



## **Shire of Cunderdin**

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

Dear Council Member,

An Ordinary Meeting of the Cunderdin Shire Council was held on Thursday 17<sup>th</sup> March 2011 in the Council Chambers, Lundy Avenue Cunderdin commencing at 5:00pm.

G M Tuffin  
**Chief Executive Officer**

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## MINUTES

### 1.0 Declaration of opening

1.1 The President declared the meeting open 5:00pm

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:	17 <sup>th</sup> March 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 Todd Harris

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried: 7/0

### 3.0 Public Question Time

3.1 Response to previous public questions taken on notice

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

3.2 Declaration of public question time opened 5:32pm

3.3 Declaration of public question time closed 5:32pm

### 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
- 4.3 On Leave of Absence  
Cr D (David) Beard – Granted at the meeting held on 17/02/11
- 4.4 Staff  
G M (Gary) Tuffin Chief Executive Officer  
L (Loren) Hempel Manager of Finance & Administration
- 4.5 Guests of Council  
None
- 4.6 Members of the Public  
None
- 4.7 Applications for leave of absence  
None
- 4.8 Declaration of Members and Officers Financial Interests  
Cr Todd Harris – Report 9.1, Landcorp Subdivisions – closely associated person

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

- 5.1 Petitions  
None
- 5.2 Deputations  
None
- 5.3 Presentations  
Councillors were presented with a copy of the Town Hall proposal prior to the meeting.

Cr Carter invited the representatives for the Town Hall group to present their submission to council.

***Cunderdin Town Hall Proposal*** (Debra Farmer, Meg Liddell & Kaye Winterswyk)  
Entered Chambers at 5:02pm, left at 5:31pm

Mrs Debra Farmer

- Advised that the Town Hall was in a poor condition and needs a lot of work.
- Provided a brief history and outlined the need for its restoration.
- Believes if the Town Hall was restored, it would encourage greater use.
- Could get tourists who stop at the museum to stop and look at the Town Hall.
- Any works done could be staged to help with funding issues.
- Will further look at funding opportunities & discuss with the Heritage Council of WA.

Council

- There are no current formalised plans to demolish the Town Hall. Some informal discussion has been had on the possible demolition of the back half of the building – Front office & Public toilets to remain in any proposal.

- Sustainability concerns – on going operating costs verses usage levels.
- Any proposed improvements would need to go through the budget process – no major funding has been allocated in council's Five Year Forward Capital Works Plan. (5 Year Budget)
- The building is not well used by the community - has lost a lot of its traditional uses.
- Provided an undertaking to have the shire's Building Surveyor inspect the Town Hall and provide preliminary advice & report on works required and costs to restore the building.
- Advised that the new sports and community amenity building would be a suitable venue for activities that in the past have been held in the Town Hall.
- Want to avoid duplication of buildings and commence a rationalisation process to reduce the current number of buildings that council has to maintain. Currently there are too many buildings/structures & they will not be sustainable over the longer term.
- Asset Management Plans are currently being prepared to assist better management our assets (Infrastructure (Roads), Land & Building, Plant & Equipment...).

## 6.0 Council Discussion

Cr Rod Carter – President

- Thank Cr Clive Gibsone – Deputy President, for assuming the role as president while he was on his leave of absence. Also thanked Council, Gary and staff for keeping him up to date during his leave of absence.

Cr Dianne Kelly

- Handed in her apologies for the day care meeting.
- Brief overview on Day Care numbers, attendants are low, but they are regular.

Cr Graham Cooper

- Regional Development Australia – Funds available, should make a submission for funding for the development of the airfield.
- CEO advised he has already spoken to RDA CEO (Rebecca Burgess) whether the airfield would be a suitable project, RDA CEO was investigating whether it would be suitable – had concerns that it may not be eligible
- Sports Facility Meeting – Went as well as can be expected, no firm answer from football club on the grandstand.
- Wheatbelt Development Commission (WDC) – looking at establishing an MOU with Cunderdin & Wyalkatchem to work on the future developments of each airfield.
- RTG Meeting (Green Hills) – Met with consultants over RTG Community consultation.

Cr Doug Kelly

- Congratulated the works crew on the great work done on the Cunderdin/Quairading Rd.

- Meckering Sporting Club Tenders – Meckering sporting club need to know councils decision, so watering and maintenance of the greens can cease as soon as possible.
- Meckering Hockey Oval – Re-surfacing today. Great to see local farmers, contractors and the shire working together.

Cr Todd Harris

- Advised he was an apology for the last DOAC meeting, but will get brief overview from Stacey McQuistan (CDO/EM).
- Burning Permits are being issued, no fire related problems to date.

Cr Clive Gibsone – Deputy President

- Attended the following meetings;
  - NASHOS dedication
  - Museum Meeting
  - RTG Meeting
  - Notre Dame students dinner
  - Sports Facility Meeting
  - Citizenship Ceremony

Cr Dennis Whisson

- RTG Meeting – difficult to pick up on matters when you haven't been to previous meetings
- Telecentre meeting
  - Received applications for the vacant position
  - Looking at presenting Long Service Awards to committee members
  - Liaising with Dominic Carbone and Associates to work on their constitution

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

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

Location:	Cunderdin
Applicant:	Administration
Date:	17 <sup>th</sup> March 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Proposal**

Council to confirm the minutes of the

- Ordinary Council meeting held on 17<sup>th</sup> February 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**

***Council resolved that the minutes of the;***

***Ordinary Council meeting held on 17<sup>th</sup> February 2011***

***Were confirmed as a true and correct record.***

Moved: Cr Clive Gibsone

Seconded: Cr Graham Cooper

Vote – Simple majority

Carried 7/0

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

The President will sign the minute declaration.



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

Location:	Cunderdin
Applicant:	Administration
Date:	17 <sup>th</sup> March 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Proposal**

Council receive the minutes of the following meetings;

- Minutes of the SEARTG Board Meeting held on 10<sup>th</sup> February 2011
- Minutes of the Cunderdin Museum Committee meeting 10<sup>th</sup> February 2011

### **Attachment**

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

### **Background**

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

### **Statutory Environment**

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

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

### **Financial Implications**

Nil

### **Resolution 7.2**

***That council receive the minutes of;***

***Minutes of the SEARTG Board Meeting held on 10<sup>th</sup> February 2011***

***Minutes of the Cunderdin Museum Committee meeting 10<sup>th</sup> February 2011***

***to be true and correct***

Moved: Cr Doug Kelly

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried 7/0

SOUTH EAST AVON REGIONAL TRANSITION GROUP  
(S E A R T G)

**MINUTES**

MEETING OF BOARD MEMBERS

10:30AM THURSDAY, 10 FEBRUARY 2011  
LESSER HALL – SHIRE OF TAMMIN  
*RESCHEDULED FROM 3 FEBRUARY 2011*

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

**1.1 Opening**

Attendees were welcomed by the Chairman, who then provided comment in relation to recent disasters throughout Australia, namely extensive flooding, cyclones, storms and bushfires.

The Chairman then stated that it is imperative that the Group continue to work together in a regional sense, with discussions at the Great Eastern Zone Meeting tele-conference covering the ability for regional councils to make decisions for their own area. Further, the Chairman considered that this decision making process is important, and should be the focus of the Group to work towards with vigour, whether through amalgamation or reform.

As Tammin's new representative to the Group, Cr S Upill was formally welcomed by the Chairman, who encouraged active participation in the Group. Cr S Upill was then requested to extend the Group's thanks to Cr R Stokes for his participation and input to the Group during his time.

**1.2 Announcement of Visitors**

The Chairman took the opportunity of welcoming Mr T Brown and Ms C Tuthill to the Meeting.

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE****2.1 Present**

Shire of Beverley	- Cr D Ridgeway	- Councillor
Shire of Beverley	- Cr L Shaw	- Councillor
Shire of Beverley	- Mr S Gollan	- Deputy Chief Executive Officer
Shire of Cunderdin	- Cr R Carter	- Councillor (Chairman)
Shire of Cunderdin	- Cr G Cooper	- Councillor
Shire of Cunderdin	- Mr G Tuffin	- Chief Executive Officer
Shire of Quairading	- Cr D O'Hare	- Councillor
Shire of Quairading	- Mr G Fardon	- Chief Executive Officer
Shire of Tammin	- Cr S Uppill	- Councillor
Shire of Tammin	- Mr G Stanley	- Chief Executive Officer
Shire of York	- Cr P Hooper	- Councillor
Shire of York	- Mr R Hooper	- Chief Executive Officer
Department of Local Government	- Ms C Tuthill	- Senior Project Officer
Western Australian Local Government Association	- Mr T Brown	- Executive Manager Governance and Strategy
Dominic Carbone and Associates (DCA)	- Mr D Carbone	- Executive Officer
Dominic Carbone and Associates (DCA)	- Mr J Wibberley	- Assisting Mr D Carbone

**2.2 Apologies**

Western Australian Local Government Association	- Ms J Burges	- Regional Cooperation Manager
Shire of Beverley	- Mr K Byers	- Chief Executive Officer
Shire of Quairading	- Cr D Richards	- Councillor
Shire of Tammin	- Cr B Stokes	- Councillor

**2.3 Leave of Absence**

Nil.

**3. DEPUTATIONS/PRESENTATIONS****3.1 Deputations**

Nil.

**3.2 Presentations**

Nil.

**4. CONFIRMATION OF MINUTES**

South East Avon Regional Transition Group Board Meeting held at the Shire of Quairading Council Chambers on Thursday, 02 December 2010.

*MOVED Cr D Ridgway, Seconded Cr D O'Hare, that the Minutes of the South East Avon Regional Transition Group Board Meeting, held at the Shire of Quairading Council Chambers on Thursday, 02 December 2010, be received.*

CARRIED UNANIMOUSLY

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

Nil.

**6. REPORTS**

RTG-001-11	TAMMIN DELEGATES TO THE SOUTH EAST AVON REGIONAL TRANSITION GROUP (File: rtg001-11)
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The Executive Officer drew attention to this item of business and the recommendation as detailed in the Notice Paper before the Meeting.

It was then:

***Moved Cr D Ridgway, Seconded Cr P Hooper:***

- (a) That Report RTG-001-11 - Tammin Delegates to the South East Avon Regional Transition Group, be received.***
- (b) That Cr R Stokes be thanked for his involvement and contribution whilst on the South East Avon Regional Transition Group Board.***

**CARRIED UNANIMOUSLY**

<b>RTG-002-11</b>	<b>EXPRESSION OF INTEREST FOR THE PREPARATION OF A REGIONAL BUSINESS PLAN FOR THE SOUTH EAST AVON REGIONAL TRANSITION GROUP (SEARTG)</b> (File: rtg002-11)
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The Executive Officer drew attention to this item of business, advising that he had declared an interest in relation to the matter.

Following the Chairman's advice that attendees had been provided with an updated copy of this report prior to the Meeting, questions were invited prior to the Executive Officer withdrawing from the Lesser Hall.

Ms C Tuthill queried if the Submission encompassed both the Regional Business Plan and Strategic Plan in their entirety, with the Executive Officer responding in the affirmative.

Following a further query, the Executive Officer advised that a quotation had been received relating to Information Technology totalling \$9,900 including GST rather than the anticipated \$15,000, with appropriate consultants being actively sought for other matters.

The Executive Officer then withdrew from the Lesser Hall at 10:40am.

The Chairman drew attention to the revised report, advising the receipt of one tender, totalling \$125,000 over the available funding.

Cr D Ridgway queried liaison between the Chief Executive Officers in relation to advertising for submissions, with Mr R Hooper and Mr G Fardon providing detail on the process and input by each respective Chief Executive Officer throughout the process.

Cr P Hooper raised concerns in relation to the limited response, querying this with attendees. Responses by Mr R Hooper and Mr G Tuffin detailed the volume of work currently with consultants; the inability to complete the work within the required timeframe; and the ability to deal with five local governments as opposed to two.

Cr P Hooper expressed concern in relation to rural Western Australia's ability to engage consultants, suggesting that the matter be raised with the Minister. Comment was then made in relation to the same funding being available for groups of two local governments undertaking reform as that provided for larger groups such as this RTG. Further, it appeared that a gross misjudgement had been made as to the complexities of the South East Avon Regional Transition Group.

Ms C Tuthill advised that it was not a misjudgement in terms of how five local governments would come together, rather the whole process, with the Department and Participating Local Governments progressing through a learning process. Further comment was provided in relation to current workloads of various consultants, and industry knowledge of Dominic Carbone and Associates' involvement with the Group.

Mr R Hooper advised that on speaking with a number of consultants, they were aware of Dominic Carbone and Associates' involvement with the Group, however did not consider this as an impediment.

Ms C Tuthill provided additional comment in relation to the 36 consultants listed on the panel, consultants' current work volumes and resource levels, and the preference to work with those experienced and knowledgeable in the area required.

Mr R Hooper then provided comment, detailing:

- \$150,000 quoted by one consultant, with comparatively little in return for this investment.
- Comparison made with the Mt Marshall/Trayning reform process and associated costings.



- Knowledge of a \$248,000 fee for a grouping of three local governments.
- The prospective cost to undertake a grouping of five such as this RTG.

Mr R Hooper then suggested that Part 1 of the proposed recommendation be amended to read *“accept the quote from Dominic Carbone and Associates, as presented, subject to the additional funding required being provided by the State Government through the structural reform fund”*, and adding the words *“for the preparation of the Structural Reform Business Plan and the Community Strategic Plan”*.

Continuing, Mr R Hooper advised that the amendment changed the complexion of the recommendation, as it talks about \$250,000 leading towards a quoted price of \$275,000, which has \$45,000 contingency funds included. This permitted Parts 2 and 3 to remain valid, although they may not be necessary, with additional comment in relation to savings on IT, and over expenditure.

Ms C Tuthill provided comment in relation to the following:

- IT Planning, HR and Records Planning were not part of this process.
- These items would be flagged within the Regional Planning templates.
- Such matters will be looked at for each council, with opportunities investigated for amalgamating councils.
- Separate funding is available for Pre Implementation Planning, which will take into account the technical components of software, financial management systems, etc.

Mr G Stanley disagreed with Ms C Tuthill's comments, suggesting that such detail was required prior to Pre Implementation Planning, as people wanted to know the cost and how the process will work for the five Shires. Matters such as communication between offices, health, building, rates, etc, needed to be detailed in the Business Plan.

Ms C Tuthill advised that such matters would come through the Business Plan, as the Current State Assessment will determine key components such as operations, planning and policies. The Amalgamated State Assessment would follow, with operations, systems, governance structures, workforce and strategic planning being identified. This will form a semi formal approach to comprehensively detail what the new local government would look like, how it would operate, how it would be positioned, along with structure, service delivery levels, etc.

Following these comments, the Chairman queried the additional items mentioned creating a duplication, with Ms C Tuthill providing comment on the following:

- Such matters will be picked up.
- A 'full blown' detailed IT and communications plan will be a component of what the Department considers to be Stage 2.
- On completion of the Regional Business Plan, and agreement of all five Councils, the Plan will be submitted to the Local Government Advisory Board who will undertake various processes in accordance with the Act.
- The Department has structured additional funding to identify that there will be further technical, practical implementation pre planning that needs to be undertaken.
- Comment on the process undertaken by the Mingenew and Geraldton Groups.
- The need to value-add for individual Councils, should the process not move forward.

Mr G Tuffin provided comment in relation to a contingency amount of \$45,000 being included in the submission by Dominic Carbone and Associates, suggesting that Mr D Carbone return to the Lesser Hall to provide detail in this regard.

The Chairman sought input in relation to Mr Tuffin's suggestion, with Mr R Hooper suggesting that the Group continue with its current line of discussion, providing comment in relation to the following:

- Shire Presidents to determine what they want to achieve through the process.
- The Kalgoorlie/Boulder merger process demonstrated that HR and IT were crucial to its success.
- The difficulty of merging completely different systems and operation levels is an issue.
- Given the scale of five Councils, information taken to the community should include all components, including full costings in their entirety.
- The difficulty associated with merging Town Planning Schemes, with the current process being via an Omnibus, the timeframe and cost of this process.



- The ability for the newly formed Council to make decisions in relation to such matters.
- Different discretionary clauses for each current Town Planning Scheme.
- Ms C Tuthill's comments taken on board.
- The SEAVROC concept of collaborative effort being acceptable, however selling a full merger will not be possible without all figures and ramifications being detailed.
- Comment on required office accommodation.
- Three additional contingency items, in particular IT and HR, need to be included.
- Advice that the intent of Mr D Carbone, subject to the decision of the five Participants, is the creation of a document that the new Council can use from day one. The finished document will essentially be the first year's budget, and will include the Integrated Asset Management Plan and Forward Capital Plan. Further, this document will exceed the requirements of the guidelines for the Business Plan.
- Strongly argued for the inclusion of HR and IT components.

Ms C Tuthill suggested that the HR component would be picked up as part of the Regional Business Plan, with Mr R Hooper seeking detail of positions in order to advise existing staff.

Following Ms C Tuthill suggesting that the HR component will be picked up as part of the Regional Business Plan, Mr R Hooper sought detail of positions and numbers to be included, with Mr G Tuffin advising that detail on the HR process was equally important.

Ms C Tuthill then provided comment in relation to the following:

- Elements of transitional arrangements need to be put in place.
- SEARTG is an exceptional case with five participating local governments, making the process more complex as opposed to smaller groupings.

- Special circumstances with five participating councils, the number of people involved, the complexities, albeit not insurmountable, yet need to be incorporated.
- How this message is to be delivered to the Minister.
- The Department seeing the processes as diverging.

Mr R Hooper advised that subject to debate over representation, the Group had moved steadily through the reform process, and that the success of this is dependent on the quality and quantity of information provided to the Group and its communities. Further, that the possible saving on not having to undertake the third stage, was a positive.

The Chairman then invited Elected Members to comment, summarised as follows:

- |              |   |
|--------------|---|
| Cr D Ridgway | <ul style="list-style-type: none"> <li>• Queried the depth of information on IT and HR anticipated by the Department for inclusion in the Business Plan.</li> <li>• Substantial amount of community consultation still required.</li> <li>• Electors Meeting held with the community seeking information.</li> <li>• Request for another community information session.</li> <li>• Community advised that completion of the Regional Business Plan was required before substantial factual information was available to be presented.</li> <li>• Concern that in depth information presented to the community, in particular in relation to HR, IT, and change management, will appear as a foregone conclusion of amalgamation.</li> </ul> |
| Ms C Tuthill | <ul style="list-style-type: none"> <li>• Anticipation that first assessment would look at existing systems, ie IT, financial, and assets, what products are used, how used, and technical use.</li> <li>• Possibility of two of three operating on the same system, while others operate different systems.</li> </ul>  |

- Detail of costs and benefits of which systems would be brought together to work in a merged structure.
- Financial and non financial considerations.
- Location of the management of each respective system or operation.
- Look at high level transition action plan, identifying key steps in the process to bring the relevant systems together.
- Every grouping is different, and needs to be approached as such.
- Advice that the Geraldton/Greenough/Mullewa and Mingenew Groups are working through IT plans at the same time that the Board is undertaking its process.
- Despite the ability for the community to decline to move forward, the level of information detailed through the process will be invaluable to the individual Shires.
- Possible poles to be held for Mingenew in April, with April/May to determine the decision.
- Possibility of extending the time for the process to be completed.
- Initial decision by council, with the ultimate decision resting with the community.
- High level planning required before presenting to the community for their decision.
- Pre planning is important and required for the process to follow after the pole.

Cr D Ridgway

- Again queried the depth of information required initially.
- Ability to answer community questions.

- |              |  |
|--------------|--|
| The Chairman | <ul style="list-style-type: none"><li>• Pre planning will enable the Elected Members to give a reasonable and believable explanation to the residents and ratepayers.</li><li>• Questioned the timeframe for the planning.</li></ul>   |
| Cr P Hooper  | <ul style="list-style-type: none"><li>• Considers in depth information in the first instance as paramount.</li><li>• Need to be able to advise the envisaged workings of the proposed new council.</li><li>• Acknowledges an element of belief that amalgamation is a foregone conclusion.</li><li>• Feedback is that the community wants to have a good look at the information.</li><li>• Geraldton/Greenough process initially revealed savings, however process revealed proposed increased expenditure.</li><li>• Community will balk at any high costs.</li><li>• Geraldton/Greenough scenario was a City encompassing hinterlands.</li><li>• SEARTG process does not include a City.</li><li>• Quoted price and detail will result in the community being well informed for a reasonable cost, as opposed to advice from other sources.</li><li>• Identification of positions held and cost involved will be important before going to the community.</li><li>• Skill of the consultant to present the detail in an unbiased view to the community.</li><li>• Success will be in not presenting a fait accompli to the community.</li></ul> |
| Mr G Tuffin  | <ul style="list-style-type: none"><li>• Confirmed with Ms C Tuthill that Brookton/Pingelly funding totalled \$100,000 for the two to undertake their Regional Business Plan.</li></ul>   |

- SEARTG detailed at \$30,000 per local government.
  - Suggestion that equal Departmental funding equates to \$250,000 for SEARTG to complete the Regional Business Plan and Strategic Plan.
  - Initial thoughts that as a group of five there would be cost savings in the process, however realistically there will be higher cost with the complexities of five.
- Ms C Tuthill
- Brookton/Pingelly funding totalled slightly less than \$100,000.
  - Funding allocated based on a formula derived by the Department.
  - All submissions are reviewed on individual merit.
- Cr G Cooper
- Anticipated that the Business Plan would not go into the depth discussed, that the Plan would identify the overarching matters.
  - Concerns that finalisation is not possible by June 2011.
  - Agreed that the Business Plan should provide as much detail as possible.
  - More about platforms and concepts initially, with the detail to follow.
- Mr G Fardon
- Clarified that existing funding for the Regional Business Plan was confirmed at \$150,000, with funding for the Regional Strategic Plan at \$100,000, therefore available funding totalled \$250,000.
  - Confirmation that the Regional Business Plan would incorporate the Community Strategic Plan.
  - Given the confirmed funding, discussion was centring on \$25,000 to \$30,000 for provisional matters, with the ability to argue this due to the complexity of the task of dealing with five local governments.



- Considers that the community will want the depth detail, as discussed.
  - Concerns raised regarding complexity and cost of dealing with Town Planning Schemes.
- Mr R Hooper
- Confirmed the understanding that the Community Strategic Plan and Regional Business Plan would be undertaken by Dominic Carbone and Associates as a combined process.
  - Community consultation process is to be undertaken as part of the overall process.
- Mr G Fardon
- Confirms that the submission received details Strategic Community Planning by Ms H Hardcastle at \$51,000.
- Cr P Hooper
- The additional funds required is approximately \$5,000 per Shire.
- Mr T Brown
- Given the quote of \$51,000 in a budget of \$100,000, believe it necessary to clarify this point with Mr D Carbone, to ensure the deliverables required are provided through the process.
- Mr R Hooper
- Department needs to be reminded that this Group is unique.
  - Dominic Carbone and Associates have the financial, asset management, capital and business plan information required.
  - Such knowledge has permitted realistic cost estimates.
  - The need to provide this information to a new consultant will consume considerable cost and resources.

- The Business Plan will concentrate of retention of identity, retention of office front, service delivery standards across dispersed communities, and associated costs.
  - Town Planning Scheme is a hidden danger.
- Ms C Tuthill
- In the scheme of things, additional funding required of \$40,000 to \$45,000 is not considered excessive.
  - Reiteration that the Regional Business Plan will detail matters such as Town Planning Schemes, Local Laws and Policies coming together; whether the structure will include a Chief Executive Officer and the location of that Officer; the number of FTE staff, work crews, etc; will all be picked up in the Plan process.
  - Three stakeholders seen in the process, namely Elected Members, staff and community.
  - The Business Plan needs to be encompassing in order that it can be sold to all three stakeholders.
  - Confirmation that the process encompasses both the Regional Business Plan and the Integrated Strategic Community Planning.
  - Has knowledge of Ms H Hardcastle who has undertaken work for the Department.
  - If Helen were unknown, Ms C Tuthill would request additional information to that detailed in the submission, namely the methodology to be utilised.
- Mr G Fardon
- Provided comment in relation to a forum attended, which was facilitated by Ms H Hardcastle.
  - Indications that very little had been prescribed on how to go about consultation and getting feedback from the community, ie no guidelines.
  - Every case and town will be different.
  - No maximum or minimum prescribed input; could be surveys, newsletters, etc.

- |               |  |
|---------------|--|
| Ms C Tuthill  | <ul style="list-style-type: none"><li>• Confirmed that there are no guidelines at this point.</li></ul>  |
| Mr G Fardon   | <ul style="list-style-type: none"><li>• Suggested that knowledge of Ms H Hardeastle would indicate a good consultant to team up with Dominic Carbone and Associates.</li></ul>   |
| The Chairman  | <ul style="list-style-type: none"><li>• Councils are dependant on who is employed in order to achieve the outcomes desired, as is this process.</li></ul>  |
| Mr G Fardon   | <ul style="list-style-type: none"><li>• This process is a larger version of the strategic planning required by local governments generally.</li><li>• Consultation must be undertaken to suit each respective community.</li></ul>   |
| Cr D Ridgeway | <ul style="list-style-type: none"><li>• Queried the additional funding required.</li><li>• Comment on other consultants indicating that a group of five is not something that they are willing to undertake.</li><li>• Sought clarification that the process was to develop the Plan by June, then take this to the community.</li></ul> |
| Mr R Hooper   | <ul style="list-style-type: none"><li>• Advised that the community consultation process would be ongoing throughout as information becomes available.</li><li>• Likelihood of early meetings with the community to get feedback on expectations.</li><li>• Three of four visits programmed for each Shire initially.</li></ul>           |
| Cr D Ridgeway | <ul style="list-style-type: none"><li>• Requested schedule of proposed visits to the community.</li><li>• Desire not to see the community process rushed.</li></ul>  |



- Advice that there are inappropriate times to schedule community gatherings, given that it is a farming community.
- Ms C Tuthill
- Suggested that such information be sought from Mr D Carbone and Ms H Hardcastle.
  - No detail about methodology for community planning.
  - Each Council will know the best techniques, tools and timing for their respective community, and this should form the framework for Ms H Hardcastle to work within.
- Cr D Ridgway
- Advised that she would like more information on the community planning process as this was considered crucial.
  - Considers the community as the key stakeholder in the process.
- Cr G Cooper
- Suggestion that each Council sets its own agenda for community consultation.
  - Cunderdin has undertaken a consultation process throughout, with both good and ordinary responses.
  - Council, the President and Chief Executive Officer have distributed regular newsletters and updates, and will continue to do so.
- Cr P Hooper
- Draws attention to the detailed twenty hours community facilitation, namely five four hour sessions.
  - Suggests that this should be sufficient.
- Cr D Ridgway
- Need to provide that detail to the community.

- |              |   |
|--------------|---|
| Ms C Tuthill | <ul style="list-style-type: none"><li>• Clarifies that the community facilitation will feed into the Business Plan.</li><li>• The community needs to be brought along at the same time.</li></ul>   |
| Cr D Ridgway | <ul style="list-style-type: none"><li>• Need to have some information to provide to the community in the first instance.</li></ul>  |
| The Chairman | <ul style="list-style-type: none"><li>• The first draft of the Business Plan will provide that initial information to take to the community.</li></ul>  |
| Cr G Cooper  | <ul style="list-style-type: none"><li>• Access to facilitator who has worked in the area.</li><li>• Facilitator will come to the community with the skills to bring out what the community wants to know.</li><li>• This process will develop over the proposed five sessions.</li><li>• Possibility of the facilitator meeting with selected groups who have a particular interest, such as ratepayer groups.</li><li>• The community consultation needs to occur at the same time as the Business Plan process.</li><li>• Each time a decision is made, eg on IT, this will feed into other facets of the process.</li><li>• Staff need to be kept informed throughout the process as information comes together.</li></ul> |
| Mr R Hooper  | <ul style="list-style-type: none"><li>• Suggested the inclusion of an Part 4 to read "that the South East Avon Regional Transition Group Board to endorse any community consultation processes, and that this feeds back into the Structural Reform Regional Business Plan and Community Strategic Plan process".</li><li>• Timetable and process required in relation to community consultation.</li></ul>   |

- Full level of detail required, particularly with the forthcoming 2011 elections, and the difficulty of obtaining nominations with the prevailing uncertainty.
  - Information also required given forthcoming workplace agreement negotiations, possibility of log of claims regarding redundancy payments.
  - Facilitator will pose questions to the community to entice input which will feed back into the costing system and process.
- The Chairman
- Suggestion that Mr D Carbone return to the Lesser Hall to partake in discussion, and further, that Dominic Carbone and Associates be the accepted tenderer.
- Cr G Cooper
- Possibility of anti amalgamation candidates nominating for forthcoming elections.
  - Concerns on the release of staffing information until all aspects are fully detailed.
  - A challenge for all details to be finalised by June 2011.
- Mr R Hooper
- Advises that indications are that Dominic Carbone and Associates are able to complete a draft by the deadline of June 2011.
  - Scope of works established.
  - Submission provides more than required under the guidelines.
  - Savings in relation to Stage 3, as this is considered to not be required.
  - Belief that until a vote is taken in relation to this Item of Business, Mr D Carbone should not return to the Lesser Hall, to do so would compromise Mr D Carbone in relation to his conflict of interest.

Cr G Cooper advised that he was happy to move the recommendation as presented, namely that the Group accept the proposal submitted by Dominic Carbone and Associates, with the removal of the words "... subject to ..." from Part 1. Further, that discussion had determined that the Group were happy to follow up on Part 2, and had agreed in principal to find additional funds, suggesting that the motion be kept simple and basic.

Mr R Hooper sought clarification that Cr G Cooper was moving the recommendation inclusive of the words "for the preparation of the Structural Reform Regional Business Plan and the Community Strategic Plan".

The Chairman suggested that confirmation was required that the grants of \$150,000 for the Regional Business Plan and \$100,000 for the Strategic Plan were indeed available to cover the quoted \$275,000 cost, with Mr T Brown suggesting that this was provided in the motion.

Cr P Hooper advised that he would second the motion, and that should the shortfall of funds change, the resolution can be rescinded to accommodate. Further, that the Group has a strong case to present to the Department in order to obtain the additional funding.

It was then:

***MOVED Cr G Cooper, Second Cr P Hooper, that:***

***The South East Avon Regional Transition Group Board:***

- 1. Accept the quote from Dominic Carbone and Associates, as presented, for the preparation of the Structural Reform Regional Business Plan and the Community Strategic Plan.***
- 2. Request the Information Technology and Communications Plan, the Human Resources and Change Management Plan, and the Records Management Plan, be undertaken, subject to the additional funding required being obtained from the State Government, and request that firm quotations for all three plans be obtained.***
- 3. Writes to the Department of Local Government seeking the additional funding required by Parts 1 and 2 above, once all quotations have been received.***



Lengthy discussion followed, with input by the Chairman, Mr G Fardon, Mr R Hooper, Cr G Cooper, Cr D Ridgway, C L Shaw, Ms C Tuthill, and Mr G Stanley, detailing the following points:

- Clarification sought on the wording of Part 1 of the motion;
- The inclusion of the proposed Part 4;
- The Groups' previous requirement that the work be completed within 6 months;
- Timing and number of community consultation sessions;
- Following appointment of the consultant, the development of a project plan detailing key actions and timing of those actions to be the subject of a further meeting.
- Clarification that the requirement is for a Draft Structural Reform Regional Business Plan to be provided by 29 July 2011.
- The need to extract information from the community in order to develop the Business Plan.

Mr G Stanley requested that a vote be taken on the motion, with such discussions to occur after the appointment.

Comment was then provided by Cr D O'Hare and Cr S Uppill on the need to make the appointment in order that the process can commence and be completed within the required timeframe.

The Chairman then put the motion, viz:

***The South East Avon Regional Transition Group Board:***

1. ***Accept the quote from Dominic Carbone and Associates, as presented, for the preparation of the Structural Reform Regional Business Plan and the Community Strategic Plan.***
2. ***Request the Information Technology and Communications Plan, the Human Resources and Change Management Plan, and the Records Management Plan, to be undertaken, subject to the additional funding required being obtained from the State Government and requests that firm quotations for all three plans be obtained.***

3. *Writes to the Department of Local Government seeking the additional funding required by Parts 1 and 2 above, once all quotations have been received.*
4. *That the South East Avon Regional Transition Group Board to endorse any community consultation processes, and that this feeds back into the Structural Reform Regional Business Plan and Community Strategic Plan process.*

CARRIED UNANIMOUSLY

Cr D O'Hare then suggested that all information disseminated, whether by newsletter or other means, should be done in liaison with all Participating Local Governments rather than individually.

Ms C Tuthill suggested that such matters are the subject of a further meeting with the appointed consultant to develop a project plan.

At 11:45am, Mr D Carbone returned to the Lesser Hall and was advised of the Board's acceptance of his submission. Congratulations were then extended by all Board Members.

The Chairman then advised that there were a number of queries from the Board, firstly is the grant funding of \$150,000 for the Regional Business Plan and \$100,000 for the Community Strategic Plan still available to contribute to the quoted cost of \$275,000.

The Executive Officer advised that to his understanding those funds were available, with the exclusion of administrative support provided to date since the commencement of the RTG, which would amount to approximately \$5,000. Further, that there is an anticipated overall shortfall of approximately \$35,000 to \$50,000 for the process.

Ms C Tuthill advised that the shortfall was not insurmountable; however there is a need to ensure that the deliverables were detailed and provided.

The Executive Officer provided comment in relation to the following:

- The need to develop the Community Strategic Plan, and bring this together with the Regional Business Plan.
- The two Plans go “hand in hand” in developing the proposed new council, its structure and direction.
- Although there may be a difference in concept and initial ‘building blocks’, the SEARTG needs to achieve the required end result.
- The Plans will be in depth, similar to the level of detail provided in the Forward Capital Plans developed for a number of the Participating Local Governments, which demonstrate what is achievable, rather than showing a “wish list”, to ensure sustainability.
- The need to look at Business Units from the ground level, then build from there.

The Chairman advised that the second query related to Ms H Hardcastle’s methodology in undertaking the community consultation.

The Executive Officer advised that the aim would be for Ms H Hardcastle to undertake community consultation with all the Participating Local Governments, and develop what the required strategic directions are, and manage how that will then come together as one.

Cr D Ridgway advised the Executive Officer that she had raised concerns in relation to the community consultation process, which is considered imperative. Further, that the community should not be placed under pressure in this regard, and requesting that a timeline be provided for consultation, given the farming community’s commitments.

The Executive Officer concluded that Cr D Ridgway was seeking ground work to be done with the community first, in order to obtain their ideas, formulate a draft Plan, then liaise with the community on this document.

Cr D Ridgway provided comment in relation to the provision of an overarching perspective on how five local governments will come together, obtaining the initial concerns and comments from those involved.

The Executive Officer advised that the community consultation will communicate the amalgamation process step by step, to ensure that it is fully understood.



Following a query from the Chairman, the Executive Officer advised that a team meeting would be held in the first instance to determine allocation of resources, ensuring that there is no duplication or isolation.

Cr D O'Hare suggested that preliminary information could be sought from the community by utilising newsletters which will raise initial questions for the first session with Ms H Hardcastle. Further, that the Group is really progressing now, rather than talking about amalgamation, action is being taken to move toward it.

Cr D Ridgway and Mr G Fardon expressed caution in stating that the Group were moving toward amalgamation, suggesting that the Group were moving toward completion of a Regional Business Plan.

Cr D O'Hare took on board the comments, suggesting that the Group were "gathering information" in relation to amalgamation, with Cr P Hooper providing comment in regard to the community's decision on this subject.

The Executive Officer advised that it is important that what is built with the RTG has flexibility to be adopted and utilised by any given number of the Group.

Cr S Uppill expressed caution on the Group discussing outcomes and decisions prior to the community consultation being undertaken, and on listening to dissidents within the community. Further, suggesting that the Group remain open minded, follow the process to be undertaken, to achieve the best outcome for all involved.

Cr P Hooper concurred with Cr S Uppill's comments, referring to the Group's previous decision to meet in Greenhills in March. Further, suggesting that all Elected Members, representatives of Dominic Carbone and Associates, Ms C Tuthill, Mr T Brown and Ms J Burgess, be in attendance in the afternoon of that Meeting. This will provide an opportunity for everyone to meet and discuss the process, which will assist in understanding and confidence in this regard.

Following Mr R Hooper's suggestion, Ms C Tuthill confirmed that there was no need for written approval to be sought to combine the two funding amounts, as this is considered to be project methodology which the Department would recommend.



Mr R Hooper then queried the need for a motion detailing that the two funds be combined to obtain a better quality result, rather than running two separate projects, and therefore providing a degree of protection. Ms C Tuthill agreed with this suggestion, and advised that the Group write to the Minister seeking the additional funding required.

It was then:

***MOVED Cr P Hooper, Seconded Cr D O'Hare, that:***

- (a) The South East Avon Regional Transition Group write to the Minister advising that the Structural Reform Regional Business Plan funding, and the Community Strategic Plan funds, will be combined for the purpose of providing a better quality result.***
- (b) In relation to (a) above, should there be a cost overrun of the combined amounts, the South East Avon Regional Transition Group will seek additional funding from the State Government Structural Reform Fund.***

CARRIED UNANIMOUSLY

<b>RTG-003-11</b>	<b>PROVISION OF SERVICES FOR MANAGEMENT AND ADMINISTRATION OF THE SOUTH EAST AVON REGIONAL TRANSITION GROUP (SEARTG)</b> (File: rtg003-11)
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The Executive Officer advised that this item of business, and its attachment, detailed administrative support provided to the Group from 2 October 2010 to 31 December 2010.

It was then:

***MOVED Cr P Hooper, Seconded Cr D Ridgway, that Report RTG-003-11 – Provision of Secretariat Services to the South East Avon Regional Transition Group, be received.***

CARRIED UNANIMOUSLY

**7. BOARD MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**8. NEW BUSINESS OF AN URGENT NATURE****Presentation by Mr Jason Clark of Minds at Work**

- Mr G Fardon
- Sought interest from the RTG Group in utilising the services of Mr Jason Clark during his visit to the region (Quairading) on Thursday, 31 March 2011.
  - Mr Jason Clark is from "Minds at Work", and is a lateral thinker and change management leader who speaks on 720ABC on Saturday mornings, and whose services are engaged for organisation and community building purposes.
  - Mr Clark's last presentation in the district was exceptional, with Beverley School attending this session.
  - Proposed session is anticipated to commence at 5:30pm, and conclude at 7:30pm, followed by dinner.
  - Mr Jason Clark, who will be visiting with his co presenter, will also be undertaking a public regional session on the morning of Friday, 1 April 2011.

**Changes to Legislation**

- Mr R Hooper
- Requested that Ms C Tuthill to provide an update on the proposed range of changes.
- Mr T Brown
- Advised that the Minister had requested WALGA to undertake consultation on eight proposals, which were currently with the respective zones.
  - State Council to make a decision on 19 February 2011.
  - Meeting to be held with the Minister on Tuesday, 22 February 2011, to provide sector feedback.
  - Minister's program from this point is unknown, with Ms C Tuthill to follow up on this detail.

**Storm Events**

- Mr R Hooper
- Drew attention to correspondence forwarded to the Minister for the Environment, which seeks exemption on permits for the clearing of native vegetation required as a result of all natural disasters.
  - Issues associated with tree removal from roadsides under the current process, and the invoking of substantial fines if approval not sought.
  - Suggestion that Participating Local Governments seek similar exemptions.

**Super Cities Newspaper Article**

- Mr R Hooper
- Sought discussion in relation to this matter.
- Mr T Brown
- Advised that Ms J Burges was attending a lunch today in relation to this subject, where Minister Grylls was speaking.
  - Article in the paper is the first information on this subject.
  - When details are available, will pass this on to Participating Local Governments.
- Chairman
- Suggested that it is premature to discuss this matter.
- Cr P Hooper
- Concurred that it was premature to discuss.
  - Suggested the subject was a frightening one.
  - Minister spoke on radio today, talking about health and provision of doctors in regional centres, such as Merredin, Northam or Narrogin.

- Minister has the idea of 'super schools' along with 'super cities', which will affect secondary schooling in the first instance throughout the region.
  - Suggestion that the Group follow this subject closely.
- Mr R Hooper
- Regional Development Board Meeting of Wednesday, 9 February 2011, detailed that an extra \$30M has been allocated from royalty funds from increased mining, to be spent only on projects associated with the Northam Detention Centre. This is in conjunction with a proposal to establish an \$18M housing trust fund based around the accommodation needs of the Northam Detention Centre.
  - This expenditure is at the cost of such matters as workers accommodation.
  - Real fear that Royalties for Regions will go to aid centres.
- Mr G Tuffin
- Discussions with Ms W Newman indicate that high amounts of funding will be allocated to regional centres.
  - Funding will be provided to the super cities, and the people involved and associated with them, at the expense of others.
  - Funds will be allocated from the Royalties for Regions.
- Cr L Shaw
- Detention Centre funding should be Federal, not State.
- Mr R Hooper
- Wheatbelt Cities flagged as Toodyay, Northam and York.
  - York refused to participate without the inclusion of all RTG participants.
- Cr P Hooper
- Comment on isolated communities such as Newman and Tom Price being upgraded by \$110M, with the thought that this will work in the wheatbelt area.

- Chairman
- SEAVROC's reputation built on bringing five Councils together in cooperation which had not been possible before.
  - The ability to take this concept into the RTG.

### **Joint Emergency Management Proposal**

- Mr G Fardon
- Sought update in relation to this matter.
- Mr G Tuffin
- Advised that the Shire had employed a staff member who is currently studying emergency management.
  - The employee is keen and enthusiastic on the subject matter.
  - Discussion held regarding this officer's interest in taking on such a role across the RTG.
  - Legislative requirements determine that local government has a role in the recovery process, with a minimum of four meetings per year, emergency management takes up a lot of time.
  - People are struggling with emergency management across the State.
  - Happy to share this service with those interested to facilitate meetings and develop emergency management plans.
  - Quairading and Tammin have registered interest.
  - Will develop formal Business Plan to investigate providing this service across Participating Local Governments.
- Cr P Hooper
- Spoke with Officer concerned on 30 January 2011 at meeting held in Northam, who demonstrated a passion for the subject.
  - If the service is available across the region, it would be foolish not to take the opportunity.



- Officer's husband is a Ranger and FESA Officer at Northam.
- York would like to engage the services of this Officer.

Mr R Hooper

- Instructions provided that work is restructured to provide building and health services to those that need it following recent storms.
- Thanks extended to Ms J Vincent as ERM, who expediently obtained two clearing permits for York without conditions or offsets following recent storms.
- New Planning Officer arrives from Port Macquarie on Tuesday, 15 February 2011, with this Officer's husband being the new Building Officer and due to arrive on 28 February 2011.

#### **Royalties for Regions Business Case**

Mr G Fardon

- Tabled and circulated the Royalties for Regions Business Case for the \$200,000 which is supported by the RTG, and requested urgent signatures for this document.
- Appreciation extended to Mr D Long for his work in this regard.
- Building progressing well, with approval received for utilities.

Mr R Hooper

- The Shire of York lodged their document by Christmas, without response to date.

Mr T Brown

- Constant communication in this regard with DRDL since mid December.
- Summoned to Minister Grylls office on 18 December with concerns on the number of submission.

- All applications processed with advice due in the near future.
- A total of 105 country local governments from 110 made submissions, with 5 requesting an extension to 28 February 2011.
- No problems with plans received.
- A total of 43 Regional Plans received, with a further 14 getting an extension to the end of February 2011.
- Additional funds will not be received until acquittal of 2008/2009 funds.
- All 110 provided progress on acquittals, 80 fully, with the remainder to come due to unavailability of contractors, including Western Power.

#### **9. NEXT SOUTH EAST AVON REGIONAL TRANSITION BOARD MEETING**

Discussion confirmed that the next SEARTG Board Meeting would be at held at 9:30am for a 10:00am start, Thursday, 3 March 2011, in Greenhills. Councillors and other parties are welcome to attend this Meeting as observers, followed by lunch, and formal attendance invited from 1:00pm. Invitations would be extended accordingly.

The Executive Officer advised that it had been determined to hold SEAVROC Meetings on an as needs basis, suggesting that outstanding matters such as a visit by LGIS representatives may coincide with the SEARTG Meeting of 3 March 2011. The Executive Officer will confirm this in due course.

#### **10. CLOSURE OF MEETING**

There being no further business, the Chairman declared the Meeting closed at 12:30pm.

\*\*\*\*\*

## Minutes of the Cunderdin Museum Committee – 10 February 2011

### 1.0 Declaration of Opening

- 1.1 The President, Clive Gibsone declared the meeting opened.

### 2.0 Record of Attendance, Apologies

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

### 3.0 Confirmation of Minutes for meeting held 13 January 2011

- 3.1 Business Arising from the Minutes:
- 3.2 John O'Hare interested in assisting with the engines & tractors and Rod Quin in assisting with busy bees etc.
- 3.3 Wendy to purchase one copy of "The Cyclopedia of Western Australia" – 2 volumes for \$220.00.
- 3.4 Gary has advised that it would not be feasible to display the weighbridge and elevator alongside or near the wagon in the old railway heritage area as there would be too many problems with safety and security.
- 3.5 Clive said that the Shire's submission to obtain the services of minimum security prisoners to clean the Museum was not successful. Clive to ask Gary to reapply as there is possibly some confusion about the Museum being almost entirely maintained by volunteers not the Shire.
- 3.6 Clive reported that the security system for the Museum has been approved.
- 3.7 Signage budget of \$10,000 is for the 2011/12 budget but we need to start working on this project as the preliminary plans etc can take time. Wendy to get advice and ideas from Anne Brake and organise a meeting with Stacey.
- 3.8 The Shire have allocated up to \$50,000 in their forward planning estimates in their 2014 budget for the proposed fully lined storage shed.
- 3.9 Not much interest shown by the volunteers in visiting the Tractor Museum of WA – Whiteman Park. Probably will be more useful if Trevor just attended when convenient on a Wednesday but let the Museum know so others could go that day also if interested.

### 4.0 Correspondence

- 4.1 Inward:  
Museum Aust WA Conference – "Frontier & Horizon" – 14-18 Nov 2011  
Museum Aust WA Photographic Collection Management
- Outward:

### 5.0 Business Arising from Correspondence:

- 5.1 No Business Arising from Correspondence.

### 6.0 Financial Report

6.1	CFWD Balance as at 1 <sup>st</sup> January 2011		\$12876.13
	<u>Plus Revenue</u>		
	Donations	\$ 19.10	
	Souvenirs	\$ 105.82	
	Takings	\$ 524.00	
		<u>\$ 648.92</u>	
		Sub Total	\$13525.05
	<u>Less Expenditure</u>		
	Stationery		
	Materials (Tissues Paper Towel etc)	\$ 116.38	
	Refreshments	\$ 29.04	

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Workshop/Training (MA) Textile W/Shop	\$ 290.91	
Utilities (phone & Internet)	\$ 97.17	
Advertising	<u>\$ 34.18</u>	31/11/10
	<u>\$ 567.68</u>	Closing Balance \$12957.37

#### **7.0 Business Arising from the Financial Report**

- 7.1 A total of 177 visitors for January 2011 – 132 Adults 33 Children & 12 Local.

#### **8.0 Cunderdin Museum Collection:**

- 8.1 Rod Carter at Meckering is organised his end for the collection of the elevator from his farm.
- 8.2 Rupert Weller has requested transport to Perth for the small crossley so it can be overhauled. Peter will arrange this – may need to ask for assistance from the Water Corp for the use of their front end loader.

#### **9.0 Training:**

#### **10 Maintenance Report**

- 10.1 The large windows blew open during the recent storm. They have been reinforced and are now stable.
- 10.2 Peter has picked up the glass from Northam and fixed the faulty chimney light.
- 10.3 Need a new flag – Clive to ask Stacey if available through local politicians.
- 10.4 Verlindens have been contacted to fix the light in the display cupboard in the boiler area.

#### **11 General Business:**

- 11.1 As the fully lined storage shed is a few years down the track the meeting thought that in the mean time it was worth considering purchasing a smaller unlined shed for storing some of the smaller robust items.
- 11.2 We need to write a letter to the Water Corporation asking for clarification of any land being made available to the Museum in future years. This is very important as we need to plan the site of the large storage shed and possible smaller shed. Peter also pointed out that the Water Corp's laneway behind their office is probably the most suitable way for the Museum to gain access to that end of our land.
- 11.3 Debra brought up the subject of restoring and or preserving the Cunderdin Town Hall. There is a group of people who are interested in this project and are at present seeking support and contacting the Shire.

#### **12 Close Meeting**

**Next Meeting – Thursday 10 March 2011 – 7.30pm**

## **8.0 Finance Report**

### **8.1 Financial Report for February 2011**

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	17 <sup>th</sup> March 2011
Author:	Loren Hempel
Item Approved by:	Chief Executive Officer

#### **Proposal**

The financial position as at 28<sup>th</sup> February 2011 is presented for consideration.

#### **Appendices – February 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**

***That council received the financial report for February 2011.***

Moved: Cr Clive Gibsone

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried 7/0

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

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	17 <sup>th</sup> March 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 February 2011.

### **Appendix**

Warrant of Payments for February 2011.

### **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 February 2011.

1.0 Accounts Already Paid

1.1 Municipal Fund –

CHEQUE NUMBERS	AMOUNT
009018-009040	\$ 70,695.07
Electronic Payments - Various	\$ 153,452.97

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	\$ 224,148.04

3. Trust Fund – Accounts Already Paid

DATE	CHEQUE NUMBER	DETAILS	AMOUNT \$
Nil			0.00

**Resolution 8.2**

- (a) That Council's payment of accounts amounting to \$ 224,148.04 for the Municipal Fund be received and noted.***
- (b) The Warrant of Payments were presented as incorporated in the Minutes of the Meeting.***

Moved: Cr Todd Harris

Seconded: Cr Dianne Kelly

Vote – simple majority

Carried 7/0

Payments List - February 2011			
Date	Reference	Creditor	Amount
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 243.96
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 22.00
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 27.08
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 174.16
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 13.00
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 13.00
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 55.00
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 18.40
1/02/2011	Bank Fees	Westpac Banking Corporation	\$ 88.54
2/02/2011	Bank Fees	Westpac Banking Corporation	\$ 18.50
2/02/2011	EFT PAYS	Staff Salaries & Wages	\$ 30,747.97
8/02/2011	9018	Heather Matthews	\$ 450.00
14/02/2011	Loan 73	West Australian Treasury Corporation	\$ 11,061.72
14/02/2011	Loan 74	West Australian Treasury Corporation	\$ 7,706.13
15/02/2011	9019	Australian Taxation Office	\$ 28,454.00
15/02/2011	9020	Cunderdin Co-op	\$ 1,669.42
15/02/2011	9021	Cunderdin Newsagency	\$ 469.95
15/02/2011	9022	Cunderdin Co-op MUSEUM	\$ 32.37
15/02/2011	9023	Cunderdin Medical Practice	\$ 88.00
15/02/2011	9024	Cunderdin Panel beaters	\$ 368.50
15/02/2011	9025	Dell Australia Pty Ltd	\$ 1,118.70
15/02/2011	9026	Department of Treasury & Finance	\$ 192.20
15/02/2011	9027	Garry's Cleaning Service	\$ 300.00
15/02/2011	9028	Goodfield Quality Meats	\$ 359.00
15/02/2011	9029	LGIS Workcare	\$ 1,254.00
15/02/2011	9030	OCLC (UK) Ltd	\$ 220.00
15/02/2011	9031	Shire of Kellerberrin	\$ 623.70
15/02/2011	9032	Signs Plus	\$ 78.00
15/02/2011	9033	Synergy	\$ 13,601.46
15/02/2011	9034	Telstra Corporation	\$ 1,080.48
15/02/2011	9035	Telstra (Bigpond)	\$ 129.90
15/02/2011	9036	Toll Ipec Pty Ltd	\$ 9.31
15/02/2011	9037	Water Corporation	\$ 6,284.90
15/02/2011	9038	Westscheme Superannuation	\$ 236.18
15/02/2011	Bank Fees	Commonwealth Bank Australia	\$ 30.76
15/02/2011	Credit Card	Westpac Banking Corporation	\$ 2,253.71
15/02/2011	EFT7821	ACS/MARCOMM	\$ 190.30
15/02/2011	EFT7822	Air Liquide Pty Ltd	\$ 119.02
15/02/2011	EFT7823	Allied Sheds	\$ 4,771.96
15/02/2011	EFT7824	Ausrecord	\$ 97.48
15/02/2011	EFT7825	Australia Post	\$ 282.23
15/02/2011	EFT7826	Austral Mercantile Collections Pty Ltd	\$ 106.24



Payments List -February 2011			
Date	Reference	Creditor	Amount
15/02/2011	EFT7827	Avdata Australia	\$ 461.27
15/02/2011	EFT7828	Avon Waste	\$ 5,891.56
15/02/2011	EFT7829	Avon Skip Bins	\$ 594.00
15/02/2011	EFT7830	Baxters Rural Centre	\$ 6,252.83
15/02/2011	EFT7831	Classic Shutters	\$ 2,420.00
15/02/2011	EFT7832	Cody Express Transport	\$ 40.27
15/02/2011	EFT7833	Combined Tyrepower	\$ 67.00
15/02/2011	EFT7834	Commarine	\$ 580.10
15/02/2011	EFT7835	Contract Aquatic Services	\$ 11,000.00
15/02/2011	EFT7836	Corporate Express	\$ 78.17
15/02/2011	EFT7837	Courier Australia	\$ 66.64
15/02/2011	EFT7838	Cummins Liquid Waste	\$ 540.00
15/02/2011	EFT7839	Cunderdin Telecentre	\$ 3,225.00
15/02/2011	EFT7840	The Cunderdin Mob	\$ 169.95
15/02/2011	EFT7841	Donovan's Water Service	\$ 2,662.00
15/02/2011	EFT7842	Endeavour Community Newspaper Inc.	\$ 27.50
15/02/2011	EFT7843	Freelance Handyman	\$ 79.00
15/02/2011	EFT7844	Grey Home Farming Co	\$ 2,130.00
15/02/2011	EFT7845	Landgate	\$ 259.60
15/02/2011	EFT7846	Mercure Hotel Perth	\$ 1,567.80
15/02/2011	EFT7847	Northam Garden Centre	\$ 147.20
15/02/2011	EFT7848	Orica Australia Pty	\$ 828.41
15/02/2011	EFT7849	Peak Transport	\$ 191.24
15/02/2011	EFT7850	Pennant House	\$ 176.00
15/02/2011	EFT7851	RBE Internet Service	\$ 20.00
15/02/2011	EFT7852	Sandco Hire & Contracting	\$ 7,441.50
15/02/2011	EFT7853	Shenton Enterprises Pty Ltd	\$ 749.10
15/02/2011	EFT7854	Shire of Tammin	\$ 2,041.20
15/02/2011	EFT7855	Shire of York	\$ 985.34
15/02/2011	EFT7856	Sigma Chemicals	\$ 1,017.50
15/02/2011	EFT7857	Skipper Truck Parts	\$ 850.40
15/02/2011	EFT7858	Startrack Express	\$ 111.78
15/02/2011	EFT7859	Sunny Sign Company Pty Ltd	\$ 1,958.59
15/02/2011	EFT7860	Verlindens Electrical Service	\$ 182.88
15/02/2011	EFT7861	The 12 Volt Shop	\$ 572.52
15/02/2011	EFT7862	WA Local Government Association	\$ 366.76
15/02/2011	EFT7863	WA Local Government Superannuation Plan	\$ 4,035.52
15/02/2011	EFT7864	Wastemaster	\$ 2,022.45
15/02/2011	EFT7865	Western Power	\$ 250.00
15/02/2011	EFT7866	T & T Wilkins Handyman	\$ 423.50
16/02/2011	EFT PAYS	Staff Salaries & Wages	\$ 31,827.23
25/02/2011	9039	Cunderdin RSL	\$ 500.00

Payments List -February 2011			
Date	Reference	Creditor	Amount
25/02/2011	9040	Cunderdin Co-op FUEL	\$ 13,175.00
28/02/2011	Funds Tfr	Curbing Bond Transfer to Working Trust	\$ 1,000.00
28/02/2011	Funds Tfr	Gym Bond Transfer to Working Trust	\$ 100.00
		<b>TOTAL</b>	<b>\$224,148.04</b>

### 8.3 Council Investments – February 2011

Location:	Westpac Banking Corporation
Applicant:	Manager of Finance & Administration
Date:	17 <sup>th</sup> March 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 28<sup>th</sup> February 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 28<sup>th</sup> February 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 3.0%	\$342.93	\$0.00
Westpac Banking Corporation	\$503,394.52	Term Deposit 14-3790 5.7% (Due 01/03/11)	\$503,394.52	\$0.00
Westpac Banking Corporation	\$684,000.00	Term Deposit 14-3803 6.00% (Due 27/03/11)	\$0.00	\$684,000.00
<b>TOTAL INVESTMENTS</b>	<b>\$1,188,991.53</b>		<b>\$503,737.45</b>	<b>\$685,254.08</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**

***Council resolved that the report on Council investments as at 28<sup>th</sup> February 2011 was received and noted.***

Moved: Cr Dennis Whisson

Seconded: Cr Dianne Kelly

Vote – Simple Majority

Carried 7/0

#### **8.4 Budget Amendment**

Location:	Cunderdin
Applicant:	Administration
Date:	17 <sup>th</sup> March 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **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		BUDGET	AMENDED BUDGET	DR	CR
	<b>(TRANSPORT)</b>					
	<b>OPERATING EXPENDITURE STREET RDS .BRIDGES.DEPOT.MTCE.</b>					
1	1285156401	Cunderdin Townsite Roads - Wages	\$64,472	\$47,192	-	(\$17,280)
2	1285156402	Cunderdin Townsite Roads - Plant Operations Costs	-	\$17,280	\$17,280	
3	1285056401	Meckering Townsite Roads - Wages	\$22,635	\$17,135	-	(\$5,500)
4	1285056402	Meckering Townsite Roads - Plant Operations Costs	-	\$5,500	\$5,500	
5	1285256401	Rural Sealed Roads - Wages	\$116,911	\$78,851	-	(\$38,060)
6	1285156502	Rural Sealed Roads - Overheads	-	-	-	
7	1285256402	Rural Sealed Roads - Plant Operation Costs	-	\$38,060	\$38,060	
8	1285356401	Rural Unsealed Roads - Wages	\$278,295	\$184,570	-	(\$93,725)
9	1285356402	Rural Unsealed Roads - Plant Operation Costs	-	\$93,725	\$93,725	
10	1210153212	Cunderdin Airfield	\$4,500	\$20,000	\$15,500	
	<b>(CAPITAL EXPENDITURE)</b>					
	<b>LAND &amp; BUILDINGS COMMUNITY AMENITIES</b>					
11	<b>New account</b>	Meckering transfer station - asphalt (R4R)	\$0	\$21,000	\$21,000	
	<b>TRANSPORT</b>					
12	4090080802	Town Drainage	\$17,904	\$5,034	-	(\$12,870)
13	4090040801	Yilgarn Rd - Drainage & Kerbing	\$16,300	\$12,000	-	(\$4,300)
14	4090040950	Main Street Redevelopment (R4R)	\$60,000	\$23,500	-	(\$36,500)
15	4090040544	Cunderdin Airfield	-	\$22,056	\$22,056	-
				(\$4,886)		(\$4,886)
			\$581,017	\$581,017	\$213,121	(\$213,121)

## **Explanation for Budget amendments**

(Amendments 1 – 9)

LGS doesn't allow the allocation of Labour, Overheads & Plant costs to the one account.

(Amendment 10)

The current study being undertaken by the Nancy Churchill & Associates has identified the need for reliable pavement strength information. This information is considered essential to establish the type of aircraft the airstrip can handle. The estimated cost for this work is \$15,500.

(Amendment 11)

New expenditure – asphaltting of the Meckering Waste Transfer Station

(Amendments 12 & 13)

Items over budgeted

(Amendment 14)

Surplus funds allocated to amendment 11 above.

(Amendment 15)

Items not previously budgeted

Additional line marking required \$11,895

Repayment of grant over payment \$3,072

Audit fees to acquit RADS grant \$950

Additional Tree pruning require for CASA registration \$6,139

(Amendment 16)

Surplus created in error from the January 2011 Budget Review.

The proposed budget amendments still provide for a balanced budget.

### **Strategic Implications**

There are no policy implications in considering this item.

## **Resolution 8.4**

**Council 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) *That the 2010/2011 Annual Budget be amended as detailed Report 8.4 - Table 1.1***

Moved: Cr Graham Cooper

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>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>
<b>Resolution 9.5</b> Ordinary Council meeting 20th May 2010	<p><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 asociated areas (accomodation &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>CEO</p> <p>Liaise with McLeods Solicitors to prepare a commercial lease for Taurus Aviation</p>	<p><b>Council's solicitors have drafted a lease document</b></p> <p><b>(90% complete)</b></p> <p><b>- to be checked</b></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>	To issue DA Approval outlining conditions as per Council's resolution	<b>Development Approval issued (100% complete)</b>
<b>Resolution 12.3</b> Ordinary Council meeting 20th May 2010	<b>Royalties for Regions Funding – Meckering</b> <p>(a) to authorise the CEO to allocate \$20,000 to a Meckering based project and amend the Royalties for Regions funding agreement and 2009/10 budget accordingly.</p> <p>(b) to carry forward this funding into the 2010/11 Budget in accordance with (a) above.</p>	CEO	<b>To be allocated to the Meckering Transfer station upgrade</b>
<b>Resolution 12.4</b> Ordinary Council meeting 20th May 2010	<b>Cunderdin Co-location Centre</b> <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>	CDO/EM To follow up with FESA Re: Cost to Council	<b>10%</b> <b>Further report to be prepared for council's consideration – information still being gathered</b>
<b>General Items</b> Ordinary Council Meeting 15th April 2010	<b>SOARability</b> <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>	GARY TUFFIN	<b>Met with Damien O'Reilly on site to select hangar site. 45% complete</b>  <b>DA Approved 16/09/10 (Report 9.6)</b>
<b>General Items</b> Ordinary Council Meeting 15th April 2010	<b>Enterprise Metals Ltd</b> <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>	CEO  MARCUS TUDEHOPE (PLANNER)	<b>15<sup>th</sup> April 2010</b>  <b>Further presentation provided to President &amp; CEO 2 June 2010</b>  <b>Report (9.10) to June council meeting</b>  <b>Letter sent 29/06/10</b>  <b>Drilling</b>

	<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>



<p>Resolution #SE-024-10</p>	<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> Ordinary Meeting 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

<p><b>Resolution 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.8</b></p>	<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	To be actioned
	<p><b>Sports Club Meeting</b> To discuss management of new club</p>	CDO/EM	To be actioned
<b>Resolution 9.7</b>	<p><b>Structural Reform Steering Committee Report</b> That Council resolve to advise the Minister for Local Government and the Department of Local Government of the Council's response to the Local Government Reform Steering Committee Report as detailed in report 9.7.</p>	CEO	Letter sent 25 <sup>th</sup> November 2010

### **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 style="padding-left: 40px;">Haydn Dixon Shane Mackin Tim York Ray Reid</p> <p style="padding-left: 40px;">as Dual Fire Control Officers as nominated by the Shire of Tammin.</p> <p>(b) That in accordance with section 40 of the Bush Fire Act 1954 Council appoint;</p> <p style="padding-left: 40px;">Terry Harlow</p> <p style="padding-left: 40px;">as a Dual Fire Control Officer as nominated by the Shire of Quairading.</p> <p>(c) That;</p> <p style="padding-left: 40px;">Todd Harris, Rodney Rogers, Ashley Teakle, Doug Kelly &amp; Stewart Mussared.</p> <p style="padding-left: 40px;">be nominated as Dual Fire Control Officers with the Shires of Dowerin, Quairading, Northam, Goomalling Tammin Wyalkatchem &amp; York.</p>	CDO/EM	
<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
<b>Resolution 9.4</b>	<p>(a) That Council endorse the officer's comments in report 9.4</p> <p>(b) That WALGA's "Feedback Form" be completed with the Officer's comments and returned.</p>	CEO	Letter sent to the Department

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

<b>Resolution 8.7</b>	<b>Gym Equipment Lease</b> Council resolved to payout the existing lease and not accept the new equipment lease.	Mgr F&A	100% Payment actioned
<b>Resolution 9.1</b>	<b>Proposed General Agricultural Subdivision</b> Council resolved:  (a) Approval; subject to the condition stated below:  1. All buildings and effluent disposal systems having the necessary clearance from the new boundaries as required under the relevant legislation.  2. Measures to be taken to ensure that areas identified as being significant natural vegetation are retained.  3. Measures to be taken to ensure an adequate effluent disposal system(s) in accordance with the Health Act 1911.  (b) WAPC be advised of (a) above	CEO	100% Letter sent to WAPC advising council decision
<b>Resolution 9.2</b>	<b>2010/2011 Budget Review</b> Council resolved:  (1) That in accordance with section 6.8 of the Local Government Act all new expenditure items previously not budgeted for which were contained within the Budget Review 2010/11 (column "Amended Budget") document be authorised by council  (2) That the 2010/2011 Annual Budget be amended as detailed in the attachment for report 9.1 - "Budget Review 2010/11"  (3) That in accordance with section 33A of the Local Government (Financial Management) Regulations a copy of the review be forwarded to the Department.	Mgr F&A	100% Budget amendments completed
<b>Resolution 9.3</b>	<b>Proposal to Make Extractive Industries Local Law 2011</b> Council resolved to:  1. Note the submission from the Department of Local Government in relation to the proposed Shire of Cunderdin Extractive Industries Local Law 2010.  2. Adopt and make the Shire of Cunderdin Extractive Industries Local Law 2011, as per Attachment 1 incorporating all amendments, in accordance with section 3.12 of the Local Government Act 1995-  (a) the purpose of which is to establish the requirements and conditions with which extractive industries, within the district, must comply with; and  (b) the effect is to provide for the regulation, control and management of extractive industry proposals.  3. Publish the adopted Shire of Cunderdin Extractive Industries Local Law 2011, as per (2) above, in the Government Gazette and provide copies of the local law to the Minister for Local Government.  4. Submit a copy of the gazetted local law, explanatory	CEO	

	<p>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>		
<b>Resolution 10.1</b>	<p><b>Section 135 Health Notice – Cunderdin Airfield</b> Council resolved to serve a Section 135 Health Act Notice declaring that the building is unfit for human habitation and requiring that no persons occupy the building and for Mr Garrity to vacate the building within 14 days of the notice being served. A notification letter is to be sent to Hon. Brendon Grylls MLA and the Department of Child Welfare Services.</p>	CEO/EHO	<p>Notice issued 1/03/11 Expires 15/03/11</p>
<b>Resolution 12.2</b>	<p><b>Shire of Kellerberrin – Proposed Pipeline Golf Links</b> Council resolved to provide an initial sponsorship of \$500 to the Shire of Kellerberrin towards the Pipeline Golf Links Feasibility study, subject to confirmation that at least 6 other shires have made a similar commitment.</p>	CEO	<p>100% Letter sent</p>
<b>Resolution 12.3</b>	<p><b>Cunderdin Ballet Parents Group</b> Council resolved that the Chief Executive Officer writes to the Cunderdin Ballet Parents Group explaining council's decision.</p>	CEO	
<b>Resolution 15.1</b>	<p><b>Donation to RSL for NASHOS</b> Council resolved to donate \$500.00 towards the NASHOS service that was held on Monday 14<sup>th</sup> February 2011.</p>	Mgr F&A	<p>Cheque has been issued</p>

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

<b>Resolution 8.4</b>	<p><b>Budget Amendment</b> Council 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) That the 2010/2011 Annual Budget be amended as detailed Report 8.4 - Table 1.1</p>	Mgr F & A	<p>100% Budget Amendments complete</p>
<b>Resolution 9.1</b>	<p><b>LandCorp Subdivisions – Cunderdin</b> Council endorse the following two funding applications to LandCorp under the Regional Development Assistance Program 2011.</p> <p>Cunderdin Industrial Estate – final stage Cunderdin Residential Estate – stage 1</p>	CEO	
<b>Resolution 9.3</b>	<p><b>RGS Funding Application</b> Council resolved to advise the Wheatbelt Development Commission that:</p> <p>(a) Council fully endorses the application for the submission for funding in 2011/12 for the construction of the items as detailed in the RGS application for Cunderdin Airfield</p> <p>(b) the Cunderdin Airfield future development is considered a priority capital works project at the current time.</p>	CEO	



<b>Resolution 9.4</b>	<p>Change of Meeting Date – (late item) Council resolved;</p> <p>(a) to amend the April Ordinary meeting of council date from the 21st April 2011 to Wednesday 20th April 2011, commencing 5:00pm.</p> <p>(b) to advertise the change of meeting date in accordance with Local Government (Administration) Regulation 12.</p>	CEO	
<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</p> <ol style="list-style-type: none"> <li>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.</li> </ol>	CEO	
<b>Resolution 9.6</b>	<p><b>Cemetery Plot/Memorial Niche Wall Reservations (late item)</b> Council resolved to adopt cemetery policy #1 – Cemetery Plot/Memorial Niche Wall Reservations subject to the amendment 3.1.a be changed from (20) Twenty years to indefinite.</p>	CEO	
<b>Resolution 10.1</b>	<p><b>Cunderdin District High School - Food Act 2008</b> Council resolved;</p> <p>That Council exempts the Cunderdin District High School P &amp; C from the Food Act (2008) Notification and Registration fee.</p>	CEO	

<b>Resolution 12.2</b>	<b>Carols in the Park – Funding Request</b> That Council resolved to;  a) Thank the Christmas Carols Committee for their early request for funding;  b) Advise the Committee that the Carols in the Park event is not eligible for Dry Season Funding;  c) Support the attached Lotterywest Application; and  d) Make an annual contribution of \$500.00 to the Carols in the Park event.	CDO/EM	
<b>Resolution 14.0</b>	<b>Great Garden Workshop Donation</b> Council resolved to donate \$500.00 to the Telecentre to help run the “Great Garden Workshop” from the Dry Season Funding.	Mgr F & A	100%

### 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		50%
	<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		45%
	<b>Restoration of Gliding Club House &amp; Other hut</b>  Works has been tendered  Tender close 4 <sup>th</sup> March 2011		30%
	<b>Meckering Sports Club</b>  Design & Construct project (1 Bowls & 4 Tennis courts)  Tender closes 4 <sup>th</sup> March 2011  No Tenders received.		30%
	<b>Upgrade to memorial drive</b>		0%

## 9.1 LandCorp Subdivisions - Cunderdin

Location:	Cunderdin
Applicant:	Administration
Date:	17 <sup>th</sup> March 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

**Cr Todd Harris disclosed an interest (Closely Associated Person – residential land is owned by his father) & left Council Chambers at 5:43pm and re-entered at 5:51pm**

### **Proposal**

Council is requested to give consideration to endorsing the following two funding applications to LandCorp (RDAP).

- 1) Cunderdin Industrial Estate – final stage
- 2) Cunderdin Residential Estate – stage 1

### **Attachment**

Regional Development Assistance Program 2011 application form – Cunderdin Industrial Estate

Regional Development Assistance Program 2011 application form – Cunderdin Residential Estate

### **Background**

To support the revitalisation and growth of regional towns, the State Government provides LandCorp with funding which allows LandCorp to assist in developing local communities.

Under the Regional Development Assistance Program (RDAP), local governments can identify potential land development projects and apply to LandCorp for assistance to progress development.

RDAP is available for projects in towns where there are either limited or no active private developers and as a result real land supply needs are not currently being met. LandCorp or other State or local government agencies develop land to support regional communities where there is a community benefit even though, due to high servicing costs or low market prices, the development may not be attractive to the private sector

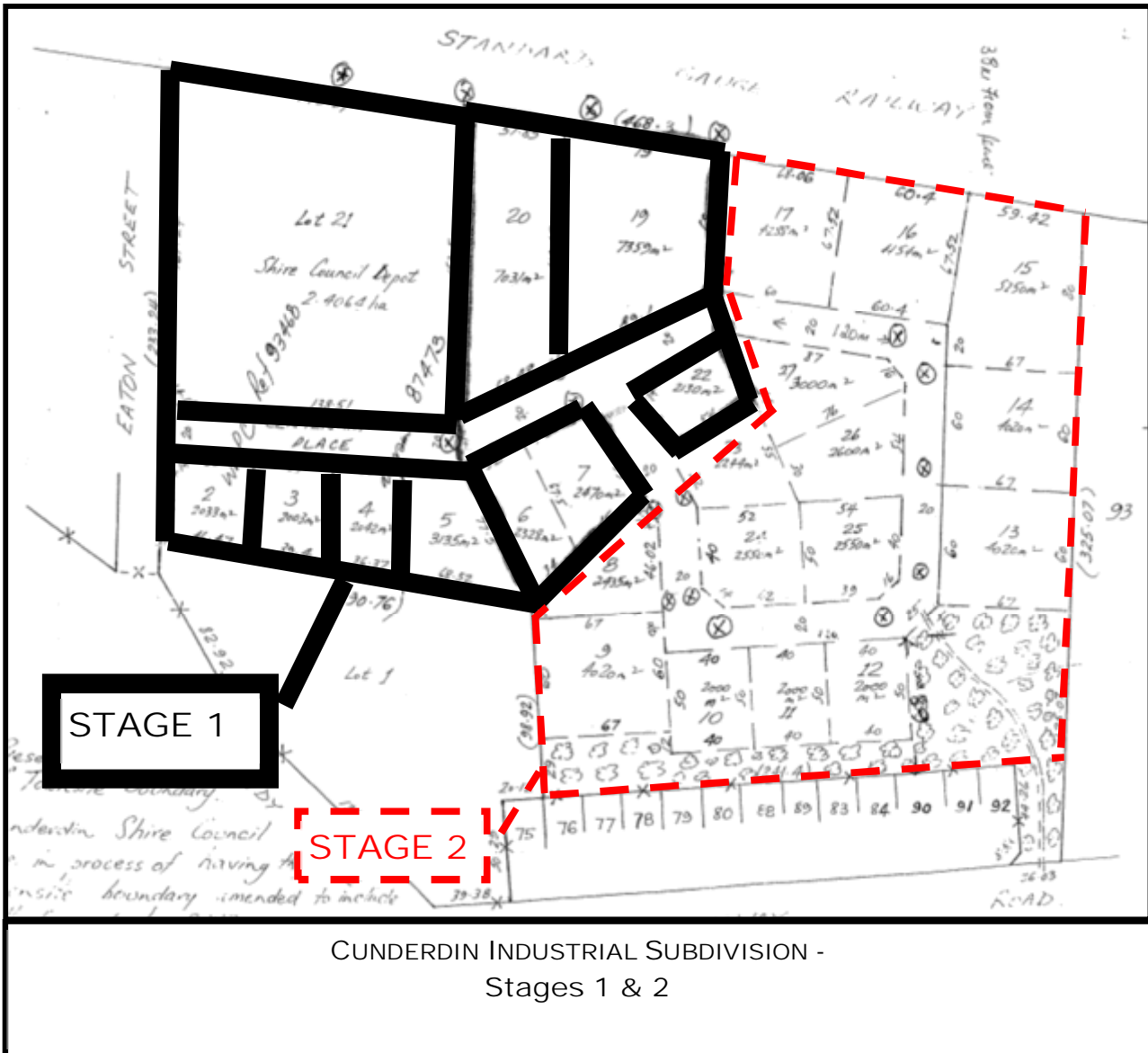
Residential, commercial, tourism and light industrial developments are all eligible for RDAP funding.

The CEO met with David McFerran (Business Manager) & Robert Fenn (Project Manager) LandCorp on the 22<sup>nd</sup> February 2011 to discuss two possible land developments in Cunderdin. Mc Ferran & Mr Fenn were both supportive of the proposed two projects discussed and recommended an application to RDAP be made.

## Comment

Two proposed projects;

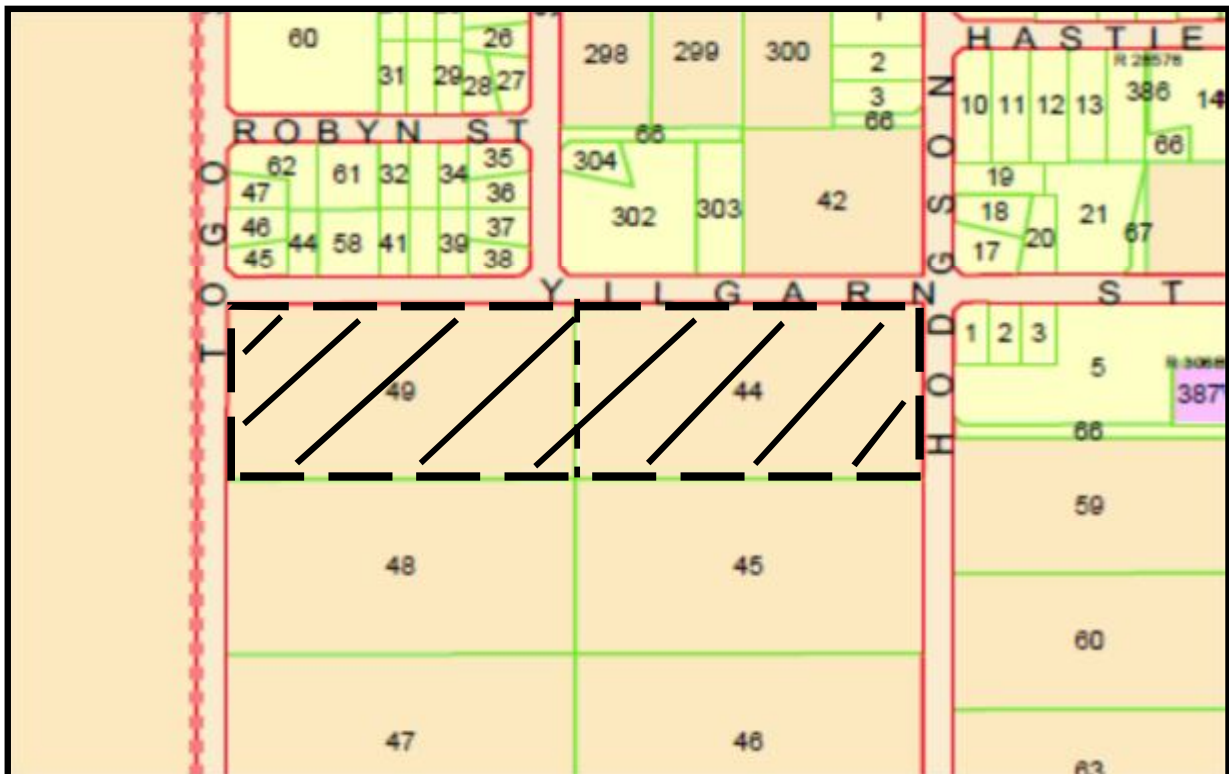
### 1) Cunderdin Industrial Estate – final stage, 15 new Industrial lots (8-17 & 23-27)



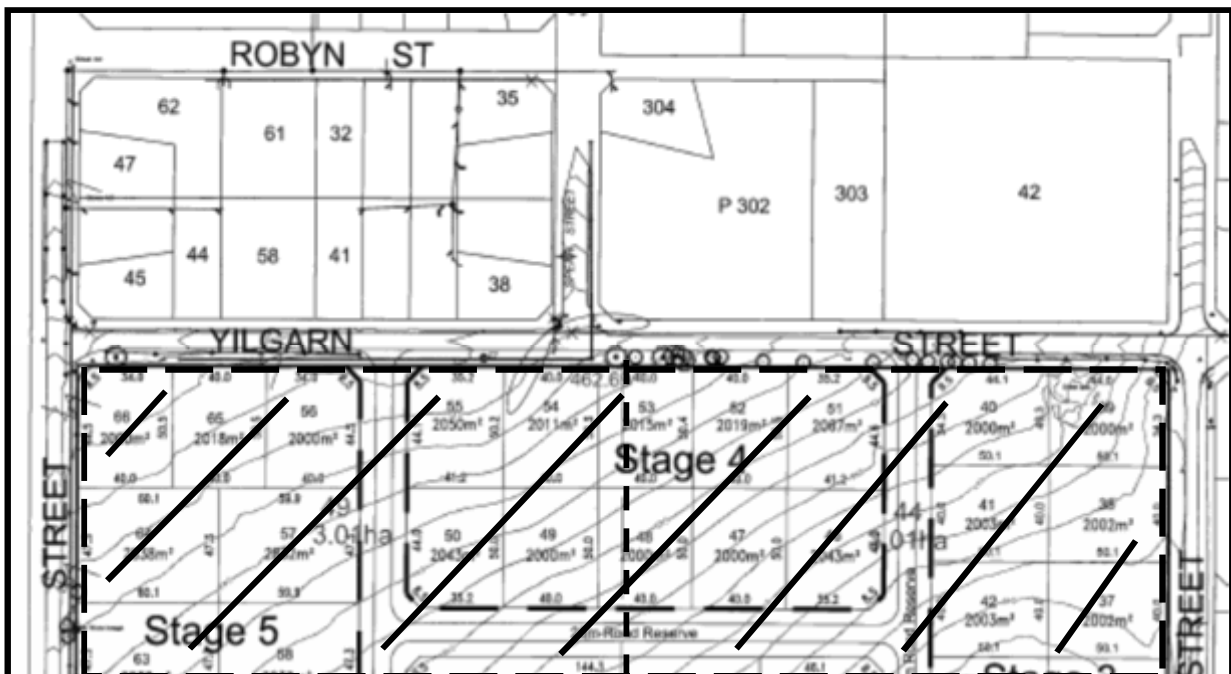
Land is owned by Council – C/T 2135/504

## 2) Cunderdin Residential Estate – stage 1

The release of 12 residential lots on the corners of Yilgarn/Hodgeson & Togo Street, Cunderdin. (Lots 49 & 44 Yilgarn Street, Cunderdin)



PROPOSED DEVELOPMENT SITE -  
Lots 49 & 44 Yilgarn Street, Cunderdin



PROPOSED DEVELOPMENT -  
Lots 49 & 44 Yilgarn Street, Cunderdin

Land is currently held in private ownership - a property valuation has been requested.

An application has been prepared for both developments and council are now requested to endorse these funding applications.

### **Statutory Implications**

There are no Statutory implications in considering this item.

### **Policy Implications**

There are no policy implications in considering this item.

### **Financial Implications**

#### 1) Cunderdin Industrial Estate – final stage

Sinclair Knight Merz were engaged by council in 2008 to provide an engineering cost estimate to complete the development - \$724,713.00

Any cost associated with the development will be funded by RDAP.

Road construction costs have been nominated as council's contribution towards the development of the lots.

#### 2) Cunderdin Residential Estate

No cost estimate is available for this project

Purchase cost for lots 49 & 44 – subject to property valuation

LandCorp advised that they had a preference lot 49 & 44 be owned by Council

Any cost associated with the development will be funded by RDAP.

### **Strategic Implications**

It is the intention of these two developments to stimulate social and economic growth in the region.

To foster commercial enterprise in the region through the completion of the Cunderdin Industrial Estate.

### **Resolution 9.1**

***Council endorse the following two funding applications to LandCorp under the Regional Development Assistance Program 2011.***

***Cunderdin Industrial Estate – final stage***

***Cunderdin Residential Estate – stage 1***

Moved: Cr Graham Cooper

Seconded: Cr Clive Gibsone

Vote – Simple majority

Carried 6/0



## Regional Development Assistance Program 2011 Application Form (Industrial)

Remember to use the sample form in the Submission Guide to assist you in filling out this application form.

<b>NAME:</b>	Gary Tuffin
<b>POSITION:</b>	Chief Executive Officer
<b>ORGANISATION:</b>	Shire of Cunderdin
<b>WEBSITE:</b>	<a href="http://www.cunderdin.wa.gov.au">www.cunderdin.wa.gov.au</a>
<b>ADDRESS:</b>	PO Box 100, Cunderdin WA 6407
<b>CONTACT NUMBER:</b>	9635 1005
<b>EMAIL ADDRESS:</b>	<a href="mailto:ceo@cunderdin.wa.gov.au">ceo@cunderdin.wa.gov.au</a>

### ORGANISATION OVERVIEW:

Shire of Cunderdin is a medium size Wheatbelt Local Government authority.

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

Encompassing the towns of Cunderdin and Meckering, the Shire covers an area of 1872km<sup>2</sup> and is mainly agricultural but offers the opportunity for other industries and businesses thanks to its proximity to Perth and the quality and size of the Cunderdin Airstrip and Standard Gauge Railway line.

The Shire has a comprehensive range of sporting facilities both in Meckering and Cunderdin - these include 18-hole Golf Courses, grass Tennis Courts & Bowling Greens, Football and Hockey Ovals, Basketball and Netball Courts, Olympic & Kids Swimming Pools, Trotting Track and Clay Target Club. For more information on these facilities and the various clubs please see the 'Sporting Clubs Directory' in the 'Our Community' section of this website.

#### Essential Services;

- Cunderdin District Hospital
- Doctors surgery
- Police station
- St Johns Ambulance station
- State Emergency Service station
- Cunderdin High School
- Cunderdin Primary School
- Meckering Primary School
- Cunderdin Child Day Care Centre
- Western Australian College of Agriculture
- Independent living units
- Small Shopping district (Main Street) – IGA, Hardware, Hotel, Butcher....etc
- Western Power Transformer station (Substation)
- Water Corporation (Pump & Storage facility – C Y O'Conner pipe line) - Depot
- Telstra & Optus Mobile towers (ADSL connections)
- Access to regular public transport service by Rail

Refer to attached list of businesses located in the Shire of Cunderdin

**POTENTIAL CONTRIBUTION BY APPLICANT TO THE PROJECT** (land, works, in-kind support etc):

Undertake any required earthworks (absorb cost)

Construct subdivision road (contract basis at cost)

Secure land for the project

**Fill out the next section as applicable. Remember, the more information you can provide, the easier it is to assess and prioritise your project.**

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**REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION**  
(Remember to attach additional information to support your case)

<b>Overview of Proposal</b>	<b>Description</b>
Proposal overview - including residential or light industrial, number of lots, style and vision	To foster commercial enterprise in the region through the completion of the Cunderdin Industrial Estate (Subdivision) – 15 new fully serviced industrial lots (Stage 2)
<b>Site Overview</b>	<b>Description</b>
Land Area	9.3067ha
Location Plan (attach)	Attached
Description of land	Avon Location 2233 - C/T Vol 2135 Folio 504 (Copy attached)
<b>Local Government Support</b>	<b>Description</b>
Delivery options (LGA joint venture or partnership, LandCorp project management advice)	LGA joint venture with LandCorp with the shire providing land and Landcorp undertaking development & sales of lots
Local Government Authority Council Resolution (in support of application)	17th March 2011
Supporting works (possible grants, in kind work (eg LGA construct roads)	Road construction and drainage (at cost)
<b>Community Expectations</b>	
Local Council's expectations/ views	<p>The application was endorsed by Council at its meeting held on the 17<sup>th</sup> March 2011.</p> <p>Council believes it is essential to provide suitable industrial blocks to encourage new industry to locate to town which will provide additional benefits to the community and region in the form of additional services, increase in employment opportunities and the potential to increase the regions population.</p> <p>Cunderdin is a very accessible site being located on the Standard Gauge Railway line (East/West) &amp; Great Eastern Hwy. This accessibility coupled with the low cost of land (relative to Metro or Northam) is seen as an attractive element to ensure uptake of the newly created lots.</p> <p>These new industrial lots will compliment another proposal for the development of up to 12 new residential lots in Cunderdin.</p>
Local community views	Currently council is dealing with a request from a business already established in the Industrial Park to purchase another lot from council to expand their

REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION (Remember to attach additional information to support your case)	
	business into the adjoining lot (lot yet to be created).
Lobby / interest groups	Cunderdin Business Association
Local market conditions (sales evidence) and likely demand (from Regional Development Commissions and local real estate/marketing advice)	All of the first stage (10 lots) of the Cunderdin Industrial Estate has been sold except one lot, which is currently under offer.  Cunderdin has a healthy number of manufacturing/fabricating businesses in town (refer to attached list) and stable population.
Surrounding land uses and environment (built & natural)	Industrial & residential
Legal	Description
Title Details / Search / Reconciliation of titles in project area	Title details provided above
Form of tenure/title (interest)	Freehold
Encumbrances, easements etc. (2 <sup>nd</sup> schedule of C/T)	None
Native Title	None
Search for other interests in & claims of rights over land	None
Mining tenements eg. Prospecting Licences/Mining Leases affecting land (Dept of Mineral & Petroleum Resources) Approval under s.16(3) of the Mining Act 1978 (required?)	None
Planning	Description
Zoning (current and proposed)	Industrial
Previous / existing planning proposals and work (indicative subdivision plans, concept plans, structure plans etc.)	Concept design attached
Current / likely subdivision condition requirements from servicing authorities.	Underground power Water reticulation Telstra lines
Environmental Protection Act 1986 (WA) assessment advice received under s.38 & s.48A of Act during scheme amendments	N/a
Planning status for surrounding land / locality	Industrial site abutting residential and rural zoned land land reserved for public purposes (Shire Depot)
Engineering/Servicing	Description
Services to land & capacity (upgrading requirements) – services	Currently the balance of the site had already been developed and used for Industrial purposes

REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION (Remember to attach additional information to support your case)	
constraints	
Location of services (including location of redundant services) & impact on development	Service Plan attached
Flood Plain/Storm surge constraints	No obvious drainage issues
Development restrictions (moratoriums) - noise, dust, access, traffic	Southern boundary abuts residential zoned land
<b>Archaeological / Ethnographic [Aboriginal heritage]</b>	
Ethnographic - (Indigenous Affairs Dept.) Site register AAD Section 18 clearance	Not currently aware of any issues
Archaeological - (Western Australian Aboriginal Heritage Act 1972-80) Aboriginal Site Register (WA Museum)	Not currently aware of any issues
<b>Heritage</b>	
Historical / cultural significance	Not currently aware of any issues Vacant land – no buildings
<b>Environmental</b>	
Flora (DEC– priority list) (Regionally significant vegetation)	None identified – site has previously been cleared and cropped (level site)
Fauna (DEC– priority list; Endangered Species / International Treaties)	None identified – site has previously been cleared and cropped (level site)
System 6 Wetlands / Environmental Protection (Swan Coastal Plain Wetlands) Policy 2000 WRC's Wetland Atlas	N/a
Groundwater priority areas (water supply protection zones)	N/a – no usable water – high salt
Contamination (contaminated Sites Act, hazardous materials, UXO register, prior site use)	Not aware of any – land previously used for cropping
Buffer Zones (industry, rail, aircraft, agricultural uses / animal production, radio / telephone towers)	Proposed concept design provides for a buffer to Main Street residential lots.
Noise, light, dust, odour impact etc. of adjoining land uses.	Industrial site CBH receival bins and rail-line located to the West and North of the site. East side abuts rural land Residential to the South
Geotechnical / soil types	Unknown at current time requires geotechnical investigation – assumed suitable given previous subdivision (Stage1) approved and development.

**REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION**  
(Remember to attach additional information to support your case)

Environment Protection & Biodiversity  
Conservation Act 1999 (Commonwealth)  
– Environment Australia

N/a

**Other Comments/Observations**

Council has had a cost estimate undertaken by Sinclair Knight Merz to determine approximate development costs – copy attached.

**CBH Expansion -**

The CBH Bins in Cunderdin have been recognized by CBH as a strategic site (Standard gauge rail line). This has been further reinforced by the recent funding allocation of \$6million to the Shire of Cunderdin under the Strategic Grain Freight Funding program to upgrade the Cunderdin/Quairading Road. This funding is to be used to upgrade the road to accommodate the additional 90,000 tonne of grain that is expected to be transported from Quairading to Cunderdin when the Teir 3 line closes 30th June 2011 (Quairading York Line).

CBH currently has two alternative development proposals for the Cunderdin bins. Alternative 1 will see the bins capacity increase from 110,000 to 330,000 tonne, and alternative 2, 110,00 to 470,000 tonne potentially making the site one of the largest in the Wheatbelt.

This project may provide a new strategic entry into the CBH site via the industrial site off Great Eastern Highway.

**Existing Business Profile -**

Cunderdin is viewed by many as a major rural service centre having three large agricultural machinery businesses in town (John Deer, Hutton & Northey & Baxters Rural) all which have well-resourced mechanical repair shops. This is also complimented by the large agricultural fabricating (eg Trufab, Westrap...) and engineering businesses. A complete list of businesses is attached to this application.

**Brethern Community -**

Cunderdin is also home to a very industrious Brethren community who are major business owners and employers in the community. Over the years they have expanded their businesses and community numbers. Recent conversations have indicated this trend is likely to continue due to the lifestyle Cunderdin offers – subject to availability of land both commercial/industrial and residential.

**Cunderdin Airfield -**

Cunderdin is also home to the historic WWII airfield and training facility. The Airfield is currently a CASA registered facility in accordance with MOS 139, and in response to recommendations put forward in the 2009 Airfield Master Plan we are in the process of undertaking a Commercial Precinct Development Plan to increase capacity and encourage commercial aviation organisations to establish their operations in Cunderdin (as an alternative to the congested Jandakot Airport).

The Cunderdin Airfield has also been identified as a potential site for the development of a regional airfield to support the Super Towns concept (Avon City). It is understood that the proposal has the support of the Wheatbelt Development Commission & the Shires of Northam, York, Toodyay,

Tammin & Quairading.

**Sporting Facilities Upgrade -**

It is well recognised that all rural communities place a very high value on the provision of quality sporting & recreational facilities. As such the Shire recognises sport is a major contributor to the economic, cultural and social well being of the community. Our community focused lifestyle is what sets up apart from the city and larger rural centres - our quality of life and focus on community involvement is what makes living in the Shire of Cunderdin such a great experience. To ensure the towns is viewed as a desirable place to live and work, Council has undertaken a major sports facilities upgrade project (\$4.5 million).

It is likely with the current local government structural reform agenda that Cunderdin will become the base depot for the Shire's of Beverley, Quairading, Tammin, York



## Regional Development Assistance Program 2011 Application Form (Residential)

Remember to use the sample form in the Submission Guide to assist you in filling out this application form.

<b>NAME:</b>	Gary Tuffin
<b>POSITION:</b>	Chief Executive Officer
<b>ORGANISATION:</b>	Shire of Cunderdin
<b>WEBSITE:</b>	<a href="http://www.cunderdin.wa.gov.au">www.cunderdin.wa.gov.au</a>
<b>ADDRESS:</b>	PO Box 100, Cunderdin WA 6407
<b>CONTACT NUMBER:</b>	9635 1005
<b>EMAIL ADDRESS:</b>	<a href="mailto:ceo@cunderdin.wa.gov.au">ceo@cunderdin.wa.gov.au</a>

### ORGANISATION OVERVIEW:

Shire of Cunderdin is a medium size Wheatbelt Local Government authority.

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

Encompassing the towns of Cunderdin and Meckering, the Shire covers an area of 1872km<sup>2</sup> and is mainly agricultural but offers the opportunity for other industries and businesses thanks to its proximity to Perth and the quality and size of the Cunderdin Airstrip and Standard Gauge Railway line.

The Shire has a comprehensive range of sporting facilities both in Meckering and Cunderdin - these include 18-hole Golf Courses, grass Tennis Courts & Bowling Greens, Football and Hockey Ovals, Basketball and Netball Courts, Olympic & Kids Swimming Pools, Trotting Track and Clay Target Club. For more information on these facilities and the various clubs please see the 'Sporting Clubs Directory' in the 'Our Community' section of this website.

#### Essential Services;

- Cunderdin District Hospital
- Doctors surgery
- Police station
- St Johns Ambulance station
- State Emergency Service station
- Cunderdin High School
- Cunderdin Primary School
- Meckering Primary School
- Cunderdin Child Day Care Centre
- Western Australian College of Agriculture
- Independent living units
- Small Shopping district (Main Street) – IGA, Hardware, Hotel, Butcher....etc
- Western Power Transformer station (Substation)
- Water Corporation (Pump & Storage facility – C Y O'Conner pipe line) - Depot
- Telstra & Optus Mobile towers (ADSL connections)
- Access to regular public transport service by Rail

Refer to attached list of businesses located in the Shire of Cunderdin

**POTENTIAL CONTRIBUTION BY APPLICANT TO THE PROJECT** (land, works, in-kind support etc):

Undertake any required earthworks (absorb cost)

Construct subdivision road (contract basis at cost)

Secure land for the project

**Fill out the next section as applicable. Remember, the more information you can provide, the easier it is to assess and prioritise your project.**

**REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION**  
(Remember to attach additional information to support your case)

<b>Overview of Proposal</b>	<b>Description</b>
Proposal overview - including residential or light industrial, number of lots, style and vision	To provide much needed residential lots – 21 new fully serviced residential lots.  To encourage further development on the balance of (4/6) lots 45 -48 by a private developer.
<b>Site Overview</b>	<b>Description</b>
Land Area	6ha
Location Plan (attach)	Attached
Description of land	Lots 49 & 44 Yilgarn Street, Cunderdin Certificate of Title 1305/915
<b>Local Government Support</b>	<b>Description</b>
Delivery options (LGA joint venture or partnership, LandCorp project management advice)	LGA joint venture with LandCorp with the shire providing land and landcorp undertaking development & sales of lots
Local Government Authority Council Resolution (in support of application)	17th March 2011
Supporting works (possible grants, in kind work (eg LGA construct roads)	Road construction and earthworks
<b>Community Expectations</b>	
Local Council's expectations/ views	<p>Council believes it is essential to provide suitable residential blocks to encourage new residents to locate to town which may provide additional benefits to the community and region in the form of additional services (new businesses establishment), increase in employment opportunities and the potential to increase the regions population.</p> <p>Cunderdin is a very accessible site being located on the Standard Gauge Railway line (East/West) &amp; Great Eastern Hwy. This accessibility coupled with the low cost of land (relative to Metro or Northam) is seen as an attractive element to ensure uptake of the newly created lots.</p> <p>These new residential lots will compliment another proposal for the development of up to 15 new industrial lots in Cunderdin.</p>
Local community views	Recently council was approached by local Brethren Business community leaders for additional quality residential lots. Verbally stating that if five blocks were available they would build on them immediately, as they currently have another five families they would like

**REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION**  
(Remember to attach additional information to support your case)

	bring to town.  It is council's understanding that last year Rose Hannah Furniture (manufacturer) closed its doors in Cunderdin and relocated to Perth due to difficulties faced with housing staff – shortage of available suitable housing .
Lobby / interest groups	Cunderdin Business Association
Local market conditions (sales evidence) and likely demand (from Regional Development Commissions and local real estate/marketing advice)	Due to its close proximity to Perth & Extremely low crime rate in recent years it has attracted more senior residents.  Market conditions in the last 12 months have cooled off from the highs of the property boom – typical Wheatbelt town.
Surrounding land uses and environment (built & natural)	Residential & Rural
<b>Legal</b>	<b>Description</b>
Title Details / Search / Reconciliation of titles in project area	Title details provided above
Form of tenure/title (interest)	Privately owned – council to negotiate the purchase of lots 49 & 44 – property is currently being valued.  Current property owner has been consulted and in principle supports the proposal.
Encumbrances, easements etc. (2 <sup>nd</sup> schedule of C/T)	A full title search has not been done.
Native Title	None
Search for other interests in & claims of rights over land	Nil (assuming no mortgage etc over the title).
Mining tenements eg. Prospecting Licences/Mining Leases affecting land (Dept of Mineral & Petroleum Resources) Approval under s.16(3) of the Mining Act 1978 (required?)	Unknown
<b>Planning</b>	<b>Description</b>
Zoning (current and proposed)	R5
Previous / existing planning proposals and work (indicative subdivision plans, concept plans, structure plans etc.)	Subdivision approved by WAPC (copy attached)– never acted upon due to substantial infrastructure costs.
Current / likely subdivision condition requirements from servicing authorities.	Underground power Water reticulation Telstra lines Possible sewer extension

REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION (Remember to attach additional information to support your case)	
Environmental Protection Act 1986 (WA) assessment advice received under s.38 & s.48A of Act during scheme amendments	N/a
Planning status for surrounding land / locality	Residential
<b>Engineering/Servicing</b>	
	<b>Description</b>
Services to land & capacity (upgrading requirements) – services constraints	It is understood that whilst power & water are available to the site they both need upgrading. No deep sewer connection is available, however, the existing line terminates across on the other side of Yilgarn street
Location of services (including location of redundant services) & impact on development	Service Plan attached
Flood Plain/Storm surge constraints	No obvious drainage issues
Development restrictions (moratoriums) - noise, dust, access, traffic	No obvious issues
<b>Archaeological / Ethnographic [Aboriginal heritage]</b>	
Ethnographic - (Indigenous Affairs Dept.) Site register AAD Section 18 clearance	Not currently aware of any issues
Archaeological - (Western Australian Aboriginal Heritage Act 1972-80) Aboriginal Site Register (WA Museum)	Not currently aware of any issues
<b>Heritage</b>	
Historical / cultural significance	Not currently aware of any issues
<b>Environmental</b>	
Flora (DEC– priority list) (Regionally significant vegetation)	None identified – site has previously been cleared (level site) – is cropped each year
Fauna (DEC– priority list; Endangered Species / International Treaties)	None identified – site has previously been cleared (level site)
System 6 Wetlands / Environmental Protection (Swan Coastal Plain Wetlands) Policy 2000 WRC's Wetland Atlas	N/a
Groundwater priority areas (water supply protection zones)	N/a – no usable water – high salt
Contamination (contaminated Sites Act, hazardous materials, UXO register, prior	Not aware of any – clean site – used for cropping

**REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION**

(Remember to attach additional information to support your case)

site use)	
Buffer Zones (industry, rail, aircraft, agricultural uses / animal production, radio / telephone towers)	Nil
Noise, light, dust, odour impact etc. of adjoining land uses.	Adjoins land used for cereal cropping & agricultural purposes
Geotechnical / soil types	Geotechnical investigation attached for soil permeability
Environment Protection & Biodiversity Conservation Act 1999 (Commonwealth) – Environment Australia	N/a

**Other Comments/Observations****CBH Expansion -**

The CBH Bins in Cunderdin have been recognized by CBH as a strategic site (Standard gauge rail line). This has been further reinforced by the recent funding allocation of \$6million to the Shire of Cunderdin under the Strategic Grain Freight Funding program to upgrade the Cunderdin/Quairading Road. This funding is to be used to upgrade the road to accommodate the additional 90,000 tonne of grain that is expected to be transported from Quairading to Cunderdin when the Teir 3 line closes 30<sup>th</sup> June 2011 (Quairading York Line).

CBH currently has two alternative development proposals for the Cunderdin bins. Alternative 1 will see the bins capacity increase from 110,000 to 330,000 tonne, and Alternative 2, 110,000 to 470,000 tonne potentially making the site one of the largest in the Wheatbelt.

**Cunderdin Airfield -**

Cunderdin is also home to the historic WWII airfield and training facility. The Airfield is currently a CASA registered facility in accordance with MOS 139, and in response to recommendations put forward in the 2009 Airfield Master Plan we are in the process of undertaking a Commercial Precinct Development Plan to increase capacity and encourage commercial aviation organisations to establish their operations in Cunderdin (as an alternative to the congested Jandakot Airport).

The Cunderdin Airfield has also been identified as a potential site for the development of a regional airfield to support the Super Towns concept (Avon City). It is understood that the proposal has the support of the Wheatbelt Development Commission & the Shires of Northam, York, Toodyay, Tammin & Quairading.

**Sporting Facilities Upgrade -**

It is well recognised that all rural communities place a very high value on the provision of quality sporting & recreational facilities. As such the Shire recognises sport is a major contributor to the economic, cultural and social well being of the community. Our community focused lifestyle is what sets us apart from the city and larger rural centres - our quality of life and focus on community involvement is what makes living in the Shire of Cunderdin such a great experience. To ensure the towns is viewed as a desirable place to live and work, Council has undertaken a major sports facilities upgrade project (\$4.5 million).

It is likely with the current local government structural reform agenda that Cunderdin will become

## REGIONAL DEVELOPMENT ASSISTANCE PROGRAM APPLICATION

(Remember to attach additional information to support your case)

the base depot for the Shire's of Beverley, Quairading, Tammin, York.

### **Independent Living -**

There is a high demand for Independent Living units within Cunderdin, with many residents preferring to remain in town well into their retirement. Council and the Cottage Homes Committee, currently operate "Cottage Homes" with 10 units that currently at full capacity. There is scope within the project to provide further independent living units to satisfy the current waiting list that is currently at 26.



## 9.2 Annual Compliance Audit Return 2010

Location:	Cunderdin
Applicant:	Administration
Date:	17 <sup>th</sup> March 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosure of interest has been tabled.

### **Proposal**

Council is requested to give consideration to adopting the Compliance Audit Return 2010.

### **Attachment**

Compliance Audit Return 2010

### **Background**

In accordance with the Local Government Act Council is required to undertake a Compliance Audit Return covering the period 1 January to 31 December in each year.

Section 7.13(i) of the Local Government Act 1995 and Audit Regulations, 14 & 15 13 contain provisions for the making of regulations requiring local governments to carry out in the manner and form prescribed, an audit of compliance whether of a financial nature or not. On completion of the Compliance audit, the local government is to submit a Compliance Audit Return.

The Compliance audit return is to be:

- (a) presented to Council at a meeting of the Council;
- (b) adopted by the Council; and
- (c) recorded in the minutes of the meeting at which it is adopted.

### **Statutory Implications**

Section 7.13(i) of the *Local Government Act 1995*  
*Local Government (Audit) Regulations 1996* s13, 14 & 15.

### **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 policy implications in considering this item.

### **Resolution 9.2**

***Council resolved to adopt the statutory Compliance Audit Return as the official return of the Shire of Cunderdin for the period 1 January 2009 to 31 December 2010.***

Moved: Cr Clive Gibsone

Seconded: Cr Dianne Kelly

Vote – Absolute majority

Carried 7/0

**Cunderdin - Compliance Audit Return 2010**

<b>Caravan Parks and Camping Grounds</b>					
No	Reference	Question	Response	Comments	Respondent
1	s21(1) Caravan Parks and Camping Grounds Act 1995	Did the local government inspect each caravan park or camping ground in its district within the period 1 July 2009 to 30 June 2010.	Yes		Gary Tuffin
2	s14(1) of the Caravans and Camping Grounds Act 1995	Did you keep a register of caravan park licences. (For the return period)	Yes		Gary Tuffin

<b>Cemeteries</b>					
No	Reference	Question	Response	Comments	Respondent
1	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all burials in the cemetery, including details of the names and descriptions of the deceased persons and location of the burial. (For the return period)	Yes		Gary Tuffin
2	s40(1)(a), (b) Cemeteries Act 1986	Has a register been maintained which contains details of all grants of right of burial in the cemetery, including details of assignments or bequests of grants. (For the return period)	Yes		Gary Tuffin
3	s40(2) Cemeteries Act 1986	Have plans been kept and maintained showing the location of all burials registered in as above.	Yes		Gary Tuffin

<b>Commercial Enterprises by Local Governments</b>					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2010.	N/A		Gary Tuffin
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2010.	N/A		Gary Tuffin
3	s3.59(2)(a)(b)(c) F&G Reg 7,11	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2010.	N/A		Gary Tuffin
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2010.	N/A		Gary Tuffin
5	s3.59(5)	Did the Council, during 2010, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Gary Tuffin



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Gary Tuffin
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Gary Tuffin
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Gary Tuffin
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Gary Tuffin
5	s5.18	Has Council reviewed delegations to its committees in the 2009/2010 financial year.	Yes		Gary Tuffin
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Gary Tuffin
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Gary Tuffin
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Gary Tuffin
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Gary Tuffin
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Gary Tuffin
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Gary Tuffin
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2009/2010 financial year.	Yes		Gary Tuffin
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Gary Tuffin
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Gary Tuffin
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Gary Tuffin
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Gary Tuffin
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A		Gary Tuffin
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2010.	Yes		Gary Tuffin
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2010.	Yes		Gary Tuffin
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Gary Tuffin
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Gary Tuffin
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Gary Tuffin
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Gary Tuffin
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Gary Tuffin
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Gary Tuffin
14	s5.66(b)	Did the person presiding at a meeting, on all occasions, when given a member's written financial interest disclosure by the CEO, bring its contents to the attention of persons present immediately before any matters to which the disclosure relates were discussed.	N/A	Disclosed at the meeting	Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
15	s5.71(a)	Did the CEO disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	N/A	Disclosed at the meeting	Gary Tuffin
16	5.71(b)	Did an employee disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she had an interest in the matter to which the delegated power or duty related.	N/A		Gary Tuffin
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Gary Tuffin
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Gary Tuffin
19	s5.66(a)	Did the CEO, on all occasions, where a council member gave written notice of a disclosure of interest before a meeting, cause that notice to be given to the person who presided at the meeting.	N/A		Gary Tuffin
20	s5.71	On all occasions were delegated powers and duties not exercised by employees that had an interest in the matter to which the delegated power or duty related.	N/A		Gary Tuffin

#### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Gary Tuffin
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Gary Tuffin

#### Elections

No	Reference	Question	Response	Comments	Respondent
1	s4.17(3)	Was approval sought from the Electoral Commissioner where council allowed a vacancy to remain unfilled as a result of a councillor's position becoming vacant under s2.32 and in accordance with s4.17(3)(a) & (b).	N/A		Gary Tuffin





No	Reference	Question	Response	Comments	Respondent
2	s4.20(2)	Did the local government appoint a person other than the CEO to be the returning officer of the local government for an election or all other elections held while that appointment applied, after having written agreement of the person concerned and the Electoral Commissioner.	N/A		Gary Tuffin
3	s4.20(4)	Did the local government declare the electoral commissioner to be responsible for the conduct of an election, after having first obtained the written agreement of the Electoral Commissioner.	N/A		Gary Tuffin
4	s4.20(5)	Where a declaration has not already been made, was a declaration made under s4.20(4) prior to the 80th day before election day.	N/A		Gary Tuffin
5	s4.32(4)	Did the CEO, within 14 days after receiving a claim for enrolment, decide whether the claimant was eligible or not eligible under s4.30(1)(a)&(b) and accept or reject the claim accordingly.	N/A		Gary Tuffin
6	s4.32(6) Elect Reg 13	Did the CEO record on all occasions the decision in the owners and occupiers register in accordance with Regulation 13 of the Local Government (Elections) Regulations 1997 and give written notice of the decision to the claimant without delay, for eligibility to enrol.	N/A		Gary Tuffin
7	s4.35(2)	Did the CEO give written notice to the person before making a decision under subsection (1)(c) and allow 28 days for the person to make submissions on the matter.	N/A		Gary Tuffin
8	s4.35(3)	Did the CEO, after making a decision under subsection (1)(c), give written notice of it to the person.	N/A		Gary Tuffin
9	s4.35(5)	Did the CEO, on receipt of advice of the Electoral Commissioner's decision on an appeal, take any action necessary to give effect to that decision.	N/A		Gary Tuffin
10	s4.35(6)	Did the CEO give written notice on all occasions to the person, where after considering submissions made under subsection 2, the CEO decided that the person was still eligible under s4.30 to be enrolled to vote at elections for the district or ward.	N/A		Gary Tuffin
11	s4.35(7)	Did the CEO, on all occasions, record any decision under subsection (1) or (6) in the register referred to in section 4.32(6).	N/A		Gary Tuffin
12	s4.39(2)	Did the CEO on or after the 70th day, but no later than the 56th day give statewide public notice of the time and date of the close of enrolments.	N/A		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
13	s4.41(1)	Did the CEO prepare an owners and occupiers roll for the election on or before the 36th day before election day.	Yes		Gary Tuffin
14	s4.41(2)	Did the CEO certify that the owners and occupiers roll included the names of all persons who were electors of the district or ward under s4.30 at the close of enrolments.	Yes		Gary Tuffin
15	s4.43(1)	Where the CEO was returning officer (RO) and the rolls were not consolidated, did the RO delete the names of any person from the owners and occupiers roll whose name also appeared on the residents roll, on or before the 22nd day before election day.	N/A		Gary Tuffin
16	s4.47(1)	Where the CEO was returning officer (RO), did the RO give statewide public notice calling for nominations of candidates for the election on or after the 56th day but no later than the 45th day before election day.	N/A		Gary Tuffin
17	s4.47(2)(a)	Did the notice referred to in s4.47(1) calling for nominations specify the kind of election to be held and the vacancy or vacancies to be filled.	N/A		Gary Tuffin
18	s4.47(2)(b)	Did the notice referred to in s4.47(1) calling for nominations specify the place where nominations may be delivered or sent.	N/A		Gary Tuffin
19	s4.47(2)(c)	Did the notice referred to in s4.47(1) calling for nominations specify the period within which nominations have to be delivered or sent.	N/A		Gary Tuffin
20	s4.47(2)(d)	Did the notice referred to in s4.47(1) calling for nominations specify any other arrangements made for the receipt by the returning officer of nominations.	N/A		Gary Tuffin
21	s4.61(2)	Did the Council of the local government, where it decided to conduct the election as a postal election, make that decision by absolute majority.	N/A		Gary Tuffin
22	s4.61(3)	Where a decision was made under s4.61(2) and a relevant declaration had not already been made, was that decision made prior to the 80th day before election day.	N/A		Gary Tuffin
23	s4.64	Where the CEO was returning officer (RO), did the RO give Statewide public notice (election notice) as soon as practicable after preparations for the election, but no later than on the 19th day before election day, in accordance with regulations that included details of how, when and where the election will be conducted and the names of the candidates.	N/A		Gary Tuffin





No	Reference	Question	Response	Comments	Respondent
24	Elect Reg 7	Did a person, before acting as an electoral officer, make the required declaration as stated in local government election regulation 7.	N/A		Gary Tuffin
25	Elect Reg 8(2)	Where the CEO was returning officer (RO), did the RO prepare and adopt a Code of Conduct for the 2010 Extraordinary Elections.	N/A		Gary Tuffin
26	Elect Reg 8(3)	Where the CEO was returning officer (RO), did the RO provide each electoral officer a copy or access to a copy of the electoral code of conduct for the 2010 Extraordinary Elections.	N/A		Gary Tuffin
27	Elect Reg 13(1)	Has the relevant information as listed in Election Reg 13 been recorded in the owners and occupiers register.	N/A		Gary Tuffin
28	Elect Reg 13(4)	Did the CEO amend the register from time to time to make sure that the information recorded in it is accurate.	N/A		Gary Tuffin
29	Elect Reg 17	Did the local government keep an enrolment eligibility claim form, if accepted, a copy of a notice of acceptance for 2 years after the claim and notice expired, and a copy of a notice of rejection for 2 years after the claim was rejected.	N/A		Gary Tuffin
30	Elect Reg 26(4)	Did the CEO or an employee of the local government appointed as Returning Officer keep the deposit referred to in s4.49(d) separate from other money and credited to a fund of the local government.	N/A		Gary Tuffin
31	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A		Gary Tuffin
32	Elect Reg 30G(3)	Did the CEO remove any "disclosure of gifts" forms completed by unsuccessful candidates from the electoral gift register in accordance with the period under regulation 30C and retain those forms separately for a period of at least 2 years.	N/A		Gary Tuffin
33	Elect Reg 30H	Has the electoral gift register been kept at the appropriate local government offices.	N/A		Gary Tuffin
34	Elect Reg 40	Has a postal voters register been kept of electors whose applications are under regulation 37(1)(b) and are accepted under regulation 38(1), which contains the enrolment details of each elector included on it and any ward in respect of which the elector is registered.	N/A		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
35	Elect Reg 81	Was the report relating to an election under s4.79 provided to the Minister within 14 days after the declaration of the result of the election.	N/A		Gary Tuffin

**Executive Functions**

No	Reference	Question	Response	Comments	Respondent
1	s3.18(3)(a)	Has the local government satisfied itself that the services and facilities that it provides ensure integration and co-ordination of services and facilities between governments.	Yes		Gary Tuffin
2	s3.32(1)	Was a notice of intended entry given to the owner or occupier of the land, premises or thing that had been entered.	N/A		Gary Tuffin
3	s3.50	Did the local government close a thoroughfare wholly or partially for a period not exceeding 4 weeks under the guidelines of 3.50.	N/A		Gary Tuffin
4	s3.18(3)(b)	Has the local government satisfied itself that the services and facilities that it provides avoid unnecessary duplication of services or competition particularly with the private sector.	Yes		Gary Tuffin
5	s3.18(3)(c)	Has the local government satisfied itself that the services and facilities that it provides ensure services and facilities are properly managed.	Yes		Gary Tuffin
6	s3.40A(1)	Where in the opinion of the local government a vehicle was an abandoned vehicle wreck, was it removed and impounded by an employee authorised (for that purpose) by the local government.	N/A		Gary Tuffin
7	s3.40A(2)	Where the owner of the vehicle was identified within 7 days after its removal under s3.40A(1), did the local government give notice to that person advising that the vehicle may be collected from a place specified during such hours as are specified in the notice.	N/A		Gary Tuffin
8	s3.40A(3)	Where notice was given under s3.40A(2) did it include a short statement of the effect of subsection (4)(b) and the effect of the relevant provisions of sections 3.46 and 3.47.	N/A		Gary Tuffin
9	s3.51(3)	Did the local government give notice of what is proposed to be done giving details of the proposal and inviting submissions from any person who wishes to make a submission and allow a reasonable time for submissions to be made and consider any submissions made.	N/A		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
10	s3.52(4)	Has the local government kept plans for the levels and alignments of public thoroughfares that are under its control or management, and made those plans available for public inspection.	Yes	What plans we do have are made available	Gary Tuffin
11	s3.32(2)	Did the notice of intended entry specify the purpose for which the entry was required.	N/A		Gary Tuffin
12	s3.32(3)	Was the notice of intended entry given not less than 24 hours before the power of entry was exercised.	N/A		Gary Tuffin

**Finance**

No	Reference	Question	Response	Comments	Respondent
1	s5.53, Admin Reg 19B	Has the local government prepared an annual report for the financial year ended 30 June 2010 that contained the prescribed information under the Act and Regulations.	Yes		Gary Tuffin
2	s5.54(1), (2)	Was the annual report accepted by absolute majority by the local government by 31 December 2010.	Yes		Gary Tuffin
3	s5.54(1), (2)	Where the Auditor's report was not available in time for acceptance by 31 December, was it accepted no more than two months after the Auditor's report was made available.	N/A		Gary Tuffin
4	s5.55	Did the CEO give local public notice of the availability of the annual report as soon as practicable after the local government accepted the report.	Yes		Gary Tuffin
5	s5.56 Admin Reg 19C(2)	Has the local government made a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).	Yes		Gary Tuffin
6	Admin Reg 19D	After a plan for the future, or modifications to a plan were adopted under regulation 19C, did the local government give public notice in accordance with subsection (2).	N/A		Gary Tuffin
7	s5.94, s5.95	Did the local government allow any person attending the local government during office hours to inspect information, free of charge, listed in s5.94 of the Act and subject to s5.95 whether or not the information was current at the time of inspection.	Yes		Gary Tuffin
8	s5.96	Where a person inspected information under Part 5, Division 7 of the Act and requested a copy of that information, did the local government ensure that copies were available at a price that did not exceed the cost of providing those copies.	Yes		Gary Tuffin
9	s5.98 Admin Reg 30	Was the fee made available to elected members for attending meetings within the prescribed range.	Yes		Gary Tuffin

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No	Reference	Question	Response	Comments	Respondent
10	s5.98 Admin Reg 31	Was the reimbursement of expenses to elected members within the prescribed ranges or as prescribed.	N/A		Gary Tuffin
11	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it resolved by absolute majority.	Yes		Gary Tuffin
12	s5.98A Admin Reg 33A	Where a local government decided to pay the deputy mayor or the deputy president an allowance, was it up to (or below) the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98 (5).	Yes		Gary Tuffin
13	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it resolved by absolute majority.	N/A		Gary Tuffin
14	s5.99 Admin Reg 34	Where a local government decided to pay Council members an annual fee in lieu of fees for attending meetings, was it within the prescribed range.	N/A		Gary Tuffin
15	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it resolved by absolute majority.	N/A		Gary Tuffin
16	s5.99A Admin Reg 34A, AA, AB	Where a local government decided to pay Council members an allowance instead of reimbursing telephone, facsimile machine rental charges and other telecommunication, information technology, travelling and accommodation expenses, was it within the prescribed range.	N/A		Gary Tuffin
17	s5.100 (1)	Did the local government pay a fee for attending committee meetings only to a committee member who was a council member.	N/A		Gary Tuffin
18	s5.100 (2)	Where the local government decided to reimburse a committee member, who was not a council member or employee, for an expense incurred by the person in relation to a matter affecting the local government, was it within the prescribe range.	N/A		Gary Tuffin
19	s6.8	Was expenditure that the local government incurred from its municipal fund, but not included in its annual budget, authorised in advance on all occasions by absolute majority resolution.	Yes		Gary Tuffin
20	s6.8(1)(c)	Did the Mayor or President authorise expenditure from the municipal fund in an emergency. (Please indicate circumstances in the "Comments" column)	N/A		Gary Tuffin





No	Reference	Question	Response	Comments	Respondent
21	s6.8	In relation to expenditure that the local government incurred from its municipal fund that was authorised in advance by the mayor or president in an emergency, was it reported on all occasions to the next ordinary meeting of council.	N/A		Gary Tuffin
22	s6.12, 6.13, 6.16 (1),(3)	Did Council at the time of adopting its budget, determine the granting of a discount or other incentive for early payment by absolute majority.	N/A		Gary Tuffin
23	s6.12, 6.13, 6.16 (1),(3)	Did Council determine the setting of an interest rate on money owing to Council by absolute majority.	Yes		Gary Tuffin
24	s6.12, 6.13, 6.16 (1),(3)	Did Council determine to impose or amend a fee or charge for any goods or services provided by the local government by absolute majority. (Note: this applies to money other than rates and service charges).	Yes		Gary Tuffin
25	s6.17(3)	Were the fees or charges imposed for receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate, limited to the cost of providing the service or goods.	Yes		Gary Tuffin
26	s6.17(3)	Were the fees or charges imposed for any other service prescribed in section 6.16 (2)(f), limited to the cost of providing the service or goods.	Yes		Gary Tuffin
27	s6.19	After the budget was adopted, did the local government give local public notice for all fees and charges stating its intention to introduce the proposed fees or charges and the date from which it proposed to introduce the fees or charges.	N/A		Gary Tuffin
28	s6.20(2) FM Reg 20	On each occasion where the local government exercised the power to borrow, was the Council decision to exercise that power by absolute majority (Only required where the details of the proposal were not included in the annual budget for that financial year).	N/A		Gary Tuffin
29	S6.76(6)	Was the outcome of an objection under section 6.76(1) promptly conveyed to the person who made the objection including a statement of the local government's decision on the objection and its reasons for that decision.	N/A		Gary Tuffin
30	FM Reg 5	Has efficient systems and procedures been established by the CEO of a local government as listed in Finance Reg 5.	Yes		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
31	FM Reg 6	Has the local government ensured that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for conducting an internal audit or reviewing the discharge of duties by that employee.	Yes		Gary Tuffin
32	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Gary Tuffin
33	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Gary Tuffin
34	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Gary Tuffin
35	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Gary Tuffin
36	s7.3	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Gary Tuffin
37	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Gary Tuffin
38	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Gary Tuffin
39	s7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Gary Tuffin
40	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Gary Tuffin
41	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
42	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Gary Tuffin
43	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Gary Tuffin
44	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Gary Tuffin

**Local Government Employees**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Gary Tuffin
2	s5.36(4) s5.37(3)	Were all vacancies for the position of CEO and for designated senior employees advertised.	N/A		Gary Tuffin
3	s5.36(4) s5.37(3) Admin Reg 18A(1)	Did the local government advertise for the position of CEO and for designated senior employees in a newspaper circulated generally throughout the State.	N/A		Gary Tuffin
4	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the remuneration and benefits offered.	N/A		Gary Tuffin
5	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees contain details of the place where applications for the position were to be submitted.	N/A		Gary Tuffin
6	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees detail the date and time for closing of applications.	N/A		Gary Tuffin
7	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees indicate the duration of the proposed contract.	N/A		Gary Tuffin
8	s5.36(4), 5.37(3), Admin Reg 18A	Did all advertisements for the position of CEO and for designated senior employees provide contact details of a person to contact for further information.	N/A		Gary Tuffin
9	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Gary Tuffin



Government of Western Australia  
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
10	s5.38	Was the performance of each employee, employed for a term of more than one year, (including the CEO and each senior employee), reviewed within the most recently completed 12 months of their term of employment.	Yes		Gary Tuffin
11	Admin Reg 18D	Where Council considered the CEO's performance review did it decide to accept the review with or without modification (if Council did not accept the review, the preferred answer is N/A & refer Q12).	Yes		Gary Tuffin
12	Admin Reg 18D	Where the Council considered the CEO's performance review, but decided not to accept the review, did it decide to reject the review (if Council accepted the review, the preferred answer is N/A refer Q11).	N/A		Gary Tuffin
13	s5.39	During the period covered by this Return, were written performance based contracts in place for the CEO and all designated senior employees who were employed since 1 July 1996.	Yes		Gary Tuffin
14	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date. This amount is the lesser of the value of one year's remuneration under the contract.	Yes		Gary Tuffin
15	s5.39 Admin Reg 18B	Does the contract for the CEO and all designated senior employees detail the maximum amount of money payable if the contract is terminated before the expiry date and this amount is the lesser of the value of the remuneration they would be entitled to had the contract not been terminated.	Yes		Gary Tuffin
16	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the circumstances in which council would pay an additional amount to that which the employee is entitled under a contract or award.	N/A		Gary Tuffin
17	s5.50(1)	Did Council adopt a policy relating to employees whose employment terminates, setting out the manner of assessment of an additional amount.	N/A		Gary Tuffin
18	s5.50(2)	Did the local government give public notice on all occasions where council made a payment that was more than the additional amount set out in its policy.	N/A		Gary Tuffin
19	s5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of employees of the local government entitled to an annual salary of \$100,000 or more.	Yes		Gary Tuffin





Government of Western Australia  
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
20	s5.53(2)(g) Admin Reg 19B	For the purposes of section 5.53(2)(g) did the annual report of a local government for a financial year contain the number of those employees with an annual salary entitlement that falls within each band of \$10,000 and over \$100,000.	Yes		Gary Tuffin
21	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Gary Tuffin
22	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Gary Tuffin
23	Admin Reg 33	Was the allowance paid to the mayor or president for the purposes of s5.98 (5) within the prescribed range.	Yes		Gary Tuffin

#### Local Laws

No	Reference	Question	Response	Comments	Respondent
1	s3.12(2) F&G Reg 3	On each occasion that Council resolved to make a local law, did the person presiding at the Council meeting give notice of the purpose and effect of each proposed local law in the manner prescribed in Functions and General Regulation 3.	Yes		Gary Tuffin
2	s3.12(4)	Have all Council's resolutions to make local laws been by absolute majority.	Yes		Gary Tuffin
3	s3.12(4)	Have all Council's resolutions to make local laws been recorded as such in the minutes of the meeting.	Yes		Gary Tuffin
4	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice summarising the purpose and effect of the local law and the day on which it came into operation.	N/A	In progress	Gary Tuffin
5	s3.12(6)	After the local law was published in the Gazette, did the local government give local public notice advising that copies of the local law may be inspected or obtained from its office.	N/A		Gary Tuffin
6	s3.16(1)	Have all reviews of local laws under section 3.16(1) of the Act been carried out within a period of 8 years.	Yes		Gary Tuffin
7	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice stating that it intended to review the local law.	Yes		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
8	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice advising that a copy of the local law could be inspected or obtained at the place specified in the notice.	Yes		Gary Tuffin
9	s3.16(1)(2)	If the local government carried out a review of a local law under section 3.16 of the Act, to determine whether or not the local law should be repealed or amended, did it give Statewide public notice detailing the closing date for submissions about the local law.	Yes		Gary Tuffin
10	s3.16(3)	Did the local government (after the last day for submissions) prepare a report of the review and have it submitted to Council.	Yes		Gary Tuffin
11	s3.16(4)	Was the decision to repeal or amend a local law determined by absolute majority on all occasions.	Yes		Gary Tuffin

**Meeting Process**

No	Reference	Question	Response	Comments	Respondent
1	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council was it by Council resolution.	Yes		Gary Tuffin
2	s2.25(1)(3)	Where Council granted leave to a member from attending 6 or less consecutive ordinary meetings of Council, was it recorded in the minutes of the meeting at which the leave was granted.	Yes		Gary Tuffin
3	s2.25(3)	Where Council refused to grant leave to a member from attending 6 or less consecutive ordinary meetings of Council, was the reason for refusal recorded in the minutes of the meeting.	N/A		Gary Tuffin
4	s2.25(2)	Was Ministerial approval sought (on all occasions) before leave of absence was granted to an elected member in respect of more than 6 consecutive ordinary meetings of council.	N/A		Gary Tuffin
5	s5.4	On all occasions when the mayor or president called an ordinary or special meeting of Council, was it done by notice to the CEO setting out the date and purpose of the proposed meeting;	Yes		Gary Tuffin
6	s5.5	On all occasions when councillors called an ordinary or special meeting of Council was it called by at least 1/3 (one third) of the councillors, by notice to the CEO setting out the date and purpose of the proposed meeting.	N/A		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
7	s5.5(1)	Did the CEO give each council member at least 72 hours notice of the date, time, place and an agenda for each ordinary meeting of Council.	Yes		Gary Tuffin
8	s5.5(2)	Did the CEO give each council member notice before the meeting, of the date, time, place and purpose of each special meeting of Council.	Yes		Gary Tuffin
9	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member needed for a quorum at a Council meeting	N/A		Gary Tuffin
10	s5.7	Did the local government seek approval (on each occasion as required) from the Minister or his delegate, for a reduction in the number of offices of member required for absolute majorities.	N/A		Gary Tuffin
11	s5.8	Did the local government ensure all Council committees (during the review period) were established by an absolute majority.	Yes		Gary Tuffin
12	s5.10(1)(a)	Did the local government ensure all members of Council committees, during the review period, were appointed by an absolute majority (other than those persons appointed in accordance with section 5.10 (1)(b)).	Yes		Gary Tuffin
13	s5.10(2)	Was each Council member given their entitlement during the review period, to be appointed as a committee member of at least one committee, as referred to in section 5.9(2)(a) & (b) of the Act.	Yes		Gary Tuffin
14	s5.12(1)	Were Presiding members of committees elected by the members of the committees (from amongst themselves) in accordance with Schedule 2.3, Division 1 of the Act.	Yes		Gary Tuffin
15	s5.12(2)	Were Deputy presiding members of committees elected by the members of the committee (from amongst themselves) in accordance with Schedule 2.3 Division 2 of the Act.	Yes		Gary Tuffin
16	s5.15	Where the local government reduced a quorum of a committee meeting, was the decision made by absolute majority on each occasion.	N/A		Gary Tuffin
17	s5.21 (4)	When requested by a member of Council or committee, did the person presiding at a meeting ensure an individual vote or the vote of all members present, were recorded in the minutes.	N/A		Gary Tuffin
18	s5.22(1)	Did the person presiding at a meeting of a Council or a committee ensure minutes were kept of the meeting's proceedings.	Yes		Gary Tuffin

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No	Reference	Question	Response	Comments	Respondent
19	s5.22(2)(3)	Were the minutes of all Council and committee meetings submitted to the next ordinary meeting of Council or committee, as the case requires, for confirmation.	Yes		Gary Tuffin
20	s5.22(2)(3)	Were the minutes of all Council and committee meetings signed to certify their confirmation by the person presiding at the meeting at which the minutes of Council or committee were confirmed.	Yes		Gary Tuffin
21	s5.23 (1)	Were all council meetings open to members of the public (subject to section 5.23(2) of the Act).	Yes		Gary Tuffin
22	s5.23 (1)	Were all meetings of committees to which a power or duty had been delegated open to members of the public (subject to section 5.23(2) of the Act).	Yes		Gary Tuffin
23	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public, in accordance with the Act.	Yes		Gary Tuffin
24	s5.23(2)(3)	On all occasions, was the reason, or reasons, for closing any Council or committee meeting to members of the public recorded in the minutes of that meeting.	Yes		Gary Tuffin
25	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every ordinary meeting of Council.	Yes		Gary Tuffin
26	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every special meeting of Council.	Yes		Gary Tuffin
27	s5.24 (1) Admin Reg 5&6	Was a minimum time of 15 minutes allocated for questions to be raised by members of the public and responded to at every meeting of a committee to which the local government has delegated a power or duty.	Yes		Gary Tuffin
28	Admin Reg 8	Was a period of 30 minutes allowed from the advertised commencement time before any Council or committee was adjourned due to the lack of a quorum.	N/A		Gary Tuffin
29	Admin Reg 9	Was voting at Council or committee meetings conducted so that no vote was secret.	Yes		Gary Tuffin
30	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in the case where an attempt to revoke or change the decision had been made within the previous 3 months but failed, by an absolute majority.	N/A		Gary Tuffin





No	Reference	Question	Response	Comments	Respondent
31	Admin Reg 10(1)	Were all motions to revoke or change decisions at Council or committee meetings supported in any other case, by at least one third of the number of officers of member (whether vacant or not) of the Council or committee.	N/A		Gary Tuffin
32	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made (in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority), by that kind of majority.	N/A		Gary Tuffin
33	Admin Reg 10(2)	Were all decisions to revoke or change decisions made at Council or committee meetings made in any other case, by an absolute majority.	N/A		Gary Tuffin
34	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include the names of members present at the meeting.	Yes		Gary Tuffin
35	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include where a member entered or left the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting.	Yes		Gary Tuffin
36	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each motion moved at the meeting, including details of the mover and outcome of the motion.	Yes		Gary Tuffin
37	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include details of each decision made at the meeting.	Yes		Gary Tuffin
38	Admin Reg 11	Did the contents of the minutes of all Council or committee meetings include, where the decision was significantly different from written recommendation of a committee or officer, written reasons for varying that decision.	Yes		Gary Tuffin
39	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include a summary of each question raised by members of the public and a summary of the response given.	N/A		Gary Tuffin
40	Admin Reg 11	Did the contents of minutes of all Council or committee meetings include in relation to each disclosure made under sections 5.65 or 5.70, where the extent of the interest has been disclosed, the extent of the interest.	Yes		Gary Tuffin
41	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of ordinary Council meetings.	Yes		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
42	Admin Reg 12(1)	Did the local government, at least once during the period covered by this return, give local public notice for the next twelve months of the date, time and place of those committee meetings that were required under the Act to be open to the public or that were proposed to be open to the public.	Yes		Gary Tuffin
43	Admin Reg 12(2)	Did the local government give local public notice of any changes to the dates, time or places referred to in the question above.	Yes		Gary Tuffin
44	Admin Reg 12(3) (4)	In the CEO's opinion, where it was practicable, were all special meetings of Council (that were open to members of the public) advertised via local public notice.	Yes		Gary Tuffin
45	Admin Reg 12(3) (4)	Did the notice referred to in the question above include details of the date, time, place and purpose of the special meeting.	Yes		Gary Tuffin
46	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all Council meetings within 10 business days after the Council meetings.	Yes		Gary Tuffin
47	Admin Reg 13	Did the local government make available for public inspection unconfirmed minutes of all committee meetings within 5 business days after the committee meetings.	Yes		Gary Tuffin
48	Admin Reg 14(1) (2)	Were notice papers, agenda and other documents relating to any Council or committee meeting, (other than those referred to in Admin Reg 14(2)) made available for public inspection.	Yes		Gary Tuffin
49	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (by means of audio, telephone or other instantaneous contact) as provided for in Administration Regulation 14A, did the Council approve of the arrangement by absolute majority.	N/A		Gary Tuffin
50	Admin Reg 14A	On all occasions where a person participated at a Council or committee meeting by means of instantaneous communication, (as provided for in Administration Regulation 14A) was the person in a suitable place as defined in Administration Regulation 14A(4)	N/A		Gary Tuffin
51	s5.27(2)	Was the annual general meeting of electors held within 56 days of the local government's acceptance of the annual report for the previous financial year.	Yes		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
52	s5.29	Did the CEO convene all electors' meetings by giving at least 14 days local public notice and each Council member at least 14 days notice of the date, time, place and purpose of the meeting.	Yes		Gary Tuffin
53	s5.32	Did the CEO ensure the minutes of all electors' meetings were kept and made available for public inspection before the Council meeting at which decisions made at the electors' meeting were first considered.	Yes		Gary Tuffin
54	s5.33(1)	Were all decisions made at all electors' meetings considered at the next ordinary Council meeting, or, if not practicable, at the first ordinary Council meeting after that, or at a special meeting called for that purpose.	Yes		Gary Tuffin
55	s5.33(2)	Were the reasons for Council decisions in response to decisions made at all electors' meetings recorded in the minutes of the appropriate Council meeting.	Yes		Gary Tuffin
56	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Gary Tuffin

**Miscellaneous Provisions**

No	Reference	Question	Response	Comments	Respondent
1	s9.4	Has each person who received an unfavourable decision from Council, or from an employee of the local government exercising delegated authority, (that is appealable under Part 9 of the Act) been informed of his or her right to object and appeal against the decision.	N/A		Gary Tuffin
2	s9.29(2)(b)	On all occasions, were those employees who represented the local government in court proceedings, appointed in writing by the CEO.	N/A		Gary Tuffin
3	s9.6(5)	Did the local government ensure that the person who made the objection was given notice in writing of how it has been decided to dispose of the objection and the reasons why.	N/A		Gary Tuffin



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Gary Tuffin
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	N/A		Gary Tuffin
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Gary Tuffin
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Gary Tuffin
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Gary Tuffin
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Gary Tuffin
Swimming Pools					
No	Reference	Question	Response	Comments	Respondent
1	s245A(5)(aa) LG (MiscProv) Act 1960	Have inspections of known private swimming pools, either been, or are proposed to be, carried out as required by section 245A(5)(aa) of the Local Government (Miscellaneous Provisions) Act 1960.	Yes		Gary Tuffin
Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Gary Tuffin





No	Reference	Question	Response	Comments	Respondent
2	F&G Reg 12	Has the local government, as far as it is aware, only entered into a single contract rather than multiple contracts so as to avoid the requirements to call tenders in accordance with F&G Reg 11 (1).	Yes		Gary Tuffin
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Gary Tuffin
4	F&G Reg 14(3)	Did all the local government's invitations to tender include a brief description of the goods and services required and contact details for a person from whom more detailed information could be obtained about the tender.	Yes		Gary Tuffin
5	F&G Reg 14(3)	Did all the local government's invitations to tender include information as to where and how tenders could be submitted.	Yes		Gary Tuffin
6	F&G Reg 14(3)	Did all the local government's invitations to tender include the date and time after which tenders would not be accepted.	Yes		Gary Tuffin
7	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers concerning detailed specifications of the goods or services required.	Yes		Gary Tuffin
8	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers of the criteria for deciding which tender would be accepted.	Yes		Gary Tuffin
9	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers about whether or not the local government had decided to submit a tender.	Yes		Gary Tuffin
10	F&G Reg 14(3)(4)	Did the local government ensure information was made available to all prospective tenderers on whether or not tenders were allowed to be submitted by facsimile or other electronic means and if so, how tenders were to be submitted.	Yes		Gary Tuffin
11	F&G Reg 14(3)(4)	Did the local government ensure all prospective tenderers had any other information that should be disclosed to those interested in submitting a tender.	Yes		Gary Tuffin
12	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 15	Following the publication of the notice inviting tenders, did the local government allow a minimum of 14 days for tenders to be submitted.	Yes		Gary Tuffin
14	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) were held in safe custody.	Yes		Gary Tuffin
15	F&G Reg 16(1)	Did the local government ensure that tenders submitted, (including tenders submitted by facsimile or other electronic means) remained confidential.	Yes		Gary Tuffin
16	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were not opened, examined or assessed until after the time nominated for closure of tenders.	Yes		Gary Tuffin
17	F&G Reg 16 (2)& (3)(a)	Did the local government ensure all tenders received were opened by one or more employees of the local government or a person authorised by the CEO.	Yes		Gary Tuffin
18	F&G Reg 16 (3)(b)	Did the local government ensure members of the public were not excluded when tenders were opened.	Yes		Gary Tuffin
19	F&G Reg 16 (3)(c)	Did the local government record all details of the tender (except the consideration sought) in the tender register immediately after opening.	Yes		Gary Tuffin
20	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Gary Tuffin
21	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Gary Tuffin
22	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a brief description of the goods or services required.	Yes		Gary Tuffin
23	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of the decision made to invite tenders and if applicable the decision to seek expressions of interest under Regulation 21(1).	Yes		Gary Tuffin
24	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) particulars of any notice by which expressions of interest from prospective tenderers were sought and any person who submitted an expression of interest.	N/A		Gary Tuffin



Government of Western Australia  
Department of Local Government

No	Reference	Question	Response	Comments	Respondent
25	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) any list of acceptable tenderers that was prepared under regulation 23(4)	N/A		Gary Tuffin
26	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) a copy of the notice of invitation to tender.	Yes		Gary Tuffin
27	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of each tenderer whose tender was opened.	Yes		Gary Tuffin
28	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the name of the successful tenderer.	Yes		Gary Tuffin
29	F&G Reg 17 (2) & (3)	Does the local government's Tender Register include (for each invitation to tender) the amount of consideration or the summary of the amount of the consideration sought in the accepted tender.	Yes		Gary Tuffin
30	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Gary Tuffin
31	F&G Reg 21(3)	On each occasion that the local government decided to invite prospective tenderers to submit an expression of interest for the supply of goods or services, did the local government issue a Statewide public notice.	N/A		Gary Tuffin
32	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include a brief description of the goods and services required.	N/A		Gary Tuffin
33	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include particulars of a person from whom more detailed information could be obtained.	N/A		Gary Tuffin
34	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include information as to where and how expressions of interest could be submitted.	N/A		Gary Tuffin
35	F&G Reg 21(4)	Did all public notices inviting an expression of interest, include the date and time after which expressions of interest would not be accepted.	N/A		Gary Tuffin
36	F&G Reg 22	Following the publication of the notice inviting expressions of interest, did the local government allow a minimum of 14 days for the submission of expressions of interest.	N/A		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
37	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Gary Tuffin
38	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Gary Tuffin
39	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Gary Tuffin
40	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government prepare a proposed regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Gary Tuffin
41	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government give Statewide public notice of its intention to have a regional price preference policy and include in that notice the region to which the policy is to relate (only if a policy had not been previously adopted by Council).	N/A		Gary Tuffin
42	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice details of where a complete copy of the proposed policy may be obtained (only if a policy had not been previously adopted by Council).	N/A		Gary Tuffin
43	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government include in the notice a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions (only if a policy had not been previously adopted by Council).	N/A		Gary Tuffin
44	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice (only if a policy had not been previously adopted by Council).	N/A		Gary Tuffin



No	Reference	Question	Response	Comments	Respondent
45	F&G Reg 11A(1)	Has the local government prepared and adopted a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less or worth \$100,000 or less.	Yes		Gary Tuffin
46	F&G Reg 11A(3)(a)	Did the purchasing policy that was prepared and adopted make provision in respect of the form of quotations acceptable.	Yes		Gary Tuffin
47	F&G Reg 11A (3) (b)	Did the purchasing policy that was prepared and adopted make provision in respect to the recording and retention of written information, or documents for all quotations received and all purchases made.	Yes		Gary Tuffin

### 9.3 RGS Funding Application

Location:	Cunderdin Airfield
Applicant:	Administration
Date:	17 <sup>th</sup> March 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Disclosure of Interest:**

No disclosure of interest has been tabled.

#### **Tabled**

Regional Grants Scheme (Royalties for Regions) funding application

#### **Proposal**

Council is requested to give consideration to endorsing a Regional Grants Scheme (Royalties for Regions) funding application for 2011/12 for works at the Cunderdin Airfield.

#### **Background**

The Regional Grants Scheme (RGS) is an initiative of Royalties for Regions that aims to improve economic and community infrastructure and services in regional Western Australia.

The scheme is administered by the State's nine Regional Development Commissions with support from the Department of Regional Development and Lands.

#### **Comments**

Lowes Churchill & Associates (LCAA) have been contracted to undertake a Commercial Precinct Development Plan, and as part of that work they have identified a number of safety issues that exist at the Airfield which need to be addressed. They are - Fire fighting system, Air-side pavement markings, Pavement analysis and Re-opening the South taxiway.

There is currently no fire fighting system in place for Airfield facilities. Without a FESA approved system, only private access by owners, tenants and their guests are allowed. No public access buildings can be constructed unless each has access to a fire fighting system.

Several Air-side pavement markings have faded or are not in place being; RWY side stripes, TWY edge stripes, TWY hold-short and TWY centre-line. These are safety requirements that need to be provided for a registered Airfield.

In relation to the Pavement analysis, Cunderdin Airfield was constructed in WWII as an RAAF base. The construction specifications are unknown. LCCA have advised that the lack of original construction specifications and potential deterioration of the runways over the past 60 years present an unknown that is unacceptable.

Aircraft movements at Cunderdin are currently restricted by the lack of adequate taxi-ways. This causes a major safety hazard as aircraft are required to be on the runway for extended periods of time. LCAA have recommended reopening the South taxiway to alleviate a significant amount of aircraft backtracking.

#### **Statutory Environment**

There are no statutory implications at this stage.

#### **Policy Implications**

Nil



### **Public Consultation**

Nil.

### **Financial Implications**

The application is requesting RGS funding totalling \$755,543 refer to attached copy of the submission for detailed breakdown.

Fire Fighting System	\$314,818
Pavement Marking	\$35,203
Pavement Analysis	\$15,000
South Taxiway Reopening (good condition)	\$228,960
Associated cost (Contingency 20%)	<u>\$161,563</u>
	<b>\$755,543</b>

#### **Council contribution**

It will be necessary for council to make an in-kind contribution budget allocation (2011/12) of \$64,350 for site & road works.

### **Strategic Implications**

This project seeks to provide further upgrades to Emergency Water Supply, additional taxi-way availability, additional pavement markings and research into the condition of pavement installed in WWII. All of these upgrades will continue to support the provision of aviation services, both present and future, at the Cunderdin Airfield and is considered in line with Council's "Cunderdin Airfield Master Plan"

### **Resolution 9.3**

***Council resolved to advise the Wheatbelt Development Commission that:***

- (a) Council fully endorses the application for the submission for funding in 2011/12 for the construction of the items as detailed in the RGS application for Cunderdin Airfield***
- (b) the Cunderdin Airfield future development is considered a priority capital works project at the current time.***

Moved: Cr Graham Cooper

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried 7/0

#### **9.4 Change of Meeting Date – (late item)**

Location:	Cunderdin Airfield
Applicant:	Administration
Date:	17 <sup>th</sup> March 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

#### **Disclosure of Interest:**

No disclosure of interest has been tabled.

#### **Proposal**

Council is requested to give consideration to changing the meeting date for the April meeting from Thursday 21<sup>st</sup> April 2011 to Wednesday 20<sup>th</sup> April 2011.

#### **Background**

The Deputy Shire President (Acting President), Cr Clive Gibsone has requested that the April meeting date be changed to Wednesday 20<sup>th</sup> April 2011.

#### **Comments**

That in accordance with the Local Government (Administration) Regulation 12, a public notice be placed advertising the change of meeting date.

#### **Statutory Environment**

#### **5.25. Regulations about council and committee meetings and Committees**

(1) *Without limiting the generality of section 9.59, regulations may make provision in relation to —*

*(g) the giving of public notice of the date and agenda for council or committee meetings;*

#### **12. Public notice of council or committee meetings — s. 5.25(1)(g)**

(1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*

*(a) the ordinary council meetings; and*

*(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*

(2) ***A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).***

(3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*

(4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.*



**Policy Implications**

Nil

**Public Consultation**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Nil.

**Resolution 9.4**

***Council resolved;***

- (a) to amend the April Ordinary meeting of council date from the 21st April 2011 to Wednesday 20th April 2011, commencing 5:00pm.***
- (b) to advertise the change of meeting date in accordance with Local Government (Administration) Regulation 12.***

Moved: Cr Todd Harris

Seconded: Cr Doug Kelly

Vote –

Simple majority

Carried 7/0



# Shire of Cunderdin

Incorporating the districts of Cunderdin and Meckering

P.O.Box 100 Cunderdin Western Australia 6407

Tel: (08) 9635 1005 Fax: (08) 9635 1464

Email: [admin@cunderdin.wa.gov.au](mailto:admin@cunderdin.wa.gov.au)

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## **PUBLIC NOTICE CHANGE OF MEETING DATE COUNCIL MEETING 20<sup>th</sup> April 2011**

Please be advised of a change of date for the Ordinary Council Meeting originally scheduled 21<sup>st</sup> April 2011 commencing at 5:00 pm.

The meeting will now be held on;

Date: **Wednesday 20<sup>th</sup> April 2011**

Place: Shire Council Chambers, Lundy Ave, Cunderdin.

Time: 5.00pm

A public question time precedes discussion of matters; any interested persons are welcome to attend.

G M (Gary) TUFFIN  
**Chief Executive Officer**

## 9.5 Proposed Additional Use of an Extractive Industry in a General Agriculture Zone (late item)

Location:	400 Three Mile Gate Road, Cunderdin and being: lot 18221 on deposited plan 87033, lot 17264 on deposited plan 17264, lot 20362 on deposited plan 87354, lot 12479 on deposited plan 131349, lot 13390 on deposited plan 134988 and lot 20220 on deposited Plan 87346  and  912 Wilding Road, Meckering and being: lot 1 on deposited plan 45754, lot 3567 on deposited plan 105716, lot 3733 on deposited plan 103446, lot 4022 on deposited plan 106766, lot 4023 on deposited plan 106767, lot 5001 on deposited plan 109679, lot 9491 on deposited plan 125952 and lot 25072 on deposited Plan 150502.
Applicant:	Geoffrey John Jasper and Jeremy Paul Jasper
Date:	17 March 2011
Author:	City of Canning as consultant to Shire of Cunderdin
Item Approved by:	Chief Executive Officer

### **Proposal**

To consider the additional use of an extractive industry to a general agriculture zone being portion of lot 1 on Deposited Plan 20084 (400 Three Mile Road, Cunderdin) and Lot 20220 on Deposited Plan 87346 (912 Wilding Road, Meckering). This proposal is assessed against the General Agriculture zone requirements.

### **Background**

Zoning: General Agriculture

Lot Area:

Portion of Lot 1 207.55ha

Lot 20220 on Deposited Plan 443.563ha

The following report has been prepared in response to the application for an additional use lodged with the Shire of Cunderdin. An extractive industry is a ('D') discretionary use within the general agriculture zone. The general agriculture zone is intended primarily for agricultural activities. However, discretion can be applied where it can be shown to benefit the district and not detrimentally affect the natural resources or environment.

Proposals for development in the general agriculture zone will need to be assessed against both the on-site and off-site impacts where deemed necessary by local government. An assessment of the application in the context of the current statutory planning framework and a final recommendation regarding the general suitability of the proposed development is provided to assist in the decision making process.

## **Comments**

The subject site is zoned general agriculture under the Shire of Cunderdin Town Planning Scheme No. 3 (Scheme). An extractive industry is a ('D') discretionary use within the general agriculture zone. The type of land use proposed is considered suitable within the general agriculture zone as it is unlikely that the use will be detrimental to the environment or natural resources. The non-rural use is considered to benefit the district by diversifying the economic base of the town and providing sand supplies to the local community.

The applicant has stated that the extractive industry will be a family based operation that will compliment the existing agricultural business. The mineral sands will be extracted by an excavator or front-end loader to a depth of 6 metres and loaded on to a 12 tonne vehicle. Buildings have not been proposed by the applicant as part of the operation of the extractive industry, as the existing buildings on-site will be utilised for maintenance and storage purposes. The applicant has stated that sand drift, dust and other adverse affects to adjoining land owners will be prevented by the prevalence of tree lucerne surrounding the extraction area. Traffic management is unlikely to be impacted by the proposed extractive industry as the operation of the extractive industry will occur on a casual basis and the applicant has stated that the existing road infrastructure currently accommodates significantly larger vehicles.

It is considered that the proposal generally complies with the circumstances identified for Council to consider approving such a proposal. It is therefore considered that the development is supportable given these circumstances.

## **Statutory Environment**

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

## **Policy Implications**

It is recommended that Council consider initiating a local planning policy for mineral sands extraction to protect the use of land zoned general agriculture and create guidelines for applicants applying for an extractive industry approval.

## **Public Consultation**

Nil

## **Financial Implications**

Nil

## **Strategic Implications**

Shire of Cunderdin Local Planning Strategy (LPS) – The proposed development maintains the aims and objectives of the Local Planning Strategy.

## **Resolution 9.5**

***Council resolved;***

***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:***

- 1. The proposed development is to generally comply with the submitted plans approved on 17 March 2011 and stamped accordingly.***
- 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.***
- 3. The approval limits the extraction of mineral sands to a depth of 6 metres below the natural ground level.***
- 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.***
- 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.***
- 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.***
- 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.***

### ***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.***

Moved: Cr Graham Cooper

Seconded: Cr Clive Gibsone

Vote – Simply majority

Carried 7/0

## **9.6 Cemetery Plot/Memorial Niche Wall Reservations (late item)**

Location:	Cunderdin Airfield
Applicant:	Administration
Date:	17 <sup>th</sup> March 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest:**

No disclosure of interest has been tabled.

### **Proposal**

To consider adopting a policy that provides clarification in respect to the reservation of Cemetery Plot/Memorial Niche Wall Reservations at Council's cemeteries (Cunderdin & Meckering)

### **Background**

It appears no clear policy exists in relation to accepting cemetery reservations or the terms and conditions on which they are provided.

Council's proposed Cemeteries Local Law 2011 is silent on the matter.

### **Comments**

The proposed Policy (*Cemetery #1 - Cemetery Plot/Memorial Niche Wall Reservations*) provides a form to be completed by the applicant, which also provides the terms & conditions.

It is proposed that the term of the reservation be for (20) Twenty years.

### **Statutory Environment**

There are no statutory implications in considering this item.

### **Policy Implications**

Create new policy.

### **Public Consultation**

Nil.

### **Financial Implications**

Current fee payable for a reservation is \$150.00 (GST incl)

### **Strategic Implications**

Nil.

## **Resolution 9.6**

***Council resolved to adopt cemetery policy #1 – Cemetery Plot/Memorial Niche Wall Reservations subject to the amendment 3(1)(a) be changed from (20) Twenty years to indefinitely.***

Moved: Cr Graham Cooper

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried 7/0

## CEMETERY POLICY # 1 - CEMETERY PLOT/MEMORIAL NICHE WALL RESERVATION

Proposed 17<sup>th</sup> March 2011



### POLICY STATEMENT

To provide terms and conditions on which cemetery plots/memorial niche wall reservations are provided on.

#### **1.0 Background**

Local Law Cemeteries – Control and Management of Cunderdin and Meckering Gazette 6<sup>th</sup> February 1972

The local law is silent on the reservation of Cemetery Plots & Memorial Niche Wall reservations.

#### **2.0 Definitions**

“**Reservation**” means pre-purchase of a burial, ashes internment or memorial niche wall site intended for future use.

#### **3.0 Reservations**

- (1) The Council may upon receipt of a completed “**Cemetery Plot/Memorial Niche Wall Reservation**” form and payment of the Prescribed Reservation Fee as provided in the council’s Schedule of Fees grant a lease for the exclusive right of burial in the Cunderdin or Meckering Cemeteries subject to the following criteria:
  - (a) The cemetery plot/niche to be reserved by a lessee be adjacent to the grave/niche of an immediate family member of the lessee. Such fees are not deposits nor are they refundable and are granted indefinitely.
  - (b) The onus of renewal of reserved cemetery plot/niche licences remain with the lessee of such plots/niches and that if such leases are not renewed by the expiry date of the reservation by the lessee, the right of exclusive use of such cemetery plot/niche may be returned to the Council forthwith without further notice.
  - (c) Reservations of cemetery plots/niches may be cancelled by the lessee or immediate family at any time in writing. Such cancellations are not subject to a refund of lease fees

The Chief Executive Officer holds discretionary power to authorise the interment of any person not covered by the above rulings, subject to unused plots (those that no Grant of Right of Burial has been allocated to it at any time) being available.

## **5.0 Fee & charges**

Shall be as set by council during its annual budget process

A printed copy of the current Schedule of Fees shall be retained at the Council's offices and be made available for public inspection. Alternatively, a copy may be obtained from council's website [www.cunderdin.wa.gov.au](http://www.cunderdin.wa.gov.au)

G M (Gary) Tuffin  
**Chief Executive Officer**



## CEMETERY PLOT/MEMORIAL Niche WALL RESERVATION

(Please print all details in block letters)

Cemetery Name.....

Section of Cemetery.....

Plot Number to be Reserved .....

Full name of deceased family member in adjoining plot.....

.....

Section of Plot Number.....

Relationship of above to Applicant/ Lessee

Name of Lessee in full .....

Address of Lessee – please ensure current address is maintained.....

.....

### CONDITIONS OF LEASE

- (a) Upon payment of the prescribed lease fee and confirmation of details as supplied, Council will reserve the grave plot as listed indefinitely in favour of the Lessee, commencing on the date of receipt of payment of the prescribed fee.
- (b) The licensee or immediate family member of the lessee, may cancel the lease at any time within the licence period. Such cancellations must be made in writing to the Shire of Cunderdin.
- (c) Should the lease be cancelled, the lessee or immediate family member cancelling the licence is not entitled to a refund of the leasing fee.
- (d) The onus of renewal of this lease is vested in the lessee or immediate family member. Failure to renew this lease within the period three (3) months prior to the expiry date of the lease may result in the exclusive use of such plot being returned to Council forthwith without further notice (as per Policy).
- (e) Application for renewal of the lease must be in writing. The lease renewal fee as laid out in the Schedule of Fees (as set by the Council and subject to change) must accompany such lease renewal request.
- (f) The lease cannot be transferred by the lessee or immediate family member to another person, other than an immediate family member.

Signature..... Date .....

#### **Office use only**

Date of receipt ...../...../..... Amount paid \$.....

Records (map & register) updated...../...../..... Officers name.....

## **10.0 Manager of Environmental Services Report**

### **10.1 Cunderdin District High – Food Act**

Location:	
Applicant:	Mrs Julie Mussared Cunderdin District High School P & C
Date:	21 February 2011
Author:	J Anderson
Item Approved by:	Environmental Health Officer

#### **Proposal**

To exempt the Cunderdin District High School P & C from the *Food Act 2008* Notification and Registration fee.

#### **Background**

On 18 February 2011 Council received an application from Mrs Julie Mussared, Canteen Supervisor to consider an exemption from the *Food Act 2008* Notification and Registration fee.

The Cunderdin District High School P & C operates the school canteen entirely staffed by volunteers. The school canteen is currently open one day a week and provides recess and lunch foods to the school community.

The Shire of Cunderdin has required food businesses within the Shire to pay an annual Notification and Registration fee of \$140.00 for the financial year 2010/11.

#### **Comments**

The Council can use its discretionary power to exempt the P & C from the *Food Act 2008* Notification and Registration fee.

The P & C is a Not for Profit Organisation. It is reasonable to exempt the P & C from the *Food Act 2008* Notification and Registration fee. This action is supported by the Department of Health. (Food Unit Notice issued on the 17 November 2010).

The P & C will still be required do to meet it's obligations under the *Food Act 2008* and comply with the *Australian and New Zealand Food Standards Code* (the Code) which has been adopted by the Act without amendment.

#### **Statutory Environment**

*Food Act 2008*

#### **Statutory Planning**

Nil

#### **Local Health Laws**

Nil

## **Policy Implications**

This action will result in the P & C being treated the same as other Not for Profit Organisations within the Shire in relation the *Food Act (2008)* Notification and Registration fee.

The P & C will still be required to be registered as a food business and comply with the Food Act 2008 and the Code.

Routine food premises inspections will be carried out by the Shire's Environmental Health Officer and volunteers are required to undertake food safety training.

## **Financial Implications**

Annual *Food Act 2008* Notification and Registration fee of \$140.00.

## **Strategic Implications**

Nil

### **Resolution 10.1**

***Council resolved;***

***That Council exempts the Cunderdin District High School P & C from the Food Act (2008) Notification and Registration fee.***

Moved: Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote: Simple majority

Carried 7/0

## **10.2 Manager of Environmental Health and Building Services Report for Council Meeting 17 March 2011**

Location:	Cunderdin
Applicant:	Shire of York
Meeting Date:	17 March 2011
Author:	J Anderson
Item Approved by:	Chief Executive Officer

### **BUILDING REPORT**

#### **Building Approvals**

No Building Approvals for the months of January and February 2011

### **ENVIRONMENTAL HEALTH REPORT**

#### **EVENTS**

##### **Blues Festival 15 January 2010**

The event was held on the 15 January 2010 and was reasonably successful. The event satisfied the Department of Health (DOH) Guidelines for Events and Organised Gatherings. There were no injuries or safety breaches reported at the event.

##### **Circus Royale**

An application has been received from Circus Royale to hold the event on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> March 2011. Circus Royale tent and stand have Department of Health approval. A temporary food permit was approved by the Shire's Environmental Health Officer (EHO).

#### ***FOOD ACT 2008***

##### **Notification and Registration**

The Shire has received *Food Act 2008* businesses registrations from Goodfield Quality Meats, Pitstop Diner, Old Blues Preserves, WA College of Agriculture, Cunderdin District High School and Woodthorpe School and Cunderdin Day Care Inc.

The Shire has also received charity and community group Notifications from Cunderdin Bowling Club, Cunderdin Bowling and Tennis Club, Cunderdin Golf Club and Meckering Sporting Club.

The Shire has received fee exemption applications from WA College of Agriculture, Cunderdin District High School and Woodthorpe School. Fee exemptions have been approved by the Council for the WA College of Agriculture, Cunderdin and Woodthorpe School.

Food businesses that have paid the registration fee and completed application form will be sent Certificates. Food businesses that have not paid the registration fee and completed application form will be sent reminder letters.

## **AQUATIC FACILITIES**

### **Cunderdin Public Pool**

Monthly Water Samples have been collected by the Shire's EHO. The water samples are tested by Pathwest. The water testing undertaken for this swimming season has been satisfactory and the pool is currently being well maintained and managed.

#### **Resolution 10.2**

***Council resolved to accept the report from the Manager of Environmental Services for the Council Meeting on the 17 March 2011.***

Moved: Cr Todd Harris

Seconded: Cr Dianne Kelly

Vote: Simple majority

Carried 7/0

## **11.0 Works Supervisor's Report**

### **11.1 Work Manager's Report**

Location:	Cunderdin
Applicant:	Manger Works and Services
Date:	17 <sup>th</sup> March 2011
Author:	Mark Burgess
Item Approved by:	Chief Executive Officer

#### **Proposal**

Council is to receive the Manager of Works and Services Report for March 2011

#### **Comment**

Please find below a brief update in relation to the Works Program

#### **Construction**

As Council is aware we have taken on some extra works on the Cunderdin Quairading Rd as well as continuing with RRG on the Cunderdin Wyalkatchem Rd.

We have presently completed 3km of full overlay with a primer seal on the Cunderdin Quairading Rd and now will continue with clearing and shoulder works, however the scope has changed and we will only be overlaying on sections which show signs of pavement subsidence, this has been brought about by MRWA reviewing their cost allocation.

We are carrying out similar works on the Cunderdin Wyalkatchem Rd under RRG funding.

This obviously putting a strain on the Council resources, however, all is going along very well considering.

We have Council staff on both jobs, however staff on the Cunderdin Quairading Rd is working an 11days on and 3 days off.

Cunderdin Wyalkatchem Rd staff is working 10hr days, 5 days a week.

#### **Gravel Sheetting Works**

All works have been completed with the exception of Bulgin Rd

#### **Maintenance Grading**

Only minor patch grading has been carried out as the graders are tied up with construction, however complaints have been attended to when practical.

#### **Outside Staff**

No new members of staff

#### **Plant Maintenance**

Please see attached

#### **General**

Among all our busy schedules we will be resurfacing the Meckering Hockey oval starting Thursday the 17<sup>th</sup>

#### **Statutory Implications**

Nil

#### **Financial Implications**

Nil

**Strategic Implications**

Nil

**Resolution 11.1**

***Council resolved that the Manager of Works and Services Report for March 2011 be received and noted.***

Moved : Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote – Simple majority

Carried 7/0



## 11.2 Supplying Sand & Gravel Service

Location:	Cunderdin
Applicant:	Manger of Works and Services
Date:	17 <sup>th</sup> March 2011
Author:	Mark Burgess
Item Approved by:	Chief Executive Officer

### **Proposal**

Council to consider stop supplying sand and gravel deliveries to private residence.

### **Comment**

In the past the Council have being sand and gravel deliveries to private residence within the shire with then majority being in the Town of Cunderdin and Meckering.

The quantities that generally are asked for are small in quantity and given our works program they become an inconvenient as it often means that we have to hold up our operations whilst we deliver sand.

The money collected from sand deliveries is not a great amount and it is felt that this could be let out to local business to ensure people have the same service at the same time having Councils operation more effective.

It should be remembered that we are only talking about the small deliveries; if the opportunity arises that we can deliver bulk gravels then we would look at this very seriously

### **Statutory Implications**

Nil

### **Financial Implications**

Loss of delivery sales – income to date \$3,160.23 (1/07/10 to 11/03/11)

Yellow sand \$14.55 m<sup>3</sup>

Gravel \$20.00m<sup>3</sup>

### **Strategic Implications**

Better utilisation of equipment and staff

### **Resolution 11.2**

*“Item Lapsed for want of a mover”*

Council see suppling/delivering sand and gravel as a service we need to have available for all residence.

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

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

Location:	N/A
Applicant:	N/A
Date:	17 <sup>th</sup> March 2011
Author:	S McQuistan
Item Approved by:	Community Development Officer

#### **Proposal**

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

#### **Comment**

##### **LEMC**

- Held LEMC meeting 2 February
- Presented final draft Local Emergency Management Arrangements for comment
- Presented first draft Local Recovery Plan

##### **Nasho's Memorial**

- Memorial Service held 14 February
- Great turn out – over 100 people (the most of any Nasho memorial in WA)
- Received letter of thanks from Nashos for the Shire's assistance

##### **Wheatbelt Storms**

- Attended Operational Advisory Support Group (OASG) meetings on Sat/Sun at FESA
- Held 2 Recovery Meetings on Sunday to assess clean-up / damage

##### **LGMA Management Challenge**

- Attended 3 LGMA Management Challenge meetings (York, Tammin)

##### **Events**

- Liaised with Circus Royale for recent visit

##### **Christmas Carols**

- Made enquiries as to funding available for Children's entertainment

##### **Emergency Service Levy**

- Review Year to Date ESL eligible expenses (fire brigades)
- Working on ESL Application for 2011/12

##### **All West Australians Reducing Emergencies (AWARE)**

- Drafted AWARE funding Application
- Joint SEAVROC Application for \$100,000 project funding to undertake Emergency Risk Management Study (per ISO 31000:2009) within SEAVROC Shires

##### **Shire of York**

- Spent 3 March working with York Ranger on Bush Fire Management issues

##### **Regional Grants Scheme (Wheatbelt Development Commission)**

- Submitting funding application for Cunderdin Airfield

#### **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*****Council received and noted report 12.1***

Moved: Cr Graham Cooper

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried 7/0

## 12.2 Carols in the Park – Funding Request

Location:	Cunderdin
Applicant:	Staff
Date:	17 <sup>th</sup> February 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

### **Disclosure of Interest**

No disclosure of interest has been tabled.

### **Proposal**

To consider contributing Dry Season Assistance funding to the Carols in the Park 2011.

### **Attachment**

*Request Letter – Marian Rogers*

*Dry Season Funding Assistance letter - DAFWA*

### **Background**

The Christmas Carols committee have requested financial assistance for the 2011 Carols in the Park event.

Each year the following costs are associated with the event:

<u>Item</u>	<u>Cost</u>
Children's Entertainment (bouncy castle, fairy floss, slushy machine, dunk tank etc)	\$1,700
Face painting / Balloon animals	\$610
Band	\$300
Sausages	\$200
<u>Total</u>	<u>\$2,810</u>

In previous years, Council have contributed between \$500 - \$600 to the event.

The Committee request is for a portion of the Dry Season assistance funding from the Department of Agriculture and Food that is allocated to the Shire for the purpose of "fostering community spirit and welfare".

Although the event itself is considered within the scope of the funding purpose, two factors prevent us from approving expenditure on this event, being;

- a) The event is after the 30 November 2011 cut off; and
- b) The 2010 Carols in the Park funding cannot be considered retrospectively.

As this request has come in considerably early in comparison to the proposed event in December, it does allow us to pursue other funding options including Lotterywest (see attached application).

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

The cost of \$1,700.00 cannot be taken from the Dry Season Assistance Funding and therefore can only be considered as a Community Donation in the 2011/12 Financial Year.

It is recommended that Council give consideration to making an annual budget allocation of \$500 - \$1000 each year for the ongoing support of the Carols in the Park events.

### **Strategic Implications**

There are no policy implications in considering this item.

### **Resolution 12.2**

***That Council resolved to;***

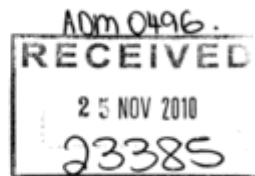
- a) Thank the Christmas Carols Committee for their early request for funding;***
- b) Advise the Committee that the Carols in the Park event is not eligible for Dry Season Funding;***
- c) Support the attached Lotterywest Application; and***
- d) Make an annual contribution of \$500.00 to the Carols in the Park event.***

Moved: Cr Todd Harris

Seconded: Cr Graham Cooper

Vote – Absolute majority

Carried 7/0



**Minister for Agriculture and Food; Forestry;  
Minister Assisting the Minister for Education**

Min Ref: AB00664-10

Cr Rod Carter  
President  
Shire of Cunderdin  
PO Box 100  
CUNDERDIN WA 6407

Dear  Cr Carter

**2010 DRY SEASON ASSISTANCE SCHEME**

The Liberal-National Government has approved an additional \$5 million Dry Season Assistance Package for communities impacted on by the unprecedented dry season. This set of State Government measures is to help rural communities cope with one of the driest winters on record.

The additional funding measures include:

- \$2 million for community service grants
- \$1 million social support grants
- \$1 million to install high-volume water tanks
- \$500,000 to assist small businesses
- \$200,000 rural financial counselling support.

The State Government is making the community service grants available to 100 local governments (including yours) in the affected areas. Those that apply will be granted up to \$20,000, to be spent on community events held by 30 November 2011. The events are of your choice, provided they foster community spirit and welfare, and involve community groups.

To obtain your government's grant, its authorised person should complete, sign and return the enclosed Grant Application with its tax invoice. They may be returned by fax to 9367 4265, by email to [agwestfbd@agric.wa.gov.au](mailto:agwestfbd@agric.wa.gov.au), or by post to The Farm Business Development Unit, Department of Agriculture and Food, Locked Bag 4, Bentley Delivery Centre, BENTLEY WA 6983.

If, after reading the Grant Application, you have any queries about the grant or its terms, please contact the Department of Agriculture and Food, direct on **1800 198 231** (or if calling from Perth, on **9368 3156**). To help you, we have made the grant process and terms straightforward and short.

I hope these State Government initiatives help alleviate some hardships facing rural communities.

Yours sincerely

**TERRY REDMAN MLA  
MINISTER FOR AGRICULTURE AND FOOD**

Att.

23 NOV 2010

Level 11, Dumas House, 2 Havelock Street, West Perth Western Australia 6005  
Telephone: +61 8 9213 6700 Facsimile: +61 8 9213 6701 Email: [Minister.Redman@dpc.wa.gov.au](mailto:Minister.Redman@dpc.wa.gov.au)

Marian Rogers,  
P O Box 45,  
CUNDERDIN W A 6407.

10<sup>th</sup> March, 2011.

The CEO & Councillors,  
Shire of Cunderdin,  
P O Box 100,  
CUNDERDIN W A 6407.

Dear Gary and Councillors,

In reference to my letter 14.02.2011 on behalf of the Community Christmas Carols. Speaking with Stacey today apparently it was not seen to be a request for funding as the funding was not retrospective. My apologies, as I understood the acquittal would have been June 2011.

However, today I discover we are not too late as Stacey explained, acquittal is early 2012 for the Government Drought Funding.

We do have a request for drought funding for the Community Christmas Carols December 2011, we believe we meet the criteria as per letter 14.02.2011.

As stated in my letter this event is growing every year and we have successfully addressed the concern of delivering the singing of the carols.

***Budget 2011***

Childrens entertainment ( Bouncy castle, Slushie machine, Dunk tank, Gladiator dual)	\$ 1700.00
Pop corn machine	\$ 250.00
Face Painter and balloon sculptor	\$ 610.00
Sausages	\$ 200.00
3 bob	\$ 300.00
TOTAL:	\$ 3060.00

We acknowledge the Shire of Cunderdin for their donation to cover the face painter and balloon sculptor in the past.

We would like to see any of the above listed be funded by the Government Drought funding.

To clarify any queries/issues please do not hesitate to call.

Yours sincerely,

Marian Rogers

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

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

Location:	Cunderdin
Applicant:	Administration
Date:	17 <sup>th</sup> March 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 January 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

Drafted letters to go to successful and unsuccessful farmers as a result of their submitted Expression of Interest. Letters sent to WEROC and NEWROC Project Officers for distribution in their Shires. 22 letters sent to farmers within SEAVROC. 21 Successful farmers will receive seedlings and perennial pasture, 1 farmer was unsuccessful due to numbers oversubscribed. Summary of farmers and species:

##### **Quairading:**

Alan Gelmi – Brushwood and Sandalwood hosts  
Robert Wilson - Saltbush  
Ben Wilson - Brushwood  
Greg Richards – Oil Mallees  
Darryl Richards - Saltbush  
Ben Weir – Sandalwood hosts  
Gary Green – Casuarina obesa  
Stuart Hadlow - Saltbush  
Roger and Judy Elt – Oil mallees  
Michael McMullan - Oil mallees  
Wayne and Beth Lightbody - Lucerne

##### **York:**

Nil

##### **Cunderdin:**

H&L Wilmott and Son – Oil mallees  
Neil Carter – Saltbush and Rhagodia

##### **Beverley:**

Peter Stevens– Sandalwood hosts  
Paul and Christine Schilling - Saltbush  
Angela Tonkin – Casuarina obesa  
Michael Jones - Lucerne  
May Leach – Oil mallees



**Brookton:**

Nicholas McCabe – Rhagodia and lucerne

Andrew Pike - Rhagodia

Geoff Cluett - Saltbush

Created a template for the Case Study Series Productive Perennial Paddocks. Currently editing 15 case studies about farmers and their various management strategies to combat land degradation and seasonal variation from WEROC, NEWROC and SEAVROC. These case studies will be published and distributed to farmers at field days and through local Shires. This is the first edition of the case study series, 15 more will be created in 2011, 2012 and 2012.

Drafted and edited the Project's Site Visit Checklists and Farmer Surveys. These have been distributed to Project Officers to complete at initial site visits to be undertaken in March.

Drafting a brochure/guide about the Project's three trial sites in Quairading, Bruce Rock and Nungarin. This will be printed and available for distribution from March 2011 in time for the Projects Soil Health Forum on the 15th of March to be held in Merredin.

Completed a Site Visit Guide for all NRMO's across SEAVROC, NEWROC and WEROC to use while conducting site visits for the Project from 2011-2013. The guide will assist NRMOs and farmers in selecting the most appropriate site on their property for their chosen species.

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

Monthly meetings with CFoC Project Officers from NEWROC and WEROC.

**SEAVROC Environmental Services – Cunderdin**

Produced and sent out SEAVROC Environment E-mail-news to Cunderdin landholders.

Liaised with DEC regarding offset proposal for CPS1158/1. DEC is yet to read and assess the proposal.

Met with Cunderdin Works Manager and assessed the future major road works along the Cunderdin-Quairading Rd for native vegetation clearing requirements.

Drafted Clearing Permit Application for the Cunderdin-Quairading Rd upgrades. Permit has been sent to Cunderdin CEO and Works Manager to be signed and submitted to DEC.

Submitted a Wheatbelt NRM grant application for 'Red Card' funding for subsidised baits for landholders in SEAVROC.

Commenced planning and advertising for the 'Red Card for the Red Fox' Community Fox Shoots to be held in each SEAVROC Shire on the weekend of the 25-27th February. Local businesses have been informed by letter about the program and have been asked to sponsor prizes for the top shooters. Teams must be registered with myself before the weekend, results will be sent to the State Coordinator the week following the shoot. \$5 for every fox shot by registered teams on the weekend will go to the RFDS from the Program Sponsor Stockbrands. A BBQ lunch will be held in Cunderdin for participating teams where fox numbers will be counted and prizes given out.

Advertising has also commenced for the Baiting Hot Period – 1st March – 15th April for a coordinated approach to fox and rabbit control in SEAVROC.

### **Meetings/training**

Currently liaising with DEC to provide training to NRM Officers within WEROC and NEWROC in roadside clearing legislation and exemptions. This has been requested because of the recent grain freight closure announcement and subsequent Main Roads funding for road upgrades along grain truck routes. Training will be held on the 17th of February in Kellerberrin. Presenters include 3 officers from the DEC Native Vegetation Branch in Perth, Jessica Shepherd from WALGA, Caron Macneall from the Roadside Conservation Committee.

### **Upcoming tasks/events**

Carry out first site visits for all SEAVROC farmers receiving seedlings/seed from the wind erosion project. Site visits involve assessing the preferred planting site, commencing photo monitoring of the site, farmer surveys, gps coordinates, and planting design discussion.

Assist with the organising of the CFoC Wind Erosion Project Soil Health Forum to be held on the 15th of March in Merredin.

Produce and send out SEAVROC E-news for February.

Liaise with DEC regarding application to clear native vegetation along the Cunderdin-Quairading Rd.

Organise with Cunderdin Works Manager to make rabbit baiting stations for Cunderdin Cemetery Reserve baiting in February/March 2011.

Fox Shoot weekend – 25-27th February. Liaise with shooting teams and state coordinator for results.

### **Resolution 13.1**

#### ***Council received and noted report 13.1***

Moved: Cr Dennis Whisson

Seconded: Cr Clive Gibsone

Vote - Simple majority

Carried 7/0

### **14.0 Late Agenda Item – Great Garden Workshop Donation**

### **Resolution 14.0**

#### ***Council resolved to donate \$500.00 to the Telecentre to help run the “Great Garden Workshop” from the Dry Season Funding.***

Moved: Cr. Dianne Kelly

Seconded: Cr Clive Gibsone

Vote- simple majority

Carried: 7/0

### **15.0 Matters for which the meeting may be closed**

None.

### **16.0 Closure of meeting at 6:28pm**