



## **Shire of Cunderdin**

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

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Thursday 19<sup>th</sup> July 2012** in the Council Chambers, Lundy Avenue Cunderdin and commenced at 5:00 pm.

Peter Naylor  
**Chief Executive Officer**

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## MINUTES

### 1. Declaration of opening

**The President declared the meeting open at 5:00pm.**

**The Shire of Cunderdin disclaimer was read aloud.**

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

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

### 2. Suspension of Clause 3.2 - Standing Orders

Location:	Cunderdin
Applicant:	Not applicable
Date:	4 July 2012
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer

#### **Resolution:**

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

Moved: Cr Clive Gibsone

Seconded: Cr Graham Cooper

Vote – Simple majority

Carried: 7/0

### 3. Public Question Time

**Response to previous public questions taken on notice**

**Declaration of public question time opened at 5:00pm**

**Declaration of public question time closed at 5:00pm**

#### 4. Record of Attendance, Apologies and Approved Leave of Absence

##### Record of attendances

###### Councillors

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

##### Apologies

Mark Burgess	Manager of Works & Services
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##### On Leave of Absence

Cr TE (Todd) Harris

##### Staff

Peter Naylor	Chief Executive Officer
Loren Clifford	Manager of Finance & Administration

##### Guests of Council

None

##### Members of the Public

None

##### Applications for leave of absence

###### Resolution

That Cr David Beard be granted Leave of Absence for the August 2012 Ordinary Meeting of Council.

Moved: Cr Doug Kelly

Seconded: Cr Dianne Kelly

Vote – Simple Majority

Carried: 6/0

##### Declaration of Members and Officers Financial Interests

#### 5. Petitions, Deputations, Presentations

##### Deputations

None

##### Presentations

None

#### 6. Announcements by President without discussion

## 7. Confirmation of the Minutes of Previous Meetings

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Date:</b>	4 July 2012
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	

### **Proposal/Summary**

Council to confirm the minutes of the Ordinary Council meeting held on 21 June 2012.

### **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 7.0**

That the minutes of the;

Ordinary Council meeting held on 21 June 2012, be confirmed as a true and correct record.

Moved: Cr Dennis Whisson

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried: 7/0

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

The President signed the minute declaration.

## **8. Finance & Administration**

### **8.1. Financial Report for June 2012**

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	10 <sup>th</sup> July 2012
Author:	Loren Clifford
Item Approved by:	Chief Executive Officer
File Reference:	

**Cr Cooper left the chambers at 5:09pm**

#### **Proposal/Summary**

The financial position as at 30<sup>th</sup> June 2012 is presented for consideration.

#### **Appendices – 30<sup>th</sup> June 2012 - Financial Statements**

- Statement of Financial Activity
- Councillor EOY Estimate
- Operating Statement
- Statement of Surplus or Deficit
- Statement of Financial Position
- Statement of Cash Flows
- Details by Function & Activity
- Reserves Account Summary
- Loan Repayment Schedule
- Financial Activity Statement projected to 30<sup>th</sup> June 2012
- 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 30<sup>th</sup> June 2012.

Moved: Cr Clive Gibsone

Seconded: Cr David Beard

Vote – Simple majority

Carried: 6/0

## 8.2. Accounts Paid – June 2012

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Author:</b>	Loren Clifford
<b>Report Date:</b>	10 <sup>th</sup> July 2012
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	

**Cr Cooper returned to Council Chambers at 5:13pm**

### **Proposal/Summary**

Council is requested to confirm the payment of Accounts totalling \$ 1,813,297.04 listed in the Warrant of Payments for the period 1<sup>st</sup> June 2012 – 30<sup>th</sup> June 2012.

### **Attachments**

Warrant of Payments for 1<sup>st</sup> June 2012 – 30<sup>th</sup> June 2012.

### **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 1<sup>st</sup> June 2012 – 30<sup>th</sup> June 2012.

1.0 Accounts Already Paid

1.1 Municipal Fund –

CHEQUE NUMBERS	AMOUNT
009715 - 009736	\$ 61,385.32
Electronic Payments – Various	\$ 362,488.03
Internal Transfers	\$ 1,389,423.69

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

CHEQUE NUMBERS	AMOUNT \$
2.0 Accounts to be passed for payment	
2.1 Municipal Fund -	
Nil	
<b>TOTAL MUNICIPAL FUNDS</b>	<b>\$ 1,813,297.04</b>

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 \$ 1,813,297.04 for the period of 1<sup>st</sup> June 2012 – 30<sup>th</sup> June 2012 from the Municipal Fund be confirmed and noted.

(b) The Payments List as presented where incorporated in the Minutes of the Meeting.

Moved: Cr Dennis Whisson

Seconded: Cr Dianne Kelly

Vote – simple majority

Carried: 7/0

<b>Payments List -June 2012</b>			
<b>Date</b>	<b>Reference</b>	<b>Creditor</b>	<b>Amount</b>
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 95.62
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 90.19
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 38.00
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 24.52
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 22.00
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 20.00
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 17.20
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 13.00
1/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 13.00
4/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 19.25
4/06/2012	Bank Fees	Westpac Banking Corporation	-\$ 5.50
6/06/2012	EFT Pays	Staff Salaries & Wages	-\$ 33,890.02
7/06/2012	EFT-568	Cunderdin Co-op FUEL	-\$ 10,689.00
12/06/2012	EFT-537	Cunderdin Historical Society	-\$ 24.00
14/06/2012	Funds Tfr	Gym Key Bonds Tfr	-\$ 250.00
15/06/2012	Bank Fees	Commonwealth Bank Australia	-\$ 29.50
15/06/2012	EFT-569	SG Fleet	-\$ 1,596.93
15/06/2012	Funds Tfr	Retention Funds (Evergreen)	-\$ 17,390.69
15/06/2012	Funds Tfr	Hall bond transfer	-\$ 150.00
20/06/2012	EFT Pays	Staff Salaries & Wages	-\$ 39,688.76
25/06/2012	9715	Australian Taxation Office	-\$ 20,221.00
28/06/2012	9716	Suncorp WealthSmart	-\$ 317.78
28/06/2012	9717	Cunderdin Co-op MUSEUM	-\$ 357.59
28/06/2012	9718	Cunderdin Newsagency	-\$ 186.45
28/06/2012	9719	Dr Ken Gray	-\$ 88.00
28/06/2012	9720	Laura Gray - Heritage & Conservation	-\$ 11,770.00
28/06/2012	9721	Country Ford	-\$ 2,035.90
28/06/2012	9722	Goodfield Quality Meats	-\$ 79.50
28/06/2012	9723	Synergy	-\$ 12,773.45
28/06/2012	9724	Water Corporation	-\$ 2,689.95
28/06/2012	9725	Combined Tyrepower	-\$ 2,182.70
28/06/2012	9726	Northam Picture Framers & Artistic Quilting	-\$ 880.00
28/06/2012	9727	Baxters Rural Centre	-\$ 1,891.25
28/06/2012	9728	Garry Horsfield	-\$ 300.00
28/06/2012	9729	Westnet	-\$ 74.95
28/06/2012	9730	Novus Auto Glass	-\$ 520.00
28/06/2012	9731	Westscheme Superannuation	-\$ 958.41
28/06/2012	9732	Telstra Corporation Limited	-\$ 1,317.59
28/06/2012	9733	City of Canning	-\$ 1,100.00
28/06/2012	9734	Cr Clive Gibsone	-\$ 1,344.88
28/06/2012	9735	State Library of WA	-\$ 245.29
28/06/2012	9736	BT Super for life	-\$ 50.63

<b>Payments List -June 2012</b>			
<b>Date</b>	<b>Reference</b>	<b>Creditor</b>	<b>Amount</b>
28/06/2012	EFT-570	Sandco Hire & Contracting	-\$ 1,320.00
28/06/2012	EFT-571	Landgate	-\$ 10,734.00
28/06/2012	EFT-572	Jasol Australia	-\$ 234.49
28/06/2012	EFT-573	Austral Mercantile Collections Pty Ltd	-\$ 2,152.57
28/06/2012	EFT-574	The Wheeler Superannuation Fund	-\$ 141.58
28/06/2012	EFT-575	Mack Cheno Earthmoving	-\$ 12,760.00
28/06/2012	EFT-576	Australia Post	-\$ 310.67
28/06/2012	EFT-577	Shire of York	-\$ 2,920.41
28/06/2012	EFT-578	Darren Long Consulting	-\$ 418.00
28/06/2012	EFT-579	Specialised Tree Service	-\$ 42,772.00
28/06/2012	EFT-580	Carter, Clinton Keith	-\$ 88.00
28/06/2012	EFT-581	Cole, Trillian Random Hayden John	-\$ 15.00
28/06/2012	EFT-582	Australasian Performing Rights Association	-\$ 64.24
28/06/2012	EFT-583	McLeods Barristers & Solicitors	-\$ 375.38
28/06/2012	EFT-584	The Cunderdin Mob	-\$ 522.60
28/06/2012	EFT-585	Avdata Australia	-\$ 791.49
28/06/2012	EFT-586	Cutting Edges	-\$ 1,450.90
28/06/2012	EFT-587	Onsite Rental Group Operations Pty Ltd	-\$ 6,798.00
28/06/2012	EFT-588	Hutton & Northey Sales	-\$ 3,410.15
28/06/2012	EFT-589	Avon Waste	-\$ 4,936.92
28/06/2012	EFT-590	Worldwide Printing Online Bentley	-\$ 1,165.58
28/06/2012	EFT-591	Hitachi Construction Machinery (Australia) Pty Ltd	-\$ 139,590.00
28/06/2012	EFT-592	RBE Internet Services	-\$ 20.00
28/06/2012	EFT-593	Mick Walker Transport	-\$ 13,799.50
28/06/2012	EFT-594	Corporate Express	-\$ 785.96
28/06/2012	EFT-595	Donovan's Engineering	-\$ 302.50
28/06/2012	EFT-596	WA Local Government Superannuation Plan	-\$ 7,766.51
28/06/2012	EFT-597	Cunderdin Community Resource Centre	-\$ 91.00
28/06/2012	EFT-598	Hostplus	-\$ 146.04
28/06/2012	EFT-599	Air Liquid Pty Ltd	-\$ 123.79
28/06/2012	EFT-600	Kelly, cr. Doug	-\$ 140.00
28/06/2012	EFT-601	Startrack Express	-\$ 54.10
28/06/2012	EFT-602	Fire & Safety WA	-\$ 405.94
28/06/2012	EFT-603	Classic IT Support	-\$ 70.00
28/06/2012	EFT-604	Argent Electrical	-\$ 8,914.40
28/06/2012	EFT-605	Fire & Emergency Services Authority	-\$ 4,840.30
28/06/2012	EFT-606	Cody Express Transport	-\$ 22.01
28/06/2012	EFT-607	Orica Australia Pty Ltd	-\$ 20.06
28/06/2012	EFT-608	Shire of Tammin	-\$ 2,822.75
28/06/2012	EFT-609	Cunderdin Co-op	-\$ 2,800.10
28/06/2012	EFT-610	Sunny Sign Company Pty Ltd	-\$ 114.60
30/06/2012	Funds Tfr	Transfer to the Community Centre Reserves 11/12	-\$ 1,251,633.00
30/06/2012	Funds Tfr	Transfer to the Airfield Reserves 11/12	-\$ 120,000.00
		<b>TOTAL</b>	<b>-\$ 1,813,297.04</b>

Minutes – Ordinary Meeting held on 19<sup>th</sup> July 2012

### 8.3. Council Investments – At 30<sup>th</sup> June 2012

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Manager of Finance & Administration
<b>Author:</b>	Loren Clifford
<b>Report Date:</b>	10 <sup>th</sup> July 2012
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	

#### Proposal/Summary

To inform Council of its investments as at 30<sup>th</sup> June 2012.

#### Background

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

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

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

- Major Banks & Bonds Issued by Government and/ or Government Authorities.

#### Commentary

<b>COUNCIL INVESTMENTS AS AT 30<sup>th</sup> JUNE 2012</b>				
<b>Institution</b>	<b>Amount Invested</b>	<b>Investment type</b>	<b>Municipal Funds</b>	<b>Reserve Funds</b>
Westpac Banking Corporation	\$2,175,360.62	Business Cash Reserve Bonus 22-3639 3.50%	\$0.00	\$2,175,360.62
Westpac Banking Corporation	\$973,044.32	Business Cash Reserve Bonus 22-3647 3.50%	\$973,044.32	\$0.00
<b>TOTAL INVESTMENTS</b>	<b>\$3,148,404.94</b>		<b>\$973,044.32</b>	<b>\$2,175,360.62</b>

#### Statutory Implications

Financial Management Regulation 19.

#### Policy Implications

Delegation #18 – Investments.

#### Financial Implications

There are no financial implications in considering this item.

**Strategic Implications**

There are no strategic implications in considering this item.

**Resolution 8.3**

That the report on Council investments as at 30<sup>th</sup> June 2012 be received and noted.

Moved: Cr Dennis Whisson

Seconded: Cr Doug Kelly

Vote – Simple Majority

Carried: 7/0

#### 8.4. Shire of Cunderdin Annual Budget 2012/2013

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Administration
<b>Date:</b>	4 July 2012
<b>Author:</b>	Peter Naylor & Loren Clifford
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	

#### **Proposal/Summary**

For Council to consider and adopt the annual Budget for the 2012/2013 financial year.

#### **Background**

Budget workshops have been held on 28 March, 13 June, 21 June & 5 July 2012.

#### **Comments**

The Shire of Cunderdin Budget for the 2012/2013 financial year has been prepared in the required Australian Accounting Standard format (in accordance with the provisions of the Local Government Act 1995, and the Local Government (Financial Management) Regulations 1996), and is presented for Council adoption. A copy of the budget has been circulated to all Councillors prior to the Council Meeting.

The various amendments have been made to the draft Budget document in accordance with discussions at Council Budget workshops, and the document has been prepared based on a 5% rate increase as per Council direction.

#### **Consultation**

Darren Long

#### **Statutory Environment**

*Local Government Act 1995*, s.6.2(1) requires that by 31 August in each year each local government is to adopt a budget for the Shire's Municipal Fund for the financial year ending on the next 30 June.

*Local Government Act 1995*, s.6.2(2) requires that in preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future of the District.

Local Government (Financial Management) Regulations 1996, Part 3, regulations 22-32 prescribe the form in which the Budget is to be prepared and the information which is to be included.

Local Government (Financial Management) Regulations 1996, r.33 requires that a copy of the Budget is to be submitted to the Department of Local Government within 30 days of being adopted by Council.

#### **Policy Implications**

Nil

## **Financial Implications**

The Shires operations and functions for the 2012/2013 financial year will be directed by the revenues and expenditures itemised in the Budget.

## **Strategic Implications**

The Budget is the strategic direction for the 2012/2013 financial year. The Budget has been prepared after taking into account those matters in the Shires Plan for the Future.

### **Resolution 8.4**

That Council adopts the Shire of Cunderdin Budget, as presented and showing rates to be levied of \$1,534,082, to be applied for the 2012/2013 Financial Year.

#### **Adoption of Rates**

That the rates and minimum rates to be levied on all rateable property within the Shire of Cunderdin for the financial year ending 30 June 2013 be as follows:

Gross Rental Value	\$0.080174 cents in the dollar
Gross Rental Value Minimum	\$525.00
Unimproved Value	\$0.0069205 cents in the dollar
Unimproved Value Commercial	\$0.0069205 cents in the dollar
Unimproved Value Mining	\$0.0069205 cents in the dollar
Unimproved Value Minimum	\$525.00
Unimproved Value Commercial Minimum	\$525.00
Unimproved Value Mining Minimum	\$525.00

#### **Discounts/Penalties/Administration Fee for Instalments**

That in accordance with s.6.51 of the *Local Government Act 1995*, an 11% interest charge be levied on all overdue rate instalments and on rates outstanding whether subject to either a formal or informal instalment program or not (deferred pensioner's rates excluded).

That in accordance with s.6.45 of the *Local Government Act 1995*, an administration charge of \$7.50 for the second and each of the subsequent rates instalment be levied in connection with each formal rate instalment program.

That in accordance with s.6.50 of the *Local Government Act 1995*, the due dates of instalments under the formal rate instalment program be:

Four Instalments:

1 <sup>st</sup> instalment	21 <sup>st</sup> September 2012
2 <sup>nd</sup> instalment	21 <sup>st</sup> November 2012
3 <sup>rd</sup> instalment	23 <sup>rd</sup> January 2013
4 <sup>th</sup> instalment	23 <sup>rd</sup> March 2013

**Adoption of Schedule of Fees and Charges**

That the attached Schedule of Fees and Charges be adopted for the 2012/2013 financial year.

**Adoption of the 2012/2013 Annual Budget**

That the operating and capital revenues and expenditures as detailed in the Budget by Program report as attached be adopted as the Budget revenues and expenditures for the 2012/2013 financial year.

**Transfer from Reserve Accounts**

That in accordance with s.6.11(3) of the *Local Government Act 1995*, the amount of \$1,799,633 be transferred from the following Reserve Accounts:

Staff Entitlement Reserve	\$ 30,000
Plant and Equipment Reserve	\$ 23,000
Building Reserve	\$1,251,633
Airfield Reserve	\$ 195,000
Asset Replacement, Acquisition/Development Reserve	\$ 300,000

Moved: Cr Clive Gibsone

Seconded: Cr Doug Kelly

Vote - Absolute majority

Carried: 7/0



## 8.5. Financial Assistance Request – Terri Jasper

<b>Location:</b>	Not applicable
<b>Applicant:</b>	Terri Jasper
<b>Date:</b>	4 July 2012
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	27791

### **Proposal/Summary**

For Council to give consideration to a request from Terri Jasper for financial assistance to travel interstate with the WA Women's State Country Hockey Team.

This report recommends Council provide financial assistance of \$200.

### **Background**

Terri Jasper has been selected to represent WA in the Women's State Country Hockey Team to compete in the 2012 Australian Women's Country Hockey Championships in Bendigo, Victoria, from 28 July to 4 August 2012.

### **Comments**

Terri made a similar request for financial assistance to Council in July 2006 when she was also selected in the State Team to compete at the National Championships in Bendigo.

On that occasion Council made a financial contribution of \$200

### **Consultation**

Nil

### **Statutory Implications**

*Local Government Act 1995*

### **Policy Implications**

Nil

### **Financial Implications**

Council makes annual budget provisions for community donations.

### **Strategic Implications**

Nil

**Recommendation 8.5 - Lost**

That Council makes a financial contribution of \$200 from the "Councils Donations" account to assist Terri Jasper with personal costs to represent the Western Australian State Women's Hockey Team at the National Championships in Bendigo, Victoria, from 28 July to 4 August 2012.

Moved: Cr Clive Gibsone

Seconded: Cr Graham Cooper

Vote – Simple Majority

Lost: 3/4

Council declined the request for financial assistance from Terri Jasper due to very tight budget constraints.

Council requested a letter of congratulations be forwarded to Terri Jasper on her achievement in being selected in the Women's State Country Hockey Team.

## 9. Environmental Health & Building Services

Nil items

## 10. Works & Services

### 10.1. Manager of Works & Services Report – July 2012

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Manager Works and Services
<b>Date:</b>	9 <sup>th</sup> July 2012
<b>Author:</b>	Mark Burgess
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil

#### **Proposal/Summary**

Council is to receive the Manager of Works and Services Report for July 2012.

#### **Construction**

Cunderdin Quairading Rd is under construction again with gravelling starting on the 7<sup>th</sup> July.

#### **Maintenance Grading**

Unfortunately we have not received a lot of moisture and most roads are only receiving a dry grade.

#### **General**

Bernard O'Donnell has resigned from his position as construction grader operator and has taken up another position as supervisor with the Tammin Shire. I would like to take this opportunity wish Bernard "Bimbo" all the best.

Still waiting to hear back from the Shire of Bruce Rock in relation to carrying out some of their Grain Freight Works.

Minor works have been carried out on the aerodrome strip.

#### **Statutory Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

Nil

#### **Resolution 10.1**

That the Manager of Works and Services Report for July 2012 be received.

Moved: Cr Doug Kelly

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried: 7/0

## 10.2. Civil Aviation Safety Authority – Cunderdin Airfield

Location:	Cunderdin Airfield
Applicant/s:	Civil Aviation Safety Authority
Date:	7 July 2012
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Ref:	

### **Proposal/Summary**

Council to receive the Cunderdin Airport Audit Report prepared by the Civil Aviation Safety Authority (CASA) as result of on-site audit carried out on Monday 18 & Tuesday 19 June 2012, and the conclusions contained therein.

### **Background**

On Monday 18 June and Tuesday 19 June 2012, Civil Aviation Safety Authority officers, Mr Gregory Doherty, Aerodrome Inspector-Lead Auditor, and Mr Mark Bucksey, Aerodrome Inspector, carried out an audit of the Cunderdin Airfield.

The process commenced with an entry meeting at 10am on Monday 18 June involving the two CASA officers and Shire staff, Peter Naylor, Chief Executive Officer, Mark Burgess, Works Manager, and Robert Glover, Works Leading Hand. Mr Burgess and Mr Glover are two of the Shire of Cunderdin Airfield Reporting Officers and Works Safety Officers, and concluded with an exit meeting on Tuesday 19 June 2012 at 9:30am.

The entry meeting provided an overview of the audit process, which included a day time Inspection of the airfield on Monday and then an evening inspection on Monday evening to inspect the lighting systems, both runway and wind sock, and other markings. Council staff were involved in this process on both occasions.

### **Comment**

During the meetings and on-site inspections it became obvious that a number of maintenance issues were of concern to the CASA Inspectors.

In a previous report carried out in May 2011 a number of similar matters were raised.

The most urgent matter related to item 2.3.2.2 of the Audit Report: *The shoulders of the runway and the interaction with the runway strip step down should not exceed 25mm. The undulation and irregularity of grades within the runway strip require attention to comply with the MOS Part 139, Chapter 6.*

This resulted in the inspectors issuing a Non-Compliance Notice for the Airfield. Please note that works to repair the affected areas has now been carried out.

Other works required to enable the airfield to meet the requirements of the Audit Report will be carried out in due course and as part of the 2012/2013 and 2013/2014 Airfield upgrade/Improvement program.

The proposed upgrade/improvement program was brought to the attention of the inspectors and whilst they acknowledged this they advised it would still be necessary for the matters of concern to be included in the audit report.

The Civil Aviation Safety Authority has strict rules and guidelines which must be adhered to at all times and it is essential that all operations at the airfield are in accordance with the legislative and operational requirements.

The CASA Inspectors also suggested that the Shire Reporting Officers and Works Safety Officers should undergo a refresher course. This suggestion will be acted upon and training organised in the near future. The Shire representatives whom attended the previous training course are Gary Tuffin (former CEO), Mark Burgess, Robert Glover and Councillors Clive Gibsone and Graham Cooper. With the changeover over of Shire Chief Executive Officers it will be an ideal opportunity for the new CEO to become trained in this area of the Shires operations.

### **Consultation**

Nil

### **Statutory Implications**

*Civil Aviation Act 1988*

*Civil Aviation Safety Regulations 1998 – Manual of Standards (MOS) Part 139*

### **Policy Implications**

Nil

### **Financial Implications**

Shire of Cunderdin and Grant Funding (Wheatbelt Development Commission & Regional Airport Development Scheme) has been allocated on the 2012/2013 Budget to undertake various works at the Cunderdin Airfield.

### **Strategic Implications**

Meets the Strategic Objectives of the Shire in facilitating the development of the airport and surrounds to create future economic development.

### **Resolution 10.2**

That Council:

- a) Receives the Civil Aviation Safety Authority Audit Report for the Cunderdin Airfield dated 22 June 2012.
- b) Notes the content of the Audit Report and the various findings contained therein.
- c) Acknowledges that the matters raised within the Audit Report will be addressed as part of the 2012/2013 & 2013/2014 proposed Cunderdin Airfield Upgrade/Improvement Program.
- d) Notes the Non-Compliance Notice issued on 22 June 2012 and the works undertaken to rectify the areas of non-compliance.

Moved: Cr Graham Cooper

Seconded: Cr David Beard

Vote – Simple majority

Carried: 7/0

## 11. Planning & Development

### 11.1 Applications for Exploration Licence 70/4382

Location:	Shire of Cunderdin
Applicant/s:	McMahon Mining Title Services Pty Ltd on behalf of Puck Resources Pty Ltd
Date:	4 July 2012
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
File Ref:	27729

#### **Proposal/Summary**

Correspondence advising Council of a new application for Mining Exploration Licence submitted to the Department of Mines and Petroleum (DMP).

This report recommends that Council acknowledges the application and recommends to the DMP that certain conditions be imposed.

#### **Background**

Correspondence from McMahon Mining Title Services Pty Ltd advising that on behalf of their clients, Puck Resources Pty Ltd, an application has been submitted to the Department of Mines and Petroleum for the abovementioned exploration licence.

The application has the capacity to impact on an area of land within the south eastern portion of the Shire.

#### **Comment**

Whilst Council has minimal power over whether the exploration licence is approved or not it is recommended that certain conditions be presented to the DMP for consideration during the approval process.

#### **Consultation**

Nil

#### **Statutory Implications**

*Mining Act 1978*

### **33. Application for mining tenement by permit holder**

- 1) *Subject to subsection (1a), where an application is made in accordance with this Act for a mining tenement that relates to private land notice of the application shall be given in the prescribed manner by the applicant to —*
  - a) *the chief executive officer of the local government;*
  - b) *the owner and occupier of the private land; and*
  - c) *each mortgagee of the land under a mortgage endorsed or noted on the title or land register or record relating to that land, but if there is no occupier of the land, or no such*

*occupier can be found, the notice of the application shall be affixed in some conspicuous manner on the land.*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Nil

**Resolution 11.1**

That Council acknowledges the application for Exploration Licence 70/4382, and requests the following conditions be imposed by the Department of Mines and Petroleum if the exploration licence is to be issued:

- All surface holes drilled for the purpose of exploration are to be capped, filled or otherwise made safe after completion.
- All costeans and other disturbances to the surface of the land made as a result of exploration, including drill pads, grid lines and access tracks, being backfilled and rehabilitated to the satisfaction of the district mining engineer. Backfilling and rehabilitation being required no later than six (6) months after excavation unless otherwise approved in writing by the district mining engineer.
- Abandoned equipment and temporary buildings being removed from the mining tenement prior to or at the termination of exploration program.
- No activities taking place to the detriment of any roads, streets or verges.
- Minimum disturbance being made to natural vegetation.
- Adequate dust suppression control methods and practices being used.
- Except with the approval of the Shire of Cunderdin, all mining excavations or drilling operations being backfilled and the ground reinstated and revegetated at the completion of the operation to the satisfaction of the Shire of Cunderdin.
- All works comply with the Environmental Protection (Noise) Regulations 1997.
- All waste materials, rubbish and plastic sample bags to be removed within 60 days of placement.

Moved: Cr Graham Cooper

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried: 7/0

## 11.2 Proposed Industrial Shed (Warehouse) – Lot 502 Baxter Rd, Cunderdin

Location:	Lot 502 Baxter Road, Cunderdin
Applicant/s:	JD & JH Fletcher
Date:	4 July 2012
Author:	Dan Ho, Town Planning Consultant, & Peter Naylor
Item Approved by:	Chief Executive Officer
File Ref:	

### **Proposal/Summary**

To consider the construction of an industrial shed (warehouse) at Lot 502 Baxter Road, Cunderdin. The proposed shed has a wall height of 5.5m and a total floor area of 840m<sup>2</sup>.

This report recommends Council supports the application subject to conditions.

### **Background**

Zoning: Mixed Business  
Lot area: 3035m<sup>2</sup>

The following report has been prepared in response to the application for development approval lodged with the Shire of Cunderdin. The site is currently vacant.

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

### **Comment**

#### **Land Use**

The subject site is zoned Mixed Business under the Shire of Cunderdin Town Planning Scheme No. 3 (the Scheme). The submitted plans require consideration of variations to the following requirements of the Scheme:

#### **Minimum Car Parking Spaces**

The Scheme requires a car parking provision of 1 car parking bay for every 50m<sup>2</sup> of gross floor area. In order to comply with the requirements of the Scheme the subject site would require 16.8 (17) car parking bays. The submitted plans show nil car parking bays on site.

The subject site has the potential to provide 17 on site car parking bays; however it is considered appropriate to reduce this requirement in this instance having regard to the nature and operations of the proposed building. The applicant has indicated that there will be 2 staff members on site at any one time. On this basis it is recommended that a provision of a minimum of 2 car parking bays be provided to the specifications of the Shire and adequate space be maintained for a further 15 bays should parking demand ever require them.

#### **Minimum Landscaping Area**

The Scheme requires a minimum 10% of the lot area be set aside for landscaping purposes. No landscaping has been provided by the applicant.



The provision of landscaping on site is considered insufficient and on this basis it is recommended that a condition be placed on any approval requiring the submission of a landscape plan prior to the issue of building licence. The plant species used should be native and require minimal watering. Landscaping should be provided on site within 90 days of the occupation of the proposed building.

#### Front façade

Clause 5.8.2 of the Scheme requires the provision of brick, concrete or masonry facades in the Town Centre and Mixed Business Zones. The proposed structure includes a metal façade. This variation is considered supportable in this instance as other buildings in the surrounding area are of a metal construction and the proposed structure would not detract from the existing streetscape as a result.

#### Sealed parking areas

Clause 5.8.5 of the Scheme requires all vehicle access ways and parking bays in the Town Centre and Mixed Business Zone be sealed and drained to the specifications and satisfaction of the local government. The applicant has not indicated on the submitted plan whether the car parking area is to be sealed and drained.

Leaving the car parking unsealed can result in deterioration of the surface, dust nuisance and gravel and sand being deposited onto the road. On this basis it is recommended that the 7 car parking bays, associated access ways and the crossover be sealed to the Shire's requirements. Details of how this area will be drained are also recommended.

#### Fencing

Clause 5.8.7 of the Scheme provides for a minimum 1.8m high link mesh security fence to be provided for developments within the Mixed Business Zone unless otherwise approved by the local government.

The proposal does not include a 1.8m high link mesh security fence. This is not considered a significant issue.

#### **Consultation**

Nil

#### **Statutory Implications**

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

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

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

**Resolution 11.2**

That Council approve the application for a commercial building at Lot 502 Baxter Road, Cunderdin, subject to the following conditions:

1. A total of two (2) car parking bays and their access aisles are to be provided on the subject site prior to the occupation of the building. The parking bays, access aisles and crossover to Baxter Road are to be sealed to the satisfaction of the Shire.
2. A landscape plan showing a minimum landscaped area of 10% of the subject site is to be submitted prior to the issue of building licence. Landscaping is to comprise plant species requiring minimal watering and is to be provided within 90 days of the issue of building licence or other such time agreed to in writing by the Shire.
3. Prior to the issue of building licence, the applicant/landowner is to provide details of measures provided to ensure adequate drainage of the subject site to the satisfaction of the Shire.

Moved: Cr Graham Cooper

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried: 7/0

## 12. Urgent Items

### 12.1. Change of August 2012 Meeting Date

#### **Resolution 12.1**

Council resolved;

That the August Ordinary Council Meeting be changed to Thursday 23<sup>rd</sup> August 2012 and public notice be displayed in accordance with the legislative requirements (Local Government Act 1995).

Moved: Cr Dianne Kelly

Seconded: Cr Dennis Whisson

Vote – Simple Majority

Carried: 7/0

### 13. Matters for which the meeting may be closed

None

### 14. Closure of meeting

There being no further business the President declared the meeting closed at 6:00pm