



Shire of Cunderdin

Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Thursday 17th November 2011** in the Council Chambers, Lundy Avenue Cunderdin and commenced at 5:12 pm.

Dominic Carbone
Acting Chief Executive Officer

TABLE OF CONTENTS

1.0	Declaration of opening	5
1.1	The President declared the meeting open at 5:12pm.	5
1.2	The Shire of Cunderdin disclaimer was read aloud by the President.	5
2.0	Suspension of Clause 3.2 - Standing Orders	5
3.0	Public Question Time	5
3.1	Response to previous public questions taken on notice.....	5
3.2	Declaration of public question time opened at 5:12pm	5
3.3	Declaration of public question time closed at 5:12pm	5
4.0	Record of Attendance, Apologies and Approved Leave of Absence	5
4.1	Record of attendances	5
4.2	Apologies.....	6
4.3	On Leave of Absence.....	6
4.4	Staff	6
4.5	Guests of Council	6
4.6	Members of the Public.....	6
4.7	Applications for leave of absence.....	6
4.8	Declaration of Members and Officers Financial Interests.....	6
5.0	Petitions, Deputations, Presentations	6
5.1	Petitions	6
5.2	Deputations	6
5.3	Presentations.....	6
6.0	Council Discussion	6
7.0	Confirmation of the Minutes of Previous Meetings	7
7.1	Confirmation of Minutes of Previous Meetings	7
7.2	Receiving Minutes of Meetings of Committees of Council and other Committees and Organisations.....	8

8.0	Finance Report	9
8.1	Financial Report for October 2011	9
8.2	Accounts Paid and Payable – October 2011	10
8.3	Council Investments – October 2011	16
9.0	Chief Executive Officer's Reports	18
9.1	Office Closure between Christmas and New Year	25
9.2	Black Spot Funding – Goldfields Rd	27
9.3	Fencing – Lot 19 Kelly St, Meckering	29
9.4	Cunderdin Medical Practice – Purchase of Examination Table	32
9.5	Wheatbelt Regional Council Scheme – Cunderdin Airfield Safety Improvements	34
9.6	Administration of Cunderdin Day Care Operations	37
9.7	Tender 4-2011/2012 Cunderdin Airfield Conservation Works Huts 104, 110,112,113 & Cottage	39
9.8	Membership – Wheatbelt Natural Resource Management Incorporated.....	43
9.9	Annual General Meeting of Electors.....	45
10.0	Manager of Environmental & Buildings Services Report	56
11.0	Manager of Works & Services	57
11.1	Manager of Works & Services Report.....	57
12.0	Community Development Officer	60
12.1	Information Bulletin – CDO Report.....	60
12.2	Memorandum of Understanding between the Shire and CRC.....	62
12.3	KidSport Initiative	64
12.4	Meckering Action Group – Various.....	67
12.5	Community Resource Centre Senior's Week	69
13.0	Environmental Project Officer Report	71
14.0	Community Emergency Services Manager	74
14.1	Community Emergency Services Manager Report - November 2011	74
14.2	Bush Fire Advisory Committee	81

15.0	Matters for which the meeting may be closed	85
16.0	General Business	86
17.0	Upgrading the Cunderdin Airfield: the need for a regional approach	86
18.0	Closure of meeting	86

MINUTES

1.0 Declaration of opening

1.1 The President declared the meeting open at 5:12pm.

1.2 The Shire of Cunderdin disclaimer was read aloud by the President.

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 th November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Resolution:

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

Moved: Cr Dennis Whisson

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried: 8/0

3.0 Public Question Time

3.1 Response to previous public questions taken on notice

There were no questions from the public at the previous meeting of Council that were taken on notice.

3.2 Declaration of public question time opened at 5:12pm

No members of the public present and no questions were received.

3.3 Declaration of public question time closed at 5:12pm

4.0 Record of Attendance, Apologies and Approved Leave of Absence

4.1 Record of attendances

Councillors

Cr RL (Rod) Carter

President

Cr RC (Clive) Gibsone

Deputy President

Cr GJ (Graham) Cooper
Cr DA (Dennis) Whisson
Cr DG (Dianne) Kelly
Cr TE (Todd) Harris
Cr DB (Doug) Kelly
Cr DT (David) Beard

4.2 Apologies
Nil

4.3 On Leave of Absence
Nil

4.4 Staff
D (Dominic) Carbone Acting Chief Executive Officer
L (Loren) Hempel Manager of Administration & Finance
M (Mark) Burgess Manager of Works & Services

4.5 Guests of Council
Nil

4.6 Members of the Public
Nil

4.7 Applications for leave of absence
Nil

4.8 Declaration of Members and Officers Financial Interests
Cr David Beard declared an interest on Report 9.4
Acting Chief Executive Officer declared an interest on Report 8.2

5.0 Petitions, Deputations, Presentations

5.1 Petitions
Nil

5.2 Deputations
Nil

5.3 Presentations
An informal presentation to Council was made prior to the meeting at 3:00pm by Mr Adrian Deeth – A & K Auto Service Centre – Utilisation of Cunderdin Airfield facilities.

Mr Deeth requested Council's support in establishing his business at Cunderdin airfield which would provide joy/adventure flights and would be the only one in southern hemisphere.

6.0 Council Discussion
Nil

7.0 Confirmation of the Minutes of Previous Meetings

7.1 Confirmation of Minutes of Previous Meetings

Location:	Cunderdin
Applicant:	Administration
Date:	17 th November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Proposal

Council to confirm the minutes of the

- Ordinary Council meeting held on 18th October 2011
- Special Council meeting held on 27th October 2011

Background

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

Comment

No business arising.

Statutory Environment

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

Financial Implications

There are no financial implications in considering this item.

Resolution 7.1

That the minutes of the;

Ordinary Council meeting held on 18th October 2011, and
Special Council meeting held on 27th October 2011

be confirmed as a true and correct record.

Moved: Cr Dennis Whisson

Seconded: Cr Graham Cooper

Vote – Simple majority

Carried: 8/0

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 th November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Proposal

Council receive the minutes of the following meetings;

- Minutes of the SEARTG Meeting 4th October 2011
- Minutes of the Regional Collaborative Discussions 4th October 2011
- Minutes of the Cunderdin Museum Committee meeting 13th October 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 of committees other than standing committees of council.

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 Meeting 4th October 2011, and
- Minutes of the Regional Collaborative Discussions 4th October 2011, and
- Minutes of the Cunderdin Museum Committee meeting 13th October 2011

be confirmed as a true and correct record.

Moved: Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote – Simple majority

Carried: 8/0

8.0 Finance Report

8.1 Financial Report for October 2011

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	4 th November 2011
Author:	Loren Hempel
Item Approved by:	Acting Chief Executive Officer

Proposal

The financial position as at 31st October 2011 is presented for consideration.

Appendices – October 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 31st October 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 receive the financial report to 31st October 2011.

Moved: Cr Dianne Kelly Seconded: Cr David Beard

Vote – Simple majority Carried: 8/0

8.2 Accounts Paid and Payable – October 2011

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	7 th November 2011
Author:	Loren Hempel
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

Acting Chief Executive Officer (Dominic Carbone) declared an interest, Council resolved to allow him to be present.

Proposal

Council is requested to confirm the payment of Accounts totalling \$ 1,478,709.68 listed in the Warrant of Payments for the period 1st October 2011 - 31st October 2011.

Appendix

Warrant of Payments for 1st October 2011 - October 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 1st October 2011 – 31st October 2011.

1.0 Accounts Already Paid

1.1 Municipal Fund –

CHEQUE NUMBERS	AMOUNT
009258-009322	\$ 468,336.16
Electronic Payments - Various	\$ 1,010,373.52

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	\$ 1,478,709.68

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 \$ 1,478,709.68 for the period of 1st October 2011 - 31st October 2011 from the Municipal Fund be confirmed and noted.
- (b) The Warrant of Payments as presented where incorporated in the Minutes of the Meeting.

Moved Cr Graham Cooper Seconded Cr Doug Kelly

Vote – simple majority Carried: 8/0

Payments List -October 2011			
Date	Reference	Creditor	Amount
3/10/2011	Merchant Charges	Westpac Banking Corporation	-\$96.38
3/10/2011	Service Fee	Westpac Banking Corporation	-\$13.00
3/10/2011	Service Fee	Westpac Banking Corporation	-\$13.00
3/10/2011	Transaction Fee	Westpac Banking Corporation	-\$103.60
3/10/2011	Transaction Fee	Westpac Banking Corporation	-\$25.80
3/10/2011	Merchant Fees	Westpac Banking Corporation	-\$114.74
3/10/2011	Funds Tfr	Kerbing & Footpath Bonds	-\$1,000.00
3/10/2011	9258	Suncorp WealthSmart	-\$278.10
3/10/2011	9259	Cunderdin Co-op Museum	-\$50.66
3/10/2011	9260	Cunderdin Bowling & Tennis Club	-\$37.60
3/10/2011	9261	Pitstop Diner	-\$18.40
3/10/2011	9262	Cunderdin Newsagency	-\$1,081.85
3/10/2011	9263	Telstra (Bigpond)	-\$109.90
3/10/2011	9264	Carter, Cr Rod	-\$280.00
3/10/2011	9265	Stewart & Heaton Clothing Co Pty Ltd	-\$795.65
3/10/2011	9266	Harris, Cr Todd	-\$140.00
3/10/2011	9267	Tom Fullerton Trucking	-\$3,217.50
3/10/2011	9268	Cooper, Cr Graham	-\$140.00
3/10/2011	9269	Cardno (WA) Pty Ltd	-\$2,750.00
3/10/2011	9270	Country Ford	-\$2,324.30
3/10/2011	9271	Printezy.com	-\$715.00
3/10/2011	9272	Shire of Kellerberrin	-\$220.00
3/10/2011	9273	Bonser, Jill	-\$114.40
3/10/2011	9274	Rural Press Regional Media WA	-\$499.09
3/10/2011	9275	Signs Plus	-\$18.00
3/10/2011	9276	DKT Rural Agencies	-\$528.00
3/10/2011	9277	Kelly, cr. Dianne	-\$140.00
3/10/2011	9278	Goodfield Quality Meats	-\$95.00
3/10/2011	9279	Host Auto Repairs	-\$4,737.95
3/10/2011	9280	Cunderdin Panelbeaters	-\$440.00
3/10/2011	9281	Synergy	-\$5,100.50
3/10/2011	9282	Water Corporation	-\$6,202.25
3/10/2011	9283	Department of Premier and Cabinet	-\$228.80
3/10/2011	9284	Horsfield, Garry	-\$300.00
3/10/2011	9285	Westnet	-\$44.95
3/10/2011	9286	Westscheme Superannuation	-\$704.13
3/10/2011	9287	Fire & Emergency Services Authority	-\$12,660.30
3/10/2011	9288	Telstra Corporation Limited	-\$1,860.84
3/10/2011	9289	Dell Australia Pty Ltd	-\$891.00
3/10/2011	9290	Gibson, Cr Clive	-\$140.00
3/10/2011	9291	Australian Communications and Media Authority	-\$38.00
3/10/2011	9292	Cunderdin Co-op	-\$2,346.52

Payments List -October 2011			
Date	Reference	Creditor	Amount
3/10/2011	9293	Beard, cr. David	-\$140.00
3/10/2011	EFT-134	Sandco Hire & Contracting	-\$1,650.00
3/10/2011	EFT-135	Landgate	-\$497.30
3/10/2011	EFT-136	J Tagz Pty Ltd	-\$401.50
3/10/2011	EFT-137	WA Local Government Association	-\$9,498.66
3/10/2011	EFT-139	Jasol Australia	-\$144.69
3/10/2011	EFT-140	The Wheeler Superannuation Fund	-\$50.34
3/10/2011	EFT-141	Australia Post	-\$909.49
3/10/2011	EFT-142	DF & JE Fulwood	-\$525.00
3/10/2011	EFT-143	Darren Long Consulting	-\$3,553.00
3/10/2011	EFT-144	McLeods Barristers & Solicitors	-\$121.00
3/10/2011	EFT-145	The Cunderdin Mob	-\$98.00
3/10/2011	EFT-146	Avdata Australia	-\$504.92
3/10/2011	EFT-147	Fulton Hogan Industries Pty Ltd	-\$1,980.00
3/10/2011	EFT-148	Farmways Cunderdin	-\$495.00
3/10/2011	EFT-150	Onsite Rental Group Operations Pty Ltd	-\$13,552.00
3/10/2011	EFT-152	JR & A Hersey	-\$4,681.68
3/10/2011	EFT-153	Snap Printing	-\$294.00
3/10/2011	EFT-154	Avon Waste	-\$6,044.73
3/10/2011	EFT-155	RBE Internet Services	-\$20.00
3/10/2011	EFT-156	Courier Australia	-\$104.20
3/10/2011	EFT-157	Mick Walker Transport	-\$9,152.00
3/10/2011	EFT-160	WA Local Government Superannuation Plan	-\$8,569.51
3/10/2011	EFT-162	Tru-Blu Group Pty Ltd	-\$2,337.72
3/10/2011	EFT-163	Air Liquid Pty Ltd	-\$123.79
3/10/2011	EFT-164	Kelly, cr. Doug	-\$140.00
3/10/2011	EFT-165	Combined Tyrepower	-\$119.30
3/10/2011	EFT-166	Av-Sec Security	-\$180.20
3/10/2011	EFT-167	Startrack Express	-\$603.34
3/10/2011	EFT-168	Baxters Rural Centre	-\$1,154.81
3/10/2011	EFT-169	Repeat Plastics (WA)	-\$4,037.88
3/10/2011	EFT-170	Regional Concrete & Plumbing	-\$983.84
3/10/2011	EFT-171	Cunderdin Plant Hire	-\$550.00
3/10/2011	EFT-173	Elders Limited	-\$154.00
3/10/2011	EFT-174	Great Eastern Country Zone	-\$3,630.00
3/10/2011	EFT-175	Cody Express Transport	-\$41.15
3/10/2011	EFT-176	Shire of Tammin	-\$3,478.65
3/10/2011	EFT-177	Sunny Sign Company Pty Ltd	-\$308.22
3/10/2011	EFT-178	BT Super for Life	-\$83.24
3/10/2011	EFT-180	DarMitch Logistics	-\$321.75
3/10/2011	EFT-184	Kleenheat Gas	-\$224.00
3/10/2011	EFT-185	Brooks Hire Service P/L	-\$4,554.00

Payments List -October 2011			
Date	Reference	Creditor	Amount
3/10/2011	EFT-222	Corporate Express	-\$90.41
3/10/2011	EFT-223	Dominic Carbone & Associates	-\$792.00
3/10/2011	EFT-228	Kings Services	-\$50.00
3/10/2011	EFT-229	Tasman Civil	-\$8,910.00
4/10/2011	Activity Fee	Westpac Banking Corporation	-\$398.80
4/10/2011	Merchant Fees	Westpac Banking Corporation	-\$1,206.01
4/10/2011	Merchant Fees	Westpac Banking Corporation	-\$22.00
4/10/2011	Transaction Fee	Westpac Banking Corporation	-\$14.50
4/10/2011	Transaction Fee	Westpac Banking Corporation	-\$54.00
5/10/2011	Funds Tfr	Gym Key Bonds	-\$900.00
6/10/2011	9294	Cunderdin Co-Op Fuel	-\$12,592.00
11/10/2011	Funds Tfr	Transfer of muni funds to new Term Deposit 21-8696	-\$600,000.00
12/10/2011	EFT Pays	Staff Salaries & Wages	-\$37,940.01
13/10/2011	Bank Fees	Westpac Banking Corporation	-\$5.00
17/10/2011	Bank Fees	Commonwealth Bank Australia	-\$34.94
17/10/2011	Bank Fees	Westpac Banking Corporation	-\$465.30
18/10/2011	9295	Hanson Construction Materials	-\$20,865.27
18/10/2011	9296	Suncorp WealthSmart	-\$434.26
18/10/2011	9297	Cunderdin Co-op Museum	-\$47.58
18/10/2011	9298	Cunderdin Newsagency	-\$276.10
18/10/2011	9299	Earthstyle Contracting	-\$490.50
18/10/2011	9300	Telstra (Bigpond)	-\$29.95
18/10/2011	9301	The National Trust of Australia (WA)	-\$682.42
18/10/2011	9302	Gray, Dr. Ken	-\$220.00
18/10/2011	9303	Meckering Ladies Hockey Club	-\$1,000.00
18/10/2011	9304	Tom Fullerton Trucking	-\$29,832.00
18/10/2011	9305	Country Ford	-\$347.05
18/10/2011	9306	Meckering Action Group	-\$1,500.00
18/10/2011	9307	Petty Cash	-\$234.50
18/10/2011	9308	Goodfield Quality Meats	-\$88.00
18/10/2011	9309	Goodyear & Dunlop Tryes (Aust) Pty Ltd	-\$1,053.00
18/10/2011	9310	Synergy	-\$12,429.15
18/10/2011	9311	Water Corporation	-\$259.65
18/10/2011	9312	Coventry Fasteners	-\$132.00
18/10/2011	9313	Wayne Davies	-\$7,800.00
18/10/2011	9314	Main Roads of Western Australia	-\$330,000.00
18/10/2011	9315	Archival Survival Pty Ltd	-\$832.87
18/10/2011	9316	Westnet	-\$44.95
18/10/2011	9317	Fire & Emergency Services Authority	-\$605.00
18/10/2011	9318	Telstra Corporation Limited	-\$1,229.39
18/10/2011	9319	State Library of WA	-\$66.00
18/10/2011	9320	Cunderdin Co-op	-\$3,592.40

Payments List -October 2011			
Date	Reference	Creditor	Amount
18/10/2011	9321	McLennan, Mr. Craig	-\$188.70
18/10/2011	EFT-188	Sandco Hire & Contracting	-\$14,432.00
18/10/2011	EFT-189	Avon Skip Bins	-\$380.00
18/10/2011	EFT-190	WA Local Government Association	-\$10,498.18
18/10/2011	EFT-191	Jasol Australia	-\$475.53
18/10/2011	EFT-192	Austral Mercantile Collections Pty Ltd	-\$4,368.62
18/10/2011	EFT-193	Australia Post	-\$387.35
18/10/2011	EFT-194	Ausrecord	-\$70.10
18/10/2011	EFT-195	Evergreen Synthetic Grass	-\$81,241.48
18/10/2011	EFT-196	Rural Traffic Services	-\$9,337.00
18/10/2011	EFT-197	The Cunderdin Mob	-\$207.80
18/10/2011	EFT-198	Avdata Australia	-\$473.78
18/10/2011	EFT-199	Onsite Rental Group Operations Pty Ltd	-\$6,428.84
18/10/2011	EFT-200	Kleenheat Gas	-\$56.00
18/10/2011	EFT-201	Hutton & Northey Sales	-\$11,105.85
18/10/2011	EFT-202	LGIS Risk Management	-\$3,361.60
18/10/2011	EFT-203	Courier Australia	-\$12.61
18/10/2011	EFT-204	Mick Walker Transport	-\$14,921.50
18/10/2011	EFT-205	Corporate Express	-\$173.04
18/10/2011	EFT-206	Donovans Engineering	-\$165.00
18/10/2011	EFT-207	DarMitch Logistics	-\$346.50
18/10/2011	EFT-208	Air Liquid Pty Ltd	-\$123.79
18/10/2011	EFT-209	Country Copiers Northam	-\$469.35
18/10/2011	EFT-210	Combined Tyrepower	-\$5,431.00
18/10/2011	EFT-211	Cunderdin Masonic Lodge	-\$338.69
18/10/2011	EFT-212	Meckering Sporting Club	-\$3,000.00
18/10/2011	EFT-213	Baxters Rural Centre	-\$2,580.37
18/10/2011	EFT-214	Advanced Autologic Pty Ltd	-\$2,075.00
18/10/2011	EFT-215	Brooks Hire Service P/L	-\$4,246.00
18/10/2011	EFT-217	Cannon Hygiene	-\$33.34
18/10/2011	EFT-218	D.F.J & T.G McWilliam	-\$495.00
18/10/2011	EFT-219	Brickmart Northam	-\$24,060.30
18/10/2011	EFT-221	Cody Express Transport	-\$37.54
26/10/2011	EFT Pays	Staff Salaries & Wages	-\$50,052.69
27/10/2011	9322	Cunderdin Co-Op Fuel	-\$12,940.00
		TOTAL	-\$1,478,709.68

8.3 Council Investments – October 2011

Location:	Westpac Banking Corporation
Applicant:	Manager of Finance & Administration
Date:	7 th November 2011
Author:	Loren Hempel
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled

Proposal

To inform Council of its investments as at 31st October 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

COUNCIL INVESTMENTS AS AT 31ST OCTOBER 2011				
Institution	Amount Invested	Investment type	Municipal Funds	Reserve Funds
Westpac Banking Corporation	\$1,118.54	Business Cash Reserve 13-7729 0.00%	\$0.00	\$1,118.54
Westpac Banking Corporation	\$283.69	Business Cash Reserve 13-8262 0.00%	\$283.69	\$0.00
Westpac Banking Corporation	\$500,000.00	Term Deposit 21-7618 6.1% (Maturity Date: 10/01/12)	\$500,000.00	\$0.00
Westpac Banking Corporation	\$544,000.00	Term Deposit 21-7597 6.10% (Maturity Date: 10/01/12)	\$0.00	\$544,000.00
Westpac Banking Corporation	\$250,000.00	Term Deposit 21-7589 5.93% (Maturity Date: 10/11/11)	\$0.00	\$250,000.00
Westpac Banking Corporation	\$357,000.00	Term Deposit 21-7626 5.93% (Maturity Date: 10/11/11)	\$357,000.00	\$0.00
Westpac Banking Corporation	\$600,000.00	Term Deposit 21-8696 5.50% (Maturity Date: 11/01/12)	\$600,000.00	\$0.00
TOTAL INVESTMENTS	\$2,252,402.23		\$1,457,283.69	\$795,118.54

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

That the report on Council investments as at 31st October 2011 be received and noted.

Moved Cr Todd Harris

Seconded Cr David Beard

Vote – Simple Majority

Carried: 8/0

9.0 Chief Executive Officer's Reports

The Acting Chief Executive Officer made a verbal presentation of the content of report 9.0.

ITEM	RESOLUTION/PARTICULARS	STAFF ACTION	COMPLETED
<p>Resolution 9.5 Ordinary Council meeting 20th May 2010</p>	<p align="center">Proposed Agricultural Spraying Business and Workers Accommodation (Dongas) at Cunderdin Airfield, Cunderdin</p> <p>(a) That the CEO be authorised to prepare a commercial lease detailing the terms and conditions for the use of the Bellman Hangar and other associated areas (accommodation & fuel facility) at an annual rental of \$10,000 pa, adjusted in line with CPI movements for a term of 5 years, with an option for a further 5 years.</p> <p>(b) That President & CEO be authorised to sign and affix the Common Seal to the lease agreement</p> <p>(c) That Council approve the application for a commercial agricultural spraying business and associated workers accommodation (dongas) at Cunderdin Airport, subject to the following conditions:</p> <p>Due to the poor season, Taurus Aviation have requested the lease agreement not be entered into at this time – It is understood that they are currently also in discussions with Quairading – possible relocation.</p>	<p>CEO</p> <p>Liaise with McLeods Solicitors to prepare a commercial lease for Taurus Aviation</p> <p>To issue DA Approval outlining conditions as per Council's resolution</p>	<p>Council's solicitors have drafted a lease document (90% complete) - to be checked</p> <p>Development Approval issued (100% complete)</p>
<p>General Items Ordinary Council Meeting 15th April 2010</p>	<p align="center">SOARability</p> <p>Proposal to establish a Gliding Centre for the Physically Challenged at the Cunderdin Airfield.</p> <p>Project progressing Hangar design complete</p> <p>Met with Damien 29/06/10 to further discuss project - development application to be lodged. – request a 25 year lease</p> <p>Modified Glider has been delivered to Cunderdin Airfield, & commissioned for flight.</p> <p>Project has been held back due to FESA building fire requirements – project owner is in discussions with FESA to relax conditions</p>	<p>GARY TUFFIN</p>	<p>Met with Damien O'Reilly on site to select hangar site. 45% complete</p> <p>DA Approved 16/09/10 (Report 9.6)</p> <p>A number of funding applications have been made to address water issue</p> <p>WDC have provided \$150K For water improvements</p> <p>RDL has granted approval for part funding being \$75K</p>
<p>General Items Ordinary Council Meeting 15th April 2010</p>	<p align="center">Enterprise Metals Ltd</p> <p>Presentation provided by Mr Bruce Hawley (Metal Enterprises)</p> <p>Copies of drilling locations provided – all within council's road reserves – refer to drilling maps</p>	<p>CEO</p>	<p>15th April 2010</p> <p>Further presentation provided to President & CEO 2 June 2010</p> <p>Report (9.10) to June</p>

	<p>Letter received 9/06/10 from the Department of Mines & Petroleum requesting comment on the proposed drilling program</p> <p>Wrote to the Department of Mines advising council's resolution;</p> <p><i>That Council advises the Hon Minister for Mines and Petroleum that it has no objections to the application by Glintan Pty Ltd for an Exploration Licence to drill test for iron ore within the road reserves nominated in the application, subject to the conditions specified in the referral letter dated 3 June 2010 from the Department of Mines and Petroleum</i></p>	<p>MARCUS TUDEHOPE (PLANNER)</p>	<p>council meeting</p> <p>Letter sent 29/06/10</p> <p>Drilling commenced 7/09/10</p> <p>Drilling has been suspended until after harvest</p>
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Outstanding matters

Council Resolution Action List – 18 August 2010

<p>Resolution 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.8</p>	<p>Proposed New Cemeteries Local Law Proposed Dogs Local Law 2010 Proposed Health Amendment Local Law 2010 Proposed Pest Plants Local Law 2010 Proposed Activities on Thoroughfares and Trading in Thoroughfares and Public Places Amendment Local Law 2010 Proposed Parking Local Law 2010 Proposed Local Government Property Amendment Local Law 2010</p> <p>That Council:</p> <p>(1) adopt the proposed Shire of Cunderdin _____ Local Law 2010, as contained in the Attachment;</p> <p>(2) pursuant to section 3.12 of the Local Government Act 1995, give Statewide public notice that it intends to make the Shire of Cunderdin Local Government Property Amendment Local Law 2010, as contained in the Attachment:</p> <p>(a) the purpose of which is to restrict and prohibit certain activities on reserves and review the modified penalties; and</p> <p>(b) the effect is to control the use of local government property and create offences for inappropriate behaviour in or on local government property.</p>	<p>CEO/DARREN LONG</p> <p>Darren Long to prepare joint SEAVROC advertisement</p>	<p>65%</p> <p>The proposed local laws were advertised in the West Aust on 24/11/10</p> <p>6 week public submission period from date of notice concludes 19/01/11</p>
<p>Resolution 9.7</p>	<p>Sale of proposed lot 23 Centenary Place, Cunderdin</p> <p>That Council resolve:</p> <p>(a) to offer to sell the proposed Lot 23, Centenary Place, Cunderdin subject to Mr Troy Donovan agreeing to the following terms and conditions;</p> <p>- Selling price be set at \$30,000.00</p> <p>- That the CEO be authorised to negotiate finance terms, if required.</p> <p>- That the buyer be responsible for all costs</p>	<p>CEO</p>	<p>Letter sent 24/08/10 advising council's decision - no response received from Mr T Donovan to date</p> <p>Extension of sale period (10-12 months) requested Report 9.5 18/11/10</p>

	<p>associated with the boundary adjustment to create lot 23, which is to be amalgamated with the existing lot 22.</p> <p>- That the proposed lot 23 be no greater in size than 2,244m² as drawn in the proposed subdivision drawing prepared by D Considine & G Foster</p> <p>(b) That if Mr. Troy Donovan agrees to the terms above in (a) that public notice of these terms be published for public information & submission in accordance with section 3.58 of the Act prior to entering into a contract for sale.</p> <p>(c) That subject to not receiving any adverse submissions the Chief Executive Officer be granted delegated authority to finalise the matter.</p>		<p>Mr Donovan has agreed to the terms subject to obtaining a reasonable survey quote.</p> <p>A letter will be issued to Mr Donovan advising him of the arrangements to be entered between the shire & LandCorp for the subdivision of Lot 2233 into Industrial lots.</p>
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Council Resolution Action List 18th November 2010

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

Council Resolution Action List 17th February 2011

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

Text has been sent to the State Law publisher for Gazetting

SLP contacted on 3/11/11 & have confirmed that final printing proof is waiting for the shire to confirm upon confirmation a special gazettal will be published

Council Resolution Action List 20th April 2011

Resolution 9.5	Tender #4 – Gliding Hut Refurbishments Resolved; That Council engage the services of Hi Construction for the restoration works to Gliding Club House Hut (101) and Workshop Hut (104) for the sum of \$130,972.55 in accordance with the schedule of works/specifications as detailed in the Tender #4 – 2010/11.	CEO	40% Tender Awarded & works currently been undertaken
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Council Resolution List 19th May 2011

Resolution 10.1	Section 135 Health Notice – Cunderdin Airfield Resolved that; a) Council serves a Section 135 Health Act Notice declaring that the airfield buildings unfit for human habitation and requiring that no persons occupy the building and for the occupants to vacate the building within 14 days of the notice being served. b) Council authorise the Chief Executive Officer & Deputy President to negotiate satisfactory terms and conditions with Bob Milligan. c) Council authorise the Chief Executive Officer & Deputy President to negotiate ownership of the huts that are allegedly privately owned. d) Council request the Chief Executive Officer to negotiate with the Asbestos Specialist to get prices to carry out necessary works at the airfield. e) Council request the Chief Executive Officer to investigate funding options to pay for necessary works to be carried out.	CEO/EHO/Deputy President	The Transfer of ownership of all huts has been achieved. Currently negotiating with owner on cottage home. Meeting between Mr Milligan The D/ President & A/CEO on 3/11/11 confirms the following: a. Mr Milligan agrees to the replacement of the roof & that he will move out of the hut while works are undertaken b. Mr Milligan wishes into a lease arrangement for the land on which the hut is constructed. c. Mr Milligan wishes to compensate the Shire an amount to be agreed for the lease of the land & reimburse the shire for electricity costs
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Council Resolution List 16th June 2011

<p>Resolution 9.1</p>	<p>Regional Price Preference Policy Resolved;</p> <p>(a) That Council adopt the amended Regional Price Preference Policy (Finance Policy # 26) in its draft form, pending consideration of any public submissions received.</p> <p>(b) That Council give authority to advertise the amended policy in accordance with section Regulation 24F of the Local Government (Functions & General) Amendment Regulations 2000.</p>	<p>CEO</p>	<p>80%</p>
<p>Resolution 9.8</p>	<p>Sporting Facility Design Brief Resolved that Council -</p> <p><i>a) Approve the Working Group Design Brief for the Community Recreation Building with the following points:</i></p> <ul style="list-style-type: none"> - 20m2 cool room for the bar - 8m2 cool room for the kitchen - 5m wall space for darts - Provision for tap beer and can/stubby - BBQ Area to be considered (Liquor licensing/Seasons) <p><i>b) Approve the Amended Design Brief for the Change rooms with the following points:</i></p> <ul style="list-style-type: none"> - Ladies Home and Away Change room to be included in plan - Access to Mens Away and Ladies Away toilets for external users, but no access to Home Change Rooms <p><i>c) Remove the BBQ area from the Design Brief to be considered within landscaping plan (preferably on the eastern side of the building and sheltered from wind)</i></p> <p>d) Proceed to tender for architectural services.</p>	<p>CEO</p>	<p>95%</p> <p>Tender documents complete – currently being reviewed by WALGA</p> <p>Tender has been advertised and closes on the 13th September 2011</p> <p>Council awarded the tender to Peter Hunt Architect as per resolution 9.4 at the council meeting on the 18th October 2011</p>
<p>Resolution 14.1</p>	<p>Nature & Grace Business Proposal – Late Agenda Item Council resolved;</p> <p>a) that Council grant approval to Debra Farmer to use the old Land Care office for an initial period of six (6) months, with a further option for six (6) months.</p> <p>b) that Council accepts Debra Farmer's cleaning proposal in return for her cleaning services as outlined in her email dated 13th June 2011 "The Cleaning proposal would include the Hall (Gym) and toilets".</p> <p>c) that Council may remove the approval by providing 30 days written notice.</p>	<p>CEO/Mgr F&A</p>	<p>60%</p> <p>Toy library have been offered the old play group building to relocate from the town hall.</p>
<p>Resolution 14.2</p>	<p>Transfer Station Operating Hours – Late Agenda Item Council resolved;</p>	<p>CEO/Mgr F&A</p>	<p>100%</p>

	<p>1) that Council change the operating hours of the Cunderdin & Meckering transfer stations to:</p> <p style="text-align: center;">Tuesday 8:00am – 12:00pm Thursday 1:00pm – 5:00pm Saturday 8:00am – 12:00pm Sunday 1:00pm – 5:00pm</p> <p>The new hours are effective from 1st August 2011.</p> <p>2) that Council authorise the printing of the Annual Waste Facility Passes for 2011/2012.</p>		
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Council Resolution List 18th October 2011

Resolution 9.2	<p>Annual Report That Council resolve to receive and note report 9.1 – Annual 2010/11 Audit Report.</p>	Mgr F & A	<p>100%</p> <p>Annual Report has been sent to the DLG</p>
Resolution 9.3	<p>Annual Electors Meeting That Council resolve pursuant to Section 5.54 of the Local Government Act 1995, to accept the Annual Report for 2010/2011.</p>	Mgr F & A	<p>Advertised in the Bandicoot and Office bulletin Board</p>
Resolution 12.2	<p><u>Recommendation 12.2</u> That council resolve</p> <p>(a) to commence the process to transfer DPI vehicle licencing to the CRC. (b) accept the following terms and conditions of transfer (1) Service delivery must not be diminished or compromised in any way by the Transfer of service to the CRC (2) Council would resume to provide the service if the CRC is unable for any reason. (3) Potential conflicts of interest are to be declared and noted (4) Council acknowledge that should any alternate providers be identified the commissioned service would need to be tendered by DPI to market to allow equitable and competitive access for provision of the services (c) to advise</p>	A/CEO	<p>Letter forwarded to DPI and CCR</p>

Other projects

	<p>Cunderdin Airfield lighting design upgrade Design complete – estimated value of works \$440k Project delayed as a result of the Cunderdin Airport Commercial Development Plan</p>		<p>100%</p>
	<p>Cunderdin Airfield RFDS shed</p>		

	Seeking feedback from CASA in regards to appropriate location in accordance with MOS 139		45% The location has been agreed upon and pad has been completed. The shed deposit has will be paid.
	Asset Management Plans All properties have been valued by APV valuers Council's road network has been valued and condition rated Draft plan is currently being audited		90% Asset management for Building & Structures has been completed and will be subject to a presentation to Council & Staff in the near future
	Implementation of LGE New version of LGS		90% Staff are dealing with minor software issues
	Meckering Sports Club Design & Construct project (1 Bowls & 4 Tennis courts) Tender closes 4 th March 2011 4 tenders received. Construction was delayed due to weather (rain)		90% Contract Awarded To Evergreen Synthetic Grass
	Upgrade to memorial drive		0%

Resolution 9.0

That the Acting Chief Executives Officers report be received and noted.

Moved Cr Dianne Kelly

Seconded Cr Clive Gibsone

Vote – Simple Majority

Carried: 8/0

9.1 Office Closure between Christmas and New Year

Location:	Cunderdin
Applicant:	Administration
Date:	3 rd November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Proposal

Council is to consider closing the Shire Offices between Christmas and New Year.

Background

Last year Council closed the Offices from 23rd December 2010, returning on the 4th January 2011.

No complaints were received over this period.

Commentary

Other SEARTG and surrounding Council's

York - 12noon 23rd Dec – 2nd Jan 12

Quairading – 24th Dec – 2nd Jan 12

Kellerberrin – 24th Dec – 2nd Jan 12

Wyalkatchem – 24th Dec – 2nd Jan 12

Tammin – (No dates set yet)

Beverley – (No dates received yet)

As a general rule no significant business is conducted between Christmas and the New Year, therefore, this would be considered a suitable time to close the office and send staff on holidays.

Transport licencing can be conducted in person at Northam, on the internet or the post office.

The Office will be closed from Friday 23rd December 2011, to the 2nd January 2012 inclusive, returning to work on Monday the 3rd January 2012.

Statutory Environment

There are no statutory implications in considering this item.

Policy Implications

There are no policy implications in considering this item.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

There are no strategic implications in considering this item.

Resolution 9.1

That Council resolve to;

- (a) Close the Shire Offices from 24th Dec – 2nd Jan 12.
- (b) Place a notice in the Bandicoot advising of the closure.

Moved Cr Dennis Whisson

Seconded Cr David Beard

Vote - **Simple majority**

Carried: 8/0

9.2 Black Spot Funding – Goldfields Rd

Location:	Cunderdin
Applicant:	Administration
Date:	3 rd November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

Additional State Black Spot funding.

Attachment

Nil

Background

Goldfields Road asphalt overlay over floodway area, minor widening of existing sea, reseal, line marking, delineators and sign upgrade. The project was put forward by the shire however the funding was not allocated in 2011/2012 funding round.

Commentary

Main Roads WA Wheat belt North Region has notified the Shire that funding has now become available and Council is requested to give consideration to accepting the State funding of \$42,158 to assist in the funding of the project. The Shire is required to provide a matching contribution of \$21,079.

It is recommended that the additional funding of \$21,079 being Councils contribution be provided by reducing town drainage Various Projects allocation in the 2011/2012 budget. The budget allocation for town drainage is \$58,016. The manager of Works and Services is of the view that this project may be deferred to 2012/2013 in order to ensure that sufficient funds are allocated to complete the project.

Statutory Implications

Local Government Act 1995 – Section 6.8

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.*

- (1a) *In subsection (1) —*

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) *Where expenditure has been incurred by a local government —*
 - (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

[Section 6.8 amended by No. 1 of 1998 s. 19.]

Policy Implications

There are no policy implications in considering this item.

Financial Implications

A budget amendment is required in order to transfer Council funds from Town Drainage Various Projects to the Black Spot Goldfields Rd project. Council will derive \$42,158 by accepting the additional State Black Spot Funding provided by Main Roads WA.

Strategic Implications

Addressing Asset Management and Community Safety.

Resolution 9.2

That Council resolve that;

1. Main Road WA Wheatbelt North region be advised that the Shire will accept the additional State Black Spot funding of \$42,158 for the Goldfields Rd

2. Subject to 1. Above the council authorise the following expenditure pursuant to 6.8 of the Local Government Act 1995.

- Goldfields Rd asphalt overlay over floodway area, minor widening of existing seal, reseal, line marking, delineators and sign upgrade

3. Subject to 1. & 2. above Council amended the 2011/2012 Annual Budget as follows

Reduce Town Drainage Various Projects - 882110 by **(\$21,079)**

Increase Goldfields Rd –Black Spot – New Account by \$21,079

Moved Cr Graham Cooper

Seconded Cr Doug Kelly

Vote – **Absolute Majority**

Carried: 7/1

(Cr Todd Harris requested that his name be recorded as having voted against the motion)

9.3 Fencing – Lot 19 Kelly St, Meckering

Location:	Cunderdin
Applicant:	Administration
Date:	3 rd November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

Construction of boundary fence to property adjoining Council land.

Attachment

Nil

Background

Email received from Bethany Moore on behalf of the owner of Lot 19 Kelly St, Meckering Mr Ridge Warburton stating that Mr Warburton has problems with containing his dog within his block and therefore wishes to erect a chain mesh fence between 900mm – 1200mm in height, on the boundary of his property and Council's.

Commentary

The matter was referred to the Shire consultant planners, City of Canning, Mr Dan Ho and the following advise has been received.

After further review, it has been identified that the subject site Lot 19 Kelly Street, Meckering (on the corner of Kelly Street and Gabbedy Place) is zoned Town Centre. Clause 5.8.6 of the Shire's Local Planning Scheme No. 3 states "*the minimum standard fence for lots within the Town Centre zone shall be a 1.8 meter high colorbond/neetascreen style fence unless otherwise approved by the local government.*"

Pursuant to the Dividing Fence Act 1961 the proposed fence is considered to be a civil matter to be agreed upon between the land owner and the affected adjoining land owner, this includes the construction costs, design and materials. As council land is vacant land the shire is not required to meet half of the value of the fence until such time as the Council constructs a building or a structure and has occupied it.

The proposed fence does not comply with the minimum standard detailed in the Town Planning Scheme No.3, therefore it is recommended that council inform Mr Warburton of the minimum fencing standards required and that the cost of the fence be at his cost.

Statutory Implications

Section 13 – Dividing Fences Act 1961

13. Liability to contribute to cost of dividing fence

- (1) When an owner of land has constructed a dividing fence that separates his land from adjoining land if the fence is a sufficient fence, the owner of the adjoining land is liable to pay in accordance with the provisions of this section half of the amount of the value of the fence.*
- (2) When an owner of land has, whether before or after the coming into operation of this Act, without giving a notice pursuant to section 8 or pursuant to any corresponding provision of any Act repealed by this Act, constructed such a dividing fence and has not received from the owner*

of the adjoining land or any previous owner of it one-half of the amount of the value of the fence, then if the adjoining owner —

- (a) has completed or completes, or has caused or causes to be completed the construction of any substantial building or structure on his adjoining land; or
- (b) has occupied or occupies a building or structure constructed on the adjoining land; or
- (c) has permitted or permits the lawful occupation by a person of a building or structure erected on the adjoining land,

the owner who constructed the fence may give to the owner of the adjoining land a notice claiming the payment of half of the amount of the value of the fence as estimated at the date of the claim.

(3) Where the owner of the adjoining land —

- (a) disputes the need for the dividing fence;
- (b) claims that the dividing fence is not desirable;
- (c) disputes the need for a dividing fence of the particular type that has been constructed;
- (d) disputes the amount of the value of the dividing fence shown in the claim,

he may, within one month of the receipt of the claim, give notice to the claimant owner that he disputes the claim.

(4) The owner who constructed the fence may, in default of agreement between the owners upon all or any of the matters referred to in subsection (3), apply to the court at the place nearest to the place where the fence was constructed claiming that the owner of the adjoining land has failed to pay half of the amount of the value of the fence in accordance with subsection (1).

(5) The court on an application made pursuant to subsection (4) may, by order, determine —

- (a) the need for the dividing fence;
- (b) whether the fence is desirable;
- (c) the value of the fence as at the date of the claim made under subsection (2); and
- (d) the amount, if any, to be paid, and the period within which that amount is to be paid, by the owner of the adjoining land to the owner who constructed the fence.

(6) An order of the court made pursuant to subsection (5) is final.

(7) If the owner of adjoining land on whom a notice of claim has been made pursuant to subsection (2) does not —

- (a) pay the amount of the claim within one month of the receipt by him thereof; or
- (b) within that period give notice to the claimant owner that he disputes the claim in accordance with subsection (3),

he is liable to pay to the owner who constructed the dividing fence referred to in subsection (1), the amount of the claim.

[(8) deleted]

[Section 13 amended by No. 5 of 1969 s. 3; No. 59 of 2004 s. 141.]

Policy Implications

There are no policy issues in considering this item.

Financial Implications

There are no policy issues in considering this item.

Strategic Implications

There are no strategic implications in considering this item.

Resolution 9.3

That Council resolve;

To inform Mr Warburton of the minimum fencing standards required and that the cost of the fence be at his cost.

Moved Cr Dennis Whisson

Seconded Cr Todd Harris

Vote - Simple majority

Carried: 8/0

9.4 Cunderdin Medical Practice – Purchase of Examination Table

Location:	Cunderdin
Applicant:	Administration
Date:	3 rd November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

Cr David Beard declared an interest in the matter, Council resolved that he be permitted to participate in discussions but not to vote.

Proposal

Request for funding to purchase an adjustable examination table for the Cunderdin Medical Practice.

Attachment

Nil

Background

Nil

Commentary

Letter dated 6th October 2011 from the Cunderdin Medical Practice seeking funding of \$1,395 for the purpose of purchasing an examination table with height adjustment.

The item is required as a number of patients are physically unable to utilise the current examination table. The Medical Practice is also required to undergo reaccreditation and the guidelines for accreditation are that a practice will need to provide a height adjustable examination table for patient use.

The 2011/2012 Annual Budget has not provided for such an expenditure and therefore Council will be required to identify any potential savings to cover the additional costs and authorise the expenditure pursuant to Section 6.8 Local Government Act 1995.

The Shire is required to undertake an Annual Budget review between January and March 2012 in order to identify potential savings and deficits, at this stage no surplus funds have been identified.

Statutory Implications

Local Government Act 1995 – Section 6.8

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.*

(1a) *In subsection (1) —*

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) *Where expenditure has been incurred by a local government —*

(a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*

(b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

[Section 6.8 amended by No. 1 of 1998 s. 19.]

Policy Implications

There are no policy issues in considering this item.

Financial Implications

Additional funding required.

Strategic Implications

There are no strategic implications in considering this item.

Resolution 9.4

That Council resolve;

To inform the Cunderdin Medical Practice that on this occasion Council are unable to assist in the funding of an adjustable height examination table on the basis that no funds were allocated in the 2011/2012 Annual Budget and no surplus funds have been identified.

Moved Cr Clive Gibsone

Seconded Cr Graham Cooper

Vote - Simple majority

Carried: 7/0

9.5 Wheatbelt Regional Council Scheme – Cunderdin Airfield Safety Improvements

Location:	Cunderdin Airfield
Applicant:	Administration
Date:	3 rd November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

Funding application for the Cunderdin Airfield Safety Improvements.

Attachment

Proposal for Cunderdin Airport Fire Service Design and Letter from the Department of Regional Development and Lands.

Background

Council submitted a funding application to the Wheatbelt development commission (WDC) in March 2011 seeking a total grant of \$757,544. A \$150,000 of the total grants applied for were to be spent for emergency water, taxiway construction and pavement markings.

Comments

The Department of Regional Development and Lands in its letter dated 23rd August 2011 approved \$75,000 for the Cunderdin Airfield Safety Improvement project and additional \$75,000 may be available and is subject to further discussions with the Wheatbelt Development Commission (WDC) making a total of \$150,000. A grant agreement needs to be signed before the Department will release the \$75,000. It is also understood that the project cannot be progressed until the Wheatbelt Development Commission (WDC) and the Council have signed the agreement. The Acting Chief Executive Officer will endeavour to obtain a copy of the grant agreement prior to the Council meeting.

In order to progress the project the former Chief Executive Officer requested Lowes Churchill and Associates, Engineers to provide a quotation for undertaking the Cunderdin Airport Fire Service Design and project manage the construction works on the basis that the Shire did not have the technical expertise to supervise the works. A proposal has now been received from Lowes Churchill and Associates stating the following fee proposal.

- Fire Service Design \$14,000 excluding GST
- Project Management of Construction works \$11,000 excluding GST
- Other costs including travel \$2,000 excluding GST

In order to progress the project Council is requested to give consideration to the following;

- a. That the President and Acting Chief Executive officer be authorised to sign the grant agreement for the approved grant totalling \$75,000.
- b. That the Acting Chief Executive Officer be authorised to pursue the additional grant funding of \$75,000 with the Wheatbelt Development Commission (WDC).
- c. The Acting Chief Executive Officer be authorised to appoint Lowes Churchill and Associate Pty Ltd to undertake the Cunderdin Airport Fire Service Design and project manage the project only after a. & b. above have been confirmed

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Project subject to additional grant funding being approved.

Strategic Implications

To progress the development of the Cunderdin Airfield.

Recommendation 9.5

That Council resolve that;

- a. The President and Acting Chief Executive officer be authorised to sign the grant agreement for the approved grant totalling \$75,000.
- b. The Acting Chief Executive Officer be authorised to pursue the additional grant funding of \$75,000 with the Wheatbelt Development Commission (WDC).
- c. The Acting Chief Executive Officer be authorised to appoint Lowes Churchill and Associate Pty Ltd to undertake the Cunderdin Airport Fire Service Design and project manage the project only after a. & b. above have been confirmed.

Moved Cr _____

Seconded Cr _____

Vote – **Simple majority**

Carried/Lost ___/___

Cr Graham Cooper moved part A and B of the Officers recommendation and that part C be amended to read as follows:

- c. The President and Acting Chief Executive Officer be authorised to meet with the Water Corporation in relation to the water supply for the Cunderdin Airport Fire Service and subject to the discussions, meet with Lowes Churchill and Associate Pty Ltd and request an alternative quotation.

The amended recommendation was seconded by Cr Todd Harris.

Resolution 9.5

That Council resolve that;

- a. The President and Acting Chief Executive officer be authorised to sign the grant agreement for the approved grant totalling \$75,000.
- b. The Acting Chief Executive Officer be authorised to pursue the additional grant funding of \$75,000 with the Wheatbelt Development Commission (WDC).
- c. The President and Acting Chief Executive Officer be authorised to meet with the Water Corporation in relation to the Cunderdin Airport Fire Service and subject to the discussions request Lowes Churchill and Associate Pty Ltd to provide an alternative quotation

Moved Cr Graham Cooper

Seconded Cr Todd Harris

Vote – **Simple majority**

Carried: 8/0

9.6 Administration of Cunderdin Day Care Operations

Location:	Cunderdin
Applicant:	Administration
Date:	3 rd November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

The Administration and Management of the Cunderdin Day Care facility be undertaken by the Council.

Attachment

Licence Application

Background

Council at its September 2010 Council meeting resolved to authorise the Chief Executive Officer to progress the matter with providing assistance to the Day Care centre to ensure the centre continues to deliver its services to the community.

Comments

It is understood that representatives Cunderdin Day Care centre made a presentation to Council in relation to a number of issues relating to the ongoing operations of the centre.

In order to ensure the ongoing management of the centre the Shire undertook the accounting function however it was recognised that the management of the centre needed to be transferred to the Shire in order to give it stability and ensure the delivery of service to the community. This matter has now been progressed as follows.

In September 2011 the committee of the Cunderdin Day Care Incorporated resolved as follows:

"That the committee supports a move to hand over Cunderdin Day Care Incorporated to the Shire of Cunderdin, including the license, assets, goodwill, staff and centre management, and financial responsibility, with no encumbrances, with an anticipated hand over date of December 2011".

In order to allow for the transition to the Council the child care licence currently held by the day care centre needs to be transferred to the Shire. A licence application has now been prepared to allow for the transfer.

Council is requested to give consideration to the following:

1. Accept the handover from the Cunderdin Day Care Incorporated of its license, assets, goodwill, staff and centre management, and financial responsibility, with no encumbrances to apply from a day yet to be determined in December 2011.
2. That the Manager of Finance and Administration be authorised to sign the licence application and affix the common seal.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Its proposed that the operations of the centre will be self-funding.

Strategic Implications

To provide a necessary service to the community.

Resolution 9.6

That Council resolve that;

- a. Accept the handover from the Cunderdin Day Care Incorporated of its license, assets, goodwill, staff and centre management, and financial responsibility, with no encumbrances to apply from a day yet to be determined in December 2011.
- b. The Manager of Finance and Administration be authorised to sign the licence application and affix the common seal.

Moved Cr Graham Cooper

Seconded Cr Dianne Kelly

Vote – **Simple majority**

Carried: 8/0

9.7 Tender 4-2011/2012 Cunderdin Airfield Conservation Works Huts 104, 110,112,113 & Cottage

Location:	Cunderdin
Applicant:	Administration
Date:	7 th November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To give consideration to awarding Tender 4-2011/2012 - Cunderdin Airfield Conservation Works Huts 104, 110,112,113 & Cottage.

Tabled

Tender Submissions

- Bower Roofing & Restorations Pty Ltd
- Air Roofing Company
- Safeway Building & Renovations Pty Ltd
- Wesroof
- Letter from Mr. RS Milligan dated 21st October 2011

Background

A notice was placed in the West Australian newspaper on Saturday 8th October 2011 inviting tenders for the undertaking of works to Huts 104, 110,112,113 and the cottage located at the Cunderdin Airfield.

Comments

The following tenders were received as at the closing time and date being Friday 21st October 2011, 4:00pm.

- Bower Roofing & Restorations Pty Ltd
- Air Roofing Company
- Safeway Building & Renovations Pty Ltd
- Wesroof

The tenders received were evaluated as per the selection criteria in the tender document, being;

- | | |
|--|---------------|
| 1. Experience on Similar Work | Weighting 50% |
| 2. Capacity to Undertake this Contract | Weighting 30% |
| 3. Management Systems | Weighting 20% |

Price is also taken into account.

Tender 4- 2011/2012 Cunderdin Airfield Conservation Works Hut 104, 110,112,113 & Cottage

Selection Criteria

Tenderer	Experience on similar work	Capacity to undertake this contract	Management Systems	Total Score	Price	
	Weighting 50%	Weighting 30%	Weighting 20%		Option 1	Option 2
Safeway Building & Restoration	45	25	15	85	\$ 98,472.00	\$ 16,485.00
Bower Roofing & Restoration Pty Ltd	30	25	15	70	\$ 112,800.00	Not Quoted
Wesroof	35	25	10	70	\$ 165,517.00	Not Quoted
Air Roofing Company	30	20	15	65	\$ 118,169.00	Not Quoted

NOTE:

- Option 1 to undertake Roof Restoration, Roof Plumbing, Carpentry and Roof Batters.
- Option 2 to treat (fungal treatment) and seal asbestos roof only.
- Council's preference is to restore all roofs.
- Time of completion within 14 weeks from letter of acceptance of tender.
- Price is GST Inclusive.
- The tender provided for Galvanised sheeting, Bower Roofing and Restoration Pty Ltd has tendered on Zinalume sheeting.

In summary Safeway Building and Restoration has undertaken large contracts for Government and Local Government and has demonstrated that it has the capacity to undertake the works and has the appropriate management systems in place and the price submitted to undertake the works is \$89,520 excluding GST. A reference check revealed that the firm is very easy to deal with, very trustworthy and did a very good job.

Mr RS Milligan the occupier of the cottage confirmed at a meeting with the Deputy President and Acting Chief Executive Officer held on Thursday 3rd November 2011 that he is willing to move to alternative accommodation while the works are undertaken and has offered up to \$3,000 towards the reroofing of the cottage, this has yet to be confirmed in writing.

Statutory Environment

Section 3.57 of the Local Government Act states;

3.57 Tenders for providing goods and services

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

Local Government (Function & General) regulation 11 states;

11. Tenders to be invited for certain contracts

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

Policy Implications

There are no policy implications in considering this item.

Financial Implications

Council has provision in its 2011/12 Budget of \$146,551 for the Cunderdin Airfield Conservation Works Huts 104, 110, 112, 113 & Cottage at the Cunderdin Airfield.

Strategic Implications

Conservation of heritage listed buildings.

Resolution 9.7

That Council resolve;

- a. To accept the tender submitted by Safeway Building & Restoration Pty Ltd for the Conservation Works Huts 104, 110,112,113 & Cottage at the Cunderdin Airfield.
- b. That the President and Acting Chief Executive Officer be authorised to sign and affix the Common Seal to the Formal Instrument of Agreement for Tender 4-2011/2012.
- c. That all tenderers be advised of A. above.

Moved Cr Todd Harris

Seconded Cr Dianne Kelly

Vote – **Simple majority**

Carried: 8/0

The Acting Chief Executive Officer informed the Council of 2 additional reports to be considered by the Council. The President informed the Council of the late reports. It was agreed that the following reports be considered.

9.8 Membership – Wheatbelt Natural Resource Management Incorporated

Location:	Cunderdin
Applicant:	Administration
Date:	3 rd November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

That Council makes application to become members of the Wheatbelt Natural Resource Management Incorporated.

Attachment

Application for Membership – Wheatbelt Natural Resource Management Incorporated.

Background

The Wheatbelt Natural Resource Management Inc. is an independent community based organization leading National Resource Management (NRM) endeavors within the Avon River Basin. The Organisations focus is on promoting and coordinating improvements in the environmental social and industry policies relating to national resources.

The Wheatbelt NRM was formally known as the Avon Catchment Council Inc.

Comments

The purpose for membership is detailed in Wheatbelt NRM's constitution which states.

“ Members exist to ensure Allied Interest Groups operating within, or having an impact on, the Avon River Basin have their interests considered as part of the overall strategizing, planning, prioritising and resource allocating activities and function of the Wheatbelt Natural Resource Management Incorporated.

The eligibility for Membership to the Wheatbelt Natural Resource Management Incorporated is open to organisations and groups operating or residing within the Avon River Basin.”

No subscription is payable by members of the Wheatbelt Natural Resource Management Incorporated.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Environment Sustainability

Resolution 9.8

That Council resolve to;

Apply for membership of the Wheatbelt Natural Resource Management Incorporated association and that the Acting Chief Executive Officer be authorised to complete and sign the application form attached to report 9.8.

Moved Cr Doug Kelly

Seconded Cr Dennis Whisson

Vote – **Simple majority**

Carried: 8/0

9.9 Annual General Meeting of Electors

Location:	Cunderdin
Applicant:	Administration
Date:	17 th November 2011
Author:	D Carbone
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

The adopt the minutes of the Annual General Meeting of Electors and the Minutes from the Meckering Public Meeting from the 10th November 2011.

Attachment

Minutes – Annual General Meeting of Electors – Cunderdin
Minutes – Public Meeting - Meckering

Background

The Council conducted an Annual General Meeting of Electors as required pursuant to the Local Government Act 1995 and undertaken a public meeting in Meckering along similar lines as the Annual General Meeting of Electors.

Comments

The purpose of the meeting is to adopt the 2010/2011 Annual Report and to deal with any other matters raised at the meeting by the electors. The meetings adopted the President Report, the independent Audit report and the financial report contained in the Annual Report 2010/2011.

Matters raised at the Annual General Meeting of Electors in Cunderdin:

- Cunderdin Airfield Lighting
- Cunderdin-Wyalkatchem Road works
- Illegal disposal of waste
- Waste Transfer Stations
- Community Planning Meeting (Inc. Cunderdin Sports Upgrade, CBH Expansion & Cunderdin Quairading Rd)
- Cubbine Rd Traffic and car park proposal
- Entry statements at the railway station & Airfield
- Upgrading of the Main Street footpaths
- Resuscitation device at the Gym

Matters raised at the Public Meeting in Meckering:

- Upgrade of Tennis Courts and associated works
- Communication between the Shire office and the Meckering Community Organisations
- Goomalling Rd

- Meckering – Dowering Rd
- Meckering Showgrounds
- Meckering Primary School – Cleaning of surrounds & Car park resurfacing
- Meckering Town Hall
- Road Curbing
- Purchase of New Tables and Chairs
- Removal of waste from landfill sites

No decisions were made at the electors meeting but questions and concerns were raised in relation to the above mentioned matters, the issues raised have and will continue to be addressed by the Council through the taking of actions and determining whether some of the requests will need to be included in its forward planning to be funded in its future budgets based on priorities set by Council.

Statutory Environment

Local Government Act 1995

5.32. Minutes of electors' meetings

The CEO is to —

- (a) *cause minutes of the proceedings at an electors' meeting to be kept and preserved; and*
- (b) *ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.*

5.33. Decisions made at electors' meetings

- (1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*
 - (a) *at the first ordinary council meeting after that meeting; or*
 - (b) *at a special meeting called for that purpose,**whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Resolution 9.9

That Council resolve to;

- a. Adopt the minutes of the Annual General Electors meeting of Electors held on the 10th November 2011 and the Public Meeting held in Meckering on the 10th November 2011.
- b. That Council notes the concerns and issues raised at the above mentioned meetings and will undertake appropriate actions.

Moved Cr Dennis Whisson

Seconded Cr Dianne Kelly

Vote – **Simple majority**

Carried: 8/0

Shire of Cunderdin
Annual General Meeting of Electors
Cunderdin Community Resource Centre
10th November 2011
Commenced at 6:30 pm

MINUTES

1.0 Declaration of Opening

1.1 The President declared the meeting open at 6:30pm

2.0 Record of Attendance

2.1 *Councillors*

Cr Roderick Carter

Cr Clive Gibsone

Cr Todd Harris

Cr David Beard

Cr Graham Cooper

2.2 *Staff*

Loren Hempel – Manager of Finance & Administration

2.3 *Electors*

Alan Carter

Allan Rogers

Alison Harris

Christine Fulwood

Robert Fulwood

Donna Jasper

2.4 *Apologies*

Cr Doug Kelly

Cr Dianne Kelly

Cr Dennis Whisson

Ken Baxter

Beryl Baxter

Floss Gibsone

Helen Beard

3.0 Confirmation of the Minutes of Previous Meeting

3.1 Confirmation of Minutes for the Annual Electors Meeting held 9th September 2010.

Moved: Cr Todd Harris

Seconded: Cr David Beard

That the minutes of the Annual Electors Meeting held on 9th September 2010 be confirmed as a true and correct record.

The motion was carried by a show of hands

4.0 Business Arising

5.0 Presidents Report 2010/2011

The President provided an overview of his report which he advised can be found in the front on the 2009/10 Annual Report;

- Thanked Councilors for their input and support
- Thanked Deputy President Clive Gibsone for all his effort and support
- Thanked Cr Graham Cooper for his regional representation and extra effort he puts in
- Thanked the staff for their efforts over the past 12 months
- Informed the Electors of the new Chief Executive Officer – Peter Naylor

Moved: Christine Fulwood

Seconded: Robert Fulwood

That the Presidents report be received.

The motion was carried by a show of hands.

6.0 Independent Audit Report for the year ended 30 June 2011

The President asked for the Audit Report to be read and asked if there were any questions or comments in relation to the report – no issues were raised.

Moved: Cr David Beard

Seconded: Cr Clive Gibsone

That the Audit report for the 2010/11 Financial Statements be received.

The motion was carried by a show of hands.

7.0 Financial Report for the Period ended 30 June 2011

The President provided an overview of the report which he advised is in the front on the 2009/10 Annual Report and invited any questions or comments in relation to the report. – No issues were raised.

Moved: Cr Graham Cooper

Seconded: Cr Clive Gibsone

That the Annual Report for the 2010/11 financial year be received.

The motion was carried by a show of hands.

8.0 General Business

Christine Fulwood – Questioned on the lighting at the Cunderdin Airfield project?

Cr Rod Carter – responded, Council needs to prove that it's a regional airport to get any significant funding and will try for funding in early 2012, Jo Fulwood to assist in the application for funding.

Cr Graham Cooper – Commented further that the 1st RDA funding accepted & eligibility was met but our region didn't rate in the 55 RDA's. Its worth pursuing as it meets the criteria and will be applied for.

Alison Harris – Questioned when will the road works on the Cunderdin Wyalkatchem Rd would be finished, as its very poor timing due to the shoulder area near Godfrey's corner is very dangerous and signage is poor. She requests that road works be ceased during harvest.

Cr Rod Carter – Replied stating that Mark Burgess the Manager of Works and Services has said it should be completed by the end of November. The delay may have been as a result of undertaking road works on the Cunderdin Quairading Rd due to the funding availability.

Robert Fulwood – Questioned how far the road works will be extended?

Cr Graham Cooper – Replied, all the way eventually.

Alan Carter – Questioned the illegal disposal of waste and what action the Shire will be taking

Cr Graham Cooper – Responded that the issue a matter for council consideration and Council are looking into a fee for service for disposing rubble steel and also white goods.

Donna Jasper – Questioned if it's essential to have 2 transfer stations, and suggests only having 1 would reduce costs or run both but on alternate days.

Cr Rod Carter – Responded that it is essential to have two transfer stations open and the Council is not looking at closing one or the other anytime soon.

Alan Carter – Commented that the community planning meeting was a good process as it gave electors a chance to discuss the Cunderdin Sports Upgrade, CBH expansion and Cunderdin-Quairading Rd upgrade. He expressed his concerns with the CBH expansion being on the South side of the railway line, with extra traffic going through town being unsafe and suggests a bypass on the East side of town. He suggests that potential buyers in the locality be informed that a bypass could be built in the future.

Cr Rod Carter – Responded that timing, costs and Main Roads govern the decision in relation to the bypass.

Robert Fulwood & Alison Harris – Questioned the proposed placement of the CBH expansion and suggest the North side of the railway line. Alison also stated that the land behind the shire and near the current sporting club is an ideal for a residential subdivision.

Cr Rod Carter – Responded that the proposal by CBH is currently in its preliminary phase.

Donna Jasper – Questioned what is happening with traffic down Cubbine Rd if the Tier 3 closes. She also requested that the parent body be presented with the car park proposal for comment.

Cr Rod Carter – Responded that they are in discussions with Main Roads to accommodate the extra traffic.

Alan Carter – Raised concerns in relation to the entry statements at the Railway Station and the Airfield and advised that the bins at the Cunderdin railway station be emptied on a regular basis by Shire workers and a welcome signs be erected at the railway station and airfield.

Cr Graham Cooper – Responded by saying that this is a Westrail issue.

Cr Rod Carter – Responded by saying that council will empty the bins.

Donna Jasper – Advised that the Cunderdin Community Bus has no seatbelts and asked if Council has any plans of purchasing a new one. She also asked when the footpaths on Main St will be upgraded.

Cr Rod Carter – Responded that due to the insufficient use of the Community Bus that Council have not looked at upgrading the bus, work on the footpath on Main St upgrade will be undertaken in December 2011 or January 2012.

Donna Jasper – Asked if a resuscitation device could be located in the Town Hall Gym.

Cr Todd Harris – Responded that St John Ambulance had thought of giving the shire and Co-op the old heart start machines but there was great concern of the lack of training of the public that could be using the machines.

9.0 Closure of Meeting

There be no further questions or comment and the President declared the meeting closed at 7:50pm.

**Shire of Cunderdin
Public Meeting
Meckering Sports Club
10th November 2010
Commencing 4:00 pm**

Minutes

1.0 Declaration of Opening

1.1 The President declared the meeting open at 4:05 pm

2.0 Record of Attendance

2.1 *Councillors*

Cr Rod Carter

Cr Di Kelly

Cr David Beard

Cr Graham Cooper

Cr Doug Kelly

Cr Dennis Whisson

2.2 *Staff*

Loren Hempel (Manager of Finance & Administration)

2.3 *Electors*

Denise Kelly

Jan Whisson

Anne Carter

Jeff Snooke

Rodney Carter

Neville Burgess

Bethany Moore – 4:10pm

Peter Reynolds – 4:20pm

Paul Hitchcock – 4:50pm

Carmen Reynolds – 5:00pm

Craig Hitchcock – 5:20pm

2.4 *Apologies*

Cr Clive Gibsone

3.0 Presidents Report 2010/2011

Provided an update on structural reform and the Regional Transition Group

Read key points from Annual Report

Thanked Cr Graham Cooper for his Regional representation on behalf of Council

Thanked Council and staff for their support

4.0 Independent Audit Report for the year ended 30 June 2011

Cr Cater referred to the audit report – no issues raised.

5.0 Financial Report for the Period ended 30 June 2011

Copies of the financial report were presented to those present.

6.0 General Business

Rodney Carter

- Raised issues regarding the Tennis Courts being upgraded;
 - Colour surrounds were meant to be two toned
 - Dimensions of the tennis courts are incorrect
 - No Geotechnical Survey done as per specifications in the tender
 - Fencing is being done after the turf was laid, Mark from Evergreen informed him that this would wreck the surface.
 - Drainage on the North and West side, not running away, advised that the fencing contractor has moved a drain to try to help the water flow as per his instructions
 - Hit up Wall – Waiting on a response from the Building Inspector from the Shire of York
 - Levels on the courts are out and it up around the light tower, which the Shire had said would be removed but wasn't
 - Surface grade is more than 1%, the fencing contractor suggests its 10%
 - Sand near the bottom courts needs to be removed as it stops the club being able to mark out the courts
- Requested that council supply a person who can care for the Golf Course and club surrounds
- Expressed he is very happy with the bowling greens and says a wonderful job was done
- Expressed his concerns about Meckering-Dowerin Rd "Stinking Gully", being dangerous with pot holes and water over the road.

Cr Rod Carter

- Responded that he would alert the Manager of Works and Services to repair the pot hole.

Anne Carter

- Expressed her concerns with the following issues:
 - Lack of communication between the Shire office and Meckering organisations
 - Correspondence not being replied to
 - Receiving cheques without any formal letter to accompany it
 - Newsletters not including Meckering projects and issues
 - Hockey Field – lack of communication from the Manager of Works and Services resulted in the field not being suitable for Meckering to host the finals

Cr Graham Cooper

- Responded by suggesting that MAG contact the Shire President with information to go into the Presidents newsletter.

Bethany Moore

- Thanked the Council on behalf of MAG for their support, and hopes to work closely with the Council in the coming year to further promote Meckering.

Neville Burges

- Questioned the poor condition of Goomalling Rd due to tree roots, mentioned his concern for the large pot hole near Ian Sieges property.

Cr Rod Carter

- Responded that Council are aware of the roads conditions but and have to prioritize roads due to lack of funding.

Jeff Snooke

- Questioned where Council was at with the development of the Meckering Showground's.

Cr Doug Kelly

- Responded that Council have looked at the development costs and asked Jeff when the old buildings will be removed off site and the area cleaned up and asked that the members make a formal decision to change the ownership

Cr Graham Cooper

- Informed Jeff Snooke that there are many Town Planning issues that will need to be looked at, and suggests fast tracking the clean up the site to make a start on applying for Town Planning changes

Jan Whisson

- Asked the shire for extra assistance cleaning the surrounds of the Meckering Primary School
- Asked if the Town Hall could be cleaned on a more regular basis
- Asked about the resurfacing of the Meckering Primary School car park, as she accepted a quote and the job is yet to be completed

Cr Graham Cooper

- Advised that Mark will be asked to follow up on the car park resurfacing.

Anne Carter

- Questioned why no white marking had been made on the curbing in front of the club after requesting the shire to do so.

Cr Dianne Kelly

- Responded that she believed that the club could mark the curb themselves.

Peter Reynolds

- Questioned the lack of curbing in the Meckering Town site and suggested making Burgess St a priority.

Cr Rod Carter

- Responded that there is currently no allocation in the budget as there are jobs with a higher priority.

Anne Carter

- Questioned if new tables and chairs would be purchased for the Meckering Town Hall

Cr Rod Carter

- Responded that Council will be buying new tables and chairs as part of the Cunderdin Sports upgrade.

Jeff Snook

- Questioned the accountability of the Manager of Works and Services in relation to the Tennis Courts.

Cr Rod Carter

- Responded that Council's structure is that the Council oversea the CEO and the CEO overseas the Manager of Works and Services.

Jeff Snook

- Questioned if the rubbish that Council have taken to the landfill sites will be removed. He also commended the Shire on the appointment of Michael Walker for grading roads as he is doing a wonderful job.

Cr Rod Carter

- Responded that the Manager of Works and Services will be asked to follow up the landfill sites and thanked him for his kind words.

7.0 Closure of Meeting

There be no further questions or comment and the President declared the meeting closed at 5:35pm.

10.0 Manager of Environmental & Buildings Services Report

No Reports

11.0 Manager of Works & Services
11.1 Manager of Works & Services Report

Location:	Cunderdin
Applicant:	Manger Works and Services
Date:	6 th November 2011
Author:	Mark Burgess
Item Approved by:	Acting Chief Executive Officer

Proposal

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

Comment

Please find below a brief update in relation to the Works Program, and proposed works.

Attachment

Written complaints table – October 2011
Grain Freight Project Work Proposal

Cunderdin Wyalkatchem Rd

As previously said this work has taken a little longer than normal due to other works and the abnormal rain events in October and November. If everything runs to plan this will be completed by 17th of November 2011.

Cunderdin Quairading

Once again we have been caught twice on this road with rain which has prevented us from sealing the section between Kelkering East Rd and Mills Rd (1.7km). As suggested we will be linking the sections up previously left with full overlays. Please see attached program and cost.

This is a Blackspot area combined with grain freight.

Gravel Sheeting Works

None has been carried out at this point.

Maintenance Grading

Only on request at this point.

Outside Staff

Rob Bell is on Leave starting 23/11/11 to 30/11/12.

General

- Meckering Railway station garden was cleaned up on 2nd November 2011 as per Glenys Geens email.
- Reseals have been carried out on Quairading Rd and partly Cunderdin Wyalkatchem Rd, again this was affected by rain.
- Fogging is happening although we have had some issues with the fogger.
- I have spoken to surrounding shires requesting information in regards to their use of a fogger or mister, and chemicals used. For Councils information you can no longer use the chemical Reslin, we now use a product called Aqua – K – Othrine which can only be mixed with water. The EHO from Goomalling suggested the preferred usage is a mister as it doesn't alarm people with the loud noise and when mixed with water it doesn't give off a fog which also alarms people.
- We have set up a recording sheet every time the fogger is used as it is now a requirement, this includes the following:
 - Date

- Start and finish times
- Name of Product
- Amount used/hectare
- Name of Pest
- Wind speed and Direction
- Air Temperature
- Nozzle Brand Model and type of spray system
- Name and address of person spraying

Records have to be kept for a minimum of 2 years.

Statutory Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

The Officers recommendation read as follows:

That Council resolve;

That the Manager of Works and Services Report for November 2011 be received.

The Manager of Works and Services made a presentation to Council in relation to Main Street Upgrade detailing two options, plan "A" and Plan "B".

Subsequent Cr Dianne Kelly moved the following motion, seconded by Cr David Beard

Council resolved that;

- a. The Acting Chief Executive Officer and Manager of Works & Services prepare a presentation in relation to Plan "A" (One way concept), a copy to be provided to Councillors.
- b. Subject to (a) above The Acting Chief Executive Officer and Manager of Works & Services make a presentation to the businesses located on the Main Street.
- c. Subject to (a) above that the Plan "A" Concept (One way concept) be subject to public consultation.

Resolution 11.1

Council resolved that;

1. That the Manager of Works & Services Report for October 2011 be received and noted.
- 2 a. The Acting Chief Executive Officer and Manager of Works & Services prepare a presentation in relation to Plan "A" (One way concept), a copy to be provided to Councillors.
- 2 b. Subject to (a) above The Acting Chief Executive Officer and Manager of Works & Services make a presentation to the businesses located on the Main Street.
- 2 c. Subject to (a) above that the Plan "A" Concept (One way concept) be subject to public consultation.

Moved : Cr Dianne Kelly

Seconded: Cr David Beard

Vote – Simple majority

Carried: 8/0

12.0 Community Development Officer

12.1 Information Bulletin – CDO Report

Location:	Cunderdin
Applicant:	Community Development Officer
Date:	7 November 2011
Author:	M Samson
Item Approved by:	Acting Chief Executive Officer

Proposal

Council is to receive the Community Development Officers Report for October/November 2011.

Comment

Country Local Government Fund – Regional component

- New guidelines have been released
- Amending Business proposal as per new template
- Attending CLGF workshop on Monday 14th November at Quairading Town Hall with Graham Cooper and Rod Carter

Dry Season Funding

- Planned Pool Party for Cunderdin for remainder of unspent funds.
- Aquatic Services booked for 26th November
- Ordering burgers and buns from Goodfield's Quality Meats
- Men's Shed volunteers will be cooking BBQ to free up lifesavers

Sporting Facilities Management Meetings

- Prepare Agenda and Minutes for 26/10
- Prepare information package draft for 9th November meeting
- Prepare agenda and minutes for meeting 9th November

Library Services

- MOU drafted for council consideration
- Cordless barcode reader received and forwarded to Cunderdin Library for installation

Entry statements

- Designs and quotes provided to Rod Carter to arrange working group meeting for Entry Signs

RFDS Transfer shed

- Deposit paid to Allied Shed for shed
- On site meeting between Todd Harris, Mark Burgess, Phil and Sharon Robinson, Bob Ellis and CDO for siteworks occurred on 24th October. Agreement reached on location and placement of shed.
- Position of shed at agreed location determined as per attachment and forwarded
- Earthworks completed and pegging done

Australia's Golden Outback

- Shire of Cunderdin will be featured in this year's edition
- Due to timeframes unable to make any changes to layout or content.
- Have queried future cost for changing text and pictures for 2013 edition.

King of Blues

- RES One off funding application submitted for Kings of Blues.
- Date set for Saturday 24th February 2012.
- Assistance with Heathway's sponsorship/funding for concert

General items

- Attended Interagency Networking session in Northam on 9th November at Bridgley Centre
- Opportunity to meet with various support agencies and gather information on their services

Attachments

- Location of RFDS shed

Statutory Implications

There are no statutory implications in considering this item.

Policy Implications

There are no policy implications in considering this item.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

Nil

Resolution 12.1

That Council receive and note report 12.1

Moved Cr Clive Gibsone

Seconded Cr Todd Harris

Vote – Simple majority

Carried: 8/0

Cr Cooper left the Council Chambers at 7:25pm

12.2 Memorandum of Understanding between the Shire and CRC

Location:	Cunderdin
Applicant:	Cunderdin CRC
Date:	17 November 2011
Author:	M Samson
Item Approved by:	Chief Executive Officer

Proposal

Presentation of draft MOU between the shire and CRC for provision of library services

Background

The Cunderdin Community Resource Centre and the Shire agreed in May 2001 that the CRC then known as Telecentre would provide the library services on behalf of the shire.

Although this agreement is in place and being honoured by both parties in service delivery and Shire quarterly payments to the CRC, no formal MOU has been drafted and signed.

Comment

The attached MOU has been drafted using the MOU agreement between Shire of Dowerin and Dowerin CRC and in reference to the Draft funding arrangements between the Minister for Culture and the Arts and WALGA and the Local Level Agreement for the delivery of Public Library Services.

I have requested further information on how this funding arrangement impacts the shire and whether it needs to be included in the MOU.

The Cunderdin CRC currently maintains two collections. The State library of WA as part of the agreement between WALGA and SLWA supplies Cunderdin Public Library with a set number of stock items which remain the property of the State Library.

The Cunderdin Public Library has its own collection which in relation to current discard guidelines is out of date. A provision for flow on funding may be useful in developing local collection – key point is “*The library uses interlibrary loan to supplement but not supplant local collection development*” and *Baseline guidelines for standard age of collection (excluding online , digital, audio visual etc) is 50% of collection purchased in the last five years*”. Cunderdin Public Library collection currently does not meet baseline guidelines.

Attachments

Draft MOU

Statutory Implications

Nil

Financial Implications

Current quarterly payment to CRC is \$3,000
Purchase of cordless barcode reader

Shire responsible for training, stationery and lost/damaged library stock
Provision for funding for improvements to local stock collection

Strategic Implications

Nil

The Acting Chief Executive Officer advice the Council that the officer's recommendation should read as follows:

That Council resolve;

- a. To adopt the draft Memorandum of Understanding between the Shire of Cunderdin and the Cunderdin Community Resources Centre for the delivery of library services, as attached to Report 12.2
- b. That a copy of the Memorandum of Understanding detailed in (a) above be forwarded to the Cunderdin Community Resources Centre for their approval.

Resolution 12.2

That Council resolve;

- a. To adopt the draft Memorandum Of Understanding between the Shire of Cunderdin and the Cunderdin Community Resources Centre for the delivery of library Services, as attached to Report 12.2.
- b. That a copy of the Memorandum of Understanding detailed in (a) above be forwarded to the Cunderdin Community Resources Centre for their approval.

Moved : Cr Clive Gibsone Seconded: Cr Dianne Kelly

Vote – Simple majority Carried: 7/0

12.3 KidSport Initiative

Location:	Cunderdin and Meckering
Applicant:	Dept of Sport and Recreation
Date:	17 November 2011
Author:	M Samson
Item Approved by:	Acting Chief Executive Officer

Proposal

Presentation of the KidSport funding initiative from Department of Sport and Recreation.

Background

As part of the Sport 4 all initiative Department of Sport and Recreation are providing funding of up to \$200 per eligible child to ensure all children no matter their family's financial circumstances are able to enrol and participate in sporting groups in Western Australia

The following extract is taken from the Department of Sport and Recreation website detailing the rollout of the project

Sport 4 all is a four-year, \$20 million project to increase participation in community sport and recreation throughout Western Australia. This program will help 30,000 disadvantaged WA children to join a sport or recreation club.

We believe clubs are the ideal environment to reconnect our young people with the community and connect them with positive role models. A young person who feels part of the community is less likely to damage that community.

Most of the kids that come into contact with our justice system come from a financially-disadvantaged background. We want to make sure all WA kids get a fair go. We want all WA kids to feel part of the community.

There is also considerable evidence to show that kids who participate in organised sport and recreation do better at school and are physically and mentally healthier than kids who do not. These advantages should be open to all kids. Sport 4 All is made up of four programs:

KidSport (\$10 million)

KidSport is the cornerstone of the Sport 4 All package. Under this program kids who cannot afford to join a club will be helped with a subsidy of up to \$200 (in the form of vouchers), which will go directly to the sport or recreation club. The kids will be identified from a range of professionals within a number of local government areas.

Community Volunteer Program (\$4 million)

The Community Volunteer Program will help clubs recruit, train and retain a new generation of volunteers.

ClubTalk (\$4 million)

The ClubTalk component of Sport 4 All will provide state sporting associations, peak bodies and clubs with the knowledge to utilise the latest in information communication technology (ICT) to make running a club easier and more cost effective.

Nature Play WA (\$2 million)

This generation of children spends more time indoors than any other generation in history. There are many reasons for this, including the proliferation of electronic, screen-based games, 'stranger danger', and more road traffic.

The results are alarming. Our children are become heavier, unhappier and weaker, and are losing the ability to make decisions or determine risks.

To counter this trend, the Department of Sport and Recreation has helped to establish a non-for-profit organisation called Nature Play WA which will work to inform parents about the value of unstructured play outside. Nature Play WA will also provide parents with fun, cheap options and ideas to get the kids outside. For more details about Nature Play WA go to: www.natureplaywa.org.au

Comment

In the Wheatbelt there will be a regional hub model in place with Shire of Northam being the nominated receival point. This model is for regional locations where one local government administers the KidSport program for surrounding local government/shire/towns. The administering local government/shire/town will have the grant agreement with DSR.

In this case each local government/shire/town will have their own branding on all stationary except the KidSport Application Form. A list of participating local government/shire/towns will only be included on this form.

The role of participating Shires within Wheatbelt Avon is to:

1. Accept KidSport registrations from clubs
2. Validate applications as received
3. Complete data entry of validated applications
4. Promote the initiative across the Shire

Process:

The kids will give validated application forms back to clubs who will then invoice the Avon Checkpoint (Shire of Northam). Payment will be made directly to Clubs.

Branding:

1. Application forms will be branded with "Wheatbelt Avon" but all participating Shires will be listed on the application.
2. Each participating Shire will receive posters and pull-ups promoting this initiative. These will be branded with individual Shire logo (eg: Cunderdin clubs and individuals will receive promotion material reflecting the Shire of Cunderdin).
3. Communities will deal with their local Shire - payment only will be made from the Avon Checkpoint

Attachments

Overview brochure

Statutory Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

The Officers recommendation reads as follows;

That Council;

Support KidSport initiative and for Shire of Cunderdin to be included in the Wheatbelt Avon regional Hub Model.

The Acting Chief Executive Officer advice the Council that the officer's recommendation should read as follows:

That Council resolve;

- a. To support KidSport initiative and for Shire of Cunderdin to be included in the Wheatbelt Avon regional Hub Model.
- b. Inform the Department of Sport and Recreation of their support for the KidSport initiative.

Resolution 12.3

That Council resolve;

- a. To support KidSport initiative and for Shire of Cunderdin to be included in the Wheatbelt Avon regional Hub Model.
- b. Inform the Department of Sport and Recreation of their support for the KidSport initiative.

Moved : Cr Dennis Whisson

Seconded: Cr Todd Harris

Vote – Simple majority

Carried: 7/0

12.4 Meckering Action Group – Various

Location:	Meckering
Applicant:	Meckering Action Group
Date:	17 November 2011
Author:	M Samson
Item Approved by:	Chief Executive Officer

Proposal

Summary of emails forwarded to CDO for council consideration all surrounding the memorial gardens and Meckering 'caravan park'

1. Does council have plans in the future to install a sullage depot in Meckering for the use of the caravans that come to the town?
2. MAG are considering placing a wishing well in the memorial garden as a collection point for donations - would they require building approvals?
3. Are there plans to upgrade the toilet facilities to include shower facilities (paid or unpaid)

Background

A large number of caravans stop and stay at the Meckering Memorial Rose garden and utilise the town's facilities. Meckering Action Group report that many stop by the shops to see who they pay for using the facilities. MAG are interested in supporting the tourism of Meckering and the continual use of Meckering as a caravan stop.

Comment

I have googled camping grounds in Western Australia and 'Meckering Memorial Park' is listed on a number of websites. These websites are updated by travellers making recommendations to fellow travellers.

Attachments

Nil

Statutory Implications

None

Financial Implications

Future works

Strategic Implications

Town Planning Scheme amendment

The Officers recommendation read as follows:

Recommendation 12.4

That Council to write to Meckering Action Group and advise if toilet upgrades are or will be included for future budget plans:

Moved : Cr _____ Seconded: Cr _____

Vote – Simple majority Carried/Lost: __/ __

The Acting Chief Executive Officer requested that this report be deferred to the next council meeting in order that the issues raised by the Meckering Action Group (MAG) are properly addressed.

Resolution 12.4

That Council resolve to;
Defer Report 12.4 to the next Council meeting in order that the issues raised by the Meckering Action Group (MAG) are properly addressed.

Moved : Cr Dianne Kelly Seconded: Cr Clive Gibsone

Vote – Simple majority Carried: 7/0

The Acting Chief Executive Officer informed the Council of the additional report to be considered by the Council. The President informed the Council of the late report and it was agreed that the following report be considered.

12.5 Community Resource Centre Senior's Week

Location:	Cunderdin
Applicant:	Cunderdin Community Resource Centre
Date:	10 November 2011
Author:	M Samson
Item Approved by:	Acting Chief Executive Officer

Proposal

Request for funding assistance from Cunderdin Community Resource Centre for Seniors Week activity

Background

Cunderdin Community Resource Centre applied to Council of the Aging for \$1,000 to host a community event for Seniors Week. They received \$600 in funding to show a pre-release movie *Red Dog* and provide a fully catered lunch for our seniors. The event was hosted on Friday 11th November at the Golf Club. The Staff have arranged for donations of gifts for door prizes from local businesses with a positive response.

Comment

CRC contacted the CDO on Thursday 10th November advising that they have been overwhelmed with responses from the community and had 43 people attending the event and enquired as to whether the shire is prepared to fund any shortfall.

The Shire President was made aware of the possible funding shortfall and indicated that the Shire may be able to assist.

The following advice has been received from the CRC in relation to the cost of the event

Lunch for Seniors booked for 48 @ \$12.50	\$600.00
Hire of Red Dog Movie	\$300.00
Staff to help with serving & cleaning up	\$ 60.00
Miscellaneous costs Napkins, ice cream, popcorn etc	\$ 30.00
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Total cost	\$990.00
Less grant received	\$600.00
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Shortfall	\$390.00
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Council is requested to give consideration to donating to the CRC the sum of \$390 to meet the shortfall in relation to the hosting of Seniors Week.

Attachments

Tax Invoice- The Jaffa Room/Artistralia for the screening of "Red Dog" for the Seniors Lunch

Statutory Implications

No

Financial Implications

Community Donation Request

Strategic Implications

No

Recommendation 12.5

That Council resolve to;

Donate the sum of \$390 to the Cunderdin Community Resource Centre for the purpose of hosting Seniors Week Celebrations held on Friday 11th November 2011. The \$390 be charged to Account number 95040427 – Council Donations.

Moved : Cr Doug Kelly

Seconded: Cr Clive Gibsone

Vote – Simple majority

Carried: 7/0

13.0 Environmental Project Officer Report

13.1 SEAVROC Environmental Project Officer Report

Location:	Cunderdin
Applicant:	Administration
Date:	8 th November 2011
Author:	J Vincent
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To receive the Environmental Project Officers Report for October 2011.

Attachment

Nil

Comment

Caring for our Country Wind Erosion Project

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

Continued the promotion of available free seedlings/seed for the 2012 planting season. Applications have been advertised in local papers and Shires and via landholder email lists. Applications close November 11th 2011.

Liaised with interested landholders and gave advice on appropriate species to apply for under the 2012 program.

Continued interviews for 2011 Case Studies for the project. 4 farmers will be interviewed on a particular management strategy used on their farm to help control wind erosion or other land degradation issues. These interviews will be turned into case studies that will be printed and distributed to farmers in the region as real-life examples of local farmers different degradation abatement strategies. During 2011 15 case studies will be produced from SEAVROC, WEROC and NEWROC.

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

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

Monthly meetings are attended with Project Officers from NEWROC and WEROC.

Wheatbelt NRM Soil Conservation Incentives Program

The Shire of Quairading is currently negotiating with Wheatbelt NRM to contract Cheryl Shenton and Jen Vincent for Round Six of the their Soil Conservation Incentives Program (SCIP). This will involve managing all SCIP Projects located within the SEAVROC Shires. There are 8 existing projects and 7 new projects that require management (3 in Quairading, 3 in Brookton, 1 in York, 4 in Beverley, 1 in Tammin and 2 in Cunderdin).

Services include project management, action planning, assistance with implementing on-ground activities and communication, capacity building and extension. Reporting required includes quarterly reports updating the status of each project and immediate outcomes reports summarising activities across all Projects.

SEAVROC Environmental Services - Cunderdin

Attended and lead the SEAVROC Young Farmers Tour including the World Congress on Conservation Agriculture held in Brisbane from September 25 to October 3. The group, from Brookton, Cunderdin, Quairading and York mixed with international visitors from over 70 countries, who came together to discuss world trends in conservation agriculture. Scientists and farmers presented papers on precision agriculture, soil technology, integrated crop residue and weed management and the design of resilient farming systems in the face of changing climate, markets, technologies and policies. A common theme of the Congress was the importance of food security and the need for developing countries to implement conservation agriculture techniques commonly used in Australia to meet the demands of an expanding world population, predicted to reach 9 billion people by 2050. A post-Congress tour took the group to various farms and research stations in the South West and Darling Downs regions of Queensland to experience first-hand controlled traffic techniques used in grain, cotton, vegetable and sugar cane production. The group have been sharing stories and knowledge gained from the trip with their communities through farmer and landcare groups within their Shires. The Minister for Agriculture has expressed interest in meeting with the group and a dinner is being scheduled for early in the new year. Drafted speech guidelines for those delivering speeches to local groups and wrote an article and distributed to local newspapers for publishing as part of the extension requirements from the Department of Agriculture, Fisheries and Forestry Next Gen Grants.

Commenced Spring Fox Baiting campaign in the SEAVROC Shires. Landholders can now access \$100 vouchers to purchase 1080 fox baits during Spring. Spring is an ideal time for strategic fox baiting as vixens are in dens, with dependent cubs until late November so their feed requirement is high.

Organised and attended the SEAVROC PLUM meeting on 13th October. Notes from the meeting have been distributed. It was agreed that it would be beneficial for the group to meet two to three times per year and act as a technical reference advisory group for Shire Planners, Environment Officers and Community Emergency Service Managers to discuss issues that are relevant across all areas. It was also agreed to keep members of the group to staff from the SEAVROC Shires only while the RTG is being finalised. External visitors from State Government Departments such as DEC, DAFWA and Department of Water as well as Wheatbelt NRM will be invited to attend meetings where necessary. Currently, Quairading Environmental Services is providing secretarial support for the group, however, it was agreed that due to the nature of the meetings, it may be more suitable for one of the Shire's administration staff to manage.

Attended the Wheatbelt NRM AGM on 27th October.

Attended the Service Delivery Plan Meeting for Environment Services under the future RTG on 14th October with Dominic Carbone and Associates. Provided input and edits to the Environmental Services Delivery Plan with Cheryl Shenton.

Attended the UWA Future Farm Field day on 18th October.

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

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

Unfortunately the Shire of Cunderdin's application for recognition under the 2011 DEC Environment Awards was not successful. Successful finalists are listed below:

Government Leading by Example:

- Main Roads WA - *New Perth Bunbury Highway*
- Shire of Mundaring - *The Tree Canopy and Understorey Program*
- Eastern Metropolitan Regional Council - *Landfill Rehabilitation Program*
- City of Cockburn - *Sustainability and Climate Change Program*
- Polytechnic West - *The way to a better environmental future for WA*

Upcoming Tasks/Events

Meet with Natasha Moore (DEC) and Mark Burgess regarding clearing requirements on Mills Rd and Flowery Patch Rd within the Cunderdin Shire. Both areas will require 'Permits to Take' declared rare flora where road maintenance work is required.

Commence site visits, reports and project management for the Wheatbelt NRM SCIP Program.

Attend 'Ribbons of Blue' macro-invertebrate sampling course on 10th November.

Meeting with Kerry Horan from Wheatbelt NRM on 16th November regarding current and future aboriginal NRM Projects in the SEAVROC region.

Roadside Conservation Training course for SEAVROC works staff (run by DEC's Roadside Conservation Committee on 28th November in York.

Continue to promote and advertise seedlings/seed available under the CFOC Wind Erosion Project. Start creating strategic offset planting plans for SEAVROC Shires to offset clearing planned for future road works.

Collate and assess applications for the CFOC Wind Erosion Project.

Continue to work with DEC and SEAVROC Works Managers on working towards compliance for all SEAVROC Shires under the WA Native Vegetation Clearing Regulations.

Resolution 13.1

That Council receives and note report 13.1

Moved Cr Clive Gibsone

Seconded Cr Dennis Whisson

Vote - Simple majority

Carried: 7/0

Cr Graham Cooper returned to the Council Chambers at 7:35pm

14.0 Community Emergency Services Manager

14.1 Community Emergency Services Manager Report - November 2011

Location:	Cunderdin
Applicant:	Community Emergency Services Manager
Date:	7 th November 2011
Author:	Stacey McQuistan
Item Approved by:	Acting Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Report

With implementation progressing on the 55 recommendations from "A Shared Responsibility: The Report of the Perth Hills Bushfire – February 2011 Review" (or "the Keelty report" as it is more commonly known), several additional activities have been undertaken in the lead up to this Bushfire Season. These include;

- 2011/12 Season Outlook

- Update to Total Fire Ban changes
- Weather outlook (BoM)
- DEC briefing & MOU signing
- State Emergency Management Committee (SEMC) outlook
- GIS Mapping capabilities
- Community Engagement
- Media and Public Relations
- Level 3 incident declarations, forms
- Incident Action Plans / Communications Plans / Sector Plans
- Changes to Australasian Interagency Incident Management System (AIIMS) structure to include Public Information silo in addition to the existing Incident Control, Operations, Logistics & Planning
- WA Emergency Radio Network (WAERN) Update

- State Exercise: Carlin Valley Bush Fire (Desktop Exercise)

- Attendees include FESA, Shire of Northam (Chief Bush Fire Control Officer and Recovery Coordinator), SES, All CESMs, Police, Department for Child Protection, Department of Agriculture, Department of Health, St John Ambulance, Department of Environment and Conservation, Brookfield Rail & Main Roads
- Bush Fire Exercise conducted simultaneously with all other districts within the State to test capacity to manage multiple Level 3 bush fire incidents.

- Regional Briefing

- Updates on Keelty Report Recommendation progress
- Changes to operational procedures/SOP/SAP/Policies for the upcoming Bush fire season
- Changes to reporting / documentation for major incidents

- DEC Meeting

- Interoperability over the upcoming fire season
- Changes to process/procedures/handover protocols etc

COMMUNITY EMERGENCY SERVICE MANAGERS MONTHLY REPORT

PREVENTION		
To provide a range of prevention services to increase community awareness of hazards and their involvement in minimising impact.		
OUTCOME	STRATEGY	ACTIONS
Develop practices for fire management on local government bush lands in all shires.	<p>Develop & implement mitigation pre-plans for all council vested reserves.</p> <p>Draft plan containing annual schedule of works based upon risk assessments.</p> <p>Engage BFBs/UCL staff & others to assist with HR Burns/other treatment options.</p>	<p>Continual development of 2011/12 Mitigation Plan.</p> <p>Currently mapping critical infrastructure on all UCL, UMR and Council Reserves.</p>
Develop practices for fire management on all Unallocated Crown Land & Unmanaged Reserves in all shires.	<p>Develop & implement mitigation plans for all UCL/UMR blocks.</p> <p>Maintain UCL data base.</p> <p>Engage BFB in hazard reduction burning programs/other treatment options.</p>	<p>Continual development of 2011/12 Mitigation Plan.</p>
Education programs for the community and schools to build knowledge & understanding of fire management practices.	<p>Review & identify suitable programs for the community e.g. Bush Fire Ready, JAFFA, & Smoke Alarm program.</p> <p>Coordinate the provision of public information & develop media contacts.</p> <p>Coordinate the implementation of the FESA school education program including the use of volunteers for delivery of programs.</p>	<p>Nil</p>
Strategic advice on Sub-divisional planning.	Provide advice to developers, shire and consultants when required.	<p>Nil – No requests</p>
Strategic advice on vulnerable communities & buildings.	Identify “at risk” facilities and communities. Conduct risk assessment & examine strategic treatment options.	<p>Nil – No requests</p>

PREPAREDNESS		
OUTCOME	STRATEGY	
Establish a training calendar for BFBs to meet the operational requirements of brigade members.	In consultation with Brigade, develop a program of appropriate courses for BFBs & Council staff. Coordinate the FESA DSO to maintain a record of courses and attendees on Train data base. Ensure BFBs have the appropriate level of training to be operationally effective.	WAERN training completed with Meckering Bush Fire Brigade. In conjunction with Regional FESA training calendar 2012/13 a local training calendar will be established (in order to not conflict with other courses)
Establish Relocation/Welfare Centres in all shires to support the community in times of need.	Liaise with LEMC to assist in Identifying & maintaining centres.	Nil
Establish Emergency Coordination Centres to ensure they are in a state of readiness.	Coordinate and assist LG to establish & maintain ECC and develop Standard Operating Procedures.	With the Cunderdin Bush Fire Shed almost completed, work has already commenced to ensure that the facility can provide basic ECC operability.
Support key Bushfire meetings & Committees (BFAC, DOAC & brigade meetings).	Provide reports to meetings where applicable. Attend meetings where applicable. Provide advice to council when required.	Refer Agenda Item to establish a Bush Fire Advisory Committee (BFAC)
Establish Emergency fire water supplies in ALL SHIRES	Liaise with LG to ensure LG Inspects & maintains water supplies pre and post – fire season	Upon advice from Works Manager, all standpipes are currently operational.
Major exercise in ALL SHIRES.	Liaise with LEMC on exercise & provide support.	Next LEMC exercise 2012. State Bush Fire Response Exercise 8/11/201
Support for Local Emergency Management Committee	Attend LEMC meetings Provide advice and assistance to the committee and executive officer. Update LEMC arrangements. Provide advice to LG for the development & / updates to the LG Recovery Plan. Provide advice to LG on the establishment of relocation plans capable of removing people at risk where identified.	Nil meetings.
Provide support to the District Emergency Management Committee(DEMC)	Attend DEMC meetings on behalf of council if usual LG representative is not available.	Nil.

RESPONSE		
OUTCOME	STRATEGY	ACTIONS
Respond to emergency incidents that impact on the community in all the shires.	<p>Maintain & review mobilisation procedures for BFBs to ensure their effectiveness.</p> <p>All mobilisations to be monitored in line with SOP.</p> <p>Provide IMT support as required.</p> <p>Provide adequate training for BFB Captains/FCO to ensure they can manage incidents.</p>	<p>Thursday 3 November 2011 Storm/Rain event Road damage reported No other damage reported Made contact with Works Manager & Shire Office – my assistance not required. Informed On-Call Duty Officer of Road Damage</p> <p>Friday 4 November 2011 Small Hay Bale Fire reported by a member of the public to 000 - Turnout Agreement via 000 was enacted - single bale did not pose any threat to developing, and was managed by property owner and local brigade member.</p>
Respond to incidents in neighbouring LGs when requested.	<p>Respond to incidents when requested by FESA or neighbouring LGs.</p> <p>Provide IMT support as required at incidents.</p> <p>Monitor all incidents & support with resources when required.</p> <p>Support FESA and other Local Governments as per the Mutual Aid Agreement.</p>	<p>Thursday 3 November 2011 Storm/Rain event (Quairading) No significant damage reported Made contact with Shire Office – my assistance not required.</p>
Administration of State Emergency Service (SES).	<p>Liase between Shire and local SES Unit Leader to assist / provide operational & administrative support</p>	N/A

RECOVERY		
OUTCOME	STRATEGY	ACTIONS
Counselling Service & Peer Support for volunteers in place for all volunteers & ALL SHIRES staff.	<p>Encourage BFB/ SES to utilise services.</p> <p>All major incidents involving volunteers, whereby there are serious injuries, trauma or fatalities to be reported to the FESA Comcen.</p> <p>Ensure OHS&W as required.</p>	<p>Nil – no peer support requested/required</p>
Provide support to the Incident Recovery team.	<p>Provide advice on the activation and implementation of the LG recovery plan.</p> <p>Monitor & review recovery plan with LEMC & LG.</p>	<p>Nil – no recovery team activations</p>

SPECIAL PROJECTS

OUTCOME	STRATEGY	ACTIONS
Special Projects	Coordinate & manage projects for FESA & LG in regard to fire and emergency management.	<p>Vehicle build completed, still sourcing additional requirements (First Aid Kit, Tabbards, TCards)</p> <p>Completion of Bush Fire Contacts card for all Fire Appliances/FCOs (including FESA Duty Officer, CESM, Main Roads, Train Control, DEC, FESA Communications, CBH etc etc)</p> <p>Regional Bush Fire Management Planning meeting – to develop a 'country' version of the document that covers prevention, preparedness, response and recovery in relation to Bush Fire. This also includes identification of critical infrastructure, communications planning for sectorised Level 2 / 3 incidents, Bush Fire mitigation strategies etc Once developed, this framework will hopefully be considered by the Bush Fire Advisory Committee (BFAC) <i>subject to its formation</i></p> <p>90% complete WAERN radio 'cheat sheet' with basic operations and adjoining Shire channels</p> <p>Official ICV handover to new coordinator Jim Smith in preparation for the State Regional Bush Fire Exercise <i>Carlin Valley</i></p>

ADMINISTRATIVE DUTIES		
OUTCOME	STRATEGY	ACTIONS
Establish Emergency Service Directory & contacts list.	Develop & maintain a directory for emergency service contacts in liaison with FESA Region.	Bush Fire Contacts Card developed
Maintain BFB Membership List	Audit and update existing BFB m/ships incl. medicals & police clearances	Nil
Risk to Resources (R2R) Model established each year	Review & analyse the R2R model against current resource inventory	Ongoing project in conjunction with Area Manager Bendtsen
Bush Fire Brigade & State Emergency Service administration process.	Coordinate & play a lead role in drafting the ESL budget for BFB & SES on behalf of the ALL SHIRES ALL SHIRES to acquit ESL budget Ensure BFB comply with ESL requirements	Nil
Establish a Bush Fire Brigade fleet maintenance program	Liaise with LG and assist LG with the co-ordination maintenance of vehicles & equipment including communication systems	Booked Cunderdin 3.4 for pre-season service.
Establish a PPE & monitoring & replacement system	Develop & coordinate the maintenance of a data base system for ALL SHIRES and BFBs to manage all PPE/Equipment	Under Development
Budget Reports	Complete reports monthly	N/A

PERSONAL DEVELOPMENT	
COURSE TYPE	DATE PLANNED
Planning 5.04	<i>No courses currently available</i>
Operations course	<i>No courses currently available</i>
Situation course	<i>No courses currently available</i>
Mimic course	<i>No courses currently available</i>
Management Training	<i>No courses currently available</i>
Leadership courses	Completed
Prescribed Burning Course	Theory/Field work completed / pending final Field Assessment
Logistics course	<i>No courses currently available</i>
Intro to Emergency Risk Management	Completed
Intro to Recovery	Completed
Risk Management	Completed
Exercise Management	<i>No courses currently available</i>
Business Continuity	Nomination submitted – Course dates 28-31 May 2012
Word basic & Intermediate	<i>No courses currently available</i>
Excel	<i>No courses currently available</i>
Power point basic	<i>No courses currently available</i>

OTHER	
ITEM	ACTION
2011/12 Season Outlook	Update to Total Fire Ban changes Weather outlook (BoM) DEC briefing & MOU signing State Emergency Management Committee (SEMC) outlook GIS Mapping capabilities Community Engagement Media and Public Relations Level 3 incident declarations, forms Incident Action Plans / Communications Plans / Sector Plans Changes to Australasian Interagency Incident Management System (AIIMS) structure to include Public Information silo in addition to the existing Incident Control, Operations, Logistics & Planning WA Emergency Radio Network (WAERN) Update
State Exercise: Carlin Valley Bush Fire (Desktop Exercise)	Attendees include FESA, Shire of Northam (Chief Bush Fire Control Officer and Recovery Coordinator), SES, All CESMs, Police, Department for Child Protection, Department of Agriculture, Department of Health, St John Ambulance, Department of Environment and Conservation, Brookfield Rail & Main Roads Bush Fire Exercise conducted simultaneously with all other districts within the State to test capacity to manage multiple Level 3 bush fire incidents.
Regional Briefing	Updates on Keelty Report Recommendation progress Changes to operational procedures/SOP/SAP/Policies for the upcoming Bush fire season Changes to reporting / documentation for major incidents
DEC Meeting	Interoperability over the upcoming fire season Changes to process/procedures/handover protocols etc

Resolution 14.1

That Council receive and note report 14.1;

Moved Cr Doug Kelly

Seconded Cr Dennis Whisson

Vote – Simple majority

Carried: 8/0

14.2 Bush Fire Advisory Committee

Location:	Cunderdin
Applicant:	Community Emergency Services
Date:	9 th
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

Council is to consider the formation of a Bush Fire Advisory Committee to provide feedback and recommendations to Council on Bush Fire matters.

Attachment

Bush Fire Advisory Committee – Terms of Reference

Background

Currently, consultation with Bush Fire Brigades within the Shire of Cunderdin is undertaken on an ad-hoc basis, with no formal structure in place for Brigades to provide advice to Council on matters effecting the operation and management of Bush Fire activities. Previous consultation has taken place in relation to matters concerning restricted and prohibited burning periods, firebreaks and equipment requirements as and when required. Council's Community Emergency Services Manager has also found that differing opinions across the volunteers and brigades may not reflect of the opinion of a majority of Brigade members.

With the proposed recommendations from to "A Shared Responsibility: The Report of the Perth Hills Bushfire – February 2011 Review" it is considered highly important that Volunteer Brigades provide consideration and feedback to matters that may affect Bush Fire operations in the future. Some of the recommendations to be considered by a Bush Fire Advisory Committee include:

Recommendation 35 (TOR 4 and 5)

FESA and local governments jointly review radio communications capability prior to the 2011/12 bushfire season with a view to improving the current delivery of service to firefighters.

Recommendation 43 (TOR 5)

The State Emergency Management Committee (SEMC) amend State Emergency Management Policy 4.1 (Operational Management) to:

- *give clear and explicit direction about when and how an incident should be declared*
- *clearly articulate the actions to be taken*
- *clearly define accountabilities*
- *provide detailed criteria for elevating issues and engaging other agencies.*

Recommendation 13 (TOR 1)

The State Government consider resourcing the Department of Environment and Conservation and local governments to develop and administer a comprehensive prescribed burning program in Perth's urban/rural interface to complement DEC's existing landscape-scale program.

Recommendation 15 (TOR 1)

The Fire and Emergency Services Authority and local governments ensure that the ability to:

- measure and map fuel loads
- maintain fuel load databases
- draw up prescriptions for, and oversee controlled burns

are included as key competencies in any future recruitment of Chief Bushfire Control Officers (CBFCO) and Community and Emergency Services Managers (CESM).

Recommendation 25 (TOR 5)

The Fire and Emergency Services Authority immediately comply with the provisions of WESTPLAN BUSHFIRE and formally declare incidents at their appropriate level and document and communicate those decisions in a similar way to the systems used by the Department of Environment and Conservation and the Western Australian Police.

Recommendation 26 (TOR 5)

The Fire and Emergency Services Authority develop formal procedures for mandating the completion of Incident Action Plans, ensuring the documents are detailed and that they record critical decision making.

Recommendation 27 (TOR 5)

The Fire and Emergency Services Authority review its use of the Australian Interagency Incident Management System (AIIMS) to ensure that the most appropriate resources (including aerial resources) are used to respond to an incident. If resources are rejected during an incident either through the decision making process or other grounds, the reason for the decision should be documented.

Recommendation 28 (TOR 5)

The Fire and Emergency Services Authority (FESA) review its program to decommission vehicles and ensure that when such vehicles are offered during an incident that FESA staff adhere to FESA's own policy of 'Use of Private Vehicles in Fires'

Recommendation 29 (TOR 5)

The Fire and Emergency Services Authority and the Department of Environment and Conservation ensure that their Incident Controllers identify critical infrastructure as part of their initial assessment and preparation of Incident Action Plans when attending major incidents.

Recommendation 49 (TOR 5)

Emergency service agencies undertake more consultation and joint exercising involving the Fire and Emergency Services Authority, the Department of Environment, the Western Australian Police, the Department for Child Protection, local governments and volunteers – including Volunteer Bush Fire Brigades.

This should include field exercises which test:

- Evacuation centres
- Critical infrastructure (including at the local level)
- Traffic management, including road blocks.

Consideration should also be given to involving the community in exercising (see Recommendation 7) and using prescribed burns as exercises (see Recommendation 14).

More detailed planning for exercises should be included in a revised WESTPLANBUSHFIRE to be endorsed by the State Emergency Management Committee.

Recommendation 53 (TOR 1 and 5)

The Fire and Emergency Services Authority and local governments examine the current competencies of Chief Bushfire Control Officers (CBFCO) and Community Emergency Services Managers (CESM) or Community Fire Managers (CFM) and consider what further development is needed to ensure these staff are capable of:

- *measuring and mapping fuel loads*
- *maintaining fuel load databases*
- *drawing up prescriptions for, and overseeing controlled burns*

building effective working relationships with all relevant stakeholders

Recommendation 54 (TOR 5)

The Interagency Bushfire Management Committee (IBMC) develop a consistent program of education, training (including media), testing and review of Level 3 Incident Controllers.

*This should include provision for a formal review of the performance of individual Level 3 Incident Controllers after **every** incident.*

Recommendation 8 (TOR 4)

Local governments continue to include information on bushfire risk and preparedness with rates notices.

It is acknowledged that a majority of fires within the Shire are considered Level 1 fires, requiring an initial response to suppress the fire in a short space of time and confining the incident to a relatively small area. In the case of any larger and protracted fires, there are multiple considerations to be made in relation to incident management and command structure, resourcing, incident declaration, records management, communications planning with the new WAERN radios etc.

The formation of a Bush Fire Advisory Committee would provide a pre-season and post-season opportunity for the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer, Brigade Captains and FCOs to meet and discuss these issues and any other issues that we will face in the future.

Other issues that may be considered by the Bush Fire Advisory Committee include:

- Bushfire Management Plan (prevention, preparedness, response, recovery)
- Prescribed Burning Programs
- Harvest Ban implementation
- Total Fire Ban changes
- Major Incident Response issues (Toodyay, Brookton, Pickering Brook etc)
- Introduction of Fire / Bush Fire / Structural Fire Training
- "000" agreement and turnout procedures
- Fire Control Officer Training and competencies
- AIIMS training
- Review of industry standard processes and procedures
- Annual review and recommendation of Firebreak Order requirements
- Post Incident Analysis of recent fires (improving via lessons learnt)
- Radio Communication Planning
- Vehicle and Equipment Issues
- Protective Clothing requirements and ordering
- Capital projects and Facilities maintenance
- Burning Permit Issuing Officers

This committee is considered to be a local version of the current "District Operational Advisory Committee" or DOAC, as currently attended by Cr Todd Harris as Chief Bush Fire Control Officer and Stacey McQuistan as Community Emergency Services Manager. The proposed Bush Fire Advisory Committee would provide a greater opportunity to disseminate the state and district level content from DOAC meetings to our local Bush Fire volunteers.

Statutory Implications

Bush Fires Act (1954)

67. Advisory committees

- (1) *A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*
- (2) *A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.*
- (3) *In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —*
 - (a) *make rules for the guidance of the committee;*
 - (b) *accept the resignation in writing of, or remove, any member of the committee; and*
 - (c) *where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*
- (4) *A committee appointed under this section —*
 - (a) *may from time to time meet and adjourn as the committee thinks fit;*
 - (b) *shall not transact business at a meeting unless the quorum fixed by the local government is present;*
 - (c) *is answerable to the local government and shall, as and when required by the local government, report fully on its activities.*

Policy Implications

Nil

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

The formation of a Bush Fire Advisory Committee will provide a long term, strategic framework for Council to regularly seek input and advice from our Volunteers in the ever evolving world of bush fire prevention, preparedness, response and recovery. It is considered imperative for volunteers within the

Shire to have a voice in the future direction of Bush Fire Management, as well as to provide Council with advice on various Bush Fire matters.

The Acting Chief Executive Officer provided an amended officers recommendation in order to allow the composition of the committee and the terms of reference to be incorporated into the recommendation.

Recommendation 14.2

- a) That Council establish a the Shire of Cunderdin Bush Fire Advisory Committee;
- b) That the Bush Fire Advisory Committee comprises of:

Voting Members:

- Chief Bushfire Control Officer Deputy
- Bushfire Control Officer
- Cunderdin Bush Fire Brigade Captain
- Meckering Bush Fire Brigade Captain
- Ygnattering Bush Fire Brigade Captain
- Cunderdin Fire & Rescue Brigade Captain
- 2x Cunderdin BFB Fire Control Officers x Meckering BFB Fire Control Officers
- 2x Ygnattering BFB Fire Control Officers

Non-Voting Members:

- Shire Councillor
- Chief Executive Officer
- Community Emergency Services Manager
- FESA Area Manager Mortlock
- *Other industry professionals as required*

- c) That Cr _____ be appointed as Council's Committee representative;
- d) That the quorum for a Committee meeting be set at 8 voting members;
- e) That meetings be held the final Wednesday of May and November each year, and additionally as and when required;
- f) The Terms of Reference of the Committee are as follows;
To represent Volunteer Bushfire Brigades within the Municipality and to make recommendations to Council on the following:
 - Annual Bushfire Budget and any relevant financial matters including Capital and Operating Emergency Service Levy allocations
 - Distribution of fire fighting equipment and funding between the Brigades
 - The general management of the Bushfire organisation
 - The planning, setting standards and works program for fire prevention within the Shire
 - The formulation of Bushfire Brigades
 - Standards of equipment that should be provided and maintained under the control of Brigades
 - Coordination of training within the Brigades to ensure that the Brigades can work together efficiently
 - Any other matters relating to bushfire control

Cr Clive Gibsone moved the officer's recommendation as detailed above.

The president called for a seconder.

As there was no seconder to the motion, the motion lapsed for want of a seconder.

15.0 Matters for which the meeting may be closed

There are no reports of a confidential nature.

16.0 General Business

Cr Doug Kelly left Council Chambers at 7:44pm

Cr Doug Kelly returned to the Council Chambers at 7:46pm

17.0 Upgrading the Cunderdin Airfield: the need for a regional approach

The president tabled a proposal titled "Upgrading the Cunderdin Airfield: the need for a regional approach", for consideration by the Council. It was moved by Cr Dianne Kelly and Seconded by Cr Clive Gibsone that;

- a. The Shire of Northam be requested to consider the proposal titled "Upgrading the Cunderdin Airfield: the need for a regional approach".
- b. Subject to (a) above the Shire of Northam give consideration to co-sponsoring an application for funding.

Resolution 17.0

That Council resolve;

- a. That the Shire of Northam be requested to consider the proposal titled "Upgrading the Cunderdin Airfield: the need for a regional approach".
- b. Subject to (a) above the Shire of Northam give consideration to co-sponsor an application for funding.

Moved Cr Dianne Kelly

Seconded Cr Clive Gibsone

Vote – Simple majority

Carried: 8/0

18.0 Closure of meeting

There being no further business the President declared the meeting closed at 7:46pm.