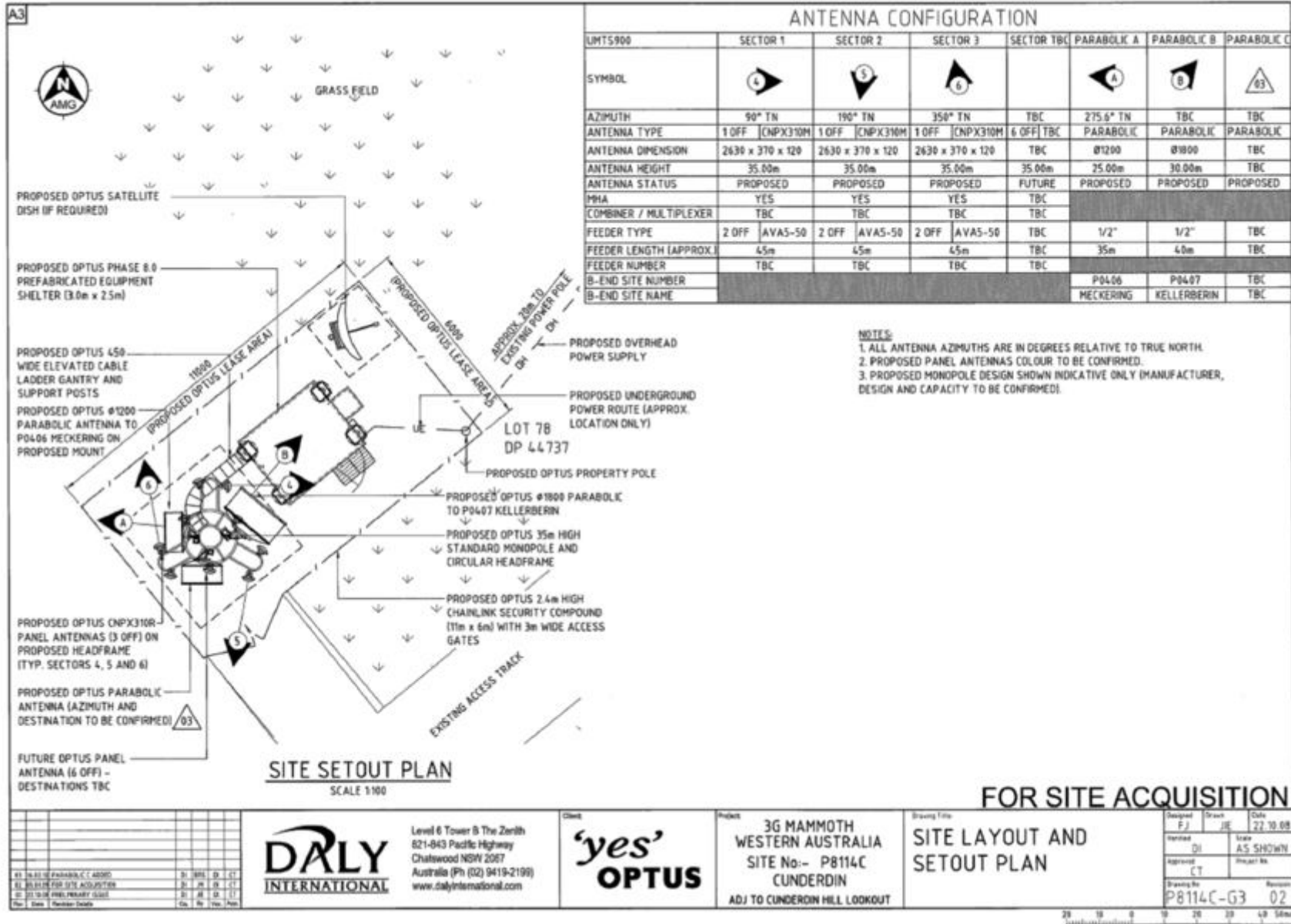


Client: **3G MAMMOTH WESTERN AUSTRALIA**  
Project: **SITE No:- PB114C CUNDERDIN**  
ADJ TO CUNDERDIN HILL LOOKOUT

Drawing Title: **OVERALL SITE PLAN**

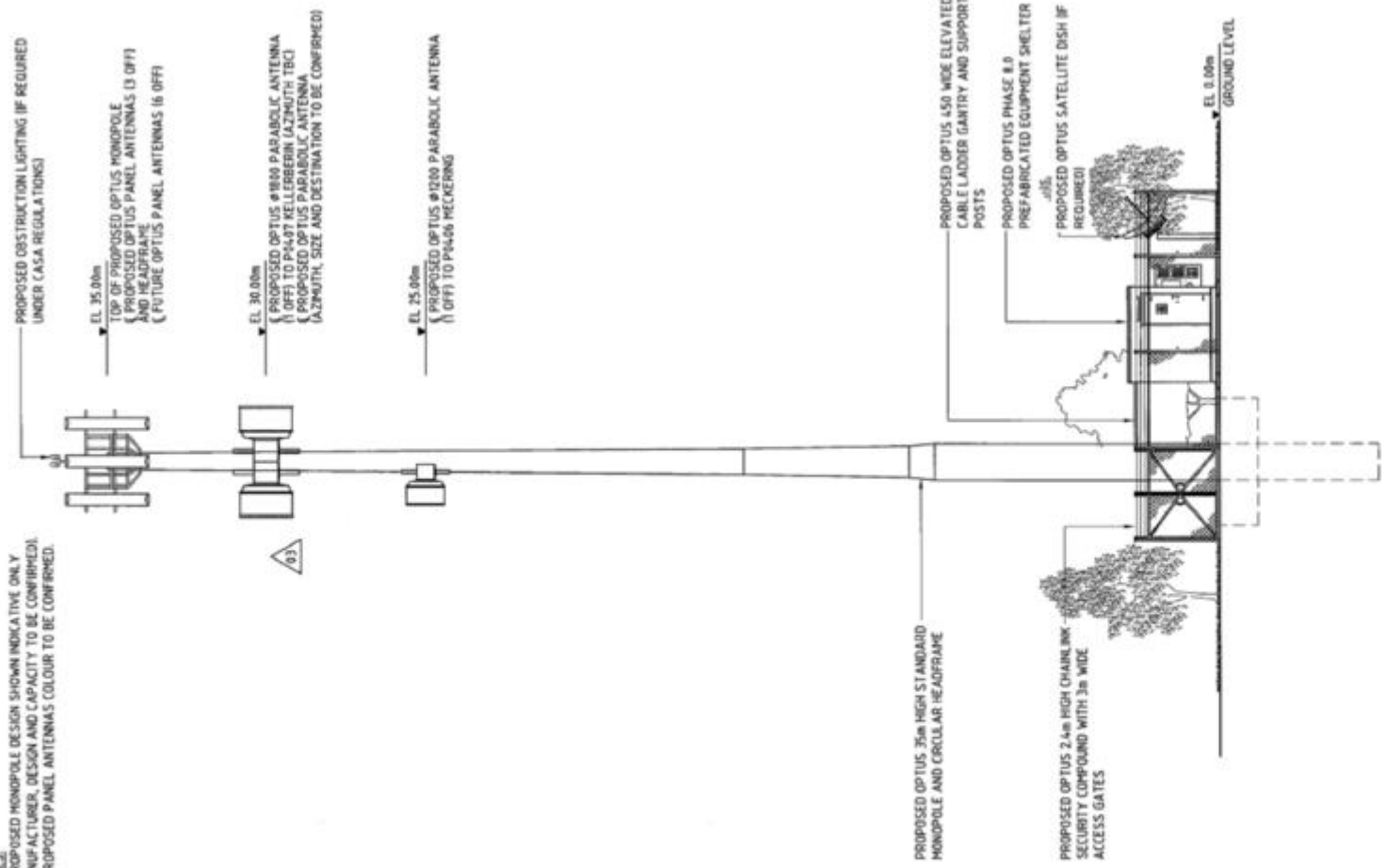
Designed by	Checked by	Date
FJ	JE	22.10.08
Drawn by	Scale	AS SHOWN
DT		
Approved by	Project No.	
CT		
Drawing No.	Revision	
PB114C-G2	03	





A3

NOTES:  
 1. PROPOSED MONOPOLE DESIGN SHOWN INDICATIVE ONLY. MANUFACTURER, DESIGN AND CAPACITY TO BE CONFIRMED.  
 2. PROPOSED PANEL ANTENNAS COLOUR TO BE CONFIRMED.



**SOUTH EASTERN ELEVATION**  
 SCALE 1:125

**FOR SITE ACQUISITION**

01	10.01.01 PARABOLIC ANTS	01	001	01	CT
02	10.01.02 MONOPOLE	01	001	01	CT
03	10.01.03 CHAINLINK	01	001	01	CT
04	10.01.04 GANTRY	01	001	01	CT
05	10.01.05 SHELTER	01	001	01	CT
06	10.01.06 ANTENNAS	01	001	01	CT



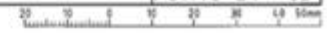
Level 6 Tower @ The Zerith  
 821-843 Pacific Highway  
 Chateau NSW 2067  
 Australia (Ph (02) 9419-2199)  
 www.dalyinternational.com



Project  
**3G MAMMOTH WESTERN AUSTRALIA**  
 SITE No:- P8114C  
 CUNDERDIN  
 ADJ TO CUNDERDIN HILL LOOKOUT

Drawing Title  
**SITE ELEVATION**

Designed	FJ	Drawn	JE	Date	22.10.08
Verified	DI	Scale	AS SHOWN		
Approved	CT	Project No.			
Drawing No.	P8114C-G4		Revision	03	





Sunderlin Hill  
Optus Mobile Tower

1:2977

8/04/2010

Printed with the TatuGIS Viewer [www.TatuGIS.com](http://www.TatuGIS.com)

### 9.3 SEAVROC Corporate Governance

Location:	N/A
Applicant:	Administration
Date:	15 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Proposal**

To consider endorsing the proposed SEAVROC Corporate Governance Policy.

#### **Background**

SEAVROC has operated under a Memorandum of Understanding and a draft Charter for a number of years. A Corporate Governance Policy has been drafted by the Executive Officer (SEAVROC) to provide further operating guidance to the group.

#### **Comment**

The Corporate Governance Policy is based on the following criteria:

- A governance policy sets out the values that the organisation considers central to its operations, describes the boundaries of acceptable behaviour for the organisation based on these values, and identifies the areas in which procedures are required to police these boundaries.
- A governance policy can not overrule the organisation's constitution or charter.
- It is enforceable only with the agreement of its members, and is not a comprehensive statement of the applicable law, and therefore the policy can only be general in nature.

The Policy is intended to provide a clear governance process for SEAVROC while it remains as a voluntary regional organisation of local governments.

#### **Statutory Implications**

There are no statutory implications in considering this item.

#### **Consultation:**

Shires of Beverley, Brookton, Quairading and York.

#### **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.

#### **Recommendation 9.3**

That Council resolve to endorse the SEAVROC Corporate Governance Policy as attached in report 9.3.

Moved Cr Graham Cooper

Seconded Cr Doug Kelly

Vote – Simple majority

Carried 8/0



**SOUTH EAST AVON VOLUNTARY REGIONAL ORGANISATION OF COUNCILS**  
Representing the Shires of Beverley, Brookton, Cunderdin, Quairading and York

***“Creating our Region’s Future Together”***

C/- Dominic Carbone and Associates PO Box 626 COMO WA 6952  
Email: d.carbone@bigpond.com Phone: 9472 0184 or 0448 120 652

---

2 March 2010

Mr G Tuffin  
Chief Executive Officer  
Shire of Cunderdin  
PO Box 100  
**CUNDERDIN WA 6407**

Dear Gary,

Please be informed that the Executive Committee of SEAVROC, at its Meeting held on Thursday, 4 February 2010, resolved as follows:

- “(a) That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the Draft SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10, and that this document be presented to Member Local Government Councils for endorsement.
- (b) Subject to (a) above, the Executive Officer develop policies and procedures in accordance with the SEAVROC Corporate Governance Policy.”

Attached please find, the report presented to the Executive Committee of SEAVROC, and it would be appreciated if your Council could confirm as per (a) above, so that I may then progress part (b) of the resolution.

Yours faithfully,



D Carbone  
Executive Officer

Attach: Report SE-004-10

dca0082mar10/img

In order to formulate the SEAVROC Corporate Governance Policy, the following have been taken into account:

1. The Memorandum of Understanding (MOU) between the Shires of Beverley, Brookton, Cunderdin, Quairading and York.
2. The proposed Charter of Operations.
3. Resolutions approved by the Executive Committee of SEAVROC.

The Corporate Governance Policy is based on the following criteria:

- A governance policy sets out the values that the organisation considers central to its operations, describes the boundaries of acceptable behaviour for the organisation based on these values, and identifies the areas in which procedures are required to police these boundaries.
- A governance policy can not overrule the organisation's constitution or charter.
- It is enforceable only with the agreement of its members, and is not a comprehensive statement of the applicable law, and therefore the policy can only be general in nature.

As SEAVROC does not yet have recognition as a legal entity, it is the only method by which SEAVROC can operate under until such legal recognition is established.

#### **EXECUTIVE COMMITTEE MEMBERSHIP**

1. Each Member Local Government of SEAVROC is to have two voting representatives, of which one must be an Elected Member of the Member Local Government.

#### **COLLECTIVE COMMITMENT**

2. The Executive Committee will:
  - (a) Be independent and not susceptible to outside direction or outside interest.
  - (b) Develop a culture that enables collective decision making.
  - (c) Ensure that while each Member has the right to debate their own point of view and vote as their conscience dictates, once a decision has been taken, they will not speak or work against the decision outside the Executive Committee.

- (d) Take ultimate responsibility for ensuring that effective mechanisms are in place for dealing with and managing conflicts.
  - (e) Put policies in place to ensure that the Executive Committee Members treat each other frankly and honestly, but with respect.
3. Members who are elected must be free to govern in the best interests of SEAVROC.
  4. The decision making of SEAVROC be limited only insofar as that it cannot commit each Member Local Government to additional expenditure without approval of each Member Local Government.
  5. Ensure that SEAVROC's business activities are consistent with the priorities and objectives of Member Local Governments.

#### **DEMOCRATIC GOVERNANCE**

The Executive Committee will:

6. Ensure that its procedures allow for all Members to bring issues before the Committee, to be informed on these issues, to discuss these issues productively, and to take informed decisions.
7. Develop meeting procedures that are flexible, efficient and simple, and that allow motions of dissent to be put before the Committee without obstruction.
8. Meet at least six times per year.
9. Support the Chair to fulfil his/her functions.
10. Develop a culture that enables Members to dissent without apprehension from the Chair's rulings, or assessment of collective decisions.

#### **MANAGEMENT OF THE EXECUTIVE COMMITTEE**

The Executive Committee will:

11. Offer induction, instruction, and continuing support to provide all Members with the skills needed to carry out their functions.
12. Ensure that clear policies and procedures are in place to remove from the Executive Committee, in conformity with applicable legislation, Members who are in the opinion of the Executive Committee, unable to properly fulfil their legal, ethical or social responsibilities.

13. Ensure that clear policies and procedures are in place to protect the rights of Members in voicing their views without fear of reprisals.
14. Have in place, clear policies to ensure that all potential conflicts of interest are dealt with in accordance with ethical codes and applicable legislation through appropriate disclosure or recusal.

#### **DIRECTION**

The Executive Committee will:

15. Have ultimate responsibility, and therefore control, of SEAVROC. No major policy should be put into effect without analysis and approval of the Executive Committee.
16. Be responsible for approving SEAVROC's mission and strategic direction, its budget and its major financial affairs (with the approval of Member Local Governments), and its policies on governance, management, and program implementation.
17. In practice, concern itself primarily with the strategic direction of SEAVROC, and should delegate operational (day to day management) issues to its Executive Officer.
18. Document clearly in every case, the nature and extent of any delegation by the Executive Committee.
19. Be responsible for the performance of delegated duties, and institute effective monitoring and evaluation procedures.
20. Where SEAVROC employs staff, the Executive Officer will be responsible for the operational management of SEAVROC. The Executive Officer may delegate tasks to other staff, but the Executive Officer remains accountable to the Executive Committee for their performance.
21. Liaison between Members and SEAVROC staff should, except in exceptional circumstances, go through the Chairperson, Executive Officer and/or the host Local Government.

#### **RISK MANAGEMENT**

The Executive Committee will:

22. Ensure that robust risk management policies and procedures are in effect to minimise any risk to SEAVROC's mission, its assets, programs, reputation, staff, or its users.
23. Continuously test, review and refresh risk management policy procedures.

24. Ensure that the health and safety of its employees is of equal priority with the performance of the mission of SEAVROC.
25. Be actively involved in risk management and strategic planning. Strategic planning will be based on the identification of opportunities and the full range of business risks that will determine which of those opportunities are most worth pursuing.

#### **ACCOUNTABILITY**

The Executive Committee will:

26. Be ultimately accountable for the entire operation and the impacts of SEAVROC.
27. Be directly accountable to its Members Local Governments.
28. Ensure that clear procedures are developed to provide a transparent framework for conducting its meetings, recording its decisions, communicating those decisions, and receiving feedback from SEAVROC's Member Local Governments and the users of its services.

#### **TRANSPARENCY**

29. All Executive Committee deliberations should be open to its Member Local Governments, except where the Executive Committee passes a motion to make any portion of the information confidential.
30. The Executive Committee to report to its Member Local Governments at least annually. The report should disclose information on topics, and indicators required to demonstrate the impact of SEAVROC's activities to enable Member Local Governments to make informed decisions.
31. The Executive Committee to establish and implement 'whistleblower' policies and procedures that enable individuals to come forward with information on illegal practices (or violations of Executive Committee approved policies) without fear or retaliation.

#### **EFFECTIVENESS**

The Executive Committee will:

32. Periodically review its own effectiveness, and take any necessary steps to ensure it works well.

33. Regularly review and evaluate the performance of the Executive Officer.
34. Ensure that SEAVROC as a whole, and its programs, are regularly reviewed, and its outputs and outcomes assessed against SEAVROC's mission.

#### **DUTIES**

The Delegates to the Executive Committee have a duty to:

35. Act honestly in the exercise of their powers and discharge of functions.
36. Disclose direct and indirect interests in a matter being considered, or about to be considered, by the Executive Committee.
37. Exercise a degree of duty of care and diligence.
38. Not to make improper use of information or position, to gain directly or indirectly an advantage for himself or herself, or to the detriment of SEAVROC.

#### **CONFLICT OF INTEREST**

Delegates to the Executive Committee will:

39. Not allow their personal interests, or those of his or her family, to prevail over those of SEAVROC. A Delegate should seek to avoid conflicts of interest wherever possible. Full disclosure of any conflict, or potential conflict, must be made to the Executive Committee.

In addition, Delegates are required to make a disclosure of pecuniary interests at each Executive Committee Meeting of SEAVROC.

Where a conflict does arise, a Delegate must consider whether to refrain from participating in the debate, or whether to be absent from discussion on the matter.

#### **CONFIDENTIAL INFORMATION**

The Delegates to the Executive Committee will:

40. Not disclose confidential information or allow it to be disclosed, unless that disclosure has been authorised by SEAVROC, or is required by law.
41. Sign a Confidentiality Agreement.
42. Ensure that all records and files in their possession are secured.

#### **FINANCIAL AND OTHER PRIVATE INTERESTS**

The Delegates to the Executive Committee will:

43. Not take improper advantage of the position of Delegate.
44. Not use commercially sensitive information regarding SEAVROC's business, or any information acquired in the course of their appointment, for their own personal gain or for that of others, such as friends, relatives or business associates.

#### **PUBLIC COMMENT**

The Delegates to the Executive Committee will:

45. Not make any public comment, or comment to the media, on behalf of or about SEAVROC, without the approval of the Chairman. Delegates have the right to make public comment and enter into public debate on issues in a private capacity; however, it is important that these views are not presented in such a way that they may be interpreted as being the views of SEAVROC.

#### **FAIRNESS AND EQUITY**

The Delegates of the Executive Committee will:

46. Abide by the principles of Equal Employment Opportunity and anti discrimination, and treat their fellow delegates and SEAVROC employees fairly and equitably, and with respect, courtesy, compassion and sensitivity.

#### **BREACHES OF THE CODE OF CONDUCT**

The Delegates to the Executive Committee will:

47. At all times comply with the spirit, as well as the letter of the law, and with the principles of this Policy.

Any disciplinary action required will be determined by the Chairman following discussion with the Executive Committee, if warranted. The SEAVROC Code of Conduct is as follows:

#### **Code of Conduct**

Every Delegate on the Executive Committee of SEAVROC shall comply with the Code of Conduct determined by the Executive Committee from time to time. This Code of Conduct is set out below and is based on the Australian Institute of Company Directors (AICD) Guidelines.

A Delegate should comply with the following standards of conduct.

The Code of Conduct is as follows:

1. The Delegate should act honestly, in good faith, and in the best interests of SEAVROC as a whole.
2. The Delegate should have a duty to use care and diligence in fulfilling the functions of office, and exercising the powers attached to that office.
3. The Delegate should use the powers of office for a proper purpose, in the best interest of SEAVROC as a whole.
4. The Delegate should recognise that the primary responsibility is to SEAVROC as a whole, but may where appropriate, have regard for the interest of all stakeholders of SEAVROC.
5. The Delegate should not make improper use of information acquired as a Delegate.
6. The Delegate should not take improper advantage of the position of Delegate.
7. The Delegate should properly manage any conflict with the interests of SEAVROC.
8. The Delegate has an obligation to be independent in judgement and actions, and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Executive Committee.
9. Confidential information received by the Delegate in the course of the exercise of their duties remains the property of SEAVROC, from which it was obtained, and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by SEAVROC, or the person from whom the information is provided, or is required by law.
10. The Delegate should not engage in conduct likely to bring discredit upon SEAVROC.
11. The Delegate has an obligation at all times, to comply with the spirit, as well as the letter of the law, and with the principles of this Code.

**#SE-004-10**

**RECOMMEND:**

- (a) That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10.*



- (b) *Subject to (a) above, the Executive Officer develop policies and procedures in accordance with the SEAVROC Corporate Governance Policy.*

*Withdrawn at Executive Committee Meeting – Thursday, 4 February 2010-03-04*

SE-004-10	SEAVROC CORPORATE GOVERNANCE POLICY (File: serpt0004-10)
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The Executive Officer advised that he was required to develop Corporate Governance for the Group, and in turn, attach policies and procedures to that, with this item of business providing the first component in that process. Further, given SEAVROC's current status, this Report provides a broad guideline on how the group may potentially operate, with adoption permitting the development of such policies and procedures relating to the components outlined within Report SE-004-10.

Following comment by the Chairman, and Cr D Richards on the quality and presentation of the document, it was:

***MOVED Cr D Richards, Seconded Cr P Hooper, that:***

- (a) *That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10.*
- (b) *Subject to (a) above, the Executive Officer develop policies and procedures in accordance with the SEAVROC Corporate Governance Policy.*

Cr D Ridgway endorsed Cr D Richards' comments in relation to the presentation and quality of the Report, then queried the need for its consideration by each Member Local Government Council.

Following comment by the Chairman, Mr G Fardon suggested that part (a) of the motion be amended to read:

- “(a) That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the Draft SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10, and that this document be presented to Member Local Government Councils for endorsement.”

With the consent of the Seconder, Cr D Richards agreed to Mr G Fardon's suggested amendment.

Mr G Clark provided comment in relation to the document, and the need to workshop the subject. The Chairman advised that the document before the Meeting was a starting point in the process, and should Delegates consider that a workshop was required, then they may move for that. However, if the document presented met Delegates' approval, then it may be adopted as presented.

Mr G Tuffin sought clarification on this document replacing the current Memorandum of Understanding, with comment by the Chairman, and a further query by Mr G Tuffin in relation to SEAVROC's decision to progress to a Regional Transition Group or otherwise.

The Chairman advised that such a decision would not be made at this Meeting, as the Group required time to digest discussions held on the matter, and suggested that an additional meeting might be scheduled to discuss the Group's direction in this regard.

Cr D Ridgway clarified that the draft policy would be considered by respective Councils prior to its return to SEAVROC for workshopping at that point, with comment by the Executive Officer. The Chairman confirmed that the matters raised by Mr G Tuffin and Mr G Clark would be considered at that time.

The Chairman then put the motion as amended, viz:

- (a) *That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the Draft SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10, and that this document be presented to Member Local Government Councils for endorsement.*
- (b) *Subject to (a) above, the Executive Officer develop policies and procedures in accordance with the SEAVROC Corporate Governance Policy.*

CARRIED UNANIMOUSLY

#### 9.4 Audit Quotations

Location:	Cunderdin
Applicant:	Administration
Date:	15 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### Appendix

Quotation – UHY Haines Norton  
Quotation – Macri Partners

#### Background

Audit committee meeting held on the 28<sup>th</sup> January 2010  
Ordinary Council meeting held on the 18<sup>th</sup> March 2010  
Audit Committee meeting held on the 7<sup>th</sup> April 2010

In accordance with the Councils recommendation from its meeting held on 18<sup>th</sup> March 2010 quotations were requested for audit services.

#### Comment

The Audit Committee at its meeting held on the 7<sup>th</sup> April 2010 resolved as follows;

#### Recommendation 9.1

##### *The committee recommend to Council*

- (a) *that Mr Anthony Macri from the firm Macri Partners be appointed the Shire's Auditors for three financial years commencing 30<sup>th</sup> June 2010, expiring 30<sup>th</sup> June 2012.*
- (b) *the terms and conditions for the appointment of Auditors be in accordance with the Audit Specifications for the 2009/10 Audit, as provided in the quotation documentation.*
- (c) *that the fee structure, as submitted in Macri Partner's proposal dated 15<sup>th</sup> March 2010, be accepted.*
- (d) *the appointed Auditors, Mr Anthony Macri, be informed of (a), (b) and (c) above.*

*Moved Cr. Graham Cooper*

*Seconded Cr. Clive Gibsone*

*Vote – Absolute Majority*

*Carried 3/0*

#### Statutory Implications

Sections 7.3, 7.6 and 7.8 of the Local Government Act 1995, and Local Government (Audit) Regulations 1996, set out the procedures to be followed when a Local Government appoints an Auditor.

Section 7.3 - Appointment of Auditors, states as follows:

- (1) A Local Government is to, from time to time whenever such as appointment is necessary or expedient; appoint a person to be its Auditor.
- (2) The local government may appoint one or more persons as its auditor.

- (3) The local government's auditor is to be a person who is-
- (a) a registered company auditor; or
  - (b) an approved auditor.

\* Absolute majority required.

Section 7.6 - Term of Office of Auditor, states as follows:

- (1) The appointment of a Local Government Auditor is to have effect in respect of the Audit of the accounts and Annual Financial report of the Local Government for a term of not more than 5 financial years, but an Auditor is eligible for re-appointment.

Section 7.8 and Local Government (Audit) Regulation 7 and 16 states as follows:

Section 7.8 (1):

Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.

Regulation 7:

An agreement between a local government and an auditor is to include-

- (a) the objectives of the audit;
- (b) the scope of the audit;
- (c) a plan for the audit;
- (d) details of the remuneration and expenses to be paid to the auditor; and
- (e) the method to be used by the local government to communicate with, and supply information to, the auditor.

Section 3.57 of Local Government Act 1995 and Regulation 18 (5) of the Local Government (Functions and General) Regulations 1996 states that a Local Government may decline to accept any tender.

### **Policy Implications**

There are no policy implications in considering this item.

### **Financial Implications**

The tenders will determine the financial cost of the audit.

### **Strategic Implications**

There are no strategic implications in considering this item.

**Recommendation 9.4**

Council RESOLVE

- (a) that Mr Anthony Macri from the firm Macri Partners be appointed the Shire's Auditor for three financial years commencing 30<sup>th</sup> June 2010, expiring 30<sup>th</sup> June 2012.
- (b) the terms and conditions for the appointment of Auditors be in accordance with the Audit Specifications for the 2009/10 Audit, as provided in the quotation documentation.
- (c) that the fee structure, as submitted in Macri Partner's proposal dated 15<sup>th</sup> March 2010, be accepted.
- (d) the appointed Auditor, Mr Anthony Macri, be informed of (a), (b) and (c) above.

Moved Cr. Clive Gibsone

Seconded Cr.Dennis Whisson

Vote – Absolute Majority

Carried 8/0

## 9.5 Cunderdin Airfield Project update

Location:	Cunderdin/Meckering
Applicant:	Administration
Date:	15 <sup>th</sup> April 2010
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### Disclosure of Interest

No disclosure of interest has been tabled.

### Attachment

None.

### Proposal

To receive an information report on the Cunderdin Airfield Resealing Project.

### Background

#### **Project Management**

Bret Howson, Managing Director of HOWSON Management, was appointed by Council in March 2010 to ensure the delivery all works associated with the current 2010 budget allocation. The works and services required under this contract are:

- Ensure reseal is appropriate treatment for the existing surface,
- Set application and spreading rate for 7mm application in conjunction with the Shire's resealing contractor.
- Provide on-site supervision on behalf of the Shire to ensure appropriate sealing standards are complied with by the Shire's Contractor during the resealing works.
- Arrange for Provision of design, survey, supply, application of linemarking in accordance with appropriate Aviation Standard(s) and supervision
- Provide guidance to the Shire's Grader operator and supervise the grading and removal of vegetation where required for airfield registration
- Arrange for supply, install or supervise the correct placement of gable marker in the airfield in accordance with appropriate aviation standard(s)
- Arrange for Survey and Report – to be used for CASA registration (inclusive of the ASI)
- Review Airfield to ensure if all CASA requirements for Registration have been met and apply on behalf of Council

### Comment

#### **1. Resealing Runway 05/23 and Secondary Runway 14/32**

Both runway 05/23 and runway 14/23 have been resealed to 30m wide. The application rate was 1.4l/m<sup>2</sup> at 15° (1.58l/m<sup>2</sup> at 170°), the aggregate was 7mm granite.

The resealing works were undertaken from the 29<sup>th</sup> March 2010 to 6<sup>th</sup> April 2010.

#### **2. Grade Runway Strip**

The runway transverse slope must be a maximum of 2%, but preferred grades of 1.5% for Code 3C registration. A detailed survey will determine these slopes.

The runway strip wide must be 90m wide and transverse grades must be negative from the runway edge and not exceed 2.5%.

All surface water must drain away and can not pond, as ponding attracts birds.

Cunderdin Airfield has a small windrow of soil and vegetation within the runway strip that will need to be graded out. It is proposed that this windrow is firstly removed by Graders to ensure that any low spots are also filled during the process. There may be opportunity to have a scraper pick up any excess and dispose of in the surrounding paddocks.

Once the detailed survey has been complete, the grades and surface drainage can be designed and an earthworks budget can be prepared.

### **3. Gable Markers**

At this stage the Cunderdin Airfield has no gable markers in place. These will be replaced.

### **4. Survey Approaches**

General Obstacle Limitation Surfaces has been mapped as part of the Master Plan by Forte Airport Management, However the final surfaces will be checked by a CASA Approved Person during the registration preparation stage.

### **5. Survey Set, Paint linemarking and position gables**

All linemarking and visual landing aids are required for CASA Registration and should be completed by the 16<sup>th</sup> April 2010.

### **6. CASA Registration & Training**

Quotes have been sought to provide a report that is satisfactory to CASA for the registration of Cunderdin Airfield. The following is required.

#### Part 1

1. Operational assessment and inspection of the aerodrome and its facilities as required by the Civil Aviation regulations and the MOS Part 139 standards for registered aerodromes.
  - a. Approach and Takeoff survey of all runway ends
2. Produce or incorporate a current aerodrome diagram and / or Aerodrome Plan

Part 1	\$4650 + GST
Report for the submission to CASA	\$3000 + GST

*(Includes application to register and an action plan for remedial works (If required)).*

#### Part 2.

1. Ensure that suitable and acceptable documentation is in place
2. Ensure that the nominated Aerodrome Reporting Officers are suitably trained and current.

Training	\$1500 per day (2 people) Not incl travel and costs
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### **7. Other**

#### **Lighting**

Runway lights are installed on the main runway at 90 metre interspacing. The regulatory standard now requires new installations and upgrades to have a maximum interspace of 60metres +0/-5 metres. Any extension to the runway will require new lights installed.

There are no lights on secondary runway 14/32 other than taxiway lights to the 32 threshold end. Any future consideration for lighting this runway is subject to industry requirement.

A basic quotation (to be confirmed) has been received from Airport Lighting Specialists to install CASA compliant solar lighting to one runway. The rates for one runway were then used to calculate both runways. There may be reduction in installation if both runways replaced as one project.

Runway 05/23  
\$47,810 – lighting  
\$28,800 – Installation

Runway 14/32  
\$39,850 – lighting  
\$24,000 – Installation

**Total cost for replacement of entire lighting system is estimated at \$140,000**

The system consists of 2 conductor airfield lighting secondary cable connecting LED PAL lights mounted on 300mm diameter plastic pits at 60m CASA compliant spacing.

There is a 24v solar power supply situated at each corner of the runway, outside the flightstrip. The lights are activated by signal from existing PAALC (connection details to be advised) There are 6 Red/Green and 2 Green flush lights at each threshold. The solar power supplies will run the lights for 7 hours without recharge and will recharge their batteries in approx 4 hours of sunlight. Longer runtimes/ faster recharge can be quoted if required.

All components required are included in price except conduit (optional). To my knowledge this is the only system that can provide a CASA compliant light output.

Solar power supply to be located 8m outside flight strip, 1 at each corner of runway.



Height approx 1 metre

**Statutory Implications**

There are no policy implications in considering this item.

**Policy Implications**

There are no policy implications in considering this item.



## Financial Implications

<b>PROJECT BUDGET</b>	<b>Budget</b>	<b>Expenditure (approx)</b>	<b>Surplus/(Def) To date</b>	<b>Est. Surplus/(Def)</b>
Tender advertisement	\$637	\$637	\$0	\$0
Project Management Costs up to max of \$12,000 (hourly rate \$72.00)	\$38,000	\$1,800	\$36,200	\$26,000
Grade runway strip (by Shire)	\$30,000	\$0	\$30,000	\$0
Gable Markers	\$10,000	\$0	\$10,000	\$0
Survey approaches	\$6,000	\$6,000	\$0	\$0
Resealing cost - runway 05/23 & Secondary runway 14/32				
Estimate area 101,870 by Boral (Tendered rate \$2.54m <sup>2</sup> ) = \$258,750	\$425,754	\$258,750	\$167,004	\$167,004
Survey set, Paint line markings & position gables	\$43,000	\$0	\$43,000	\$0
CASA Registration & training etc	\$20,000	\$3,600	\$16,400	\$0
Provisional sum (20%)		\$0	\$0	\$0
	<b>\$573,391</b>	<b>\$270,787</b>	<b>\$302,604</b>	<b>\$193,004</b>

Total cost for replacement of entire lighting system is estimated at \$140,000

## Strategic Implications

There are no strategic implications in considering this item.

### Recommendation 9.5

- (a) That council receive report 9.5 on the Cunderdin Airfield Project.
- (b) That subject to the satisfactory completion of all works associated with the resealing & registration of the Airfield, the CEO be authorised to allocate surplus funds to any other essential items at the Airfield that was not in the original scope of work (eg runway lighting).
- (c) That at the completion of the project an invitation be sent to the Hon Brendon Grylls MLA (Minister for Regional Development – R4R funding) & Hon Simon O'Brien MLA - Minister for Transport – RADS funding) to officially re-open the Airfield

Moved Cr Graham Cooper

Seconded Cr Doug Kelly

Vote – Simple majority

Carried 8/0

## 10.0 Manager of Environmental Services Report

### 10.1 Manager of Environmental Services report for March 2010

Location:	Cunderdin
Applicant:	Administration
Meeting Date:	15 <sup>th</sup> April 2010
Author:	P Steven
Item Approved by:	Chief Executive Officer

#### **Disclosure of Interest**

No disclosure of interest has been tabled.

#### **Proposal**

Council is to consider the activity report from the Manager of Environmental Services for March 2010.

#### **Comment**

<b>Date</b>	<b>Activity</b>	<b>Time</b>
1/2/10	Visit to Cunderdin 83 Watts St – advice re: septic system, dispute with plumber and builder Food to Go Meckering – asked owner to remove windsurfing sail	2h
5/2/10	Nuhlen – discuss horse requirements + email	20 mins
9/2/10	A Hicks – meat inspection Cunderdin Ag College 9 pigs	2 h
17/2/10	A Hicks – meat inspection Cunderdin Ag College 2 beef, 16 sheep	2h
18/2/10	Michelle – DoH – rezoning on Coronation Street, they have asked for geotech report but no objections at this stage Enquiry Joost – re: connect to sewer in Cunderdin	3 mins
24/2/10	Enquiry re: house for sale but has electrical hazards & Main Street, will send someone out to investigate	10 mins
3/3/10	A Hicks – meat inspection Cunderdin Ag College 2 beef, 10 pigs	2h
12/3/10	Enquiry Scott Powel re: hangar lease and development at Cunderdin Airport, draft conditions and report	2h
31/3/10	A Hicks – meat inspection Ag College 2 beef (for a Conference)	2h
	<b>TOTAL</b>	<b>13 h</b>

#### **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.

**Recommendation 10.1**

That Council resolves to accept the report from the Manager of Environmental Services for March 2010.

Moved Cr David Beard

Seconded Cr Dianne Kelly

Vote - Simple majority

Carried 8/0

## 10.1 Building Licenses March 2010

Month : December 2009

No	Owner	Contractor	Situation of Building	Description
21272	Roger Atmore Post Office Box 17 MECKERING W.A. 6405	Roger Atmore Post Office Box 17 MECKERING W.A. 6405	Lot 200 Mitchell Rd MECKERING W.A.6405	Location of 2 only skid mounted units for dwelling
		Type of Building	Class 1a	
		Floor Area 150 sq m Floor Timber	FrameSteel Walls Colourbond	Roof Zinalume Value 50,000

No	Owner	Contractor	Situation of Building	Description
21273	Guy Osborne 8 Kempenfeldt Ave SORRENTO W.A. 6020	Guy Osborne 8 Kempenfeldt Ave SORRENTO W.A. 6020	229 Great Eastern Hwy MECKERING W.A. 6405	Steel framed colour bond clad Storage shed
		Type of Building	Class 10a	
		Floor Area 36 sq m Floor Concrete	FrameSteel Walls Colourbond	Roof Colourbond Value 7,500

Month : January 2010

No	Owner	Contractor	Situation of Building	Description
21274	Chris Corney 105 Main Street CUNDERDIN W.A. 6407	Chris Corney 105 Main Street CUNDERDIN W.A. 6407	105 Main Street CUNDERDIN W.A. 6407	Steel framed colour bond clad back patio (verandah)
		Type of Building	Class 10a	
		Floor Area 25 sq m Floor	FrameSteel Walls	Roof Colour bond Value 5,000

No	Owner	Contractor	Situation of Building	Description
21275	Woodthorpe School 35 Bedford Street Cunderdin W.A. 6407	Multicon Commercial 14 Mitchell Ave NORTHAM W.A. 6401	35 Bedford Street Cunderdin W.A. 6407	Steel framed colour bond clad skid mounted class room Units
		Type of Building	Class 9b	
		Floor Area 270 sq m Floor Timber	FrameSteel Walls Colourbond	Roof Colourbond Value 310,000

No	Owner	Contractor	Situation of Building	Description
21276	Brian McEwen 16 Egeberge Street CUNDERDIN W.A. 6407	Rigid Products 50 Lundy Ave CUNDERDIN W.A. 6407	50 Lundy Ave CUNDERDIN W.A. 6407	Repitch existing roof line reclad new roof pitch & reclad Existing walls
		Type of Building	Class 9b	
		Floor Area 200 sq m Floor concrete	FrameSteel Walls Colourbond	Roof Colourbond Value 17,500

No	Owner	Contractor	Situation of Building	Description
21277	Trevor Wilkins Lot 173 Second Street Cunderdin W.A. 6407	Trevor Wilkins Lot 173 Second Street Cunderdin W.A. 6407	Lot 173 Second Street Cunderdin W.A. 6407	Timber framed colour bond Gable Roof Patio with Timber Deck
		Type of Building	Class10a	
		Floor Area 40 sq m Floor Timber	FrameTimber Walls	Roof Colourbond Value 5,000

Month : February 2010

No	Owner	Contractor	Situation of Building	Description
21278	Brian Teale 77 Mitchell Street Cunderdin W.A. 6407	Brian Teale 77 Mitchell Street Cunderdin W.A. 6407	77 Mitchell Street Cunderdin W.A. 6407	Steel framed colour bond clad garage
		Type of Building	Class 10a	
		Floor Area 54sq m Floor concrete	FrameSteel Walls Colourbond	Roof Colourbond Value10,000

No	Owner	Contractor	Situation of Building	Description
21279	Cunderdin Gun Club Wyalkatchem Road CUNDERDIN W.A. 6407	Cunderdin Gun Club Wyalkatchem Road CUNDERDIN W.A. 6407	Wyalkatchem Road CUNDERDIN W.A. 6407	Steel framed colour Club bond clad room with amenities
		Type of Building	Class 10a	
		Floor Area 200 sq m Floor concrete	FrameSteel Walls Colourbond	Roof Colourbond Value 20,000

No	Owner	Contractor	Situation of Building	Description
21277	Joseph Wheeler Post Office Box MECKERING W.A. 6405	Nathan Gough 10 Withers Street Northam W.A. 6401	Lot 404 Throssell St MECKERING W.A. 6405	Steel framed colour bond clad garage
		Type of Building	Class10a	
		Floor Area 54 sq m Floor Concrete	Frame Steel Walls	Roof Colourbond Value 10,000

Month : March 2010

No	Owner	Contractor	Situation of Building	Description
21282	Dane Leeson PO Box 25 MECKERING W.A. 6405	Dane Leeson PO Box 25 MECKERING W.A. 6405	Lot 19 Solomon Rd MECKERING W.A. 6405	Steel framed colour bond clad garage
		Type of Building	Class 10a	
		Floor Area 72 sq m Floor Concrete	FrameSteel Walls Colour bond	Roof Colour bond Value 12000

## 11.0 Works Supervisor's Report

### 11.1 Work Supervisors Report

Location:	Cunderdin
Applicant:	Administration
Date:	15 <sup>th</sup> April 2010
Author:	M Burgess
Item Approved by:	Chief Executive Officer

#### **Proposal**

Council is to receive the Works Supervisors Report for October 2009.

#### **Comment**

Verbal Report to be provided Manager of Works & Services.

#### **Statutory Implications**

The Local Government Act 1995.

#### **Financial Implications**

All financial implications are contained within the 2009/10 Annual Budget.

#### **Strategic Implications**

Nil

#### **Recommendation 11.1**

That the Works Supervisor's Report for March 2010 be received.

Moved : Cr Dennis Whisson

Seconded: Cr David Beard

Vote – Simple majority

Carried: 8/0

## 12.0 Community Development Officer

### 12.1 Information Bulletin – CDO Report

Location:	N/A
Applicant:	N/A
Date:	15 <sup>th</sup> April 2010
Author:	S McQuistan
Item Approved by:	Community Development Officer

#### **Proposal**

Council is to receive the Community Development Officers Report for March 2010.

#### **Comment**

#### **Events**

- 'Race Around Cunderdin' Bike Week event held 28 March 2010

#### **Regional Airport Development Scheme (RADS)**

- Submitted application to develop Commercial Precinct Plan to include the following;

##### Concept Plan

Market demand analysis  
Assessment of utilities/infrastructure  
Liaise with key stakeholders  
Create draft and Final Concept Plan

##### Engineering Upgrade

Design of upgrade/site plan preparation  
Design of internal road infrastructure  
Prepare Estimates/Tender Documents

#### **Department of Sport and Recreation (DSR)**

- Submitted application for the final design process of the Cunderdin Sporting Complex

#### **Emergency Services Levy (ESL) Grant**

- Application completed
- Review of YTD expenditure

#### **Grant Assistance**

- Assisted IGA with Grant Application for a historical mural

#### **Emergency Management Australia Institute**

- Completed *Undertake Emergency Planning* course

#### **Rabbit Proof Fence**

- Attended committee meeting held 5 March 2010

#### **District Council of Churches Meeting**

- Attended meeting held 9 March 2010

#### **Meckering Earthquake House Grant Opening**

- Attended meeting held 11 March 2010

#### **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

**Recommendation 12.1**

That Council receive and note report 12.1;

Moved Cr Todd Harris

Seconded Cr Dianne Kelly

Vote – Simple majority

Carried 8/0

## 12.2 Council Donations

Location:	N/A
Applicant:	N/A
Date:	15 <sup>th</sup> April 2010
Author:	S McQuistan/G Tuffin
Item Approved by:	Community Development Officer

### **Proposal**

Council is to consider deleting “*Finance Policy Number 4*”, the adoption of “*Finance Policy Number 4 – Council Donations*”, and the adoption of documentation as detailed in the report.

### **Comment**

Each year Council are requested to consider a variety of donation requests from non-profit community and sporting groups within the Community. Requests are usually submitted via a letter outlining the proposed project and cost. In accordance with Council Policy (*Finance Policy Number 4*) each request is considered by Council and subsequently funding is allocated.

To ensure a more formal process is taken with Council grants, an Application, Terms and Conditions, and Report forms have been drafted (refer to attached), and would need to be completed by successful applicants.

### **Statutory Implications**

There are no statutory implications in considering this item.

### **Policy Implications**

Currently the provision of funding to the Community is covered under the following –

*“Finance Policy Number 4*

*First adopted 21<sup>st</sup> November 2003 Resolution Number 11.4*

- 4.1 *Council will consider all requests for donations and grants with preference generally to those of a local nature or significance.*
- 4.2 *Council facilities and equipment used free of charge will be considered donations and will be recorded on a contra entry basis.”*

It is recommended that the above provisions be replaced with the new Finance Policy Number 4 – Council Donations.

### **Financial Implications**

There are no financial implications in considering this item.

### **Strategic Implications**

Nil

**Note:**

General discussion was held on why there was a need to introduce such forms and processes.

The CEO advised it is considered good practice and will clearly set out the requirements for funding applications & acquittals

Council requested the policy be amended as follows;

Delete item 4 (i)

Amend Item 4 (ii) to become item 4(i) and delete reference to "\$10,000" and replace with "above"

Amend 4 (iii) to become item 4 (ii)

Amend item 4 (ii) to read as follows:

**ii) Events/Small Project Funds**

*All donations up to \$1,000 will be allocated by Council during the year at its discretion in accordance with the relevant Budget allocation (Council donations)for the year.*

**Recommendation 12.2**

1. That subject to the following amendments;

(a) Delete item 4 (i)

(b) Amend Item 4 (ii) to become item 4(i) and delete reference to "\$10,000" and replace with "above" to read;

*"All donations between \$1,001 and above"*

(c) Amend 4 (iii) to become item 4 (ii)

(d) Amend item 4 (ii) to read as follows:

**ii) Events/Small Project Funds**

*All donations up to \$1,000 will be allocated by Council during the year at its discretion in accordance with the relevant Budget allocation (Council donations) for that year.*

Council delete the existing *Finance Policy Number 4 (adopted 21<sup>st</sup> November 2003)* and insert *Finance Policy Number 4 – Council Donations*; and

2. that Council adopt the Application, Terms and Conditions and Acquittal forms as presented.

Moved Cr Graham Cooper

Seconded Cr Dianne Kelly

Vote – Simple majority

Carried 8/0

## FINANCE POLICY # 4 – COUNCIL DONATIONS

Proposed 15<sup>th</sup> April 2010



### POLICY STATEMENT

To provide for a consistent approach to determining the allocation and expenditure of funds donated by Council to the Community.

#### 1.0 Purpose

To provide guidelines to be used in determining the allocation of Council donation requests from the community.

#### 2.0 Background

Council have previously considered all requests for donations, and provided funding to the community each financial year.

#### 3.0 Definitions

##### **Community Groups/Organisation**

*A Local body formed within the Shire to carry out one or more of the following functions:*

- (a) Charitable*
- (b) Sporting/Recreation*
- (c) Social and Welfare*
- (d) Educational*
- (e) Economic*

*or any other group which are considered for the good and credit of the Shire and merit financial support.*

##### **Individuals**

*A local member of the community that resides or has family living in the Shire of Cunderdin.*

#### 4.0 Interpretation

Council Donations will be allocated in the following categories -

- i) Special Projects Fund**  
All donations between \$1,001 and above
- ii) Events/Small Projects Fund**  
All donations less than \$1,000 will be allocated by Council during the year at its discretion in accordance with the relevant Budget allocation (Council donations) for the year.

Applications made for donations shall be subject to providing supporting documentation and demonstrating that their main activities are conducted within the Shire, and are for the good and credit of the local government and merit financial support. Support for funding request/donations will be made on merit at the discretion of Council.

### **3.0 Application**

In May each year, Council will place an advertisement in the Bandicoot Paper inviting local Community Groups/Organisations and Individuals submit their application to Council for consideration of a Donation.

All donation applications from the community must include the following information in order for the Council to consider making an allocation.

#### **Purpose for which the funds will be utilised**

The objectives and purpose (project outline) of the organisation seeking funding.

#### **Community Benefit**

Demonstration of how the funds will benefit the community of the Shire of Cunderdin

#### **Financial Information**

Detailed financial information of the proposed project – estimates are acceptable.

### **4.0 Assessment Criteria**

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;

**Project assessment, approval & notification**

Proposals will be assessed by the Shire President, Chief Executive Officer and Community Development Officer. After assessment has taken place a report with recommendations will be reviewed by Council for approval.

Applicants will be advised of the outcome of their applications as soon as possible

**5.0 Timeline**

Notwithstanding unforeseen circumstances, the following timeline should be followed -

<b>April/May</b>	Call for Applications
<b>June 30</b>	Application closing date
<b>July</b>	Assessment
<b>July Council Meeting</b>	Recommendations
<b>August</b>	Applicants are notified
	Terms and Conditions signed
<b>September</b>	Donation cheques are issued

**6.0 Appeals**

There will be no appeal process as Council's decision is final.

G M (Gary) Tuffin  
Chief Executive Officer



## Council Donation Application Form

### Part 1 Applicant Information

1. Name of Group/Organisation \_\_\_\_\_  
Street Address \_\_\_\_\_  
Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_
  
2. Contact person \_\_\_\_\_  
Position \_\_\_\_\_  
Street Address \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_  
Mobile \_\_\_\_\_ Email \_\_\_\_\_
  
3. If successful, the cheque is to be made out to \_\_\_\_\_
  
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?  
\_\_\_\_\_

7. What is the purpose of your group/organisation?

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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? \_\_\_\_\_

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

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14. Date and time \_\_\_\_\_

15. Location \_\_\_\_\_

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

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

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

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18. How will this event or project benefit the community

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*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

<b>INCOME</b>	
Community Grant	\$
Group/Organisation Contribution	\$
Other	\$
Total Income	\$
<b>EXPENDITURE</b>	
Item A. _____	\$
Item B. _____	\$
Item C. _____	\$
Item D. _____	\$
Item E. _____	\$
Item F. _____	\$
Item G. _____	\$
Total Expenditure	\$



## **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.**

	<b>Organisation</b>	_____
1)	<b>Name</b>	_____
	Position	_____
	<b>Signature</b>	_____ <b>Date</b> _____
	Contact Ph	_____
	Email	_____
2)	<b>Name</b>	_____
	Position	_____
	<b>Signature</b>	_____ <b>Date</b> _____
	Contact Ph	_____
	Email	_____

*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.

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## Council Donation Report

### Applicant Information

Name of Group/Organisation \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax \_\_\_\_\_

Contact person \_\_\_\_\_

Position \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Telephone \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Facsimile \_\_\_\_\_ Email \_\_\_\_\_

Event/Project \_\_\_\_\_

Date of event/project \_\_\_\_\_

Donation amount received \$ \_\_\_\_\_

### Office Use Only

Reference number: \_\_\_\_\_

Date due: \_\_\_\_\_

Date received: \_\_\_\_\_

**Part 1 – Grant Evaluation Report**

1. Briefly describe what the funding was expended on

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2. Did you achieve the purpose of the event or project?

- Yes
- No

Please specify \_\_\_\_\_

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3. What were the outcomes of your event?

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**Part 2 – Photographic Record**

4. Photos of the Event

Please supply any suitable photographs of the event, giving details such as the name of the event, the date and the names of any people who can be identified in the photograph. These records may be used in promoting the Fund to future community groups.

### Part 3 - Budget Information

#### 5. Budget acquittal

Please show the actual income and expenditure for the project

<b>INCOME</b>	
Community Grant	\$
Group/Organisation Contribution	\$
Other	\$
Total Income	\$
<b>EXPENDITURE</b>	
Item A. _____	\$
Item B. _____	\$
Item C. _____	\$
Item D. _____	\$
Item E. _____	\$
Item F. _____	\$
Item G. _____	\$
Total Expenditure	\$

**Please provide copies of receipts and attach them to the Grant Acquittal, to show how sponsorship funds were expended.**

#### Declaration

We the undersigned, declare that the sponsorship of \$\_\_\_\_\_ provided by the Shire of Cunderdin has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and correct record of the transactions for this project.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### 13.1 Matters for which the meeting may be closed

None.

#### General matters

##### Cunderdin School

Cr Rod Carter advised the meeting that he had received another request from the Cunderdin District School for funding support.

It was generally felt by the meeting that these requests are now coming to often from the school, and therefore should not be supported without first seeing any attempt by the school to raise the funds themselves. Furthermore, that the school be encouraged to try other alternatives, such as fund raising prior to making such requests.

Council RESOLVE that the funding request from the Cunderdin School not be supported.

Moved Cr Clive Gibsone

Seconded Cr David Beard

Carried 7/1



# Cunderdin District High School

Cubbine Street, Cunderdin, Western Australia 6407  
Phone: (08) 9635 1051 • (08) 9635 1288 Fax: (08) 9635 1488  
Email: cdhsc@wn.com.au

Mr. Rod Carter  
President  
Shire of Cunderdin  
Lundy Avenue  
CUNDERDIN WA 6407

Dear Rod,

*"See Sharp" Lorin Nicholson*

We have invited "Best School Performances" award winning blind guitarist Lorin Nicholson to our school on Friday 21 May 2010. Lorin will present "See Sharp" which combines music, social justice (anti-bullying, respect, inclusion) and motivation.

Lorin is one of the most accomplished acoustic guitarists in Australia. Though legally blind from birth he was a 2005 finalist in the Australian Golden Guitar Awards being runner up to the legendary Tommy Emmanuel.

"See Sharp" has been presented across almost 1,000 schools in Australia and the US. His presentation has thrice received an Award for Excellence (Frater Award) from the Arts Department of the NSW Education Department.

We intend to begin the day with a motivational breakfast at which Lorin would speak. An invitation will be extended to all our school staff and staff from other local schools, school chaplains from the Northam Cluster group and community members.

Lorin would give his presentation to the students following this. An invitation is being extended to surrounding primary schools and high schools. Depending on the response Lorin may give two presentations, one directed to primary students the other to high school students.

The day would finish with Lorin conducting a music workshop to students with musical interest or talent.



This is an exciting opportunity to host a performer of considerable note and to be able invite our community and surrounding schools to share the experience.

The total cost for the day is \$2,200. We would like to offer this performance to all students for no cost or a very minimal charge so no student is excluded from attending. We therefore are seeking financial support and would be most grateful if your organisation was able to contribute towards the cost of this performance.

An exciting precursor to the "See Sharp" presentation is that Lorin and his brother Dean are cycling from Perth to Sydney for Vision Australia. The event is named "Blind Courage" and commences in Perth on Monday 29 March 2010. The first overnight stop is in *Cunderdin*.

Cyclists are welcome to ride with them anywhere from 100 metres to 100 kilometres. We are exploring the possibility of some of our high school students joining the ride on our school bikes for a short distance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Michelle Diver', written over a circular stamp or mark.

Michelle Diver  
Chaplain

19 March 2010

### **SOARability**

Proposal to establish a Gliding Centre for the Physically Challenged at the Cunderdin Airfield.

Reference was made to the presentation provided by Damien O'Reilly prior to the Council meeting.

Council requested that a letter of support be sent to Mr Damien O'Reilly expressing council's support in principal for the project. Furthermore, that an on-site meeting be arranged as soon as possible.

Council RESOLVE that a letter be sent to Mr Damien O'Reilly

- (a) thanking him for his informative presentation to Council on his proposed Soarability project.
- (b) expressing council's in principal support for the project and a desire to meet on-site to progress the proposal.

Moved Cr Graham Cooper

Seconded Cr Doug Kelly

Vote: Simple Majority

Carried 8/0

### **Enterprise Metals Ltd**

Reference was made to the presentation provided by Mr Bruce Hawley (Metal Enterprises) prior to the Council meeting.

Council RESOLVE to authorise the CEO to negotiate terms of approval for the proposed drilling program.

Moved Cr Dennis Whisson

Seconded Cr Graham Cooper

Vote Absolute Majority

Carried 8/0

### **14.0 Closure of meeting 7:15 pm**