



## **Shire of Cunderdin**

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

Dear Council Member,

An Ordinary Meeting of the Cunderdin Shire Council was held on Thursday 16<sup>th</sup> June 2011 in the Council Chambers, Lundy Avenue Cunderdin commencing at 5:09pm.

G M Tuffin  
**Chief Executive Officer**

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## MINUTES

### 1.0 Declaration of opening

1.1 The President declared the meeting open at 5:09pm

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:	16 <sup>th</sup> June 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Resolution:**

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

Moved: Cr Graham Cooper

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried 7/0

### 3.0 Public Question Time

3.1 Response to previous public questions taken on notice

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

3.2 Declaration of public question time opened at 5:09pm

3.3 Declaration of public question time closed at 5:09pm

### 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 TE (Todd) Harris

Cr DB (Doug) Kelly

Cr DG (Dianne) Kelly

- 4.2 Apologies  
Cr D (David) Beard
- 4.3 On Leave of Absence  
None
- 4.4 Staff  
G M (Gary) Tuffin                      Chief Executive Officer  
L (Loren) Hempel                      Manager of Finance & Administration  
M (Mark) Burgess                      Manager of Works & Services  
S (Stacey) McQuistan                      Community Development/Emergency Management Officer
- 4.5 Guests of Council  
None
- 4.6 Members of the Public  
None
- 4.7 Applications for leave of absence  
Cr Whisson requested leave of absence from the July 2011 meeting

**Moved:** Cr Doug Kelly                      **Seconded:** Cr Di Kelly                      Carried unanimously

- 4.8 Declaration of Members and Officers Financial Interests  
None

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

- 5.1 Petitions  
None

- 5.2 Deputations  
None

- 5.3 Presentations  
Councillors were presented with a copy of the Nature & Grace Business proposal prior to the meeting.

***Nature & Grace Business Proposal*** (Debra Farmer) Entered Chambers at 4:55pm, left at 5:09pm

Debra Farmer

- Spoke about community involvement and opening an avenue for women to get together outside of existing clubs/groups.
- Informed Council of the Country WA Arts grants that would be available for Hosting events, which must be submitted by August.
- Proposed to frequently clean the Hall, Gym and toilets to cover the costs of the rented space and utilities.

## Council

- Enquired about the Insurance for Nature & Grace and offered to obtain a quote from LGIS.
- Mentioned that the old Land Care office is currently being used for storage by the Pitstop dinner and will need to give them notice for the move around

## **6.0 Council Discussion**

None

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

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

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Proposal**

Council to confirm the minutes of the

- Ordinary Council meeting held on 19<sup>th</sup> May 2011.

#### **Background**

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

#### **Comment**

No business arising.

#### **Statutory Environment**

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

#### **Financial Implications**

There are no financial implications in considering this item.

#### **Resolution 7.1**

Resolved that the minutes of the;

Ordinary Council meeting held on 19<sup>th</sup> May 2011 be confirmed as a true and correct record.

Moved: Cr Di Kelly

Seconded: Cr Clive Gibsone

Vote – Simple majority

Carried: 7/0

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

The President will sign the minute declaration.

## **8.0 Finance Report**

### **8.1 Financial Report for May 2011**

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	16 <sup>th</sup> June 2011
Author:	Loren Hempel
Item Approved by:	Chief Executive Officer

#### **Proposal**

The financial position as at 31<sup>st</sup> May 2011 is presented for consideration.

#### **Appendices – May 2011 - Financial Statements**

- Statement of Financial Activity
- Councillor EOY Estimate
- 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 2011
- 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

#### **Resolution 8.1**

Resolved that council received the financial report for May 2011.

Moved: Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote – Simple majority

Carried 7/0



## **8.2 Accounts Paid and Payable – May 2011**

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	16 <sup>th</sup> June 2011
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 May 2011.

### **Appendix**

Warrant of Payments for May2011.

### **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 May 2011.

1.0 Accounts Already Paid

1.1 Municipal Fund –

CHEQUE NUMBERS	AMOUNT
009127-009152	\$ 66,601.19
Electronic Payments - Various	\$ 436,935.22

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	
TOTAL MUNICIPAL FUNDS	\$ 503,536.41

3. Trust Fund – Accounts Already Paid

DATE	CHEQUE NUMBER	DETAILS	AMOUNT \$
Nil			0.00

**Resolution 8.2**

Resolved;

(a) That Council's payment of accounts amounting to \$ 503,536.41 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 Dennis Whisson

Seconded: Cr Graham Cooper

Vote – simple majority

Carried 7/0

Payments List -May 2011			
Date	Reference	Creditor	Amount
1/05/2011	Bond Tfr	Hall Hire Bond transfer	\$ 150.00
1/05/2011	Bond Tfr	Gym Key Bond Transfers	\$ 600.00
2/05/2011	9127	Australian Taxation Australian Taxation	\$ 5,221.37
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 50.32
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 22.00
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 22.00
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 43.96
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 13.00
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 13.00
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 39.60
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 21.40
2/05/2011	Bank Fees	Westpac Banking Corporation	\$ 88.05
3/05/2011	Bank Fees	Westpac Banking Corporation	\$ 11.75
5/05/2011	Bond Tfr	Bond Transfer	\$ 50.00
11/05/2011	EFT PAYS	Staff Salaries & Wages	\$ 31,614.31
12/05/2011	9129	Australian Local Government Association	\$ 1,210.00
12/05/2011	Bond Tfr	Cleaning Bond Transfers	\$ 250.00
16/05/2011	Bank Fees	Commonwealth Banking Corporation	\$ 29.44
18/05/2011	9130	Country Ford	\$ 242.55
18/05/2011	9131	Cunderdin Co-op	\$ 1,630.34
18/05/2011	9132	Cunderdin Newsagency	\$ 131.05
18/05/2011	9133	Cunderdin Co-op FUEL	\$ 11,440.00
18/05/2011	9134	Cunderdin Co-op MUSEUM	\$ 118.57
18/05/2011	9135	DKT Rural Agencies	\$ 1,134.50
18/05/2011	9136	Dougie's Roadhouse	\$ 919.02
18/05/2011	9137	Dr Ken Gray	\$ 110.00
18/05/2011	9138	Green Technology Industries	\$ 4,428.60
18/05/2011	9139	Major Motors Pty Ltd	\$ 442.66
18/05/2011	9140	Pitstop Diner	\$ 170.00
18/05/2011	9141	Shire of Narembreen	\$ 500.00
18/05/2011	9142	Signs Plus	\$ 18.00
18/05/2011	9143	Synergy	\$ 1,789.90
18/05/2011	9144	Telstra Corporation	\$ 1,351.18
18/05/2011	9145	Telstra (Bigpond)	\$ 99.90
18/05/2011	9146	Toll Ipec Pty Ltd	\$ 7.52
18/05/2011	9147	Water Corporation	\$ 22,320.70
18/05/2011	9148	Westnet Pty Ltd	\$ 134.85
18/05/2011	9149	Westscheme Superannuation	\$ 265.91
18/05/2011	Credit Card	Westpac Banking Corporation	\$ 537.71
19/05/2011	9150	Westnet Pty Ltd	\$ 479.89
19/05/2011	Bank Fees	Westpac Banking Corporation	\$ 5.00
19/05/2011	Bank Fees	Westpac Banking Corporation	\$ 5.00

Payments List -May 2011			
Date	Reference	Creditor	Amount
19/05/2011	EFT8009	Adam Takacs	\$ 385.00
20/05/2011	9151	DA Computers	\$ 10,304.68
20/05/2011	EFT8045	Stabilisation Alternatives	\$ 35,200.00
20/05/2011	EFT8010	Air Liquide Pty Ltd	\$ 119.02
20/05/2011	EFT8011	Argent Electrical	\$ 123.75
20/05/2011	EFT8012	Ausrecord	\$ 198.44
20/05/2011	EFT8013	Australia Post	\$ 360.31
20/05/2011	EFT8014	Austral Mercantile Collections Pty Ltd	\$ 1,839.31
20/05/2011	EFT8015	Avdata Australia	\$ 1,451.46
20/05/2011	EFT8016	Avon Waste	\$ 4,811.82
20/05/2011	EFT8017	Bitumen Surfacing	\$ 24,816.00
20/05/2011	EFT8018	Boral Construction Materials Group	\$ 71,572.09
20/05/2011	EFT8019	BT Super for Life	\$ 36.56
20/05/2011	EFT8020	Cody Express Transport	\$ 39.80
20/05/2011	EFT8021	Combined Tyrepower	\$ 623.00
20/05/2011	EFT8022	Contract Aquatic Services	\$ 770.00
20/05/2011	EFT8023	Corporate Express	\$ 128.03
20/05/2011	EFT8024	Courier Australia	\$ 40.00
20/05/2011	EFT8025	Coventrys	\$ 2,816.64
20/05/2011	EFT8026	Cunderdin Community Resource Centre	\$ 188.00
20/05/2011	EFT8027	The Cunderdin Mob	\$ 373.10
20/05/2011	EFT8028	Cunderdin Plant Hire	\$ 1,100.00
20/05/2011	EFT8029	DarMitch Logistics	\$ 4,779.50
20/05/2011	EFT8030	Donavan's Water Service	\$ 26,075.50
20/05/2011	EFT8031	Freelance Handyman	\$ 617.00
20/05/2011	EFT8032	Hanson Construction	\$ 5,802.04
20/05/2011	EFT8033	Hitachi	\$ 94.72
20/05/2011	EFT8034	Integrated Records & Info Solutions	\$ 1,496.00
20/05/2011	EFT8035	Jasol Australia	\$ 1,302.67
20/05/2011	EFT8036	Kings Services	\$ 50.00
20/05/2011	EFT8037	Landgate	\$ 5,814.73
20/05/2011	EFT8038	Mack Cheno Earthmoving	\$ 11,396.00
20/05/2011	EFT8039	Macri Partners	\$ 5,776.10
20/05/2011	EFT8040	Mecure Perth	\$ 804.00
20/05/2011	EFT8041	Onsite Rental Group	\$ 12,091.64
20/05/2011	EFT8042	Orica Australia Pty Ltd	\$ 62.70
20/05/2011	EFT8043	Quairading Earthmoving	\$ 18,931.00
20/05/2011	EFT8044	Sandco Hire & Contracting	\$ 13,271.50
20/05/2011	EFT8046	Sunny Sign Company Pty Ltd	\$ 170.74
20/05/2011	EFT8047	Truck Centre WA Pty	\$ 628.51
20/05/2011	EFT8048	Trufab	\$ 49.50
20/05/2011	EFT8049	Tungsten Tools International	\$ 941.60

Payments List -May 2011			
Date	Reference	Creditor	Amount
20/05/2011	EFT8050	Western Australia Local Government Superannuation	\$ 4,294.19
20/05/2011	EFT8051	Western Stabilisers	\$ 109,835.91
20/05/2011	EFT8052	The Wheeler Superannuation Fund	\$ 36.50
20/05/2011	EFT8053	Wirtgen Australia	\$ 749.16
20/05/2011	EFT8054	Hanson Construction	\$ 2,115.73
25/05/2011	Staff Pays	Staff Salaries & Wages	\$ 28,889.41
27/05/2011	9152	Cunderdin Co-op FUEL	\$ 2,130.00
27/05/2011	Bond Tfr	Cleaning Bond Transfer	\$ 50.00
31/05/2011	Gym Bonds	Gym Key Bond Transfers	\$ 250.00
		<b>TOTAL</b>	<b>\$ 503,536.41</b>

### 8.3 Council Investments – May 2011

Location:	Westpac Banking Corporation
Applicant:	Manager of Finance & Administration
Date:	16 <sup>th</sup> June 2011
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> May 2011.

#### **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> MAY 2011</b>				
<b>Institution</b>	<b>Amount Invested</b>	<b>Investment type</b>	<b>Municipal Funds</b>	<b>Reserve Funds</b>
Westpac Banking Corporation	\$1,254.08	Business Cash Reserve 13-7729 0.0%	\$0.00	\$1,254.08
Westpac Banking Corporation	\$342.93	Business Cash Reserve 13-8262 0.0%	\$342.93	\$0.00
Westpac Banking Corporation	\$510,469.63	Term Deposit 14-3790 5.5% (Due 01/06/11)	\$510,469.63	\$0.00
Westpac Banking Corporation	\$707,836.93	Term Deposit 14-3803 6.1% (Due 29/06/11)	\$0.00	\$707,836.93
Westpac Banking Corporation	\$350,000.00	Term Deposit 21-3481 5.5% (Due 29/06/11)	\$350,000.00	\$0.00
<b>TOTAL INVESTMENTS</b>	<b>\$1,569,903.57</b>		<b>\$860,812.56</b>	<b>\$709,091.01</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.

**Resolution 8.3**

Resolved that the report on Council investments as at 31<sup>st</sup> May 2011 be received and noted

Moved: Cr Todd Harris

Seconded: Cr Clive Gibsone

Vote – Simple Majority

Carried 7/0

#### **8.4 Budget Amendment**

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	Loren Hempel
Item Approved by:	Manager of Finance & Administration

#### **Disclosure of Interest**

No disclosure of interest has been tabled.

#### **Proposal**

Council are requested to give consideration to amending its Annual budget as detailed in the report.

#### **Attachment**

Nil

#### **Commentary**

Council are requested to amend its 2010/11 Annual Budget in accordance with Table 1.1 below.

#### **Statutory Implications**

Section 6.8 of the Local Government Act states;

#### ***6.8. Expenditure from municipal fund not included in annual budget***

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government;*
  - (b) *is authorised in advance by resolution\*; or*
  - (c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

#### **Policy Implications**

There are no policy implications in considering this item.

#### **Financial Implications**

Proposed Budget amendments;



(Table 1.1)

ACCOUNT	DESCRIPTION	BUDGET	AMENDED BUDGET	DR	CR	COMMENT
<b>EXPENSES</b>						
<b>GOVERNANCE</b>						
<b>ADMINISTRATION - GENERAL</b>						
2010353201	Audit Fees	\$ 10,500.00	\$ 12,193.00	\$ 1,693.00	\$ -	Additional Grant acquittals audited
2010353214	LGS Support Fees	\$ 16,875.00	\$ 21,096.00	\$ 4,221.00	\$ -	Annual support fee increased
<b>LAW ORDER &amp; PUBLIC SAFETY</b>						
<b>FIRE PREVENTION</b>						
527592005	FESA Emergency Services Levy Remitted	\$ 35,940.49	\$ 50,000.00	\$ 14,059.51	\$ -	09/10 Qtr4 ESL Payment - previously not budgeted for
<b>TOWN PLANNING AND DEVELOPMENT</b>						
<b>OTHER COMMUNITY AMENITIES</b>						
1013856500	Environmental Protection - NRM Officers	\$ 12,000.00	\$ 19,201.00	\$ 7,201.00	\$ -	Under budgeted – included 2009/10 contribution.
<b>COMMUNITY AMENITIES</b>						
<b>SANITATION - HOUSEHOLD REFUSE</b>						
1073053201	Refuse Other Materials/Charges - tipping fees (transfer & roadside)	\$ 23,172.20	\$ 31,000.00	\$ 7,827.80	\$ -	Under budgeted - increase in tipping volumes
1073056401	Refuse Other Wages - Green waste & Roadside verge collection x 2	\$ 20,000.00	\$ 25,500.00	\$ 5,500.00	\$ -	Under budgeted – increase in volume
1073056404	Waste Facility Attendants - Wages	\$ -	\$ 13,100.00	\$ 13,100.00	\$ -	Moved from account 1073053201 - created new account to better track expenses

ACCOUNT	DESCRIPTION	BUDGET	AMENDED BUDGET	DR	CR	COMMENT
<b>RECREATION &amp; CULTURE PUBLIC HALLS &amp; CIVIC CENTRE</b>						
1113882012	Meckering Town Hall Building Utilities	\$ 3,016.00	\$ 6,500.00	\$ 3,484.00	\$ -	Under Budgeted - increase rose garden watering expenses
<b>OTHER RECREATION &amp; SPORT</b>						
1152356401	Meckering P & G Wages	\$ 18,500.00	\$ 21,000.00	\$ 2,500.00	\$ -	Under budgeted
1163156401	Parks and Gardens Wages	\$ 90,655.00	\$ 113,000.00	\$ 22,345.00	\$ -	Other staff wages charged to account in addition to gardeners for clean-ups
1152456600	Meckering Hockey Field Upgrade	\$ 15,000.00	\$ 28,122.00	\$ 13,122.00	\$ -	Additional works required
1169682001	R&S - Other Utilities Cunderdin	\$ 45,000.00	\$ 50,500.00	\$ 5,500.00	\$ -	Extremely dry season – oval required additional watering
<b>LIBRARIES</b>						
1152453211	Library Payment to Telecentre	\$ 12,000.00	\$ 13,752.00	\$ 1,752.00	\$ -	Lost books - previously not budgeted for
<b>SWIMMING POOLS &amp; BEACHES</b>						
1173353204	Swimming Pool Building Maintenance	\$ -	\$ 1,840.00	\$ 1,840.00	\$ -	New account created to better track expense types
1173353211	Swimming Pool Contractors	\$ 54,080.00	\$ 60,811.00	\$ 6,731.00	\$ -	Additional Interim Swimming Costs
1173382011	Swimming Pool Utilities	\$ 18,000.00	\$ 22,000.00	\$ 4,000.00	\$ -	Under budgeted - additional clean out required as a result of a storm

ACCOUNT	DESCRIPTION	BUDGET	AMENDED BUDGET	DR	CR	COMMENT
<b>ECONOMIC SERVICES</b>						
<b>BUILDING CONTROL</b>						
1213869400	Building Inspections - Shire of York	\$ 5,000.00	\$ 8,500.00	\$ 3,500.00	\$ -	Increased amount of Building Inspections
<b>TRANSPORT</b>						
<b>STREET RDS .BRIDGES.DEPOT.MTCE.</b>						
1287353204	Management Fee - Expense (Manager of Works & Services)	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	New Service - previously not budgeted for
1287356404	Works Superannuation	\$ 39,885.04	\$ 45,500.00	\$ 5,614.96	\$ -	Under budgeted due to increase in capital works program (grain freight program)
1287362812	Works Department Insurance	\$ 35,242.00	\$ 41,923.00	\$ 6,681.00	\$ -	Under budgeted - due to increase in workers compensation claims
1287369209	Works Training	\$ 11,897.60	\$ 21,200.00	\$ 9,302.40	\$ -	Expenses reimbursed from other Shires
1287369214	Works Communications	\$ 579.74	\$ 2,500.00	\$ 1,920.26	\$ -	Under budgeted
1287469212	Workshop Fuel and Oils	\$ 112,846.24	\$ 161,000.00	\$ 48,153.76	\$ -	Additional expenses due to additional capital works program – Quairading Road
<b>CAPITAL EXPENDITURE</b>						
<b>HEALTH</b>						
4090016245	Doctors Surgery - Hot Water System	\$ -	\$ 4,030.00	\$ 4,030.00	\$ -	Unexpected Expense – hot water system needed to be replaced
4090016246	Doctors Surgery - Security Screens	\$ -	\$ 1,070.00	\$ 1,070.00	\$ -	Unexpected Expense – response to break-ins
<b>TRANSPORT</b>						
4090040160	Dowerin/Meckering Rd reconstruction (slk 28.85 - 30.85) Muni	\$ 60,000.00	\$ 62,550.00	\$ 2,550.00	\$ -	Project works exceeded original cost estimate
4090040740	Cunderdin/Quairading Rd (slk 3.7 - 7.9) RRG	\$ 396,350.00	\$ 792,809.31	\$ 396,459.31	\$ -	Under budgeted due to additional funding provided. During the 17/03/11 Budget review account was amended/reduced – to soon not all accounts had been received
4090040950	Main Street Redevelopment - Stage 1 (Power & Footpath) (R4R)	\$ 23,500.00	\$ 40,870.00	\$ 17,370.00	\$ -	New security system required due to continual break-ins.
4090016247	Depot - Security System	\$ -	\$ 2,165.00	\$ 2,165.00	\$ -	Capital expense moved from account 4090016241
4090016248	2.5 KVA Generator	\$ -	\$ 1,802.00	\$ 1,802.00	\$ -	

ACCOUNT	DESCRIPTION	BUDGET	AMENDED BUDGET	DR	CR	COMMENT
<b>REVENUE</b>						
<b>GENERAL PURPOSE FUNDING</b>						
2010322820	Municipal Interest Earned	\$ (12,938.00)	\$ (15,300.00)	\$ -	\$ (2,362.00)	Additional interest received
<b>LAW ORDER &amp; PUBLIC SAFETY</b>						
<b>FIRE PREVENTION</b>						
527538905	FESA Annual Operating Grant	\$ (4,080.00)	\$ (7,780.00)	\$ -	\$ (3,700.00)	Under budgeted
527593005	FESA Emergency Services Levy Collected	\$ (35,940.00)	\$ (44,600.00)	\$ -	\$ (8,660.00)	Under budgeted
527594005	Management Fees - Emergency Management Officer	\$ -	\$ (1,600.00)	\$ -	\$ (1,600.00)	New Service - previously not budgeted for
<b>HEALTH</b>						
<b>PREVENTIVE SERVICES - HEALTH ADMIN</b>						
713813407	Contributions, Donations and Reimbursements	\$ -	\$ (1,730.00)	\$ -	\$ (1,730.00)	Under budgeted -
<b>TRANSPORT</b>						
<b>STREET RDS</b>						
<b>.BRIDGES.DEPOT.MTCE.</b>						
1287319812	Management Fees (Manager of Works & Services)	\$ -	\$ (3,615.00)	\$ -	\$ (3,615.00)	New Service - previously not budgeted for
1287319712	Strategic Grain Freight Funding	\$ (396,350.00)	\$ (979,001.00)	\$ -	\$ (582,651.00)	Additional funding received previously not budgeted for
<b>AERODROMES</b>						
1210113312	Aerodrome Charges	\$ (25,875.00)	\$ (33,302.00)	\$ -	\$ (7,427.00)	Under budgeted
<b>ECONOMIC SERVICES</b>						
<b>BUILDING CONTROL</b>						
1213869402	Building Licence Fees	\$ (1,000.00)	\$ (5,300.00)	\$ -	\$ (4,300.00)	Council know collects Building fees – previously service was provided by the Shire of Northam
<b>TRAFFIC CONTROL</b>						
1376813213	Transport Licencing Contribution	\$ (1,000.00)	\$ (3,450.00)	\$ -	\$ (2,450.00)	Under budgeted
		<b>\$ 582,856.31</b>	<b>\$ 582,856.31</b>	<b>\$ 618,495.00</b>	<b>\$ (618,495.00)</b>	

The proposed budget amendments still provide for a balanced budget.

**Strategic Implications**

There are no policy implications in considering this item.

**Resolution 8.4**

Resolved;

- (1) That in accordance with section 6.8 of the Local Government Act all new expenditure items previously not budgeted for which are now contained within Report 8.4 be authorised by Council.
- (2) The 2010/2011 Annual Budget be amended as detailed in Report 8.4 - Table 1.1

Moved: Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote – Absolute majority

Carried 7/0

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

ITEM	RESOLUTION/PARTICULARS	STAFF ACTION	COMPLETED
<b>Resolution 9.8</b> Ordinary Council meeting 18th February 2010	<p><b>Gliding Club of WA – Proposed 25 Year Lease</b></p> <p>That subject to the GCWA agreeing to paying half costs for the preparation of the lease agreement, Council authorise the CEO to prepare a lease agreement for a period of 25 years in conjunction with Council's solicitors McLeod &amp; Co incorporating the terms &amp; conditions as outlined in Report 9.8.</p> <p>(b) that prior to entering into the lease WAPC &amp; Heritage Council consent be sort in accordance with section 136 of the Planning Development Act &amp; Section 78 of the Heritage of WA Act 1990.</p> <p>(c) that upon securing the necessary funding to renovate Hut 101 (clubhouse) the President &amp; CEO be authorised to sign and affix the Common Seal to the proposed lease agreement.</p> <p>(d) that the Gliding Club of WA be advised of (a) &amp; (c) above</p>	CEO/ MCLEOD & CO SOLICITORS	<b>90%</b>  <b>First draft completed</b>
<b>Resolution 9.4</b> Ordinary Council meeting 20th May 2010	<p>(a) to receive Report 9.4 on the proposed GCWA draft lease.</p> <p>(b) the following clauses be amended;</p> <p>clause 24.1 from 6 months to 12 months notice clauses 10.1 &amp; 10.2 as detailed in report 9.5</p> <p>(c) That the CEO be authorised to seek further instruction from Council's solicitors for the following issues;</p> <p>- Ensuring gliding club members have access to their hangars at all times – entry in &amp; out.</p> <p>- Introduction of a rent review mechanism in addition to the current CPI Provisions, that accounts for future growth in the clubs membership.</p> <p>(d) That the proposed lease amount be amended to \$7,000 pa, increased annually in line with CPI movements.</p> <p>(a) That council endorse the recommendations of the Audit Committee meeting, subject to amending Option 1 (Rent Review) to \$115.00 per member.</p> <p>(b) That Council resolves to advise the Gliding Club of WA of the proposed final amendments to the terms of the lease document.</p> <p>(b) That subject to the Gliding Club of WA accepting the Lease document (either option 1, 2 or 3 – rent review) as amended, the Shire President &amp; CEO be authorised to sign and affix the Common Seal to the Lease document.</p> <p>WAPC requested additional survey information to be incorporated into the lease document. Council's surveyor is currently undertaking required drawing for inclusion in the lease.</p>	<p>CEO Liaise with McLeods Solicitors to amend clauses 24.1, 10.1 &amp; 10.2</p> <p>Seek further instruction from McLeods as per (c)</p>	<p><b>Council's solicitors have re-drafted lease document</b></p> <p><b>(95% complete)</b></p> <p><b>Further Report (9.6) to council after receiving comments from the gliding club</b></p> <p><b>Final Draft sent 20/07/10</b></p> <p><b>Final lease agreement has been sent to the Gliding Club 28/03/11 for execution &amp; return</b></p>

<b>Resolution 9.5</b> Ordinary Council meeting 20th May 2010	<p align="center"><b>Proposed Agricultural Spraying Business and Workers Accommodation (Dongas) at Cunderdin Airfield, Cunderdin</b></p> <p>(a) That the CEO be authorised to prepare a commercial lease detailing the terms and conditions for the use of the Bellman Hangar and other associated areas (accommodation &amp; fuel facility) at an annual rental of \$10,000 pa, adjusted in line with CPI movements for a term of 5 years, with an option for a further 5 years.</p> <p>(b) That President &amp; CEO be authorised to sign and affix the Common Seal to the lease agreement</p> <p>(c) That Council approve the application for a commercial agricultural spraying business and associated workers accommodation (dongas) at Cunderdin Airport, subject to the following conditions:</p> <p>Due to the poor season, Taurus Aviation have requested the lease agreement not be entered into at this time – It is understood that they are currently also in discussions with Quairading – possible relocation.</p>	<p align="center">CEO</p> <p>Liaise with McLeods Solicitors to prepare a commercial lease for Taurus Aviation</p> <p>To issue DA Approval outlining conditions as per Council's resolution</p>	<p align="center"><b>Council's solicitors have drafted a lease document (90% complete) - to be checked</b></p> <p align="center"><b>Development Approval issued (100% complete)</b></p>
<b>Resolution 12.4</b> Ordinary Council meeting 20th May 2010	<p align="center"><b>Cunderdin Co-location Centre</b></p> <p>Council did not want to make any commitment to this project until such time as further information is provided from staff indicating the likely cost to council.</p> <p><u>Notes</u>  Cr Todd Harris requested that the staff look at utilising the current Cunderdin Sports Club building as a possible site.</p>	<p align="center">CDO/EM</p> <p>To follow up with FESA  Re: Cost to Council</p>	<p align="center"><b>10%</b></p> <p align="center"><b>Further report to be prepared for council's consideration – information still being gathered</b></p>
<b>General Items</b> Ordinary Council Meeting 15th April 2010	<p align="center"><b>SOARability</b></p> <p>Proposal to establish a Gliding Centre for the Physically Challenged at the Cunderdin Airfield.</p> <p>Project progressing Hangar design complete</p> <p>Met with Damien 29/06/10 to further discuss project - development application to be lodged. – request a 25 year lease</p> <p>Modified Glider has been delivered to Cunderdin Airfield, &amp; commissioned for flight.</p> <p>Project has been held back due to FESA building fire requirements – project owner is in discussions with FESA to relax conditions</p>	<p align="center">GARY TUFFIN</p>	<p align="center"><b>Met with Damien O'Reilly on site to select hangar site. 45% complete</b></p> <p align="center"><b>DA Approved 16/09/10 (Report 9.6)</b></p>
<b>General Items</b> Ordinary Council Meeting 15th April 2010	<p align="center"><b>Enterprise Metals Ltd</b></p> <p>Presentation provided by Mr Bruce Hawley (Metal Enterprises)</p> <p>Copies of drilling locations provided – all within council's road reserves – refer to drilling maps</p> <p>Letter received 9/06/10 from the Department of Mines &amp; Petroleum requesting comment on the proposed drilling program</p> <p>Wrote to the Department of Mines advising council's resolution;</p> <p><i>That Council advises the Hon Minister for Mines and Petroleum that it has no objections to the application by Glintan Pty Ltd for an Exploration Licence to drill test for iron ore within the road reserves nominated in the application, subject to the conditions specified in the referral letter dated 3</i></p>	<p align="center">CEO</p> <p align="center">MARCUS TUDEHOPE (PLANNER)</p>	<p align="center"><b>15<sup>th</sup> April 2010</b></p> <p align="center"><b>Further presentation provided to President &amp; CEO 2 June 2010</b></p> <p align="center"><b>Report (9.10) to June council meeting</b></p> <p align="center"><b>Letter sent 29/06/10</b></p> <p align="center"><b>Drilling</b></p>

	<i>June 2010 from the Department of Mines and Petroleum</i>		<b>commenced 7/09/10</b>  <b>Drilling has been suspended until after harvest</b>
<b>Resolution 9.2</b> Ordinary Council Meeting 15th April 2010	<b>Optus Mobile Tower</b>  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 15th April 2010 and stamped accordingly.  Received (4/06/10) an email requesting access licence agreement to use Cunderdin Hill road.	CEO	<b>(100%)</b>  <b>Development Approval issued</b>  <b>Draft agreement received 17/08/10</b>  <b>Agreement has been sent to McLeods for review</b>  <b>Agreement has been finalised refer to Report 9.4 17/02/11</b>
<b>Resolution 9.5</b> Ordinary Council meeting 24 <sup>th</sup> August 2009  <b>Resolution 9.7</b> Ordinary Council meeting 18th March 2010	<b>Proposed Amendment No. 1 to Local Planning Scheme No. 3.</b>  a) That Council resolve pursuant to Part 5 of the Planning and Development Act 2005, to initiate an amendment to the Local Planning Scheme, District Zoning Scheme No. 3 to rezone Lot 1 and Loc 2195 Coronation Street Cunderdin to 'Rural Residential'.  b) Western Australian Planning Commission be advised of a) above.  That Council resolve pursuant to TP Regulations 17(1) to adopt the recommendation contained within the attached Schedule of Submissions, and further resolve pursuant to TP regulations 17(2) that Amendment No. 1 to the District Zoning Scheme (Town Planning Scheme No. 3) be adopted for final approval without modification.  b) Western Australian Planning Commission and those who made submissions be advised of a) above.  c) The affixing of the Common Seal to be authorized with respect to the amending documents for Amendment No 1 to TP Scheme No. 3.  WAPC have requested additional information in support of the rezoning application.	CEO	<b>(100% complete)</b>  <b>All documentation completed, signed and sent to the WAPC</b>  <b>Amended documentation returned to WAPC as requested 9/12/10</b>  <b>Rezoning complete – notice placed in West Aust 9/03/11</b>
<b>Resolution 9.3</b> Ordinary Meeting 17th December 2009	<b>LGS Business Plan</b>  (a) That Council advise SEAVROC that it wishes to participate in the LGS Integrated Software project.  (b) That the CEO be authorised to undertake public consultation, making the Plan available for viewing, advertising the Plan (period not less than 6 weeks), with any submissions received to be considered by Council before its final adoption, pursuant to Section 3.59 of the Local Government Act 1995.	CEO	<b>Joint notice placed advertising complete no submissions received by closing date 29<sup>th</sup> April 2010</b>



Resolution #SE-024-10	<p>(a) That the participating Member Local Governments to the LGS Software Project, namely the Shires of:</p> <p>Beverley, Cunderdin, Quairading and York</p> <p>be requested to give consideration to adopting the Business Plan, titled: "Integrated Software – Exclusive West Australian Marketing and SalesRights Proposal" on the basis that the submission period has now expired.</p> <p>(b) Subject to (a) above, the Host Local Government, the Shire of Cunderdin, be requested to finalise and sign the Grant Agreement on behalf of the participating local governments.</p> <p>(b) The Executive Officer be authorised to liaise with LG Systems Inc in relation to preparing a Deed of Agreement in accordance with the objectives and purpose set out in the Memorandum of Understanding and the Adopted Business Plan for the Project.</p> <p>At this stage Peter (LGE – new version of LGS) will be in Cunderdin in March 2011 to implement new system.</p>	<p>CEO</p> <p>DCA</p>	<p><b>Report (9.7) to June council meeting</b></p> <p><b>Signed &amp; invoiced</b></p> <p><b>In progress</b></p> <p><b>McLeod have received agreement and recommended a number of changes</b></p>
<p><b>Resolution 9.7</b></p> <p>Ordinary Meeting</p> <p>17th December 2009</p>	<p><b>Staff Housing Project</b></p> <p>(1) That a Staff House Working Group be established to prepare the necessary tender specifications &amp; documentation for the supply and construction of one new staff house.</p> <p>(2) That the Staff House Working Group consist of the following membership;</p> <p>Cr David Beard Cr Doug Kelly Cr Dianne Kelly Chief Executive Officer</p> <p>(3) That the CEO be authorised to invite tenders when the tender documentation has been completed by the Staff Housing Working Group &amp; purchase a suitable vacant lot.</p>		<p><b>Tender specifications Completed</b></p> <p><b>Project suspended due to withdrawal of CLGF for 2009/10</b></p>

### Outstanding matters

### Council Resolution Action List – 18 August 2010

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

### **Council Resolution Action List 18<sup>th</sup> November 2010**

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

### **Council Resolution Action List 16<sup>th</sup> December 2010**

<b>Resolution 9.1</b>	<p>(a) That in accordance with section 40 of the Bush Fire Act 1954 Council appoint;</p> <p>Haydn Dixon Shane Mackin Tim York Ray Reid</p> <p>as Dual Fire Control Officers as nominated by the Shire of Tammin.</p>	CDO/EM	
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	<p>(b) That in accordance with section 40 of the Bush Fire Act 1954 Council appoint;</p> <p>Terry Harlow</p> <p>as a Dual Fire Control Officer as nominated by the Shire of Quairading.</p> <p>(c) That;</p> <p>Todd Harris, Rodney Rogers, Ashley Teakle, Doug Kelly &amp; Stewart Mussared.</p> <p>be nominated as Dual Fire Control Officers with the Shires of Dowerin, Quairading, Northam, Goomalling Tammin Wyalkatchem &amp; York.</p>		
<b>Resolution 9.3</b>	<p>That Council Resolve;</p> <p>a) to advise Mr Beveridge that any proposed development on the lot will be subject to a Development Approval, meaning it must comply with the Shire of Cunderdin's Town Planning Scheme #3. Therefore, until a Development Application is lodged with council and approved, it will not be possible to provide the assurance that a business of choice will be allowable.</p> <p>b) to authorise the Chief Executive Officer to obtain a valuation for Lot 6 Centenary Place, Cunderdin in order that it may proceed with the proposed sale of the lot in accordance with Section 3.58 (3) and (4) of the Local Government Act 1995, subject to Mr Beveridge's in principle agreement to the conditions of sale.</p> <p>c) to inform the Real Estate agent, Bob Davey of (a) above.</p>	CEO	Letter sent to Mr Beveridge

### **Council Resolution Action List 17<sup>th</sup> February 2011**

<b>Resolution 9.3</b>	<p><b>Proposal to Make Extractive Industries Local Law 2011</b></p> <p>Council resolved to:</p> <ol style="list-style-type: none"> <li>Note the submission from the Department of Local Government in relation to the proposed Shire of Cunderdin Extractive Industries Local Law 2010.</li> <li>Adopt and make the Shire of Cunderdin Extractive Industries Local Law 2011, as per Attachment 1 incorporating all amendments, in accordance with section 3.12 of the Local Government Act 1995- <ol style="list-style-type: none"> <li>the purpose of which is to establish the requirements and conditions with which extractive industries, within the district, must comply with; and</li> <li>the effect is to provide for the regulation, control and management of extractive industry proposals.</li> </ol> </li> <li>Publish the adopted Shire of Cunderdin Extractive Industries Local Law 2011, as per (2) above, in the Government Gazette and provide copies of the local law to the Minister for Local Government.</li> </ol>	CEO	<p>70%</p> <p>Copy has been sent to the Department of Local Government 28/03/11</p> <p>Text has been sent to the State Law publisher for Gazetting</p>
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	<p>4. Submit a copy of the gazetted local law, explanatory memoranda and associated documentation to the Joint Standing Committee on Delegated Legislation for review.</p> <p>5. Authorise the affixing of the Common Seal of the Shire to the Shire of Cunderdin Extractive Industries Local Law 2011.</p>		
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### **Council Resolution Action List 17<sup>th</sup> March 2011**

<b>Resolution 9.5</b>	<p><b>Proposed Additional Use of an Extractive Industry in a General Agriculture Zone - (late item)</b> Council resolved;</p> <p>That Council approve the application for an additional use of an extractive industry to a portion of lot 1 on Deposited Plan 20084 (400 Three Mile Road, Cunderdin) and Lot 20220 on Deposited Plan 87346 (912 Wilding Road, Meckering), subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The proposed development is to generally comply with the submitted plans approved on 17 March 2011 and stamped accordingly.</li> <li>2. The approved development is to maintain a 500 metre setback from the adjoining lot boundaries and limit the extraction area to 5 acres to both portion of Lot 1 Deposited Plan 20084 and Lot 20220 Deposited Plan 87346.</li> <li>3. The approval limits the extraction of mineral sands to a depth of 6 metres below the natural ground level.</li> <li>4. Prior to the issue of the planning approval, the applicant is to prepare a detailed site plan showing the planned extraction area and location of Lucerne trees surrounding the proposed extractive industry. The revised plans must be submitted in accordance with the area permitted for the extraction industry to the specification and satisfaction of the Chief Executive Officer.</li> <li>5. The applicant is required to use modern dust suppression controls for areas prone to sand drift, such measures may include hydromulch or the use other dust suppression methods to the specification and satisfaction of the Shire of Cunderdin's Principal Environmental Health Officer or person acting in his or her capacity.</li> <li>6. The applicant is required to rehabilitate and replace native vegetation species that contribute to the visual amenity and character elements within the Shire of Cunderdin once either part or whole of the land utilised for the extractive industry ceases. The determination and discretion of this condition is subject to the satisfaction and specification of the Chief Executive Officer.</li> <li>7. The use and/or operation of blasting equipment or other devices likely to cause a nuisance to adjoining owners either by smell, noise or other, are not permissible.</li> </ol> <p>Advice Notes 1. The applicant/owner is advised to consult the necessary state government agencies, including, but not limited to; The Department of Lands and Regional Development and the Department of Mines and Petroleum.</p>	CEO	<p>Letter sent G Jasper 28/03/11 advising council decision</p> <p>CEO has met with G Jasper to discuss amended plans.</p> <p>Amended plans received.</p>
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### **Council Resolution Action List 20<sup>th</sup> April 2011**

<b>Resolution 9.3</b>	<p><b>Community Emergency Services Coordinator Position</b> Resolved;</p> <p>a) That Council authorise the Chief Executive Officer to</p>	CEO/EM	70% letter sent
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	negotiate and sign a Memorandum of Understanding for the provision of a Community Emergency Services Manager; and  b) That Council agree to allocate \$12,256.20 in the 2011/12, 2012/13 & 2013/14 Budgets to support the position of Community Emergency Services Manager.		
<b>Resolution 9.5</b>	<b>Tender #4 – Gliding Hut Refurbishments</b> Resolved; That Council engage the services of Hi Construction for the restoration works to Gliding Club House Hut (101) and Workshop Hut (104) for the sum of \$130,972.55 in accordance with the schedule of works/specifications as detailed in the Tender #4 – 2010/11.	CEO	10% Tender Awarded

### **Council Resolution List 19<sup>th</sup> May 2011**

<b>Resolution 9.4</b>	<b>Local Government Convention (Week) 2011</b> Council resolved to:  (a) Attend the Local Government week held from Thursday 4 <sup>th</sup> August to Saturday 6 <sup>th</sup> August 2011 in Perth  (b) Nominate the following Councillors and the Chief Executive Officer as delegates Cr. Rod Carter, Cr. Clive Gibsone, Cr. Dennis Whisson & Cr Graham Cooper.  (c) Reimburse nominees for reasonable expenses associated with Local Government week.  (d) Reimbursable expenses are, travel and meals.  (e) That Cr. Rod Carter & Cr. Clive Gibsone be appointed the voting delegates for the WALGA 2011 Annual General Meeting	Admin/CEO	100% registered
<b>Resolution 9.6</b>	<b>Development Assessment Panels – Request for LG Nominations</b> Resolved that Council will:  (1) Nominate Cr Cooper & Cr Gibsone to be Council's Local Government Development Assessment Panel representatives and Cr Beard & Cr Harris be nominated as the deputy members.  (2) Forward nominations to the Department of Planning	CEO	100% Letter sent
<b>Resolution 9.8</b>	<b>Proposed building with an extraction unit at 37 Baxter Road (lot 11), Cunderdin</b> Council approved the application for a proposed building with an extraction unit at 37 Baxter Road (lot 11), Cunderdin subject to the following conditions:  1. The proposed development is to comply in all respects with the submitted plans approved on 19.05.2011 and stamped accordingly.  2. No dust or wood particles shall be discharged beyond	CEO	100% DA issued

	the boundaries of the premises.		
<b>Resolution 10.1</b>	<p><b>Section 135 Health Notice – Cunderdin Airfield</b> Resolved that;</p> <p>a) Council serves a Section 135 Health Act Notice declaring that the airfield buildings unfit for human habitation and requiring that no persons occupy the building and for the occupants to vacate the building within 14 days of the notice being served.</p> <p>b) Council authorise the Chief Executive Officer &amp; Deputy President to negotiate satisfactory terms and conditions with Bob Milligan.</p> <p>c) Council authorise the Chief Executive Officer &amp; Deputy President to negotiate ownership of the huts that are allegedly privately owned.</p> <p>d) Council request the Chief Executive Officer to negotiate with the Asbestos Specialist to get prices to carry out necessary works at the airfield.</p> <p>e) Council request the Chief Executive Officer to investigate funding options to pay for necessary works to be carried out.</p>	CEO/EHO/Deputy President	

### **Council Resolution List 16<sup>th</sup> June 2011**

<b>Resolution 8.4</b>	<p><b>Budget Amendment</b> Resolved;</p> <p>(3) That in accordance with section 6.8 of the Local Government Act all new expenditure items previously not budgeted for which are now contained within Report 8.4 be authorised by Council.</p> <p>(4) The 2010/2011 Annual Budget be amended as detailed Report 8.4 - Table 1.1</p>	Mgr F&A	50%
<b>Resolution 9.1</b>	<p><b>Regional Price Preference Policy</b> Resolved;</p> <p>(a) That Council adopt the amended Regional Price Preference Policy (Finance Policy # 26) in its draft form, pending consideration of any public submissions received.</p> <p>(b) That Council give authority to advertise the amended policy in accordance with section Regulation 24F of the Local Government (Functions &amp; General) Amendment Regulations 2000.</p>	CEO	50%
<b>Resolution 9.2</b>	<p><b>Delegations</b> Resolved that;</p> <p>(a) Pursuant to S5.42 of the Local Government Act and other enabling legislation, Council by Absolute Majority delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations:</p>	CEO	50%

	<p>(b) Pursuant to S5.42 of the Local Government Act and other enabling legislation, Council by Absolute Majority delegates to the</p> <ul style="list-style-type: none"> <li>- Audit Committee</li> <li>- Cunderdin Museum Management Committee</li> </ul> <p>the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations</p>		
<b>Resolution 9.3</b>	<p><b>Meeting Dates 2011/12</b> Resolved;</p> <p>1. That Local Public Notice be given that for the 2011/12 financial year;</p> <p>(a) Ordinary Meetings of Council will be held on the <b>3<sup>rd</sup> Thursday of each month</b>, commencing <b>5:00 pm</b> at the Council Chambers in Cunderdin.</p> <p>(b) Cunderdin Museum Committee Meetings will be held on the <b>2<sup>nd</sup> Thursday of each third month</b>, four times a year (February, May, August &amp; November) commencing 7:30 pm at the Cunderdin Museum.</p> <p>(c) Audit Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.</p> <p>(d) Bulgin Bush Races Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.</p> <p>(e) LEMC meetings are to be held 4 times a year on the last Wednesday of each third month. (August, November, February &amp; May) commencing 5:30 pm in Council's Chambers.</p> <p>2. Airshow committee be disbanded and removed from the notice of meeting dates.</p>	CEO	50%
<b>Resolution 9.7</b>	<p><b>Community Emergency Services Manager Position</b> Resolved;</p> <p>That Council agree to allocate \$17,880.00 in the 2011/12, 2012/13 &amp; 2013/14 Budgets to support the position of Community Emergency Services Manager.</p>	CEO	95%
<b>Resolution 9.8</b>	<p><b>Sporting Facility Design Brief</b> Resolved that Council -</p> <p><i>a) Approve the Working Group Design Brief for the Community Recreation Building with the following points:</i></p> <ul style="list-style-type: none"> <li>- 20m2 cool room for the bar</li> <li>- 8m2 cool room for the kitchen</li> <li>- 5m wall space for darts</li> <li>- Provision for tap beer and can/stubby</li> <li>- BBQ Area to be considered (Liquor licensing/Seasons)</li> </ul> <p><i>b) Approve the Amended Design Brief for the Change rooms with the following points:</i></p>	CEO	95%

	<ul style="list-style-type: none"> <li>- Ladies Home and Away Change room to be included in plan</li> <li>- Access to Mens Away and Ladies Away toilets for external users, but no access</li> </ul> <p>c) <i>Remove the BBQ area from the Design Brief to be considered within landscaping plan</i> (preferably on the eastern side of the building and sheltered from wind)</p> <p>d) Proceed to tender for architectural services.</p>		
<b>Resolution 12.2</b>	<b>Application to keep Horses</b>  Resolved; That Council approved the keeping of up to nineteen (19) horses on the combined UCL as depicted in attachment A, subject to being granted the appropriate Lease through the Department of Regional Development and Lands.	CEO	95%
<b>Resolution 14.1</b>	<b>Nature &amp; Grace Business Proposal – Late Agenda Item</b> Council resolved;  a) that Council grant approval to Debra Farmer to use the old Land Care office for an initial period of six (6) months, with a further option for six (6) months.  b) that Council accepts Debra Farmer's cleaning proposal in return for her cleaning services as outlined in her email dated 13 <sup>th</sup> June 2011 "The Cleaning proposal would include the Hall (Gym) and toilets".  c) that Council may remove the approval by providing 30 days written notice.	CEO/Mgr F&A	85%
<b>Resolution 14.2</b>	<b>Transfer Station Operating Hours – Late Agenda Item</b>  Council resolved;  1) that Council change the operating hours of the Cunderdin & Meckering transfer stations to:  <div style="text-align: center;">           Tuesday 8:00am – 12:00pm            Thursday 1:00pm – 5:00pm            Saturday 8:00am – 12:00pm            Sunday 1:00pm – 5:00pm         </div> <p>The new hours are effective from 1<sup>st</sup> August 2011.</p> <p>2) that Council authorise the printing of the Annual Waste Facility Passes for 2011/2012.</p>	CEO/Mgr F&A	85%

### Other projects

	<b>Cunderdin Airfield lighting system upgrade</b>  Design complete – estimated value of works \$440k		100%
	<b>Cunderdin Airfield RFDS shed</b>  Seeking feedback from CASA in regards to appropriate location in accordance with MOS 139		30%



	<b>Cunderdin Bush Fire Brigade Shed</b> Shed has been ordered		<b>100%</b> <b>Shed has been constructed</b>
	<b>Cunderdin Sports Facility Project</b> Budget amendment required to fund next stage – design work Funds have been allocated – refer to budget review Report 9.2 (17/02/11)		10%
	<b>Asset Management Plans</b> All properties have been valued by APV valuers Council's road network has been valued and condition rated		60%
	<b>Restoration of Gliding Club House &amp; Other hut</b> Works has been tendered Tender close 4 <sup>th</sup> March 2011 - No Tenders received.		30%
	<b>Implementation of LGE</b> New version of LGS		5%
	<b>Meckering Sports Club</b> Design & Construct project (1 Bowls & 4 Tennis courts) Tender closes 4 <sup>th</sup> March 2011 4 tenders received.		Contract Awarded To Evergreen Synthetic Grass
	<b>Upgrade to memorial drive</b>		0%

## 9.1 Regional Price Preference Policy

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosures of interest have been tabled.

### **Purpose**

To update the local price preference policy within the constraints of regulations.

### **Background**

Council adopted the Local Suppliers Preference - Works Policy #4 at its Ordinary Meeting held 21<sup>st</sup> November 2003

<b>LOCAL SUPPLIER PREFERENCES</b>	
Works Policy Number 4 First Adopted 21 <sup>st</sup> November 2003 Resolution Number 11.4	
4.1	Having due regard for quality, price, availability, urgency and freight costs, preference will be given to local goods and services where possible and staff are authorized to apply a preference margin of 10%.
4.2	New local outlets or suppliers of goods and services will be brought to the attention of the appropriate purchasing officers for consideration.
4.3	Where practical, attempts are to be made to rotate Council business amongst the local businesses offering comparable products.

### **Comment**

A review of Works Policy #4 has been undertaken and it is recommended that a new replacement Regional Price Preference Policy (Finance #26) be adopted in its place.

### **Statutory Implications.**

Local Government (Functions and General) Regulations 1996, Part 4A 24 C,24D,24E & 24 F states;

#### **24C Regional price preference may be given**

A local government located outside the metropolitan area may give a regional price preference to a regional tenderer in accordance with this Part.

## **24D Price percentage within which preference may be given.**

- (1) A preference may be given to a regional tenderer by assessing the tender from that regional tenderer as if the price bids were reduced by –
  - (a) up to 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000.00;
  - (b) up to 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000.00: or
  - (c) up to 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000.00, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods and services having been, until then, undertaken by the local government.
- a (2) Although goods or services that form a part of a tender submitted by a tenderer (who is a regional tenderer by virtue of regulation 24B(2)(b)) may be —
  - (a) wholly supplied from regional sources; or
  - (b) partly supplied from regional sources, and partly supplied from non-regional sources, only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when a regional price preference policy is in operation.
- (3) Despite subregulation (1), price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept under regulation 18(4).

## **24E Preparation of policy**

- (1) Where a local government intends to give a regional price preference in relation to a process, the local government is to-
  - (a) Prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract);
  - (b) Give statewide public notice of the intention to have a regional price preference policy and include in that notice –
    - (i) the region to which the policy is to relate;
    - (ii) details of where a complete copy of the proposed policy may be obtained; and
    - (iii) a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions;
  - (c) Make a copy of the proposed regional price preference policy available for public inspections in accordance with the notice.
- (2) A regional price preference policy may be expressed to be –
  - (a) for different regions in respect of different parts of the contract, or the various contracts, comprising the basis of tender;

- (b) for different goods or services within a single contracts;
- (c) for different price preferences in respect of the different goods or services that are the subject of a tender or tenders (subject to the limits imposed by regulation 24D)

or for any combination of those factors

(3) A region -

- (a) Must be (or include) the entire district of local government; and
- (b) Cannot include a part of the metropolitan area

(4) A policy can not be adopted by local government until the local government has considered all submission that are received in relation to the proposed policy and, if that consideration results in significant changes to the proposed policy, the local government must again give Statewide public notice of the altered proposed regional price policy.

## **24F Adoption and Notice of policy**

(1) A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.

(2) An adopted policy must state-

- (a) The region or regions within which each aspect of it is to be applied;
- (b) The types and nature of business that may be considered for each type of preference;
- (c) Whether the policy applies to-
  - (i) Different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
  - (ii) Different goods or services within a single contract or various contracts;
  - (iii) Different price preference in respect of the different goods or services that are the subject of a tender or tenders,

or to any combination of those factors, and

(d) Any other factors that the local government may take into account when considering whether a preference is to be given

(3) An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy

(4) The local government is to ensure that a copy of an adopted regional price preference policy is -

- (a) included with any specification for tenders to which the policy applies; and
- (b) Kept available for public inspection (Admin Reg 29)

## **24 G Adopted policy applies**

A local government that has adopted a regional price preference policy in relation to a certain type of contract may choose not to apply that policy to a particular tender in the future for a contract of that type but, unless it does do, the policy is to apply to all like tenders."

## **Comment**

It is recommended that Council adopt the following new Regional Price Preference Policy (Finance Policy #26)

### ***SHIRE OF CUNDERDIN***

#### ***REGIONAL PRICE PREFERENCE POLICY***

<b><i>No</i></b>	<b><i>Date</i></b>	<b><i>Date Reviewed</i></b>
26	June 2011	

#### ***References***

Local Government (Functions and General) Regulations 1996, Part 4A.

#### ***Subject Policy***

##### **Financial Management - Regional Price Preference**

- 1) Subject to statement (2) below a regional price preference of 10% is to apply to
  - a) a tenderer for the supply of goods and services who has been operating continuously out of premises in the Shire of Cunderdin for at least 6 months;
  - b) a tenderer for the supply of goods and services not established within the Shire of Cunderdin on that component of the price relating to goods and services supplied from sources within the Shire of Cunderdin;
- 2) A regional price preference of 5% is to apply to-
  - a) a tenderer for the supply of construction (building) services who has been operating a business out of premises in the Shire of Cunderdin for at least 6 months;
  - b) a tenderer for the supply of construction (building) services not established within the Shire of Cunderdin on that component of the price relating to construction (building) services provided by local suppliers;
- 3) Notwithstanding statements 1) and 2) above price is only one of the factors to be assessed when the local government decides which tender to accept, and the cheapest or any tender will not necessarily be accepted. Other factors to be considered include due diligence, quality of the product, terms of supply including after sales service, freight costs, urgency factors and budget provision.
- 4) A regional price preference applies whenever tenders are called unless the local government resolves otherwise in reference to a particular tender.

In accordance with regulation 24F Local Government (Functions & General) Amendment Regulations 2000 the Chief Executive Officer be authorised to give Statewide notice of the amended regional price preference policy.

#### **Policy Implications**

Creation of a new policy

#### **Financial Implications**

The financial implications are outlined in the policy.

**Resolution 9.1**

Resolved;

- (a) That Council adopt the Regional Price Preference Policy (Finance Policy # 26) in its draft form, pending consideration of any public submissions received.
- (b) That Council give authority to advertise the amended policy in accordance with section Regulation 24F of the Local Government (Functions & General) Amendment Regulations 2000.

Moved: Graham Cooper

Seconded: Cr Doug Kelly

Vote – Absolute Majority

Carried 7/0

## 9.2 Delegations

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosure of interest has been tabled.

### **Proposal**

Council to review and adopt delegations to the Chief Executive Officer.

### **Attachment**

Shire of Cunderdin – Register of Delegations

### **Background**

Section 5.46(ii) states that delegations made to the Chief Executive Officer by the Council are to be reviewed at least once every financial year.

### **Commentary**

Council is advised that the last review of the Delegations to the Chief Executive Officer were undertaken at its meeting held on 20<sup>th</sup> May 2010.

It is recommended that Delegation number 26 & 27 be removed as both committees have not been delegated any authority by Council. They are considered more to be terms of references as to what the committee does.

### **Statutory Implications**

Section 5.46 (ii) of the *Local Government Act 1995*

### **Policy Implications**

There are no policy implications in considering this item.

### **Financial Implications**

There are no financial implications in considering this item.

### **Strategic Implications**

To set the operating authority for the CEO and other staff.

### **Resolution 9.2**

Resolved that;

- (a) Pursuant to S5.42 of the Local Government Act and other enabling legislation, Council by Absolute Majority delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations:
- (b) Pursuant to S5.42 of the Local Government Act and other enabling legislation, Council by Absolute Majority delegates to the
  - Audit Committee
  - Cunderdin Museum Management Committeethe exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations

Moved: Cr Graham Cooper

Seconded: Cr Clive Gibsone

Vote – **Absolute majority**

Carried 7/0





# **REGISTER OF DELEGATIONS** **TO CEO AND OFFICERS**

**Adopted by Council 19<sup>th</sup> April 2007**  
**Reviewed by Council 16<sup>th</sup> June 2011**

**SHIRE OF CUNDERDIN**  
**REGISTER OF DELEGATIONS (\$5.46)**  
**2010/11**

<b>Delegation</b>	<b>Title of Delegation</b>	<b>Position</b>	<b>Reviewed</b>	<b>Page</b>
1	Members - Provision of Supplies	Chief Executive Officer	16/06/11	4
2	Provision of Services of Facilities	Chief Executive Officer	16/06/11	4
3	Appointment of Authorised Persons	Chief Executive Officer	16/06/11	5
4	Administration of Local Laws	Chief Executive Officer	16/06/11	5
5	Annual Performance Review	Chief Executive Officer	16/06/11	5
6	Annual Reports & Plan for the Future	Chief Executive Officer	16/06/11	6
7	Promotion of Elections	Chief Executive Officer	16/06/11	6
8	Management - Engagement of Professional services	Chief Executive Officer	16/06/11	6
9	Long Service Leave	Chief Executive Officer	16/06/11	7
10	Receipt of Revenue	Chief Executive Officer	16/06/11	7
11	Superannuation	Chief Executive Officer	16/06/11	7
12	Administration - Execution & affixing of Common Seal to documents	Chief Executive Officer	16/06/11	8
13	Granting Concessions	Chief Executive Officer	16/06/11	8
14	Payments from Trust and Municipal	Chief Executive Officer	16/06/11	8
15	Investments	Chief Executive Officer	16/06/11	9
16	Tenders for works & Services exceeding \$100,000	Chief Executive Officer	16/06/11	9
17	Telecommunication Proposal lodged in accordance with Telecommunication Act	Chief Executive Officer	16/06/11	10
18	Administration of the Health Act	Chief Executive Officer	16/06/11	10
19	Building Notices	Chief Executive Officer	16/06/11	11
20	Administration Building	Chief Executive Officer	16/06/11	11
21	Demolition Issue of Licences	Chief Executive Officer	16/06/11	11
22	Building - Notices	Chief Executive Officer	16/06/11	12
23	Building Licences	Chief Executive Officer	16/06/11	12
<b><u>Delegations Re-Assigned by Chief Executive Officer</u></b>				
2	Provision of Services or Facilities	Mnger of Admin & Fin	16/06/11	4
5	Annual Performance Review	Mnger of Admin & Fin	16/06/11	5
14	Payments from Trust and Municipal	Mnger of Admin & Fin	16/06/11	8
10	Receipt of Revenue	Mnger of Admin & Fin	16/06/11	7
15	Investments	Mnger of Admin & Fin	16/06/11	9
10	Receipt of Revenue	Finance Officer	16/06/11	7
14	Payments from Trust and Municipal	Finance Officer	16/06/11	8
2	Provision of Services or Facilities	Manager of Works & S	16/06/11	4
5	Annual Performance Review	Manager of Work & S	16/06/11	5
10	Receipt of Revenue	Administration Officer	16/06/11	7
18	Administration of the Health Act	Environmental Health Officer	16/06/11	10
22	Building Notices	Building Surveyor	16/06/11	12
21	Demolition Licences	Building Surveyor	16/06/11	11

<u><b>Delegations direct to Staff</b></u>				
23	<i>Building Licences</i>	<i>Building Surveyor</i>	<i>16/06/11</i>	<i>12</i>
<u><b>Committee delegations</b></u>				
24	<i>Audit Committee</i>	<i>Committee members</i>	<i>16/06/11</i>	<i>14-17</i>
25	<i>Cunderdin Museum Management Committee</i>	<i>Committee members</i>	<i>16/06/11</i>	<i>18-21</i>

Pursuant to Section 5.42 of the Local Government Act and other enabling legislation, Council by absolute majority delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed hereunder:

### Delegations to Chief Executive Officer

The following powers and duties have been delegated to the Chief Executive Officer by the Council of the local government of the Shire of Cunderdin.

**No** 1 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local government Act 1995 (as amended) - S2.7(2)(b)

**Subject** **Members - Provision of Supplies**

#### **Actual Delegation**

To assist Council members in the conduct of their duties, the Chief Executive Officer is authorised to provide members with documents and goods.

**Conditions** None

**No** 2 **Date Amended** 20 November 09 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995(as amended) - S3.18(3) and S3.21

**Subject** **Provision of Services or Facilities**

#### **Actual Delegation**

Council delegate authority and power to the Chief Executive Officer to undertake executive functions relating to the provisions of services or facilities.

#### **Conditions**

The services and facilities to be included in the forward plans and conform to the requirements of Sections 3.18(3) and 3.21 of the Local Government Act.

That restrictions be placed on re-delegating to the following positions;

Senior Finance Officer – Order authority up to maximum of	\$ 2,000.00
Works Manager – Order authority up to a maximum of	\$10,000.00

**No** 3 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S9.10  
Other Acts and Local Laws

**Subject** **Appointment of Authorised Persons**

**Actual Delegation**

Council delegate its authority and power to the Chief Executive Officer to appoint persons or classes of persons in relation to enforcement and legal proceedings.

**Conditions**

Refer Local Government Act 1995 (as amended) S9.23. Dog Act 1976, Bushfire Act 1954, Health Act 1911, Local Laws and Council Policy (if any).

**No** 4 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - S9.1 & S9.4

**Subject** **Administration of Local Laws**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer to administer its local laws and initiate legal action if considered necessary.

**Conditions**

Regard to be taken of any Council Policy (if any) in respect to the particular subject and S.9.1 and 9.4 of the L.G. Act.

**No** 5 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - S5.38

**Subject** **Annual Performance Reviews**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer to ensure that the performance of each employee who is employed for a term of more than one (1) year is to be reviewed at least once in relation to every year of employment. The Council will undertake an annual Performance Review of the Chief Executive Officer.

**Conditions**

Chief Executive Officer to undertake an annual review of Senior Officers and to make appropriate arrangements for Annual Performance Reviews of other employees.

**No** 6 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - Part 5 Division 5

**Subject** **Annual Reports and Plan for the Future**

**Actual Delegation**

Council delegates authority to Chief Executive Officer to prepare an annual report for each financial year and the "Plan for the future" for the next two or more financial years and once these have been accepted by Council to take the necessary action pursuant to S.5.55, 5.56 of the Local Government Act & LG (Admin) Amendment Regulations 19C & D.

**Conditions** None

**No** 7 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Part 4 Elections and Other Polls

**Subject** **Promotion of Elections**

**Actual Delegation**

The Chief Executive Officer is the Returning Officer for the conduct of Elections and Polls and the Council delegates its authority to the Chief Executive Officer to take the necessary action to promote the conduct of elections and polls.

**Conditions** None

**No** 8 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - S5.42(1)

**Subject** **Management-Engagement of professional services**

**Actual Delegation**

Council delegates its authority to the Chief Executive Officer to take the action deemed necessary with the view to engaging the services of legal advisers, valuers and media consultants to provide the appropriate services to facilitate and/or promote the conduct of Council business.

**Conditions**

Upon request:

1. Any Council member may request the Chief Executive Officer to provide a list of advisers and consultants appointed, and the reasons for their engagement over a specified period.
2. The expenditure is authorised in the Annual Budget or authorised pursuant to Section 6.8 of the Local Government Act.

**No** 9 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - S5.48

**Subject** **Long Service Leave**

**Actual Delegation**

Council delegates authority to the Chief Executive Officer to consider and decide on applications received from employees under the Local Government (Long Service Leave) Regulations.

**Conditions**

Chief Executive Officer to ensure operations of Council will not be unduly hindered by absence on long service leave of the applicant.

**No** 10 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - S6.10

**Subject** **Receipt of Revenue**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer to receive revenue or income from rates, service charges, fees and charges, borrowings investments or any other source authorised by or under the Local Government Act or any other written law, or from dealings in property or grants or gifts.

**Conditions**

Clause 5 of the Local Government (Financial Management) Regulations 1996.

**No** 11 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 - S5.47

**Subject** **Superannuation**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer to provide superannuation and other benefits for its employees.

**Conditions** **As required by law.**

**No** 12      **Date Adopted** 19 April 07      **Date Reviewed** 16 June 2011

**References**      Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - S5.42(1)

**Subject**      **Administration-Execution and affixing of Common Seal to documents**

**Actual Delegation**

Notwithstanding the provisions of Section 9.49 of the Local Government Act, the Chief Executive Officer is authorised to affix the Common Seal to documents to be executed by the Shire where such documents are consistent and in accord with a resolution of Council.

**Conditions**

Council to be notified of executed documents via a report to be submitted to Council meeting.

**No** 13      **Date Adopted** 19 April 07      **Date Reviewed** 16 June 2011

**References**      Local Government Act 1995 (as amended) - S6.12

**Subject**      **Granting of Concessions**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer to grant concessions in relation to fees, levies or charges by the Council for the use of its facilities and services.

**Conditions**

**No** 14      **Date Adopted** 19 April 07      **Date Reviewed** 16 June 2011

**References**      Local Government Act 1995 - S6.10 and Local Government (Financial Management)

**Subject**      **Payment from Trust and Municipal Funds**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer, to make payment By cheque or Electronic Fund Transfer (EFT) from the Trust and Municipal Funds.

**Conditions**

Refer to Local Government (Financial Management) Regulation 13. That an EFT payments be authorised by at least two officers with one being a signatory to Council cheques.



**No** 15 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - S6.14, 6.15

**Subject** **Investments**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer to invest money held in the municipal or trust funds that is not required for the time being for any purposes in accordance with part III of the Trustees Act 1962 or in an investment approved by the Minister.

**Conditions**

- (i) to establishing document internal control procedures to be followed to ensure control over the investments;
- (ii) compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996.

**No** 16 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 (as amended) - S5.42  
Local Government Act 1995 (as amended) - S3.57

**Subject** **Tenders for Works and Services exceeding \$100,000; acceptance of quotations or tenders not exceeding \$100,000.**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer to call quotations and tenders in the following circumstances:

- (i) tenders for works or services prior to entering into contract with others in respect to supply of goods or services exceeding \$100,000;
- (ii) quotations or tenders for the provision of works or services not exceeding a value of \$100,000 and to accept what is deemed the most advantageous quotation or tender.

**Conditions**

Reference is to be made to Council's purchasing policy

**No** 17      **Date Adopted** 19 April 07      **Date Reviewed** 16 June 2011

**References** Telecommunications Act 1991. Telecommunications National Code 1996.

**Subject**      **Telecommunication Proposals Lodged in Accordance with the Telecommunications Act**

**Actual Delegation**

Council delegate its authority and power to the Chief Executive Officer

- (i) to consult with telecommunication carriers regarding disagreement with impact classifications, level of notification consultation and requirements for additional information.
- (ii) the authority to comment on low impact facilities which are the subject of notification

**No** 18      **Date Adopted** 19 April 07      **Date Reviewed** 16 June 2011

**References** Health Act 1911 - Parts IV, V, VI, VII, VIIA, VIII, IX , XV

**Subject**      **Administration of the Health Act 1911 and Relevant Regulations**

**Actual Delegation**

The exercise and discharge of all the following powers and functions of the Shire under the Health Act 1911 (as amended)

1. The forming of opinions and making of declarations;
2. The grant and issue of licenses, permits, certificates and approvals;
3. The issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions;
4. The ordering and authorisation of legal proceedings for breaches of the Act and all Regulations, Local Laws and Orders made thereunder.

**Conditions**

- (a) Subject to the provisions of the Health Act, Local Laws (if any) and Council Policies (if any).

**No** 19 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act (as amended) – S5.42

**Subject** **Administration Building**

**Actual Delegation**

Council authorises the chief Executive Officer, to permit the use of rooms and areas within the Administration Building to Associations, Committees or Organisations having an involvement with Local Government industry and/or working towards the betterment of the Shire of Cunderdin. .

**Conditions**

(a) The provision of refreshments other than morning/afternoon teas shall be at the cost of the hirer.

**No** 20 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act (as amended) – S5.42

Local Government Act (as amended) – S3.25

**Subject** **Authorised Officers – Exercise of Certain Land Provisions**

**Actual Delegation**

Council authorises its authority and power to the Chief Executive Officer, in respect to the issue of notices to owners and occupiers of land requiring certain things to be done by the owner or occupier of that land, pursuant to Section 3.25 of the Local Government Act.

**Conditions**

No special conditions have been set in relation to this delegation.

**No** 21 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government (Miscellaneous Provisions) Act – Section 374A

**Subject** **Demolition – Issue of Licences**

**Actual Delegation**

Council delegates its authority and power to the Chief Executive Officer to issue Demolition Licences and impose conditions as appropriate.

**Conditions**

Each application shall comply with the appropriate Laws, Codes, Local Laws, Administrative Policies and specific resolution of Council.

Applicant being advised of objection and/or appeal rights.

The exercise of these powers on the discharge of these duties, is subject to the Officers and/or Employees exercising the Delegation; keeping a written record of, and recording within an appropriate Database, details of how the delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

**No** 22 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government Act 1995 - S3.25

**Subject** **Building - Notices**

#### **Actual Delegation**

Council delegate its authority and power to the Chief Executive Officer to issue notices pursuant to Part XV of the Local government (Miscellaneous Provisions) Act 1960 .

#### **Conditions**

- (a) Subject to the express provisions contained in the Act, Council's Policies and Resolutions of Council.
- (b) applicant being advised of objection and/or appeal rights.

#### **Delegations direct Staff**

**No** 23 **Date Adopted** 19 April 07 **Date Reviewed** 16 June 2011

**References** Local Government (Miscellaneous Provisions) Act 1960 - S374  
Building Regulations 1989 - CI 14 and 16

**Subject** **Building Licences**

#### **Actual Delegation**

Council delegate its authority and power to the Building Surveyor in respect of:

1. Approval or refusal of plans and specifications relating to applications for building licences and the authority to issue or refuse building licences, including the authority to impose conditions as appropriate.
2. The authority to extend, for a period not exceeding six months, time for an applicant who has been issued a licence, to complete construction.
3. The authority to approve or refuse amended plans and/or specifications including the authority to impose conditions as appropriate.

#### **Conditions**

i) Subject to the provisions of Section 374 of the Local Government (Miscellaneous Provisions) Act 1960, and subject to the relevant Building Codes, Local Laws (if any), Council's Policies and specific resolutions of the Council.

### Delegations Re-Assigned by Chief Executive Officer:

Pursuant to the provisions of S5.44 of the Local Government Act 1995 (as amended), the Chief Executive Officer had delegated the exercise of the following powers and duties assigned to the Chief Executive Officer by the Council of the local government of the Shire of Cunderdin.

The exercise of the powers and duties delegated to employees is subject to:

- (i) The conditions imposed by the Council of the local government of the Shire of Cunderdin on the delegation to the Chief Executive Officer.
- (ii) Employees exercising the delegation assigned keeping a written record of:
  - (a) how the person exercised the power or discharged the duty;
  - (b) when the person exercised the power or discharged the duty; and
  - (c) the persons or classes of persons, other than Council or Committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Any delegation not included in this list means that the Delegation has not been assigned or reassigned and can only be exercised by the CEO

#### **Delegation**

<b>#</b>	<b>Title of Delegation</b>	<b>Position</b>	<b>Reviewed</b>
2	Provision of Services or Facilities	Manager of Admin & Fin	16/06/11
5	Annual Performance Review	Manager of Admin & Fin	16/06/11
11	Receipt of Revenue	Manager of Admin & Fin	16/06/11
15	Investments	Manager of Admin & Fin	16/06/11
16	Payments from Trust and Municipal	Manager of Admin & Fin	16/06/11
11	Receipt of Revenue	Finance Officer	16/06/11
16	Payments from Trust and Municipal	Finance Officer	16/06/11
11	Receipt of Revenue	Administration Officer	16/06/11
2	Provision of Services or Facilities	Manager of Works & Service	16/06/11
5	Annual Performance Review	Manager of Works & Service	16/06/11
21	Building Licences	Building Surveyor	16/06/11
22	Building Notices	Building Surveyor	16/06/11
23	Administration of the Health Act	Environmental Health Officer	16/06/11

## Delegations to committees

**No** 24      **Date Adopted** 21 Sept 06      **Date Reviewed** 16 June 2011

**References** Local Government Act (as amended) – S5.16, 5.18, 5.42 & 7.1 (B)

**Subject**              **Audit Committee**

In accordance with Section 7.1(B) of the Local Government Act 1995, Council delegate to the Audit Committee the powers and duties as detailed in the attached copy of the Terms of Reference for the Audit Committee adopted 21<sup>st</sup> September 2006.

## **TERMS OF REFERENCE**

### **SHIRE OF CUNDERDIN AUDIT COMMITTEE**

#### **1. Objectives of Audit Committees**

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The Committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- the enhancement of the credibility and objectivity of external financial reporting;
- compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

#### **2. Powers of the Audit Committee**

The Committee is a formally appointed Committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

#### **3. Membership**

The Committee will consist of the President and two (2) Councillors. All Members shall have full voting rights.

The tenure of Member to the Committee is in accordance with Section 5.11 of the Local Government Act 1995.

The CEO and employees are not members of the Committee.

The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the Committee. Other Council officers may attend meetings as and when required.

The local government shall provide secretarial and administrative support to the Committee.

#### **4. Meetings**

The Committee shall meet at least annually.

Additional meetings shall be convened at the discretion of the presiding person.

#### **5. Order of Business**

The order of business of any Audit Committee Meeting shall be as follows, or as near thereto as shall be practicable, but for the greater convenience of the Council at any particular meeting, it may be altered by resolution to that effect:

- (i) Present;
- (ii) Apologies;
- (iii) Leave of Absence;
- (iv) Declaration of Interests;
- (v) Question Time;
- (vi) Declaration by Members whether they have given due consideration to all matters contained in the Business Paper presently before the meeting;
- (vii) Confirmation of Minutes;
- (viii) Motions of which previous Notice has been given;
- (ix) Reports by the CEO and Executive Officers;
- (x) Urgent Business;
- (xi) Confidential Business

#### **6. Reporting**

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

#### **7. Duties and Responsibilities**

The duties and responsibilities of the Committee will be-

- (a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- (b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.



- (c) Develop and recommend to Council –
- a list of those matters to be audited; and
  - the scope of the audit to be undertaken.
- (d) Recommend to Council the person or persons to be appointed as auditor.
- (e) Develop and recommend to Council a written agreement for the appointment of the Auditor. The agreement is to include –
- the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor.
- (f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- (g) Liaise with the CEO to ensure that the local government does everything in its power to –
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
- (h) Examine the reports of the auditor after receiving a report from the CEO on the matter and –
- determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- (i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- (j) Review the scope of the audit plan and program and its effectiveness.
- (k) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's Terms of Reference following authorisation from the Council.

**No** 25      **Date Adopted** 19 Oct 06      **Date Reviewed** 16 June 2011

**References** Local Government Act (as amended) – S5.16 ,5.18 & 5.42

**Subject** **Cunderdin Museum Management Committee**

In accordance with section 5.16 of the Local Government Act 1995, Council delegate to the Cunderdin Museum Management Committee the powers and duties as detailed in the attached copy of the Terms of Reference for the Cunderdin Museum Management Committee adopted 19<sup>th</sup> October 2006

## **TERMS OF REFERENCE**

### **CUNDERDIN MUSEUM MANAGEMENT COMMITTEE**

#### **1. Preamble**

The Cunderdin Museum Management Committee has been established in accordance with section 5.8 of the Local Government Act, therefore all its operations are guided by the Local Government Act and its Regulations.

The museum is housed in No 3 Pump Station and surrounding grounds (Reserve 31433). This reserve was jointly vested in the Shire of Cunderdin and the National Trust of Australia (WA) on 19th July 2001.

#### **2. Objectives of Cunderdin Museum Management Committee**

The primary objective of the Cunderdin Museum Committee (hereafter the Committee) is to accept responsibility for the day to day operations of the Cunderdin Museum and visitor services in an appropriate manner and in accordance with the various policies that have been established by the Committee and taking guidance from, the Shire, the Western Australian Museum's Museum Assistance Program, the National Trust of Australia (WA) and other relevant bodies.

To regularly report to Council on the operations of the museum to assist in discharging Council's responsibilities of jointly controlling the museum's affairs, determining potential new operating policies, procedures and long term plans, so that Council can be satisfied with the performance of the museum as a public facility

The museum will also operate on behalf of the Shire as a tourist information centre for the town and the shire offering information to visitors on local activities, attractions and services.

The aim of the museum is to conserve and interpret the history of Cunderdin and the Wheatbelt with particular emphasis on agriculture and the Goldfields Water supply Scheme and its expansion into the Goldfields and Agricultural Areas Water Supply Scheme.

#### **3. Powers of the Museum Committee**

The Committee is a formally appointed Committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility to incur any expenditure on behalf of Council or the museum without first gaining Council approval to do so.

The committee or its members shall not enter into any arrangement for the exchange of goods or services without first obtaining a written purchase order from the CEO or the Office Manager for items that exceed \$50.00 in any one purchase.

All items of expenditure are to be approved by the CEO prior to payment, which will be presented to Council for endorsement at the next ordinary meeting.

In the event that unauthorised expenditure is incurred the member responsible may be liable for its payment in full.

The Committee does have management functions to the extent of the day to day operations, which includes the following;

- Providing recommendations to Council and the National Trust on establishing museum displays and concept plans.
- Receipting of funds from the sale of merchandise and donations
- The Committee Chairman and Treasurer are authorised to sign cheque payments once the accounts have been authorised for payment by the Chief Executive Officer.
- Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to the museum.

#### **4. Membership**

The Committee will consist of up to ten (10) members. This will include a representative from the Shire; a representative from the National Trust and up to eight members recommended to the Shire through a public election.

A committee member will remain in office for a term of 2 years, which upon expiry of the term may renominate for election.

Nomination for membership to the committee will be called at every second Annual General Meeting.

Annual General Meeting of the Committee will be held in July of each year.

The election of the Chairperson and Deputy Chairperson will be in accordance with section 5.12 of the Local Government Act 1995.

Recommendations for the following positions will be made at the first meeting after the bi-annual elections and ratified by the Council at its next ordinary meeting

Hon Treasurer  
Hon Secretary

The tenure of members to the Committee is in accordance with Section 5.11 of the Local Government Act 1995.

#### **5. Meetings**

The Committee shall meet on the third Thursday of each month, four times a year. (February, May, August, November)

Additional meetings shall be convened at the discretion of the presiding person.

#### **6. Order of Business**

The order of business of any Museum Committee Meeting shall be as follows, or as near thereto as shall be practicable, but for the greater convenience of the Council at any particular meeting, it may be altered by resolution to that effect:

- (i) Present;
- (ii) Apologies;
- (iii) Leave of Absence;
- (iv) Declaration of Interests;
- (v) Question Time;
- (vi) Declaration by Members whether they have given due consideration to all matters contained in the Business Paper presently before the meeting;

- (vii) Confirmation of Minutes;
- (viii) Motions of which previous Notice has been given;
- (ix) Reports;
- (x) Urgent Business;
- (xi) Confidential Business

### **Quorum to be Present**

The committee is not to transact business at a meeting unless a quorum is present.

A quorum is defines in the Local Government Act under section 5.19 as at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

## **7. Reporting**

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

## **8. Duties and Responsibilities**

The duties and responsibilities of the Committee will be-

- (a) The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the operation of the museum.
- (b) Development of museum display concepts and plans for consideration and approval by Council and the National Trust.
- (c) Receipting of funds from the sale of merchandise and donations. A list of receipts is to be provided to the Shire at the completion of each month.
- (d) The Committee, in conjunction with the Shire, will have responsibility for the day to day maintenance of the museum. Maintaining the building and surrounds in a clean and presentable state at all times.
- (e) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to the museum structures and fittings. Any major works, including conservation works, to the buildings and/or additions on the site are to be approved by the Shire and the National Trust.
- (f) Development of management processes or procedures in relation to the operation of the Museum for council's and the National Trusts consideration and endorsement.
- (g) To provide a point of access for tourist information in Cunderdin.
- (h) To continue and develop relationships with like minded organisations.

### **9.3 Meeting Dates for 2011/12**

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Disclosure of Interest**

No disclosure of interest has been tabled.

#### **Proposal**

Council is to consider the meetings dates and times for the 2011/12 financial year.

#### **Attachment**

Draft Notice of Meeting Dates

#### **Background**

Each year Council is required to set the dates for their Ordinary and Committee meetings for the next financial year.

In the past Ordinary Meetings of Council have been held on the 3<sup>rd</sup> Thursday of each month, commencing 5:00 pm (excluding the month January)

#### **Commentary**

In accordance with regulation 12 of the Local Government (Administration) Regulations, Council must give local public notice of the times and dates and place for Ordinary and Committee meetings.

#### **Statutory Implications**

Local Government Act – section 5.3 Ordinary and Special Meetings of Council.  
Local Government (Administration) Regulations 1996 – Regulation 12 Public notice of Council and Committee meetings.

#### **Policy Implications**

None.

#### **Financial Implications**

There are no financial implications in considering this item.

#### **Strategic Implications**

There are no strategic implications in considering this item.

### **Recommendation 9.3**

That Local Public Notice be given that for the 2011/12 financial year;

- (a) Ordinary Meetings of Council will be held on the **3<sup>rd</sup> Thursday of each month**, commencing **5:00 pm** at the Council Chambers in Cunderdin.
- (b) Cunderdin Museum Committee Meetings will be held on the **2<sup>nd</sup> Thursday of each third month**, four times a year (February, May, August & November) commencing 7:30 pm at the Cunderdin Museum.
- (c) Audit Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.
- (d) Airshow Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.
- (e) Bulgin Bush Races Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.
- (f) LEMC meetings are to be held 4 times a year on the last Wednesday of each third month. (August, November, February & May) commencing 5:30 pm in Council's Chambers.

Moved Cr \_\_\_\_\_ Seconded Cr \_\_\_\_\_

Vote - Simple majority Carried/Lost \_\_\_\_/\_\_\_\_

### **Amendment**

Airshow committee be disbanded and removed from the notice of meeting dates.

Moved: Cr Dianne Kelly Seconded: Cr Graham Cooper

Vote - Simple majority Carried: 7/0

**Note:** Council discussed that the airshow committee is no longer active and the committee shall be wound up until such time as another airshow eventuates

### **Resolution 9.3**

Resolved;

1. That Local Public Notice be given that for the 2011/12 financial year;

- (a) Ordinary Meetings of Council will be held on the **3<sup>rd</sup> Thursday of each month**, commencing **5:00 pm** at the Council Chambers in Cunderdin.
- (b) Cunderdin Museum Committee Meetings will be held on the **2<sup>nd</sup> Thursday of each third month**, four times a year (February, May, August & November) commencing 7:30 pm at the Cunderdin Museum.
- (c) Audit Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.
- (d) Bulgin Bush Races Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.
- (e) LEMC meetings are to be held 4 times a year on the last Wednesday of each third month. (August, November, February & May) commencing 5:30 pm in Council's Chambers.

2. Airshow committee be disbanded and removed from the notice of meeting dates.

Moved : Cr Clive Gibsone

Seconded: Cr Dennis Whisson

Vote - Simple majority

Carried 7/0





## **PUBLIC NOTICE OF COUNCIL AND COMMITTEE MEETINGS**

The following Council meetings will be held during the next 12 months up to the 30th June 2012 and are open to members of the public.

### Ordinary Council Meetings

Dates: Third (3<sup>rd</sup>) Thursday in every month (excluding January – no meeting)  
Place: Council Chambers, Cunderdin  
Time: 5:00 pm

### Committee Meeting – Shire of Cunderdin Museum Committee

Dates: Second (2<sup>nd</sup>) Thursday of every third month, four times a year (February, May, August & November).  
Place: Cunderdin Museum  
Time: 7:30 pm

### **Local Emergency Management Committee (LEMC) Meetings**

Dates: Last Wednesday of every third month, four times a year (February, May, August & November).  
Place: Council chambers  
Time: 5:30 pm

### **Other Committee Meetings**

- Audit Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.
- Bulgin Bush Races Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.

A question time precedes discussion of matters to be decided at the meeting

Gary Tuffin  
**Chief Executive Officer**

## 9.4 Meeting Attendance Fees & Allowances

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Proposal**

To set the Meeting attendance fees and allowances for 2011/12.

### **Attachment**

Nil.

### **Background:**

Each year Council is required to set the Meeting Attendance Fees and allowances.

### **Comment:**

It is recommended that Council pay the following meeting attendance fees in accordance with Regulation 30 of the Local Government (Administration) Regulations 1996 as amended.

### **Ordinary Meeting of Council**

Shire President	Two Hundred & Eighty Dollars (\$280.00) per meeting attended
Councillors	One Hundred & Forty Dollars (\$140.00) per meeting attended

### **Other (Special) Meetings of Council**

Shire President	One Hundred & Forty Dollars (\$140.00) per meeting attended
Councillors	Seventy (\$70.00) dollars per meeting attended

### **Committee Meetings of Council**

Shire President	Seventy (\$70.00) dollars per meeting attended
Councillors	Seventy (\$70.00) dollars per meeting attended

### **Electors Meetings**

No meeting attendance fees payable.

These fees being the maximum meeting attendance fees payable on a per meeting basis.

Council is requested to giving consideration to adopting these Meeting Attendance fees for the 2011/12 Financial Year.

### **Presidents allowance**

In past years Council has included an amount of \$1,000.00 for the annual entertainment allowance in its annual budget.

### **Deputy President Allowance**

In accordance with Regulation 33A it is recommended that the Deputy President be paid the full 25%, which amounts to a total allowance of \$250.00 p.a.

### **Consultation**

Nil.

## **Statutory Environment:**

Local Government (Administration) Regulations 1996

### **Reg.30. Meeting attendance fees — s. 5.98(1)**

(1) For the purposes of section 5.98(1), subject to subregulation (3) —

(a) the minimum fee for a council member other than —

(i) the mayor or president; or

(ii) in the case of a regional local government, the chairman, attending a council meeting is \$60 for each meeting; and

(b) the maximum fee for a council member other than —

(i) the mayor or president; or

(ii) in the case of a regional local government, the chairman, attending a council meeting is \$140 for each meeting.

(2) For the purposes of section 5.98(1), subject to subregulation (3) or (5), as the case requires —

(a) the minimum fee for a council member attending a meeting of a committee of which he or she is also a member is \$30 for each meeting; and

(b) the maximum fee for a council member attending a meeting of a committee of which he or she is also a member is \$70 for each meeting.

(3) The total of fees paid to a council member other than —

(a) the mayor or president; or

(b) in the case of a regional local government, the chairman, for attending meetings (whether of the council or of any committee) in each year is not to exceed \$7 000.

(4) For the purposes of section 5.98(1), subject to subregulation (5) —

(a) the minimum fee —

for the mayor or president; or

(ii) in the case of a regional local government, for the chairman, attending a council meeting is \$120 for each meeting; and

(b) the maximum fee —

(i) for the mayor or president; or

(ii) in the case of a regional local government, for the chairman, attending a council meeting is \$280 for each meeting.

(5) The total of fees paid —

(a) to the mayor or president; or

(b) in the case of a regional local government, to the chairman, for attending meetings (whether of the council or of any committee) in each year is not to exceed \$14 000.

### **5.99. Annual fee for council members in lieu of fees for attending meetings**

A local government may decide\* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

(a) the prescribed minimum annual fee; or

(b) where the local government has set a fee within the prescribed range for annual fees, that fee.

**\*\*\*ABSOLUTE MAJORITY REQUIRED\*\*\***

### **Reg 34. Annual attendance fees — s. 5.99**

(1) For the purposes of section 5.99 —

(a) the minimum annual fee for a council member other than —

(i) the mayor or president; or

(ii) in the case of a regional local government, the chairman, attending meetings (whether of the council or of any committee) is \$2 400; and

(b) the maximum annual fee for a council member other than —

(i) the mayor or president; or

(ii) in the case of a regional local government, the chairman, attending meetings (whether of the council or of any committee) is \$7 000.

(2) For the purposes of section 5.99 —

(a) the minimum annual fee —

(i) for the mayor or president; or

(ii) in the case of a regional local government, for the chairman, attending meetings (whether of the council or of any committee) is \$6000; and

(b) the maximum annual fee —

(i) for the mayor or president; or

(ii) in the case of a regional local government, for the chairman, attending meetings (whether of the council or of any committee) is \$14 000.

### **Allowances**

Annual entertainment allowance for mayors or presidents – s.5.98 (5)

Reg 33. (1) For the purpose of section 5.98 (5) –

- (a) the minimum annual local government allowance for a mayor or president is \$600; and
- (b) The maximum annual local government allowance for a mayor or president is-
  - (a) \$12,000.00 or
  - (b) 0.002 of the local government's operating revenue,whichever is the greater amount, but in any case no more than \$60,000.00

(2) In this regulation –

“**operating revenue**” has the meaning that it has in the Local Government Financial Management) Regulations 1996

**Allowances for deputy mayor or deputy president**

**5.98A**

(1) A local government may decide to pay the deputy mayor or deputy president of the local government an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under 5.98(5)

\*\*\*ABSOLUTE MAJORITY REQUIRED\*\*\*

(2) An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.

**Regulation 33A**

Annual local government allowance for deputies- 5.98A(1)

For purposes of section 5.98A(1) the prescribed percentage is 25%.

**Policy Implications:**

There are no policy implications in considering this item.

**Financial Implications:**

Provision will be made in the 2011/12 Budget

**Strategic Implications:**

There are no strategic implications in considering this item

#### **Resolution 9.4**

- (1) That the following meeting attendance fees be paid during the 2011/12 financial year

##### Ordinary Meeting of Council

Shire President	Two Hundred & Eighty Dollars (\$280.00) per meeting attended
Councillors	One Hundred & Forty Dollars (\$140.00) per meeting attended

##### Other (Special) Meetings of Council

Shire President	One Hundred & Forty Dollars (\$140.00) per meeting attended
Councillors	Seventy (\$70.00) dollars per meeting attended

##### Committee Meetings of Council

Shire President	Seventy (\$70.00) dollars per meeting attended
Councillors	Seventy (\$70.00) dollars per meeting attended

##### Electors Meetings

No Meeting attendance Fees payable.

- (2) That the following travel expenses be paid during the 2011/12 Financial Year

If travel to and from meetings from a Councillor's or Committee Member's place of work or residence is by normal public transport, ie aircraft, train or bus etc., the actual cost of the return fare.

If travel to and from meetings from a Councillor's or Committee Member's place of work or residence is by vehicle, and fuel and oil are provided by the Council, the actual cost of such fuel and oil will be paid.

Should two (2) or more Councillors and/or Committee Members travel to and from meetings in the same vehicle, then expenses on whatever basis assessed will be reimbursed only on that vehicle and only to the recognised owner of that vehicle

- (3) In accordance with section 5.98(5) of the Local Government Act 1995 Council adopt a local government allowance of \$1,000.00 pa
- (4) In accordance with section 5.98A of the Local Government Act 1995 Council adopt a local government allowance of \$250.00 pa

Moved: Cr Graham Cooper

Seconded: Cr Dennis Whisson

Vote – **Absolute majority**

Carried 7/0

## 9.5 Statement of Financial Activity

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosure of interest has been tabled

### **Proposal**

This report requests that Council give consideration to adopting the percentage of 10% for reporting material variances in the Statement of Financial Activity for 2011/12.

### **Attachments** - Nil

### **Background**

Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

### **Statutory Implications**

Regulation 34 of the Local Government (Financial Management) Regulations 1996 require the following in relation to the Financial Activity Statement:

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail-
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8.
  - (b) budget estimates to the end of the month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);  
and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each Statement of Financial Activity to is to be accompanied by documents containing-
  - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) an explanation of each of the material variances referred to in subregulation (1)(d);  
and
  - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a Statement of Financial Activity may be shown-
  - (a) according to nature and type classification;

- (b) by program; or
  - (c) by business unit.
- (4) A Statement of Financial Activity and the accompanying documents referred to in subregulation (2), are to be
- (a) presented to the Council –
    - (i) at the next ordinary meeting of the Council following the end of the month to which the Statement relates; or
    - (ii) if the Statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the Council after that meeting;
  - and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in Statements of Financial Activity for reporting material variances.
- (6) In this regulation –
- “**committed assets**” means revenue unspent but set aside under the annual budget for a specific purpose;

“**restricted assets**” has the same meaning as in AAS 27.

#### **Policy Implications**

There are no policy implications in considering this item.

#### **Financial Implications**

There are no financial implications in considering this item.

#### **Strategic Implications**

There are no strategic implications in considering this item.

#### **Resolution 9.5**

In accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standard Number 5, Council adopt the percentage of 10% for reporting material variances in the Statement of Financial Activity for 2011/12 financial year.

Moved: Cr Todd Harris

Seconded: Cr Doug Kelly

Vote - Simple majority

Carried: 7/0



## 9.6 Investment Policy

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosure of interest has been tabled

### **Proposal**

Council to consider amending its current investment policy

### **Attachments**

9.0 Investment Policy

### **Background**

An Interim Audit was conducted on the 7th April 2011 by Council's Auditors Macri Partners,

#### **INVESTMENT OF SURPLUS FUNDS**

We conducted a review of investment of surplus funds by the Shire of Cunderdin.

The following matters were noted as requiring attention:

- (i) We noted that there is a formal investment policy in place to invest surplus funds held by the Shire. However, our review of the policy indicates that it does not contain key elements as stipulated in the Department of Local Government Guideline 19 for investments. The guideline stipulates that at a minimum, a local government investment policy should:
- include the investment objectives of the local government;
  - define the risk aversion of the local government;
  - preserve capital, provide liquidity and return the anticipated returns for the investment portfolio;
  - comply with legislative requirements;
  - prohibit the purchase of speculative financial instruments;
  - prohibit the use of leveraging of an investment portfolio;
  - prohibit the use of the investment portfolio for speculation;
  - specify an acceptable instrument list;
  - require investments of the local government to be regularly re-valued to reflect prevailing market prices;
  - include independent financial assessments of the value of the investment portfolio for Council;
  - require investments that are downgraded to below an acceptable rating benchmark to be liquidated;
  - require the status and performance of a local government's investment portfolio to be reported monthly to Council;
  - where applicable, document the process to choose an external investment manager.

We recommend that the Shire's "Investment of Surplus Funds" policy be updated in line with the Department of Local Government's guideline. This will provide assist in providing guidance on various matters to be considered when investing surplus monies required for the future.

#### **Management Comment:**

*A new investment policy will be presented to Council at its June 2011 meeting.*

Council adopted Finance policy Number 9 on the 18<sup>th</sup> May 2006, which states;

<b>INVESTMENT OF SURPLUS FUNDS</b>
------------------------------------

Finance Policy Number 9 First Adopted 18th May 2006 Resolution Number 8.3
--

- 9.1 The purpose of the policy is to maximise the interest earnings of funds not otherwise in use.

**Guidelines**

1. Lodgment and maturing of investments may be communicated by telephone to Council's financial institutions, provided that they are confirmed in writing on the same day
2. Details of each investment transaction are to be recorded in Council's Investment Register using a unique folio number for each investment account
3. Each folio of the Investment Register is to include details of
  - a) the financial institution with which the investment is held
  - b) the originating fund of the principal amount
  - c) the term of the investment
  - d) the financial institution's account number for the investment
  - e) the interest rate applicable to the investment
  - f) the maturity date of the investment
4. Details of lodgments of investments forwarded to financial institutions are to include
  - a) the originating fund of the principal amount
  - b) the lodgment date
  - c) the proposed maturity date
  - d) instructions regarding the destination account of any interest earned
  - e) the principal amount at maturity.
5. Council's Investment Register is to be updated at least monthly and kept in the strong room of the Council Offices.

**Comment**

An amended Investment policy has now been drafted based on the Department of Local Government Guideline 19 for investments.

**Statutory Implications**

The Local Government (Financial Management) Regulations 1996 Part 2 –

Regulation 19 Management of investments states;

*(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*

*(2) The control procedures are to enable the identification of -*

*(a) the nature and location of all investments; and*

*(b) the transactions related to each investment.*

**Policy Implications**

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

There are no strategic implications in considering this item.

**Resolution 9.6**

That Council adopt the amended Finance policy # 9 as presented in report 9.6.

Moved: Cr Graham Cooper

Seconded: Cr Clive Gibsone

Vote - Simple majority

Carried: 7/0



## Shire of Cunderdin Finance Policy Manual

### 9.0 Investment Policy

#### Objective

To invest the Shire of Cunderdin's surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the council's risk tolerance. Any additional return target set by council will also consider the risk limitation and prudent investment principles.

#### Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28 and Regulation 49;
- Australian Accounting Standards

#### Delegation of Authority

Authority of the implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's Investment to the Manager of Finance & Administration subject to regular reviews.



## Shire of Cunderdin

# Finance Policy Manual

### Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

### Approved Investments

With approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and

### Prohibited Investments

This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principle only investments or securities that provide potentially nil or negative cash flow; and
- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind

This investment also prohibits the use of leverage (borrowing to invest) of any investment.

### Risk Management Guidelines

Investments are restricted to bank investments only. The term of the investment will be based on forward cash flow requirements to ensure investment return on available surplus funds.

### Investment Advisor

Council does not require an investments advisor as all investments are restricted to bank investments only.

### Measurement

The Manager of Finance & Administration ensures the best bank investment returns are being achieved.





## Shire of Cunderdin Finance Policy Manual

### Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity report will detail the investment portfolio in terms of performance, percentage exposure of portfolio, maturity date and changes in market value.

Documentary evidence must be held for each investment and details thereof maintained Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30<sup>th</sup> June each year and reconciled to the Investments Register.

## 9.7 Community Emergency Services Manager Position

Location:	Cunderdin
Applicant:	Administration
Date:	16 June 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

Report written by CDO, potential applicant for the position.

### **Proposal**

To consider the amended management and funding arrangements for the position of Community Emergency Services Manager with the Shire of Quairading and the Fire & Emergency Services Authority of WA (FESA).

### **Attachment**

Proposed financial breakdown for Cunderdin / Quairading

### **Background**

At the ordinary meeting of Council held 14<sup>th</sup> April 2011, the following resolution was made:

#### **Resolved;**

**a) That Council authorise the Chief Executive Officer to negotiate and sign a Memorandum of Understanding for the provision of a Community Emergency Services Manager; and**

**b) That Council agree to allocate \$12,256.20 in the 2011/12, 2012/13 & 2013/14 Budgets to support the position of Community Emergency Services Manager.**

**Moved: Cr Doug Kelly**

**Vote – Absolute majority**

**Seconded: Cr Dianne Kelly**

**Carried: 8/0**

Since this resolution, both the Shires of Quairading and Tammin have also considered the offer of a funding for the Community Emergency Services Manager position, with Tammin opting to not support the position.

FESA have subsequently made an offer of support for a proposed Shire of Cunderdin / Shire of Quairading 50/50 position. Where previously the Shire's contribution for a 3 Shire shared position was \$12,256.20, however as there are now only 2 Shires to share the costs of the position the required financial contribution from Cunderdin and Quairading would be \$17,880 (*please refer to attachment 1 in the attached Draft Memorandum of Understanding*).

Along with the additional cost of service provision (an additional \$5,623.80), this Community Emergency Services Manager will now be able to allocate with time 50/50 between the Shires and provide more service to both Cunderdin and Quairading than previously proposed under the 3 Shire shared position with Tammin.

### **Statutory Implications**

Council has multiple obligations under the Emergency Management Act 2005 and the Bush Fires Act 1954. This position seeks to employ a permanent staff member to manage and fulfil these statutory requirements.

### **Policy Implications**

Nil

### **Financial Implications**

As mentioned above, the proposed budget allocation required to support this position has increased from \$12,256.20 to \$17,880 annually.

### **Strategic Implications**

There are no policy implications in considering this item.

### **Resolution 9.7**

Resolved;

That Council agree to allocate \$17,880.00 in the 2011/12, 2012/13 & 2013/14 Budgets to support the position of Community Emergency Services Manager.

Moved: Cr Todd Harris

Seconded: Cr Doug Harris

Vote – Absolute majority

Carried 7/0



## 9.8 Sporting Facilities Design Brief – Late Agenda Item

Location:	Lundy Ave, Cunderdin
Applicant:	Staff
Date:	10 <sup>th</sup> June 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosure of interest has been tabled.

### **Proposal**

To consider approving the Design Brief as recommended by the Sporting Facilities Design Working Group (refer attached)

### **Attachment**

*Design Brief – Sporting Facilities Design Working Group  
Alternative Design Brief*

### **Background**

At the meeting held 20<sup>th</sup> April 2011 Council resolved to form a Working Group to consider the design of the proposed new recreation building and refurbishment of the existing change rooms.

Subsequent to this, expressions of interest were sought from the community and a working group established to consider the design brief. A total of 3 meetings have been held to produce the attached design brief, with further working group meetings planned once the architect is appointed to finalise any outstanding issues.

Although some design issues were considered straight forward, and general agreement reached on those issues, there were also several aspects of both buildings that resulted in extensive debate and divided the group.

There are several key issues raised that will require further consideration by Council, and some that have come to light in the staff's assessment of design brief - these include –

- **Ladies Change rooms**

The working group felt that as the facilities in existence are not fully utilised by ladies hockey, netball and tennis that there was no need to include 2 women's change rooms and that home and away teams could share one 25m2 facility.

Feedback from current Hockey and Netball players has highlighted the fact that attitudes towards using the facilities are changing now that they will be refurbished and next to the combined sports club/function area. They felt that now that they have a club room area to stay in after playing sport that they are much more likely to use the change rooms on site rather than going home.

In comparison to the male facilities proposed, it is not comparable to provide over 150m2 for male facilities against 25m2 for female facilities. Staff felt that it was necessary to include individual home and away change rooms to support the future of women's sports in Cunderdin when we endeavour to encourage increasing participation, not a decrease.

- **Cool room / Kitchen**

The current cool room at the Club is 28m<sup>2</sup> (7m x 4m) and there are conflicting ideas on how large the new cool room should be. When hosting major events, the existing cool room can be filled, but is generally half full with stock.

In considering the future potential in the facility it has been suggested that the cool room needs to be larger, while some opinion thinks that it needs to be smaller as it's isn't consistently utilised. Obviously the cost versus benefit, with installation and operating costs, will need to be considered.

- **Darts**

The Club currently has 3 dart boards and the dart club have advised that this is also an appropriate number for the new amenities building. In order to support 3 dart boards (with chalk scoring boards) a wall of no less than 5m is required. The Working Group recommended that 4m wall should be sufficient, but in discussing these requirements with the President of the darts club, they still require a 5m wall to safely fit the boards and score boards side by side. ((3 boards / 3 score boards))

- **Tap beer versus Can/Stubby**

This was not initially considered by the working group, however in speaking with Mike Kinshella at the Club it has now been brought to our attention. Staff would like provision for tap beer (keg space, plumbing, gas etc) to be included in the design brief to allow for the sale of both tap and can/stubby beer at the amenities building.

- **BBQ Area**

Several club representatives requested a BBQ area for use during social/summer events. In considering where to place this area, the only options available (and adjacent to the building) are either overlooking bowls, or tennis, or football. Rather than providing a specific BBQ area that would only cater for one or limited user groups, it is recommended that a mobile BBQ on trolley be stored in a separate alcove in the bin area available for use by all sporting groups.

- **Kiosk**

Although it has been included in the design brief, previously there has been no specific "kiosk" area in the building design. This area has now been included in the basic plan as an area separate to the kitchen and storage areas.

- **Access to toilets (change rooms, gym etc)**

This topic was also debated by all members, with some for and some against having external public access to the toilets within the change rooms. The ideas on this went back and forth several times, with no definitive decision made. In researching other sporting grounds and speaking to current sporting players, it was determined that a good compromise would be to provide external access to the "away" change rooms but no external access to the home change rooms. In addition to this a unisex disabled toilet is included in the change room refurbishment, and this could be open 24/7 to use by any patron of the oval.

With the above issues to take into consideration, a revised design brief has been put together by staff including the key recommendations made in relation to each of the above points. This design brief is now to be the subject of a Council workshop to make a final determination on these issues, and any others that may require amendment.

### **Statutory Implications**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Resolution 9.8**

Resolved that Council -

*a) Approve the Working Group Design Brief for the Community Recreation Building with the following points:*

- 20m<sup>2</sup> cool room for the bar
- 8m<sup>2</sup> cool room for the kitchen
- 5m wall space for darts
- Provision for tap beer and can/stubby
- BBQ Area to be considered (Liquor licensing/Seasons)

*b) Approve the Amended Design Brief for the Change rooms with the following points:*

- Ladies Home and Away Change room to be included in plan
- Access to Mens Away and Ladies Away toilets for external users, but no access to Home Change Rooms

*c) Remove the BBQ area from the Design Brief to be considered within landscaping plan (preferably on the eastern side of the building and sheltered from wind)*

*d) Proceed to tender for architectural services.*

Moved: Cr Graham Cooper

Seconded: Cr Dianne Kelly

Vote – Absolute majority

Carried: 7/0



## Shire of Cunderdin WORKING GROUP DESIGN BRIEF

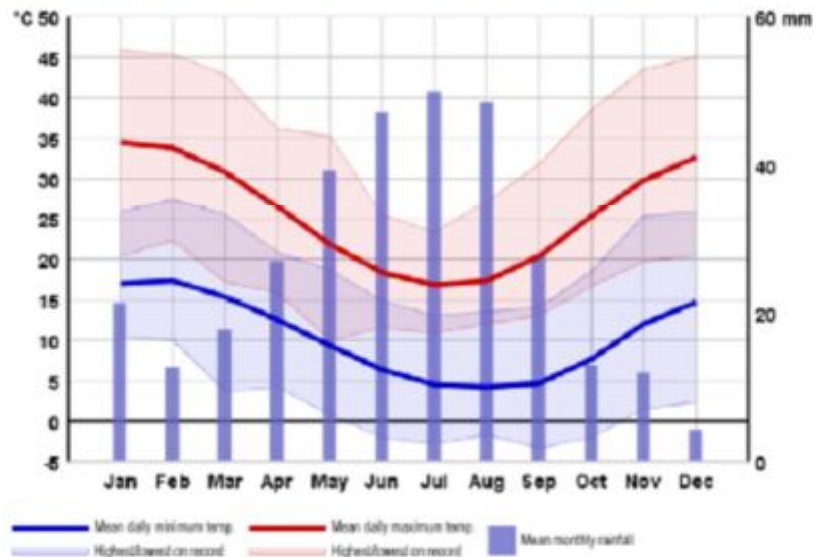
### Overall Considerations:

- The design of the building needs to be compliant with the Building Code of Australia and any other relevant public building regulation or standard
- The building needs to function as a sports club house & community/entertainment meeting centre, be child-friendly, and have access for disabled and aged.
- Maximum Building & Renovations/Improvements Budget \$2,000,000  
(*\$1,500,000 for new building & \$500,000 for change room renovation*)
- Earthquake zone compliant level greater than 0.20 under the Building Code of Australia
- Building position to provide maximum viewing opportunities for all sports as reasonably possible.



- Buildings appearance should be modern, but not too over the top – must suit the town's character using practical shapes that will not add additional unnecessary expensive construction cost due to being too unusual in shape or material.
- To incorporate energy efficient applications/principals where practically possible within budget constraints (eg Water catchment, use of natural light)
- General maintenance & sustainability issues

- Climatic environment - taken from Cunderdin Airfield – Annual Temp / Rainfall



The Design brief will also include the following –

- Prior to commencement of any work a site inspection must be undertaken
- Complete detailed capital budget estimate for all proposed works
- Complete building operating budget
- Proposed building timeframe
- Tender documentation preparation and assessment

### Project Management

- Project Management fee for construction supervision and contract management
- Warranty schedule for all appliances
- Production of a maintenance program for all building Plant and Equipment

## **\*NEW\* Cunderdin Sports Co-location Building**

*Specific design provisions to be included:*

- **Main Foyer** – display club awards/achievements
- **Function Room/s and Bar Area** – refer to concept design attached (P Hunt)
  - to cater (seat comfortably) for 200 people, with the ability to section off (2 to 3) areas for small functions but maintaining access to the bar. View should be overlooking the footy oval, tennis & bowls area.
- **Refrigerated reverse cycle air-conditioning**
  - Building air-conditioning to achieve the highest possible energy efficiency rating. The system should be designed to allow for it to be zoned. In accordance with various partitioned areas. Building design needs to consider using the climatic conditions to achieve highest possible energy efficiency for both heating and cooling, and lighting to the main areas.
- **Building access**
  - Direct outside access to the bar cool room area to allow for ease of movement of stock and rubbish disposal.
  - Kitchen area to be accessible to the function room/bar, but also easily accessed for kiosk functions (i.e. for football).
  - Direct access internally to m/f toilets from function/bar area. (Female toilets need to have baby change/parent area.)
  - External access to South, North and Eastern sides of function room
- **Internal wall space**
  - Require **5 meters** to accommodate two dart boards (suggested site external office wall in main area – eastern end of the building)
- **Number of male toilets**
  - 2 pans
  - 3 wall mounted urinals
  - 2 wash basins
- **Number of female toilets**
  - 4 pans
  - 3 wash basins
  - Toilet cubicles need to be a generous width
- **Unisex Disabled access toilets**
- **Storage area**
  - Incorporate external storage area for Bowls & Tennis
  - (Nb: Security system to include read switches on external doors)
- **Internal storage area for tables & chairs**
- **Internal walls**

Three (3) concertina walls are to be provided to create three distinct areas as shown on the concept sketch Consideration needs to be given to ensure zoned air-conditioning is achieved for each area.



- **Kitchen/Kiosk**

**Kitchen fit out - Minimum equipment required;**

- Stainless Steel servery counter to suit kitchen space
- Frymaster PMK135SD Fryer LPG (or equivalent)
- Garland GF36-R Single oven Range LPG (or equivalent) **3 gas 3 electric burners**
- Turbofan E35 Electric Convention Oven (or equivalent)
- Hot plate cook top
- Stainless Steel box type exhaust canopy (or equivalent)
- Connect SB-615R single sink bench (or equivalent)
- Connect stainless steel hand basin (or equivalent)
- Connect DishwasherOutlet bench
- Classeq H87 Pass Through Dishwater outlet (or equivalent)
- Stainless Steel inlet bench with double Bowl sink
- Stainless Steel Two tier bench over self with microwave brackets & integrated Roban HQ
- 1800 Heat Lamps (or equivalent)
- Menumaster DFS11EA 110 watt Microwave (or equivalent)
- Williams Topaz HTS2GD Glass Door Upright Refrigerator
- Wall mounted hot water urn
- Stainless steel exhaust canopy to suit kitchen layout
- Upright Freezers (2)
- Custom cool room (two in one)- shared facility between bar & kitchen (freezer at rear)
  - *Bar Cool room – Coolroom 20m<sup>2</sup> fitted with glass display doors facing main bar area.*
  - *Kitchen - Coolroom 8m<sup>2</sup>*

Will accept further recommendations from kitchen planner

- **Kitchen layout**

- Design work to be undertaken by professional kitchen designer
- Maximise use of available space to provide for an efficient and effective kitchen.
- Should be able to cater for up to 200 people (max) – special events only – generally would be used for no more than 100 people at any given time.

**Cost v's Expected Use should be a strong design consideration**

- **Proposed/potential catering events;**
  - Kitchen to be used for regional sporting events – Bowls Classic, Tennis open days etc
  - Special occasions – Anniversaries & Birthdays
  - Hosting regional seminars eg CBH
  - Cost v's expected use should be a strong design consideration
- Kitchen is to have a kiosk servery area – to be used generally for footy events - roller shutter to be fitted so service area be closed when not in use.
- **Office**
  - To accommodate 1 staff member (Facility Manager)
  - Appropriate records space required for Cunderdin Sports Club records (eg membership details, financial records, invoices.....etc)
  - Room to have suitable power, phone & IT connections
- **Security system**
  - Standard type alarm & CCTV
- **Bin storage area**

- **Bar fit out**

- Shelving to display available wines & spirits
- Manitowoc EC50 Ice Machine (or equivalent)
- Nuova Simonelli Appia 2 Group Coffee Machine (or equivalent)\*  
\* It is preferable that the Coffee Machine be quick, easy and user friendly
- Mazzer Super Jolly automatic Grinder (or equivalent)
- Vantage SG 090 Bellview Display refrigerator (or equivalent)
- Classeq Eco 2 Glasswasher
- Efficient use of storage space for glasses (Wine, Beer & Spirits) & cleaning materials
- Bar service area to comfortably accommodate seating at the bar
- Appropriate water supply (hot & cold) and washing basin(s)
- Coolroom 20m<sup>2</sup>
- Beer Taps (3 taps on North facing bar/3 taps of East facing bar)
- Bar service area is to be fitted with roller shutters, so that it can be securely locked when not in use.

- **Outdoor BBQ area to be incorporated into the building**

**Note:**

Special consideration needs to be given to the energy efficiency rating of all electrical items in accordance with the appropriate Australian Standard.

*The following concept design has been produced by the  
Facilities Design Working Group*

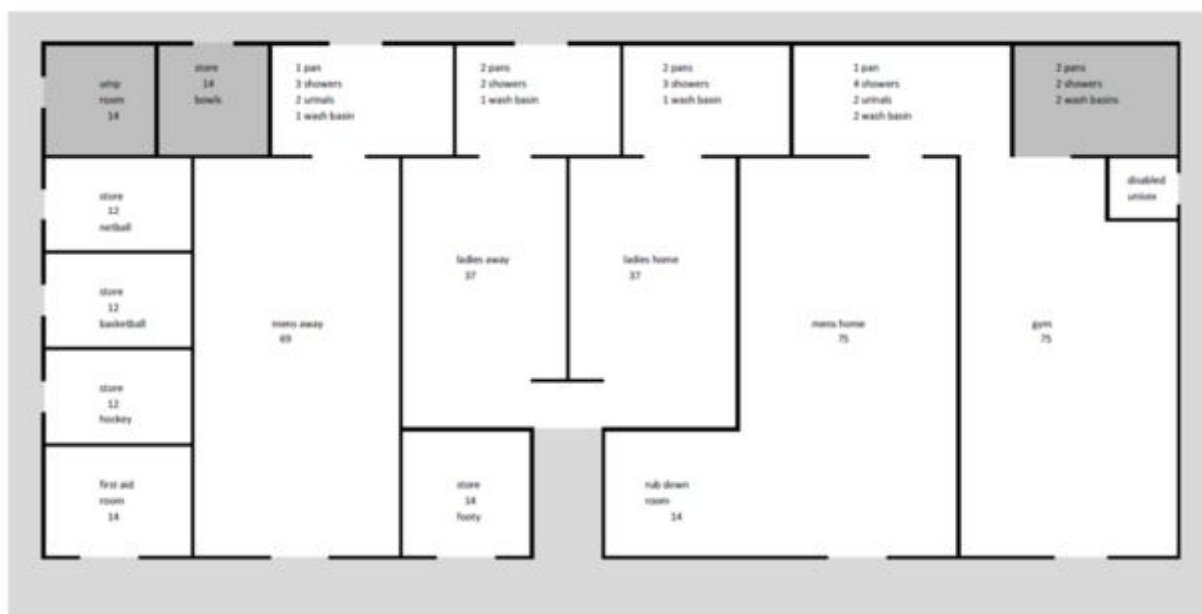




## **\*RENOVATION\* Existing Change Room Facilities**

- **User groups**
  - Football (home and away) & Nippers
  - Hockey
  - Bowls
  - Tennis
  - Netball
  - Basketball
- **Change rooms** – to the minimum AFL standard (home change room).
  - Male home change rooms are to be approx 72m<sup>2</sup> and visitors change rooms 50m<sup>2</sup>
  - Female change rooms are to be 25m<sup>2</sup>
  - Access from the home change rooms through to the gym area
  - External access to the toilets in the change rooms for public use
- **Umpire's room** – approx 16m<sup>2</sup> with shower and toilet facility.
- **Storage areas**
  - 6 multi-use lockable storage rooms (Nb: Security system to include read switches on external doors)
- **Male Home change room**
  - 1 pan
  - 2 wall mounted urinals
  - 2 wash basins
  - 4 showers
- **Male Away change room**
  - 1 pan
  - 2 wall mounted urinals
  - 1 wash basins
  - 3 showers
- **Female Home change room**
  - 2 pans
  - 1 wash basins
  - 3 showers
- **Female Away change room**
  - 2 pans
  - 1 wash basins
  - 2 showers
- **Disabled toilet**
  - *To be located on the gym side of the building*
- **Gymnasium**
  - Must be able to be accessed from the home change room, outside (front) and directly into the complex. Needs to be large enough to accommodate large groups of people (10-30) using equipment at once.

*The following concept design has been produced by the  
Facilities Design Working Group*



## 10.0 Manager of Environmental Services Report

No report

## 11.0 Works Supervisor's Report

Verbal Report

## **12.0 Community Development Officer/Emergency Management Officer**

### **12.1 Information Bulletin – CDO Report**

Location:	N/A
Applicant:	N/A
Date:	16 <sup>th</sup> June 2011
Author:	S McQuistan
Item Approved by:	Community Development Officer

#### **Proposal**

Council is to receive the Community Development Officers Report for May/June 2011.

#### **Comment**

##### **Meckering “Turning off the Taps” event**

- Met with event planning committee to discuss funding options
- Confirmed Water Corporation sponsorship of \$500.00 towards the event
- Draft funding application prepared for Lotterywest (\$5,000 request)

##### **Community Resource Centre**

- Meet with CRC staff to discuss Dry Season assistance programs available to the community (farmers and small business) in 2011/12

##### **Emergency Management**

- Attended Introduction to Emergency Management and facilitated discussion on Recovery Planning (with reference to the January 29 Storms)
- Attended *Facilitate Emergency Risk Management and Determine Treatment Options* at Australian Emergency Management Institute
- Local Emergency Management Arrangements and Recovery Plan were presented to the District Emergency Management Committee (DEMC), and awaiting formal correspondence to confirm that both plans were endorsed by DEMC

##### **Proceeds of Crime Grants**

- Received quote for CCTV installation in Main Street shopping precinct
- Currently preparing funding application for “Proceeds of Crime” Grants

##### **Bush Fire**

- Undertook “Fit for Purpose” assessment on all Fire Sheds within the Shire
- Attended “Risk to Resource” planning workshop to begin assessing resources against need of each Bush Fire Brigade (appliances, resources, training, radios)
- Arrange installation of 12 WA Emergency Radio Network (WAERN) radios as provided by FESA
- Liaise with FESA to investigate possibility of conducting a Prescribed Burn at Youndegin Reserve

##### **WA College of Agriculture**

- Attended Evacuation planning meeting with representatives from the College and FESA
- Provided Evacuation planning materials to assist with formalisation of Evacuation procedures

##### **Parking Issues**

- Liaise with Police, Ranger, School and Bus Service to manage parking complaints at Cunderdin District High School

**Statutory Implications**

There are no statutory implications in considering this item.

**Policy Implications**

There are no policy implications in considering this item.

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

Nil

**Resolution 12.1**

Resolved that Council receive and note report 12.1;

Moved: Cr Dennis Whisson

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried 7/0

Cr Todd Harris left the Council Chambers at: 7:08pm

Cr Todd Harris re-entered the Council Chambers at: 7:10pm

## 12.2 Application to Keep Horses

Location:	Unallocated Crown Land, Meckering
Applicant:	BG (Gary) Elliott
Date:	10 <sup>th</sup> June 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosure of interest has been tabled.

### **Proposal**

To consider approving Mr Elliott's application to keep horses on a portion of Unallocated Crown Land being multiple portions of UCL, Meckering. (*refer to attached site map*)

### **Attachment**

*Dry Season Funding Assistance letter - DAFWA*

### **Background**

At the meeting held 16<sup>th</sup> December 2010, Council resolved the following –

*“ That Council resolved to advise the Department of Regional Development that it has no objection in principle to Mr Elliott grazing horses on the crown land as shows on the map dated 8/12/2010 subject to a formal application being made to Council in accordance with its Health Local Laws 1998 (Division 3) Keeping of large animals.”*

*Moved: Cr Doug Kelly  
Vote: Simple Majority*

*Seconded: Cr Dianne Kelly  
Carried: 7/0*

Mr Elliott has now submitted a request for Council approval to keep horses on the Unallocated Crown Land (UCL) in Meckering.

The portions of UCL are (combined) 19.8ha and directly adjacent to the Elliott's 12.1ha property, situated within the gazetted townsite boundary as per Town Planning Scheme 3. Historically, the Elliott family have held a lease on that land for the purpose of keeping horses, and are in the process of applying for a new Lease in the name of Gary Elliott.

Under Council's Health Local Laws, there are stable and manure management requirements that would need to be met for any applicant wishing to keep horses within the townsite boundary, however on this occasion those requirements do not apply to Crown land. The applicant has advised they currently have plans to build stables on their property, and a manure collection program is in place where it is stockpiled and provided to the local land owners for fertilising. There is no record of any complaints being received in relation to horses previously situated on the land, and no complaints in relation to manure.

In relation to the proposed number of horses to be kept on the UCL, “*Stocking Rate Guidelines for Rural Small Holdings*” produced by the Department of Agriculture recommends that no more than 1 horse per hectare (or part thereof) be present on the land at any given time. This would allow the applicant to hold a maximum of 19 horses on the combined UCL.

### **Statutory Implications**

As the land in question is Unallocated Crown Land, the Health Act and any other State legislation does not apply on this land.

### **Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

There are no policy implications in considering this item.

**Resolution 12.2**

Resolved;

That Council approved the keeping of up to nineteen (19) horses on the combined UCL as depicted in attachment A, subject to being granted the appropriate Lease through the Department of Regional Development and Lands.

Moved: Cr Clive Gibsone

Seconded: Cr Doug Kelly

Vote – Absolute majority

Carried: 7/0



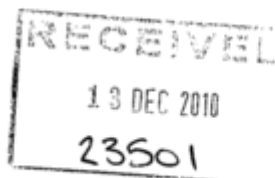
Government of **Western Australia**  
Department of **Regional Development and Lands**

**Lands Division**

Your ref:  
Our ref: 03759-1989-01RO. Job 102912  
Enquiries: Greg Martiensen  
Ph: (08) 9347 5053 Fax: (08) 9347 5002  
Email greg.martiensen@rdl.wa.gov.au

08 December, 2010

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



Dear Sir

**Unallocated Crown Land, Town of Meckering.**

Ms GB Elliott in Meckering has sought permission from Regional Development and Lands to graze horses on Crown land in Meckering townsite, and to obtain a lease for that purpose.

Ms Elliott has evidently been grazing horses on this land for some years.

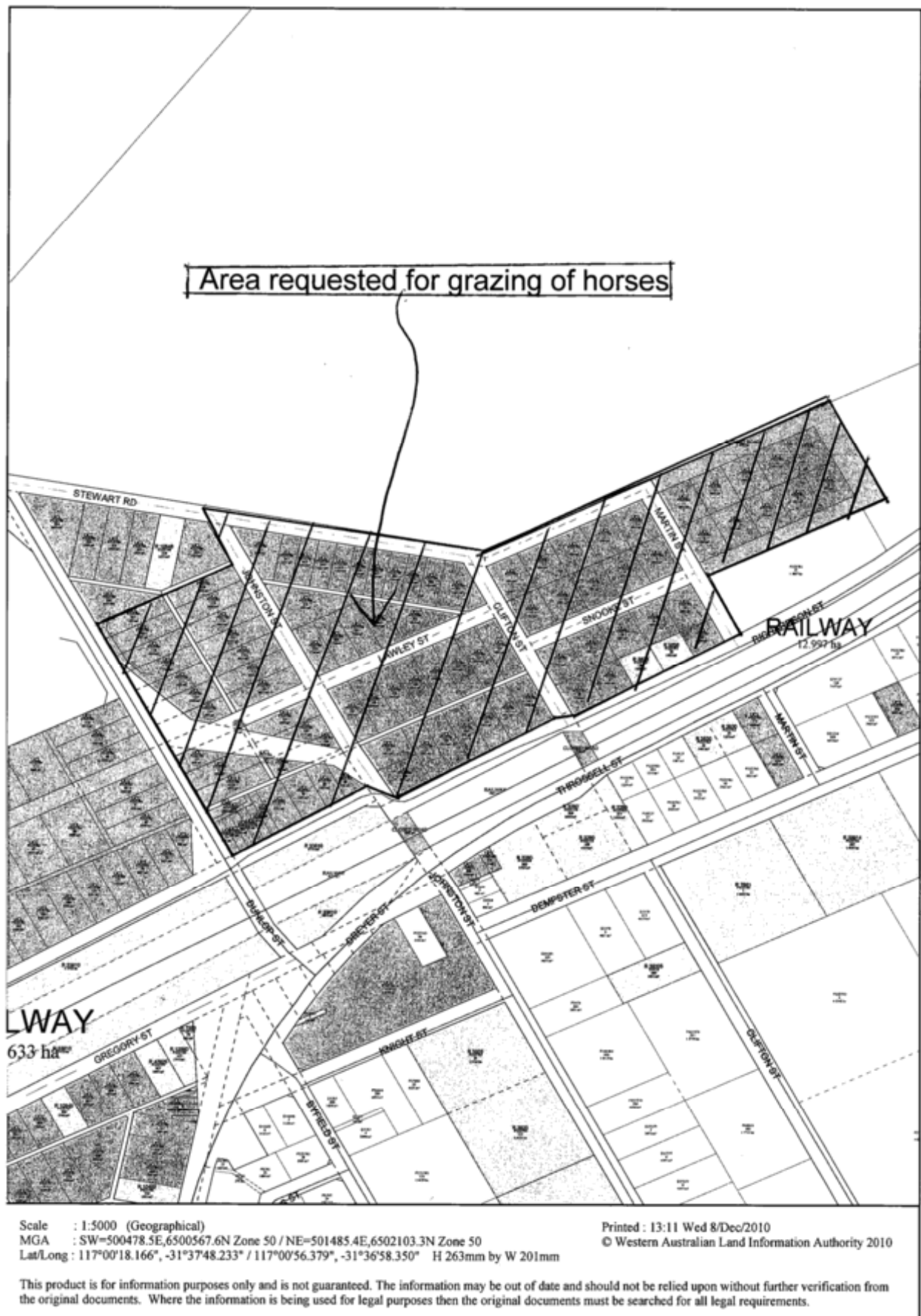
Before considering a lease, RDL would like the Shire's comments on the matter, and advice as to whether the grazing of horses is permitted within the townsite under the relevant Town Planning Scheme.

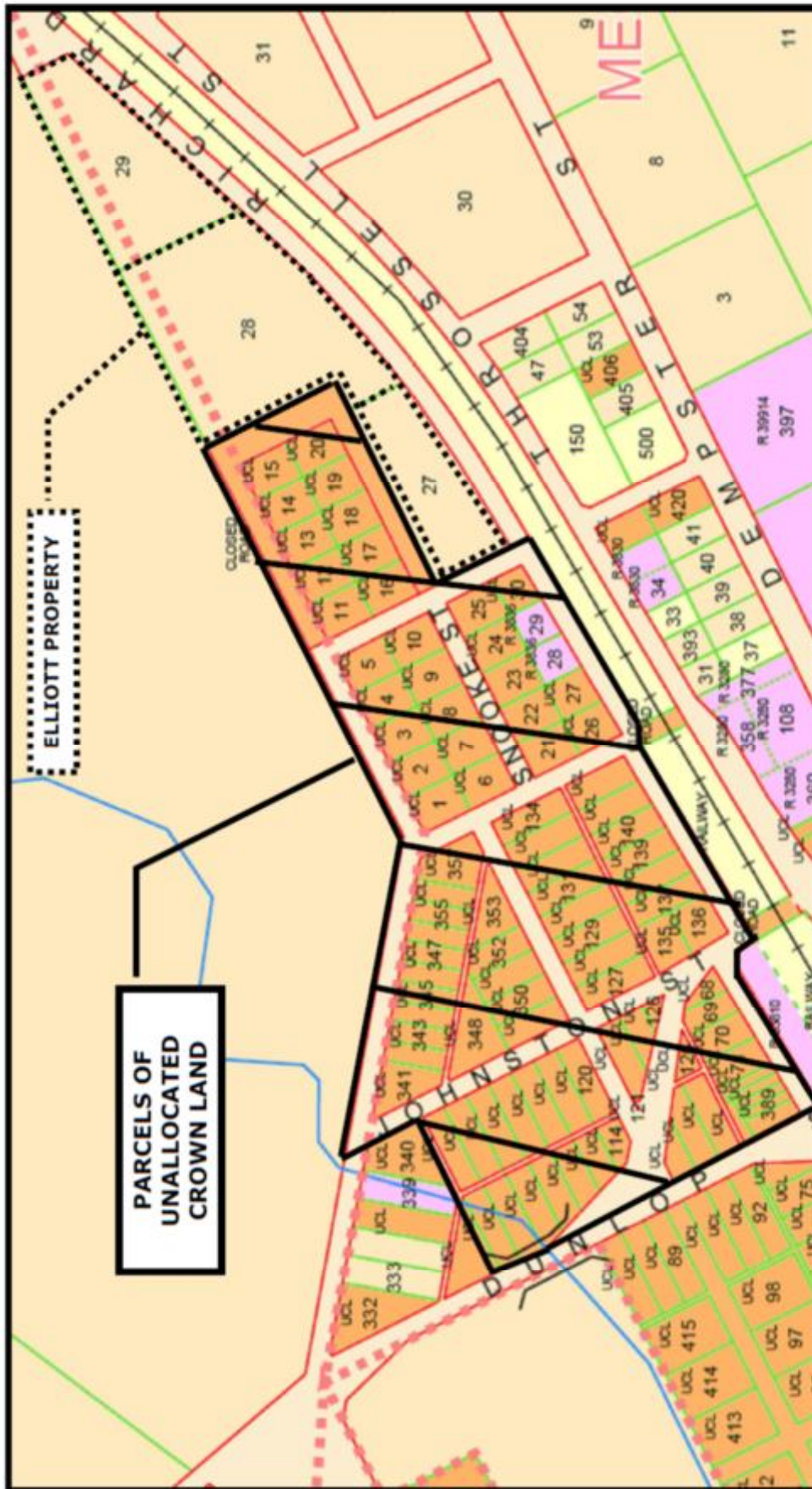
The land affected is undeveloped parts of the town shown on the enclosed print.

Yours sincerely

**Greg Martiensen**  
**Assistant State Land Officer**  
**State Lands Wheatbelt**  
**Lands Division**







Unallocated Crown Land and Elliott Property, Meckering

### **13.0 Environmental Project Officer Report**

#### **13.1 SEAVROC Environmental Project Officer Report**

Location:	Cunderdin
Applicant:	Administration
Date:	16 <sup>th</sup> June 2011
Author:	J Vincent
Item Approved by:	Chief Executive Officer

#### **Disclosure of Interest**

No disclosure of interest has been tabled.

#### **Proposal**

To receive the Environmental Project Officers Report for May 2011.

#### **Attachment**

None

#### **Comment**

##### **Caring for our Country Wind Erosion Project**

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

Completed Trials Brochure – This brochure outlines the three fodder shrub trial sites located in Quairading, Bruce Rock and Nungarin. The brochure will be distributed to participating farmers and other interested landholders and will be available from Shires. The brochure is currently at the Printers and will be delivered shortly.

Visited the Wickepin Nursery on the 12<sup>th</sup> May with the Quairading Acting Environment Officer to inspect seedlings to be supplied to participating farmers.

Liaised with the WA College of Agriculture – Cunderdin who will be planting salt bush and swamp sheoak seedlings this year on their property as part of their farm management and educational strategies. The seedlings will be provided free of charge from the Project.

Drafted and sent out to all Shires an update for Shire websites on recent happenings of the project. A similar update was uploaded onto the Project's Facebook page.

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

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

Monthly meetings with CFoC Project Officers from NEWROC and WEROC.

##### **SEAVROC Environmental Services – Cunderdin**

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

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

Received notification that SEAVROC has been successful in obtaining a grant for \$49,038 from the Department of Agriculture, Fisheries and Forestry's Next Gen Farmers Grants. SEAVROC will use this grant to fund the Project "SEAVROC Young Farmers Combating Climate Change – Bouncing Back from the Drought" and will send a group of 16-20 young farmers (aged between 18 and 30) to Brisbane in September this year to attend the World Congress on Conservation Agriculture. They will also attend a post-conference field trip to regional Queensland to see firsthand farming enterprises that have adapted to climate change and implemented sustainable farming systems. The young farmers will be selected through an application process. Advertising has commenced in all Shires through Shire Offices, email contacts, local newsletters and football clubs. Planning of accommodation, flights, catering, and other tour matters has commenced. The young farmers attending the tour will be announced late June.

Assisted in the application to the Caring for our Country Business Plan Round of Funding. SEAVROC, NEWROC and WEROC NRM Groups have applied for \$865,900 to implement a biodiversity project to provide landholders in the Central and Eastern Wheatbelt with opportunities for landscape scale conservation through management practices to improve soil health and extend the natural diversity of remnant vegetation and to bring neighbouring landholders together to create wildlife corridors, habitat connectivity and preserve the integrity of vegetation through the use of local, bio-diverse, provenance species and fencing to exclude stock. Planting will reduce soil loss from wind and water erosion, build-up the carbon content of soil and prevent acidification. In addition provide landholders with much needed stock shelter belts. The project will also equip landholders with the ability to take part in a regional coordinated baiting program

Rabbit baiting in the Cunderdin Cemetery Reserve – Baiting was undertaken for four weeks within the Cemetery Reserve. There has been a significant reduction in rabbit activity since baiting was carried out last year. Baiting will be carried out again later in the year when the season is drier.

Attended the Roadside Conservation Committee (RCC) Field Day on the 5<sup>th</sup> May at the Cunderdin Shire. The RCC visited Cunderdin to inspect the recent road upgrades to the Cunderdin-Quairading Road. The road upgrades have been carried out by balancing the need for a safe road while implementing best practice environmental management. The RCC are keen to use the shire as an example to other Shires when clearing native vegetation for road works and want to nominate the Shire for the WA Environment Awards – Government Leading by Example Award.

Drafted a Case Study on the works and environmental outcomes of the Cunderdin-Quairading Road upgrade. This has been submitted as a draft to the RCC for their next meeting for those RCC members who could not attend the Cunderdin Field Trip on the 5<sup>th</sup> May.

Liaised with landholders regarding the free \$25 rabbit and fox baiting vouchers.

Liaised with Cunderdin Shire Works Manager and Dec Flora Officer regarding road maintenance program on the Cunderdin-Wyalkatchem Rd. Priority Flora exists along a small stretch of road and may need a DEC 'Permit to Take' if maintenance works are undertaken in this section. DEC to advise when and officer can visit the site to undertake a flora count. Works have ceased along this stretch of road (approximately 500 metres).

### **Upcoming tasks/events**

Continue advertising, recruiting and trip organising of the SEAVROC Young Farmers Tour with the Quairading Acting Environment Officer.

Send out letters to all SEAVROC farmers participating in the Wind Erosion Project detailing nursery information and individual site management strategies as discussed at their site visits.

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

Produce and send out next SEAVROC E-news.

Meet with the DEC native vegetation clearing Local Government Liaison Liesl Rohl about native vegetation clearing permits within SEAVROC - 23<sup>rd</sup> June.

#### **Resolution 13.1**

That Council receive and note report 13.1

Moved: Cr Dennis Whisson

Seconded: Cr Dianne Kelly

Vote - Simple majority

Carried: 7/0

## **14.0 General Business**

### **14.1 Nature & Grace Business Proposal – Late Agenda Item**

Councillors were provided with a copy of the “*Nature & Grace Gallery Business Plan*” prepared by Mrs Debra Farmer.

Mrs Farmer provided council with a presentation prior to the meeting.

The President requested the meeting now give consideration to Mrs Farmer's proposal.

#### **Resolution 14.1**

Council resolved;

a) that Council grant approval to Debra Farmer to use the old Land Care Office for an initial period of six (6) months, with a further option for six (6) months.

b) that Council accepts Debra Farmer's cleaning proposal in return for her cleaning services as outlined in her email dated 13<sup>th</sup> June 2011 “The Cleaning proposal would include the Hall (Gym) and toilets”.

c) that Council may remove the approval by providing 30 days written notice.

Moved: Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote – Simple majority

Carried 7/0

### **14.2 Transfer Station Operating Hours – Late Agenda Item**

The President advised the meeting of the need to consider the operating hours for both transfer stations for 2011/12. Furthermore that the issue has been an ongoing area of concern for some time now.

The CEO explained the intention of locking the facilities out of hours, reducing the hours and manning the stations was to attempt to reduce operating costs and illegal dumping by non-residents from neighbouring communities.

Weekend dumping statistics (times & volumes) were provided to council.

General debate was held in regards to the required operating hours for the transfer stations.

It was agreed that the hours would need to be adjusted seasonally and furthermore that a trial of the following times be implemented as at the 1<sup>st</sup> August 2011

Tuesday	8:00am – 12:00pm
Thursday	1:00pm – 5:00pm
Saturday	8:00am – 12:00pm
Sunday	1:00pm – 5:00pm

**Resolution 14.2**

Council resolved;

1) that Council change the operating hours of the Cunderdin & Meckering transfer stations to:

Tuesday	8:00am – 12:00pm
Thursday	1:00pm – 5:00pm
Saturday	8:00am – 12:00pm
Sunday	1:00pm – 5:00pm

The new hours are effective from 1<sup>st</sup> August 2011.

2) that Council authorise the printing of the Annual Waste Facility Passes for 2011/2012.

Moved: Cr Clive Gibsone

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried 6/1 (Cr Todd Harris)

**15.0 Meeting be closed to Members of the Public**

No reports

**16.0 Closure of meeting at 7:49pm**