



Shire of Cunderdin

Minutes of an Ordinary Council Meeting

Dear Council Member,

An Ordinary Meeting of the Cunderdin Shire Council was held on Wednesday 20th April 2011 in the Council Chambers, Lundy Avenue Cunderdin commencing at 5:00pm.

G M Tuffin
Chief Executive Officer

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MINUTES

1.0 Declaration of opening

1.1 The President declared the meeting open 5:00pm

1.2 The Shire of Cunderdin disclaimer was read aloud.

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

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

2.0 Suspension of Clause 3.2 - Standing Orders

Location:	Cunderdin
Applicant:	Not applicable
Date:	20 th April 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Resolution:

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

Moved: Cr Doug Kelly

Seconded: Cr. Clive Gibsone

Vote – Simple majority

Carried 8/0

3.0 Public Question Time

3.1 Response to previous public questions taken on notice

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

3.2 Declaration of public question time opened 5:01pm

3.3 Declaration of public question time closed 5:01pm

4.0 Record of Attendance, Apologies and Approved Leave of Absence

4.1 Record of attendances

Councillors

Cr RL (Rod) Carter

President

Cr RC (Clive) Gibsone

Deputy President

Cr GJ (Graham) Cooper

Cr DA (Dennis) Whisson

Cr TE (Todd) Harris

Cr DB (Doug) Kelly

Cr D (David) Beard

Cr DG (Dianne) Kelly

4.2 Apologies

4.3 On Leave of Absence

4.4 Staff

G M (Gary) Tuffin
L (Loren) Hempel
M (Mark) Burgess

Chief Executive Officer
Manager of Finance & Administration
Manager of Works & Services

4.5 Guests of Council

Rebekah Burges – Chief Executive Officer Regional Development Australia (Wheatbelt)

4.6 Members of the Public

None

4.7 Applications for leave of absence

None

4.8 Declaration of Members and Officers Financial Interests

None

5.0 Petitions, Deputations, Presentations

5.1 Petitions

None

5.2 Deputations

None

5.3 Presentations

Rebekah Burges (CEO) RDA Entered Chambers at 5:55pm Presentation Ended at 6:46pm

- Youth Summit at the WA College of Agriculture 23rd September 2011
 - Councillors and CEO Invited to attend
 - Discussing career opportunities
 - 400 Attendees (High school aged students)
- Youth Steak holders meeting to be held at the WA College of Agriculture 22nd September 2011
- Regional Development Australia Fund – Application are due 13th May 2011, 1.4 billion dollars to promote economic growth in Australia
- National Broadband Network (NBN) connections to be rolled out in May 2011, arrange a meeting with Louise Stokes 23rd – 25th May 2011.

6.0 Council Discussion

7.0 Confirmation of the Minutes of Previous Meetings

7.1 Confirmation of Minutes of Previous Meetings

Location:	Cunderdin
Applicant:	Administration
Date:	20 th April 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Proposal

Council to confirm the minutes of the

- Ordinary Council meeting held on 17th March 2011.

Background

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

Comment

No business arising.

Statutory Environment

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

Financial Implications

There are no financial implications in considering this item.

Resolution 7.1

Resolved that the minutes of the;

Ordinary Council meeting held on 17th March 2011 be confirmed as a true and correct record.

Moved: Cr Graham Cooper

Seconded: Cr Clive Gibsone

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:	20 th April 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Proposal

Council receive the minutes of the following meetings;

- Minutes of the SEARTG Board Meeting held on 3rd March 2011
- Minutes of the Cunderdin Museum Committee meeting 10th March 2011

Attachment

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

Background

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

Statutory Environment

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

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

Financial Implications

Nil

Resolution 7.2

Resolved that council receive the minutes of;

Minutes of the SEARTG Board Meeting held on 3rd March 2011

Minutes of the Cunderdin Museum Committee meeting 10th March 2011 to be true and correct

Moved: Cr Graham Cooper

Seconded: Cr Clive Gibsone

Vote – Simple majority

Carried 8/0

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

MINUTES

MEETING OF BOARD MEMBERS

GREENHILLS TAVERN, GREENHILLS

11:50AM THURSDAY, 03 MARCH 2011

(Commenced at the Conclusion of the SEAVROC Executive Committee Meeting)

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.1 Opening

The Chairman took the opportunity of welcoming attendees, in particular:

- Mr D Long - Darren Long Consulting - Consultant
- Ms H Hardcastle - Learning Horizons - Consultant
- Mr T Brown - Executive Manager Governance and Strategy - WALGA
- Mr W Scheggia - Deputy Chief Executive Officer WALGA

1.2 Announcement of Visitors

The Chairman advised that invitations had been extended to:

- Ms Caroline Tuthill - Senior Project Officer - Department of Local Government.
- Ms Joanne Burges - Regional Cooperation Manager - Western Australian Local Government Association.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

2.1 Present

Shire of Beverley	- Cr L Shaw	- Councillor
Shire of Beverley	- Cr C Pepper	- Councillor
Shire of Beverley	- Cr K Murray	- Councillor

Shire of Beverley	- Cr P Gogol	- Councillor
Shire of Beverley	- Mr K Byers	- Chief Executive Officer
Shire of Beverley	- Mr S Gollan	- Deputy Chief Executive Officer
Shire of Cunderdin	- Cr G Cooper	- Councillor (Chairman)
Shire of Cunderdin	- Cr C Gibsone	- Councillor
Shire of Cunderdin	- Cr D Whisson	- Councillor
Shire of Cunderdin	- Cr D Kelly	- Councillor
Shire of Cunderdin	- Mr G Tuffin	- Chief Executive Officer
Shire of Cunderdin	- Ms L Hempel	- Manager Finance and Administration
Shire of Quairading	Cr D Richards	- Councillor
Shire of Quairading	- Cr D O'Hare	- Councillor
Shire of Quairading	- Cr B Caporn	- Councillor
Shire of Quairading	- Mr G Fardon	- Chief Executive Officer
Shire of Tammin	- Cr S Uphill	- Councillor
Shire of Tammin	- Cr L Caffell	- Councillor
Shire of Tammin	- Cr B Stokes	- Councillor
Shire of Tammin	- Mr G Stanley	- Chief Executive Officer
Shire of York	- Cr P Hooper	- Councillor
Shire of York	- Cr B Lawrance	- Councillor
Shire of York	- Cr T Boyle	- Councillor (<i>From 1:24pm</i>)
Shire of York	- Cr R Scott	- Councillor (<i>From 1:24pm</i>)
Shire of York	- Mr R Hooper	- Chief Executive Officer
Shire of York	- Ms T Cochrane	- Deputy Chief Executive Officer
Western Australian Local Government Association	- Mr W Scheggia	- Deputy Chief Executive Officer
Western Australian Local Government Association	- Mr T Brown	- Executive Manager – Governance and Strategy
Dominic Carbone and Associates (DCA)	- Mr D Carbone	- Executive Officer
Dominic Carbone and Associates (DCA)	- Mr J Wibberley	- Assisting the Executive Officer

Learning Horizons	- Ms H Hardcastle	- Consultant
Darren Long Consulting	- Mr D Long	- Consultant

2.2 Apologies

Shire of Beverley	- Cr D Ridgeway	- Councillor
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Shire of Cunderdin	- Cr R Carter	- Councillor
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Shire of Tammin	- Cr R Stokes	- Councillor
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Shire of Tammin	- Cr S Jefferies	- Councillor
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Shire of Tammin	- Cr M Greenwood	- Councillor
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Western Australian Local Government Association	- Ms J Burges	- Regional Cooperation Manager
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2.3 Leave of Absence

Nil.

3. DEPUTATIONS/PRESENTATIONS

3.1 Deputations

Nil.

3.2 Presentations

In accordance with the Chairman's suggestion, it was agreed that the following presentations would take place following the Meeting, to permit those running late to be in attendance.

- Regional Business Plan

Consultants: Mr Dominic Carbone - Dominic Carbone and Associates
Mrs Helen Hardeastle - Learning Horizons
Mr Darren Long - DL Consulting

4. CONFIRMATION OF MINUTES

South East Avon Regional Transition Group Board Meeting held at the Shire of Tammin Lesser Hall on Thursday, 10 February 2011.

MOVED Cr L Shaw, Seconded Cr G Cooper, that the Minutes of the South East Avon Regional Transition Group Board Meeting held at the Shire of Tammin Lesser Hall on Thursday, 10 February 2011, be received.

CARRIED UNANIMOUSLY

5. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

6. REPORTS

RTG-004-11	PROVISION OF SERVICES FOR MANAGEMENT AND ADMINISTRATION OF THE SOUTH EAST AVON REGIONAL TRANSITION GROUP (SEARTG) (File: rtg004-11)
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The Executive Officer drew attention to this item of business, providing comment in relation to the attached schedule of hours.

It was then:

MOVED Cr D O'Hare, Seconded Cr P Hooper, that Report RTG-004-11 – Provision of Secretariat Services to the South East Avon Regional Transition Group, be received.

CARRIED UNANIMOUSLY

RTG-005-11	FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2010 TO 31 JANUARY 2011 (File: rtg005-11)
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The Executive Officer drew attention to copies of Financial Statements, distributed to Participants prior to the Meeting, then providing comment in relation to:

- Asset Management Plans, available funding, and expenditure incurred.
- Rebate expectations in relation to the LGIS insurance component.
- Asset conditioning and revaluation.
- Additional Asset Management Reporting generating a shortfall of \$11,400, however funding is available via SEAVROC that may be utilised for this purpose.
- Regional Business Plan allocation of \$150,000, with legal expenses incurred in relation to reviewing of the Agreement by Group's solicitor.
- Following reimbursement by Participating Local Governments, funds stand at \$142,000.
- New funding for Strategic Planning of \$110,000, with no expenditure incurred to date.

Mr R Hooper advised that the detail of \$150,000 for required amending to show \$130,000 for the Regional Business Plan, and \$20,000 allocated to administrative expenditure.

It was then:

MOVED Cr G Cooper, Seconded Cr S Uppill, that the Financial Statements for the period 1 July 2010 to 31 January 2011, be received.

CARRIED UNANIMOUSLY

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

Nil.

8. NEW BUSINESS OF AN URGENT NATURE

The Chairman called for new business, with Participants' input summarised as follows:

RTG Team Building Exercise and Mines at Work Seminar

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|-------------|---|
| Mr G Fardon | <ul style="list-style-type: none">• Detail provided at the last RTG Board Meeting that Mr Jason Clark, and Co-Presenter Ms Lisa Smith, will be facilitating a team building exercise at 5:30pm on Thursday, 31 March 2011 at Quairading.• Mr Clark and Ms Smith will be visiting Western Australia from the Eastern States for the Mines at Work Seminar.• Details on team building exercise and Mines at Work Seminar distributed to Chief Executive Officers. Request that attendee's details be provided to Quairading by Friday, 25 March 2011.• Team building exercise designed for broad ranging discussions and challenges. |
| Chairman | <ul style="list-style-type: none">• Highly recommends involvement in the team building exercise. |
| Mr R Hooper | <ul style="list-style-type: none">• Advises that he and Cr P Hooper will be apologies for the team building exercise as it clashes with Avon/Midland Annual Conference to be held in Cervantes at that time. |
| Mr G Fardon | <ul style="list-style-type: none">• Invites Participants to discuss the team building exercise over lunch. |

National General Assembly

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| Mr G Fardon | • | Calls for a coordinated approach for topics to be raised at the National General Assembly. |
| Cr P Hooper | • | Queries if Parliament is sitting at that time. |
| Mr W Scheggia | • | Advises that he will follow up on Cr P Hooper's query. |
| Cr P Hooper | • | Suggests that Parliament may not be sitting at that time, given the non attendance of Mayors and Presidents. |
| | • | Appointments could be scheduled with public servants; however preference is to meet with Ministers. |
| | • | Suggests the Group formulate a list of matters for discussion, in particular health and aged care. |
| Chairman | • | Suggests that the Group establish if Parliament is sitting at the time of the National General Assembly, formulate a list of items, and seek appointments accordingly. |
| Cr P Hooper | • | Advises that Quairading and York will be in attendance. |
| Cr G Cooper | • | Cunderdin's attendance is undetermined at this point. |
| Cr S Uppill | • | Tammin's attendance is yet to be determined. |
| Cr P Hooper | • | Suggests that the National General Assembly is a good forum for the Group to lobby in relation to regionalisation, in particular regional projects and funding. |

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| Chairman | <ul style="list-style-type: none">• Seeks comment from Cr P Hooper on his experience in attending previous National General Assemblies in Canberra, meeting with politicians, and what can be expected. |
| Cr P Hooper | <ul style="list-style-type: none">• Visited Canberra for the last three years, where as many meetings as possible were be arranged with Ministers. <p>Provided comment on the following points:</p> <ul style="list-style-type: none">- Let the politicians know that you are there, and where you are from.- Provide detail on the wheatbelt.- Essentially 'knock on doors'.- Stay in touch with public servants, who forward information not otherwise received.- Positive response from the Hon Judy Moylan.- Every Western Australian politician in Canberra was invited to the WALGA breakfast, which proved a good exercise as a good number attended.- Some councils attend 'on block' together.- Need Federal politicians to recognise the wheatbelt. |
| Mr T Brown | <ul style="list-style-type: none">• Confirms that both Houses of Parliament are sitting during the National General Assembly. |
| Cr P Hooper | <ul style="list-style-type: none">• Encourages Participating Local Governments to attend the National General Assembly.• Cr P Hooper, Mr R Hooper, Cr D Richards and Mr G Fardon, will work on an agenda for consideration by those attending, with aim to meet at least six Ministers. |

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| Mr G Fardon | <ul style="list-style-type: none">• Last year's issue being occasional child care, and following a meeting with the Minister's Child Care Adviser, a positive result was achieved.• Would like the opportunity of meeting the Local Members. |
| Cr D O'Hare | <ul style="list-style-type: none">• Requests dates for National General Assembly. |
| Mr R Hooper | <ul style="list-style-type: none">• Advises 19-22 June 2011. |
| Mr G Fardon | <ul style="list-style-type: none">• Advises the Australian Local Government Association Forum will be held on 23 June 2011. |
| Cr G Cooper | <ul style="list-style-type: none">• Advises the previous visit was the catalyst for getting major Federal Government change on the occasional day care issue.• Initial meetings indicated that legally nothing could be done with funding, however a compromise was reached which was quite exceptional.• Desire to meet with Tony Windsor MP re regional funding.• Ensure that agenda and issues are well prepared.• Executive Officer's approach when meeting State politicians with brief detailing background and comment on each matter, was positive way of conducting business and well received. |
| Cr P Hooper | <ul style="list-style-type: none">• Spoke in favour of preparing a package detailing the relevant subject matter to provide to each politician. |
| Chairman | <ul style="list-style-type: none">• Requested Mr R Hooper provide advice in relation to attendance lists for the National General Assembly. |

- Mr R Hooper
- Commented on the following points:
 - Prime Minister's advisory sector provides attendance lists for Ministerial perusal.
 - Those making an effort to attend frequently are given higher consideration.
 - Information distributed on funding for tourism grants; disability inclusion programs; community infrastructure; flood and emergency mitigation programs; Ausroads and Blackspot; aged care, rural health, and youth.
 - Group should lobby independents and National Party.
 - Suggests that the RTG nominate for the Local Government Awards for collaborative effort.
- Chairman
- Significant that the Group attend the National General Assembly and understand the process involved.
- Mr R Hooper
- Provided further comment in relation to the importance of networking.
 - Cancellation of a study tour to visit shires involved in structural reform being due to the Queensland floods.

The Chairman called for a motion to adjourn for lunch.

At 12:15pm, it was then:

MOVED Cr P Hooper, Seconded Cr L Shaw, that the Meeting stand adjourned, and to resume following lunch.

CARRIED UNANIMOUSLY

The Meeting resumed at 1:10pm with the same attendees present.

The Chairman advised that two additional York Councillors were on their way to Greenhills for the presentations to follow the Meeting, then suggesting that the Group continue discussion on attendance at the National General Assembly.

National General Assembly (continued)

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| Executive Officer | <ul style="list-style-type: none">• The Executive Officer provided comment in relation to the following:<ul style="list-style-type: none">- Attendance at the Assembly is primarily to sell projects.- Presentation and detail is important in order to achieve support and funding in this regard.- Success can take some time, will not occur overnight.- Keep to the subject matter during discussions. |
| Chairman | <ul style="list-style-type: none">• Summarised the National General Assembly discussions as follows:<ul style="list-style-type: none">- Need for a planned approach.- Preference to present brochure detailing project.- Scheduling of appointments is required.- Make the point, and keep to the subject matter during discussions. |
| Cr P Hooper | <ul style="list-style-type: none">• Confirmed that arrangements were in place with participants to attend a breakfast with Politicians during the Assembly, which will offer the same opportunity as last year. |
| Cr G Cooper | <ul style="list-style-type: none">• Suggested that as aged care had been raised on several occasions, there is a strong need to present a concept, project, or agreement, at any scheduled meetings, preferably as a regional project. |

Asset Management Program

- Mr R Hooper
- Suggested the need for Participating Local Governments to have bridges insured following the loss of the Buckingham Bridge on Brookton Highway in the 6 February 2011 bushfire. This bridge was uninsured and estimated to cost \$15 million to replace. Goomalling also lost an uninsured bridge.
 - This aspect appears to be missing from the Asset Management process, and should be discussed with LGIS and/or Grants Commission.

Regional Business Plan

- Mr R Hooper
- Provided comment in relation to completion of the Plan by the Executive Officer and his Associates.
 - Matters needing to be addressed by the Group as part of the Business Plan process include:
 - WALGA zone boundaries.
 - Regional Road Groups.
 - Main Roads divisions, in particular funding.
 - Government department boundaries, eg education, policing, etc.
 - Suggestion that Regional Road Coordinators, Chief Executive Officers and Presidents meet in relation to this matter.
- Ms C Tuthill
- Advises that the Main Roads contractual system is undergoing change, with regions altering as a result of this. Given these changes, it would be timely to pursue discussions with Main Roads at this point in time.
- Mr R Hooper
- Confirmed that comments relate to State Government and WALGA boundaries.

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| Mr G Fardon | <ul style="list-style-type: none">• States that the five Participating Local Governments span three WALGA zones. |
| Mr R Hooper | <ul style="list-style-type: none">• Queried if the Group amalgamate, do they still sit across three zones? |
| Cr G Cooper | <ul style="list-style-type: none">• Issues raised that do not affect funding should be deferred until completion of the Regional Business Plan which will determine direction and outcomes.• Those issues affecting funding will need to be included in the Business Plan. |
| Mr R Hooper | <ul style="list-style-type: none">• Funding via Main Roads needs to be correct, and included in the Business Plan.• Suggestion that the Executive Officer needs to look at this matter, and provide information in the Plan, even if recommendation is to deal with it post Plan completion.• Should the Group amalgamate, confusion with existing groupings, and who agencies will be dealing with? |
| Mr G Tuffin | <ul style="list-style-type: none">• Issue of dealing with Main Roads may be eliminated, given the formal process of developing a regional working group.• Suggests the Group identify the process, and give consideration as a Group. |
| Executive Officer | <ul style="list-style-type: none">• Queried funding in this regard. |

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| Mr R Hooper | • | Suggests a divided vote in this regard. |
| Executive Officer | • | Advises that he will investigate concerns raised. |
| Chairman | • | Suggests the Group put information together for discussion at the next RTG Meeting. |
| Mr R Hooper | • | Advised that this matter needs to be addressed external, given possibility of parochial views on the subject. |
| | • | Main Roads will retain final decision, with the State Advisory Council. |
| | • | Comment in relation to ward boundaries and associated fees for relevant Ward Secretaries. |

Clearing Regulations - Suspension in the Event of an Emergency

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| Mr R Hooper | • | Correspondence was forwarded to the Minister for the Environment some weeks ago, with no acknowledgement received to date. |
| | • | This matter has been through State Council, with a unanimous vote for change to the Regulations for automatic suspension. |
| | • | Ms M Davies raised this matter in the Upper House. |
| | • | Issues associated with clearing road verges following storm events. |
| | • | No guidance from the State in this regard. |
| | • | Queries the Group forming a regional position on this matter. |

- Mr G Fardon • Advised that there is contrary advise in the sector at the moment.
- Mr G Tuffin • Provided comment in relation to seeking clarification on this matter.
- Mr G Fardon • Suggested the need for lobbying in this regard.

National General Assembly

- Mr R Hooper • Queried the coordination of an RTG summary.
- Mr G Fardon • Suggested that the Group revisit last years presentation and build on this for 2011.

Forward Capital Plans

- Mr R Hooper • Queried if the Group will formulate a package as an 'RTG Community Infrastructure Shortfall Plan', which can be used to seek funding.
 - If the RTG is to function appropriately, it needs to form a position on such matters.
- Cr G Cooper • Concern that issues raised are premature, particularly as there has been no finalisation of the RTG outcome, and the deadline associated with achieving this.
- Chairman • The Chairman advised that raising such matters was all part of planning, with the Regional Business Plan being the main priority. Further, suggesting that matters be noted and prioritised, with the Group working on one or two initially.

- Mr R Hooper
- Provided comment in relation to the following:
 - Intent is not to set anything in stone.
 - Information needed for community expectations, in particular wants versus needs.
 - Requirement for Executive Officer to write up a cost plan for a utopian combined local government.
 - Concerns that projects may be missed if not detailed at the RTG level.
 - By detailing such issues, the new local government will know what is before it.
 - How are these matters to be brought into the fold, whilst keeping communities informed, if all matters are not addressed from the start.
 - Matters raised for the Executive Officer, Ms H Hardcastle and Mr D Long to be fully informed.
- Executive Officer
- Provides comment in relation to the following points:
 - Work from the bottom up, building detail from a basis point.
 - Forward Plans evolve from this process.
 - Need to establish current position for all; and utilisation of Forward Plans in this regard.
 - Establish how the proposed new local government will look.
 - Issues in addressing the template provided by the Department, as this focuses on a statutory level rather than a functional one.
 - Plan to be built from a functional point of view so the corporate plan will grow from that.
 - Budgets are balanced and have determined what can be afforded, amalgamation will not change this.

- Budget balances which are known determine what is affordable.
 - Individual local governments cannot fund a \$5 million project, however as a Group, this is possible.
- Mr K Byers
- Concern that assumption is that everything will remain equal on amalgamation.
 - Although there will be access to greater funding sources, this does not equate to balancing the ledger.
- Executive Officer
- Does not see it that way.
 - Envisages that no change will occur in delivery of current services.
 - Suggests that new services will also come into play.
- Mr K Byers
- Concerns that funding availability may be less than expected in some instances.
- Executive Officer
- Assumptions must be made as part of the process in order to progress, particularly given uncertainties in some areas.
 - Funding sources will be investigated in order to determine how these will change in an amalgamated state.
 - Indications to date do not show change in this regard.
 - Work with Grants Commission in relation to this, which is also going through changes in relation to the structural reform process.
 - Chances are that funding options will be improved.
 - All matters will be investigated, and assumptions made where necessary.

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| Mr G Tuffin | <ul style="list-style-type: none">• Comments provided on:<ul style="list-style-type: none">- Impact of Asset Management Plans.- Forward Capital Works Plan as a management tool.- Asset Management Plans will demonstrate true position for each Participating Local Government.- Queried the ratings placed on buildings and roads transferring to Nams.Plus, with the Executive Officer advising that he will investigate this.- Suggested that a summary of building classes would be useful. |
| Executive Officer | <ul style="list-style-type: none">• Will take information from AVP Valuers and CARDNO and formulate tables for use by Participating Local Governments.• Discussions held with AVP Valuers in this regard, with meeting to be held to finalise information to formulate industry standard. |
| Chairman | <ul style="list-style-type: none">• Sought confirmation that matters raised will be investigated through the Regional Business Plan process. |
| Executive Officer | <ul style="list-style-type: none">• Advises that all matters will be addressed, including groupings for best advantage for the proposed new local government. |
| Ms H Hardcastle | <ul style="list-style-type: none">• Provides comment in relation to the following matters:<ul style="list-style-type: none">- As community consultation is undertaken, community and local area plan priorities will be established.- This will be brought together for the Executive Officer's analysis. |

- Suggests that the Group may need to develop some principles of decision making throughout this process to capitalise on.
- Obtaining this information and formulation of decisions are an important part of the process.

- Executive Officer
- Provides comment on:
 - Decision making by the newly formed council.
 - Provided comparisons with Southern Cross/Westonia, and the need to protect each respective need.
 - All aspects will be looked at as part of the Regional Plan process.

- Mr R Hooper
- It is the duty of each respective Chief Executive Officer to protect their own Shire.
 - Funding analysis decisions made on a per capita basis, and the impact of this on the Group.
 - Need to address such matters as an RTG.

- Cr G Cooper
- Concerns raised that discussion is moving into a diverse area.
 - Advises that there is no point debating such matters until the Regional Business Plan is finalised.

The Chairman concurred with Cr G Cooper's concern, and with agreement of Participants, discussion concluded at this point.

9. NEXT SOUTH EAST AVON REGIONAL TRANSITION GROUP BOARD MEETING

It was agreed that future meetings will be called by the Executive Officer as and when required.

10. CLOSURE OF MEETING

There being no further business, the Chairman declared the Meeting closed at 1:25pm.

Presentations by the Executive Officer, Mr D Long, and Ms H Hardcastle commenced at 1:40pm and concluded at 3:00pm.

Minutes of the Cunderdin Museum Committee – 10 March 2011

1.0 Declaration of Opening

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

2.0 Record of Attendance, Apologies

- 2.1 Record of Attendances: Clive Gibsone (Chairman), Wendy Davey (Museum Manager), Peter Godfrey, Beth Beckett, Trevor Canning.

- 2.2 Apologies: Marguerita O'Hare, Debra Farmer & Anne Brake.

3.0 Confirmation of Minutes for meeting held 10 February 2011

- 3.1 Business Arising from the Minutes:
 3.2 Ask the Shire to write the letter to the Water Corp re clarification of any land becoming available to the Museum for future use.
 3.3 Trevor happy to make contact with Whiteman Park re tractors.
 3.4 Still waiting to hear if the Shire's second submission to obtain the services of minimum security prisoners to clean the Museum will be successful.
 3.5 People who are to install our security system visited Museum – should be installed next few weeks. Suggest that the contact phone number for emergencies if the alarm is set off should be linked to the Shire's emergency number.
 3.6 Wendy to keep working on a meeting date with Anne Brake so Clive, Stacey and others can attend.

4.0 Correspondence

- 4.1 Inward:
 Museum Aust WA Power: Hook, Line & Sinker - workshop
 Museum Aust WA Education in Small Museums - workshop
 Museum Aust WA Digital Storytelling – workshop
 Heritage Council of WA Stakeholder Consultation Workshop
 Christ Church Grammar School Thank you note school visit – 10 March 2011

Outward:

5.0 Business Arising from Correspondence:

- 5.1 No Business Arising from Correspondence.

6.0 Financial Report

6.1	CFWD Balance as at 1 st February		\$12957.37
	<u>Plus Revenue</u>		
	Donations	\$ 53.35	
	Souvenirs	\$ 109.36	
	Takings	\$ 303.00	
		<u>\$ 465.71</u>	
		Sub Total	\$13423.08
	<u>Less Expenditure</u>		
	Postage & Stationery	\$34.32	
	Materials (Tissues Paper Towel etc)	\$ 29.43	
	Refreshments	\$	
	Workshop/Training (MA) Textile W/Shop	\$	
	Utilities (phone & Internet)	\$ 90.51	
	Repairs(Freelance, Verlindens, Northam Glass)	\$ 26.00	
	Advertising	\$ 25.00	
	Membership		
	Books & Postcards		
	Window Cleaning	\$150.00	28/2/2011
		<u>\$ 567.68</u>	Closing Balance \$13217.82

7.0	Business Arising from the Financial Report
7.1	A total of 188 visitors for January 2011 – 133 Adults 33 Children & 17 Local. (I High School)
8.0	Cunderdin Museum Collection:
8.1	A suggestion has been made that we link the elevator, weighbridge and old wagon together at the museum. Committee will need look carefully at where we position this exhibition.
8.2	Peter has loaded the small crossley onto the back of his Ute and will transport to Perth on Friday.
9.0	Training:
10	Maintenance Report
10.1	Peter to see Mark Burgess re fixing for the flag pole.
10.2	One glass in the chimney lights has shattered again – Peter to investigate using a stronger material.
10.3	Need a new flag – Clive to ask Stacey to obtain a good quality flag.
10.4	Verindens have installed a new fluorescent light in the display cupboard in the boiler area.
10.5	Public Toilets need attention – back door torn off during the recent storm. Clive will report this to the Shire.
10.6	Cistern not working in the Museum's men's toilet – Clive will ask the Shire to contact a plumber.
11	General Business:
11.1	Helen Mussared raised the idea of installing golden pipes hanging to form a wind chime effect (representing the pipeline) as an entry statement for the Cunderdin Township. The Museum Committee felt this was a project that would need wide community support. Wendy to contact Helen suggesting she forms a committee and seeks support from the service groups in Cunderdin and also to contact the Shire's Community Development Officer.
11.2	Clive and Normah Fox both did radio interviews during the ABC morning program 22 February. – feed back was very good. Much appreciation goes to Normah and our other "survivors" Ann Williams and James Stokes who have been so willing to address the various school groups in particular on the subject of the earthquake.
12	Close Meeting

Next Meeting – Thursday 14 April 2011 – 7.30pm

8.0 Finance Report

8.1 Financial Report for March 2011

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	20 th April 2011
Author:	Loren Hempel
Item Approved by:	Chief Executive Officer

Proposal

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

Appendices – March 2011 - Financial Statements

- Statement of Financial Activity
- Councillor EOY Estimate
- Operating Statement
- Statement of Surplus or Deficit
- Statement of Financial Position
- Statement of Cash Flows
- Details by Function & Activity
- Reserves Account Summary
- Loan Repayment Schedule
- Financial Activity Statement projected to 30 June 2011
- Municipal Bank Account Statement & Reconciliation (036-102 000030)
- Restricted Cash Account Statement & Reconciliation (036102 123263)
- Licensing Trust, Working Trust and REBA Trust Account Statements & Reconciliations

Statutory Environment

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

Commentary

Nil

Policy Implications

Nil

Financial Implications

All financial implications are contained within the reports

Strategic Implications

Nil

Resolution 8.1

Council resolved to receive the financial report for March 2011.

Moved: Cr Graham Cooper

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried 8/0

8.2 Accounts Paid and Payable – March 2011

Location:	Cunderdin
Applicant:	Manager of Finance & Administration
Date:	20 th April 2011
Author:	Loren Hempel
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled

Proposal

Council is requested to confirm and authorise the payment of Accounts listed in the Warrant of Payments for March 2011.

Appendix

Warrant of Payments for March 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 March 2011.

1.0 Accounts Already Paid

1.1 Municipal Fund –

CHEQUE NUMBERS	AMOUNT
009041-009067	\$ 93,026.99
Electronic Payments - Various	\$ 647,339.07

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	\$ 740,366.03

3. Trust Fund – Accounts Already Paid

DATE	CHEQUE NUMBER	DETAILS	AMOUNT \$
Nil			0.00

Resolution 8.2

Resolved;

(a) That Council's payment of accounts amounting to \$ 740,366.03 for the Municipal Fund be received and noted.

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

Moved: Cr Doug Kelly

Seconded: Cr David Beard

Vote – simple majority

Carried 8/0

Payments List -March 2011			
Date	Reference	Creditor	Amount
1/03/2011	Bank Fees	Westpac Banking Corporation	\$ 42.20
1/03/2011	Bank Fees	Westpac Banking Corporation	\$ 22.00
1/03/2011	Bank Fees	Westpac Banking Corporation	\$ 54.35
1/03/2011	Bank Fees	Westpac Banking Corporation	\$ 13.00
1/03/2011	Bank Fees	Westpac Banking Corporation	\$ 13.00
1/03/2011	Bank Fees	Westpac Banking Corporation	\$ 35.40
1/03/2011	Bank Fees	Westpac Banking Corporation	\$ 25.40
1/03/2011	Bank Fees	Westpac Banking Corporation	\$ 88.05
1/03/2011	Bank Fees	Commonwealth Bank Australia	\$ 22.00
2/03/2011	Bank Fees	Westpac Banking Corporation	\$ 14.25
2/03/2011	EFT PAYS	Staff Salaries & Wages	\$ 30,218.21
4/03/2011	9041	Builders' Registration Board	\$ 175.00
4/03/2011	9042	Construction Training Fund	\$ 1,146.68
4/03/2011	9043	Cunderdin Newsagency	\$ 126.95
4/03/2011	9044	Department of Treasury	\$ 1,042.84
4/03/2011	9045	Fire & Emergency Services	\$ 13,410.00
4/03/2011	9046	Garry Horsfield	\$ 150.00
4/03/2011	9047	Cr Clive Gibsone	\$ 140.00
4/03/2011	9048	Cr Todd Harris	\$ 140.00
4/03/2011	9049	Jetpave	\$ 2,268.20
4/03/2011	9050	Cr Dianne Kelly	\$ 140.00
4/03/2011	9051	Lowes Churchill & Associates	\$ 12,798.50
4/03/2011	9052	Shire of Kellerberrin	\$ 946.00
4/03/2011	9053	Telstra Corporation	\$ 55.06
4/03/2011	9054	Westnet Pty Ltd	\$ 54.95
4/03/2011	9055	Westscheme Superannuation	\$ 531.82
4/03/2011	EFT7867	Abbot & Co Printers	\$ 498.30
4/03/2011	EFT7868	Airport Alliance	\$ 9,009.00
4/03/2011	EFT7869	Central Districts Air-conditioning	\$ 162.00
4/03/2011	EFT7870	Cody Express Transport	\$ 18.40
4/03/2011	EFT7871	Commarine	\$ 1,664.30
4/03/2011	EFT7872	Contract Aquatic Services	\$ 11,000.00
4/03/2011	EFT7873	Cr Graham Cooper	\$ 140.00
4/03/2011	EFT7874	Country Copiers Northam	\$ 336.35
4/03/2011	EFT7875	Courier Australia	\$ 655.25
4/03/2011	EFT7876	Coventrys	\$ 557.96
4/03/2011	EFT7877	The Cunderdin Mob	\$ 430.35
4/03/2011	EFT7878	DarMitch Logistics	\$ 8,756.00
4/03/2011	EFT7879	Donovan's Water Service	\$ 9,982.50
4/03/2011	EFT7880	Donovan's Engineering	\$ 88.00
4/03/2011	EFT7881	Dy Mark	\$ 333.04
4/03/2011	EFT7882	Dynasty International Australia Pty Ltd	\$ 529.65

Payments List -March 2011			
Date	Reference	Creditor	Amount
4/03/2011	EFT7883	EJ Charlton & Co	\$ 7,150.00
4/03/2011	EFT7884	Eufhoria	\$ 280.00
4/03/2011	EFT7885	GTS Gauges Transmitters Switches Pty Ltd	\$ 825.00
4/03/2011	EFT7886	Hanson Construction	\$ 14,151.72
4/03/2011	EFT7887	Hitachi	\$ 3,515.72
4/03/2011	EFT7888	ISIS Capital	\$ 5,301.93
4/03/2011	EFT7889	Cr Doug Kelly	\$ 140.00
4/03/2011	EFT7890	Kevin's Water Cartage	\$ 6,237.00
4/03/2011	EFT7891	Northam & Districts Glass Service	\$ 28.60
4/03/2011	EFT7892	Pioneer Credit Management	\$ 82.50
4/03/2011	EFT7893	Prime Health Group Pty Ltd	\$ 187.00
4/03/2011	EFT7894	RBE Internet Service	\$ 20.00
4/03/2011	EFT7895	Shire of Tammin	\$ 7,545.16
4/03/2011	EFT7896	Specialised Tree Services	\$ 1,760.00
4/03/2011	EFT7897	Verlindens Electrical	\$ 1,104.13
4/03/2011	EFT7898	Western Australia Local Government	\$ 1,303.50
4/03/2011	EFT7899	WesTrac Equipment	\$ 3,556.62
4/03/2011	EFT7900	Cr Dennis Whisson	\$ 140.00
4/03/2011	EFT7901	Wirtgen Australia	\$ 775.85
11/03/2011	9058	Cunderdin Co-op FUEL	\$ 13,020.00
15/03/2011	9059	Cunderdin Co-op	\$ 2,647.53
15/03/2011	9060	Cunderdin Newsagency	\$ 37.90
15/03/2011	9061	Cunderdin Co-op MUSEUM	\$ 21.58
15/03/2011	9062	Synergy	\$ 1,994.05
15/03/2011	9063	Telstra Corporation	\$ 1,230.46
15/03/2011	9064	Telstra (Bigpond)	\$ 81.52
15/03/2011	9065	Water Corporation	\$ 8,432.95
15/03/2011	Bank Fees	Commonwealth Bank Australia	\$ 30.10
15/03/2011	EFT7902	Air Liquide Pty Ltd	\$ 119.02
15/03/2011	EFT7903	Australia Post	\$ 496.00
15/03/2011	EFT7904	Avdata Australia	\$ 565.91
15/03/2011	EFT7905	Avon Waste	\$ 4,811.82
15/03/2011	EFT7906	Circus Royale	\$ 1,095.00
15/03/2011	EFT7907	Cody Express Transport	\$ 55.88
15/03/2011	EFT7908	Corporate Express	\$ 120.41
15/03/2011	EFT7909	Courier Australia	\$ 49.80
15/03/2011	EFT7910	Cunderdin Community Resource Centre	\$ 87.00
15/03/2011	EFT7911	Donovan's Water Service	\$ 20,630.50
15/03/2011	EFT7912	EJ Charlton & Co	\$ 4,576.00
15/03/2011	EFT7913	Hislop Auto Electrical	\$ 1,475.00
15/03/2011	EFT7914	Landgate	\$ 227.73
15/03/2011	EFT7915	Orica Australia Pty	\$ 112.86

Payments List -March 2011			
Date	Reference	Creditor	Amount
15/03/2011	EFT7916	Peak Transport	\$ 86.52
15/03/2011	EFT7917	Pioneer Credit Management	\$ 279.76
15/03/2011	EFT7918	SNAP Printing	\$ 361.00
15/03/2011	EFT7919	Statewide Equipment	\$ 2,032.36
15/03/2011	EFT7920	Western Australia Local Government Superannuation	\$ 4,516.31
16/03/2011	EFT PAYS	Staff Salaries & Wages	\$ 30,626.25
17/03/2011	9066	AVP Valuers	\$ 28,347.00
17/03/2011	Credit Card	Westpac Banking Corporation	\$ 1,267.28
17/03/2011	Loan 67	West Australian Treasury Corporation	\$ 20,632.57
17/03/2011	Loan 68	West Australian Treasury Corporation	\$ 41,538.54
22/03/2011	9067	Australian Taxation Australian Taxation	\$ 4,088.00
22/03/2011	Funds Tfr	Tfr to new Term Deposit 21-3481 (Muni)	\$ 350,000.00
23/03/2011	TRFBond	Amenities Bond Transfer to Working Trust	\$ 150.00
30/03/2011	EFT PAYS	Staff Salaries & Wages	\$ 32,579.29
31/03/2011	InterestPaid	Interest Paid (Trust Account 000049)	\$ 2.44
		TOTAL	\$ 740,366.03

8.3 Council Investments – March 2011

Location:	Westpac Banking Corporation
Applicant:	Manager of Finance & Administration
Date:	20 th April 2011
Author:	Loren Hempel
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled

Proposal

To inform Council of its investments as at 31st March 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 March 2011				
Institution	Amount Invested	Investment type	Municipal Funds	Reserve Funds
Westpac Banking Corporation	\$1,254.08	Business Cash Reserve 13-7729 0.0%	\$0.00	\$1,254.08
Westpac Banking Corporation	\$342.93	Business Cash Reserve 13-8262 0.0%	\$342.93	\$0.00
Westpac Banking Corporation	\$510,469.63	Term Deposit 14-3790 5.5% (Due 01/06/11)	\$510,469.63	\$0.00
Westpac Banking Corporation	\$684,000.00	Term Deposit 14-3803 6.0% (Due 29/06/11)	\$0.00	\$684,000.00
Westpac Banking Corporation	\$350,000.00	Term Deposit 14-3803 5.5% (Due 29/06/11)	\$350,000.00	\$0.00
TOTAL INVESTMENTS	\$1,546,066.64		\$860,812.56	\$685,254.08

Statutory Implications

Financial Management Regulation 19.

Policy Implications

Delegation #18 – Investments.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

There are no strategic implications in considering this item.

Resolution 8.3

Resolved that the report on Council investments as at 31st March 2011 be received and noted.

Moved: Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote – Simple Majority

Carried 8/0

9.0 Chief Executive Officer's Reports Outstanding items

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

<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 align="center">CEO</p> <p>Liaise with McLeods Solicitors to prepare a commercial lease for Taurus Aviation</p> <p>To issue DA Approval outlining conditions as per Council's resolution</p>	<p align="center">Council's solicitors have drafted a lease document (90% complete) - to be checked</p> <p align="center">Development Approval issued (100% complete)</p>
<p>Resolution 12.4 Ordinary Council meeting 20th May 2010</p>	<p align="center">Cunderdin Co-location Centre</p> <p>Council did not want to make any commitment to this project until such time as further information is provided from staff indicating the likely cost to council.</p> <p><u>Notes</u> Cr Todd Harris requested that the staff look at utilising the current Cunderdin Sports Club building as a possible site.</p>	<p align="center">CDO/EM</p> <p>To follow up with FESA Re: Cost to Council</p>	<p align="center">10%</p> <p align="center">Further report to be prepared for council's consideration – information still being gathered</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 align="center">GARY TUFFIN</p>	<p align="center">Met with Damien O'Reilly on site to select hangar site. 45% complete</p> <p align="center">DA Approved 16/09/10 (Report 9.6)</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>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</i></p>	<p align="center">CEO</p> <p align="center">MARCUS TUDEHOPE (PLANNER)</p>	<p align="center">15th April 2010</p> <p align="center">Further presentation provided to President & CEO 2 June 2010</p> <p align="center">Report (9.10) to June council meeting</p> <p align="center">Letter sent 29/06/10</p>

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

<p>Resolution #SE-024-10</p>	<p>Government Act 1995.</p> <p>(a) That the participating Member Local Governments to the LGS Software Project, namely the Shires of:</p> <p>Beverley, Cunderdin, Quairading and York</p> <p>be requested to give consideration to adopting the Business Plan, titled: "Integrated Software – Exclusive West Australian Marketing and SalesRights Proposal" on the basis that the submission period has now expired.</p> <p>(b) Subject to (a) above, the Host Local Government, the Shire of Cunderdin, be requested to finalise and sign the Grant Agreement on behalf of the participating local governments.</p> <p>(b) The Executive Officer be authorised to liaise with LG Systems Inc in relation to preparing a Deed of Agreement in accordance with the objectives and purpose set out in the Memorandum of Understanding and the Adopted Business Plan for the Project.</p> <p>At this stage Peter (LGE – new version of LGS) will be in Cunderdin in March 2011 to implement new system.</p>	<p>CEO</p> <p>DCA</p>	<p>29th April 2010</p> <p>Report (9.7) to June council meeting</p> <p>Signed & invoiced</p> <p>In progress</p> <p>McLeod have received agreement and recommended a number of changes</p>
<p>Resolution 9.7 Ordinary Meeting 17th December 2009</p>	<p>Staff Housing Project</p> <p>(1) That a Staff House Working Group be established to prepare the necessary tender specifications & documentation for the supply and construction of one new staff house.</p> <p>(2) That the Staff House Working Group consist of the following membership;</p> <p>Cr David Beard Cr Doug Kelly Cr Dianne Kelly Chief Executive Officer</p> <p>(3) That the CEO be authorised to invite tenders when the tender documentation has been completed by the Staff Housing Working Group & purchase a suitable vacant lot.</p>		<p>Tender specifications Completed</p> <p>Project suspended due to withdrawal of CLGF for 2009/10</p>

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</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>
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	<p>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>		
Resolution 9.7	<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> <ul style="list-style-type: none"> - Selling price be set at \$30,000.00 - That the CEO be authorised to negotiate finance terms, if required. - That the buyer be responsible for all costs associated with the boundary adjustment to create lot 23, which is to be amalgamated with the existing lot 22. - 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>(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>	CEO	<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>Mr Donovan has agreed to the terms subject to obtaining a reasonable survey quote.</p>

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/EM	To be actioned
	<p>Sports Club Meeting To discuss management of new club</p>	CDO/EM	To be actioned

Council Resolution Action List 16th December 2010

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

Council Resolution Action List 17th February 2011

Resolution 9.3	<p>Proposal to Make Extractive Industries Local Law 2011</p> <p>Council resolved to:</p> <ol style="list-style-type: none"> Note the submission from the Department of Local Government in relation to the proposed Shire of Cunderdin Extractive Industries Local Law 2010. 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"> the purpose of which is to establish the requirements and conditions with which extractive industries, within the district, must comply with; and the effect is to provide for the regulation, control 	CEO	<p>70%</p> <p>Copy has been sent to the Department of Local Government 28/03/11</p> <p>Text has been sent to the State Law publisher for Gazetting</p>
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	<p>and management of extractive industry proposals.</p> <ol style="list-style-type: none"> 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. 		
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Council Resolution Action List 17th March 2011

Resolution 8.4	Budget Amendment Council resolved: (1) That in accordance with section 6.8 of the Local Government Act all new expenditure items previously not budgeted for which are now contained within Report 8.4 be authorised by Council. (2) That the 2010/2011 Annual Budget be amended as detailed Report 8.4 - Table 1.1	Mgr F & A	100% Budget Amendments complete
Resolution 9.1	LandCorp Subdivisions – Cunderdin Council endorse the following two funding applications to LandCorp under the Regional Development Assistance Program 2011. Cunderdin Industrial Estate – final stage Cunderdin Residential Estate – stage 1	CEO	Application sent 23/03/11
Resolution 9.3	RGS Funding Application Council resolved to advise the Wheatbelt Development Commission that: (a) Council fully endorses the application for the submission for funding in 2011/12 for the construction of the items as detailed in the RGS application for Cunderdin Airfield (b) the Cunderdin Airfield future development is considered a priority capital works project at the current time.	CEO	Application sent 08/03/11
Resolution 9.4	Change of Meeting Date – (late item) Council resolved; (a) to amend the April Ordinary meeting of council date from the 21st April 2011 to Wednesday 20th April 2011, commencing 5:00pm. (b) to advertise the change of meeting date in accordance with Local Government (Administration) Regulation 12.	CEO	Notice advertised in the Bandicoot & placed on notice board.
Resolution 9.5	Proposed Additional Use of an Extractive Industry in a General Agriculture Zone - (late item) Council resolved; That Council approve the application for an additional use of an	CEO	Letter sent G Jasper 28/03/11 advising council

	<p>extractive industry to a portion of lot 1 on Deposited Plan 20084 (400 Three Mile Road, Cunderdin) and Lot 20220 on Deposited Plan 87346 (912 Wilding Road, Meckering), subject to the following conditions:</p> <ol style="list-style-type: none"> 1. The proposed development is to generally comply with the submitted plans approved on 17 March 2011 and stamped accordingly. 2. The approved development is to maintain a 500 metre setback from the adjoining lot boundaries and limit the extraction area to 5 acres to both portion of Lot 1 Deposited Plan 20084 and Lot 20220 Deposited Plan 87346. 3. The approval limits the extraction of mineral sands to a depth of 6 metres below the natural ground level. 4. Prior to the issue of the planning approval, the applicant is to prepare a detailed site plan showing the planned extraction area and location of Lucerne trees surrounding the proposed extractive industry. The revised plans must be submitted in accordance with the area permitted for the extraction industry to the specification and satisfaction of the Chief Executive Officer. 5. The applicant is required to use modern dust suppression controls for areas prone to sand drift, such measures may include hydromulch or the use other dust suppression methods to the specification and satisfaction of the Shire of Cunderdin's Principal Environmental Health Officer or person acting in his or her capacity. 6. The applicant is required to rehabilitate and replace native vegetation species that contribute to the visual amenity and character elements within the Shire of Cunderdin once either part or whole of the land utilised for the extractive industry ceases. The determination and discretion of this condition is subject to the satisfaction and specification of the Chief Executive Officer. 7. The use and/or operation of blasting equipment or other devices likely to cause a nuisance to adjoining owners either by smell, noise or other, are not permissible. <p>Advice Notes</p> <ol style="list-style-type: none"> 1. The applicant/owner is advised to consult the necessary state government agencies, including, but not limited to; The Department of Lands and Regional Development and the Department of Mines and Petroleum. 		<p>decision</p> <p>CEO has met with G Jasper to discuss amended plans.</p> <p>Amended plans yet to be received.</p>
Resolution 9.6	<p>Cemetery Plot/Memorial Niche Wall Reservations (late item)</p> <p>Council resolved to adopt cemetery policy #1 – Cemetery Plot/Memorial Niche Wall Reservations subject to the amendment 3.1.a be changed from (20) Twenty years to indefinite.</p>	CEO	<p>100%</p> <p>Policy files updated</p>
Resolution 10.1	<p>Cunderdin District High School - Food Act 2008</p> <p>Council resolved;</p> <p>That Council exempts the Cunderdin District High School P & C from the Food Act (2008) Notification and Registration fee.</p>	CEO	<p>100%</p> <p>Letter has been sent</p>
Resolution 12.2	<p>Carols in the Park – Funding Request</p> <p>That Council resolved to;</p> <ol style="list-style-type: none"> a) Thank the Christmas Carols Committee for their early request for funding; b) Advise the Committee that the Carols in the Park event is not eligible for Dry Season Funding; c) Support the attached Lotterywest Application; and d) Make an annual contribution of \$500.00 to the Carols in the Park event. 	CDO/EM	<p>Draft application has been prepared</p>

Resolution 14.0	Great Garden Workshop Donation Council resolved to donate \$500.00 to the Telecentre to help run the "Great Garden Workshop" from the Dry Season Funding.	Mgr F & A	100% Paid 31/03/11
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Council Resolution Action List 20th April 2011

Resolution 9.1	Constitutional recognition for Local Government Council resolved to; (1) support the ALGA campaign for the Constitutional recognition of local government; (2) call on the Federal Government to conduct a referendum to achieve the Constitutional recognition of local government at the 2013 federal election; (3) develop a local level campaign, in support of the national campaign, to inform the local community and garner its support; (4) acknowledge that funding implications need to be considered as part of the ongoing financial planning process.	CEO	
Resolution 9.2	Reserve 18684 & Reserve 2398 That Council resolved to advise the Department of Regional Development & Lands: (1) that Reserve 2398 is not being used as a camping area, nor is it envisaged this would be a suitable use in the future – no demand for such use. (2) that Council does not have the financial capacity to maintain either Reserve to a satisfactory standard. (3) that it recommends the amalgamation of Reserve 2398 into 18684, subject to the area being vested with Department of Environment & Conservation (DEC) for their care and management.	CEO	
Resolution 9.3	Community Emergency Services Coordinator Position Resolved; a) That Council authorise the Chief Executive Officer to negotiate and sign a Memorandum of Understanding for the provision of a Community Emergency Services Manager; and b) That Council agree to allocate \$12,256.20 in the 2011/12, 2012/13 & 2013/14 Budgets to support the position of Community Emergency Services Manager.	CEO/EM	
Resolution 9.4	Shire of Tammin – Roadwork's Management Resolved; (a) That council offer the service of the Manager of Works & Services for the 2011/12 financial year on the following terms & conditions: (1) either option (a) or (b); (a) An hourly rate of \$75.00 per hour (+GST), up to a maximum of 1 day per week. (b) fixed sum of \$29,640.00 (+GST) pa for up to a	CEO/ Mgr F&A	100% Letter has been sent to Shire of Tammin and the Fees & Charges have been Updated

	<p>maximum of 1 day per week, with flexible service days, which are if used expiry each 12 month period.</p> <p>(2) That should the service provided effect the Manager of Works & Services ability to conduct his role at the Shire of Cunderdin effectively, 3 month's notice will be given to the Shire of Tammin that the service will be removed.</p> <p>(3) That should the current Manager for Works & Services employment cease, so to will the service provided to the Shire of Tammin.</p> <p>(b) That council's fees & charges be amended as follows;</p> <p><u>(Insert)</u> <u>labour charge only</u></p> <table><tr><td>Manager of Works & Services</td><td>\$82.50 per hour (GST inclusive)</td></tr><tr><td>Final Trim Grader Operator</td><td>\$55.00 per hour (GST inclusive)</td></tr><tr><td>General Plant operator</td><td>\$50.00 per hour (GST inclusive)</td></tr></table> <p>Delete/remove all previous charges relating to plant labour.</p> <p>To become effective from the date of amendment by council.</p> <p>(c) That in accordance with section 6.19 of the Act the amended fees & charges be advertised.</p>	Manager of Works & Services	\$82.50 per hour (GST inclusive)	Final Trim Grader Operator	\$55.00 per hour (GST inclusive)	General Plant operator	\$50.00 per hour (GST inclusive)		
Manager of Works & Services	\$82.50 per hour (GST inclusive)								
Final Trim Grader Operator	\$55.00 per hour (GST inclusive)								
General Plant operator	\$50.00 per hour (GST inclusive)								
Resolution 9.5	<p>Tender #4 – Gliding Hut Refurbishments</p> <p>Resolved;</p> <p>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.</p>	CEO							
Resolution 10.2	<p>WA College of Agriculture – Meat Inspections</p> <p>Resolved;</p> <p>(a) That the Shire of Cunderdin not issue a Certificate of Authority for the College's slaughterman to be an "authorised officer" for the purpose of inspection of animals before and after slaughter as per regulation 21 of the Food Regulations 2009 (Inspection of animals and carcasses at abattoirs) until such a time as the College provide documentation that the College slaughterman has completed a Certificate III in Meat Processing (Meat Safety) or equivalent and the Shire has obtained insurance cover for the College's slaughterman before the Certificate of Authority is issued.</p> <p>(b) that the WA College of Agriculture Cunderdin be accordingly</p>	CEO							
Resolution 10.3	<p>Landmark – Schedule 7 Licence</p> <p>Council resolved to endorse the application for a Retail Poisons Licence - Schedule 7, Registered Agricultural and Veterinary chemicals from Mrs Sharon Rae Reynolds, DKT Rural Agencies, 37 Baxter Rd, Cunderdin on the condition that the applicant has DOH Approval for the Retail Poisons Licence - Schedule 7.</p>	CEO							
Resolution 12.4	<p>Sporting Facilities Working Groups</p> <p>Council resolved to;</p>	CDO/EM							

	<p>a) Nominate Cr Carter to the Facility Design Working Group as Chair;</p> <p>b) Nominate Cr Gibsone to the Facility Management Working Group as Chair;</p> <p>c) Adopt the Terms of Reference for the Facility Design Working Group; and</p> <p>d) Write to all parties listed above in the Facility Design Working Group to accept their nominations for the Working Group.</p> <p>e) Contact the sporting representatives from Hockey, Nippers & Netball and approach them to nominate a representative for the Facility Management Working Group.</p> <p>f) Contact all groups and inform them that they can only have 1 representative for the Facility Management Working Group.</p>		
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Other projects

	Cunderdin Airfield lighting system upgrade Design complete – estimated value of works \$440k		100%
	Cunderdin Airfield RFDS shed Seeking feedback from CASA in regards to appropriate location in accordance with MOS 139		30%
	Cunderdin Bush Fire Brigade Shed Shed has been ordered		100% Shed has been constructed
	Cunderdin Sports Facility Project Budget amendment required to fund next stage – design work Funds have been allocated – refer to budget review Report 9.2 (17/02/11)		10%
	Asset Management Plans All properties have been valued by APV valuers Council's road network has been valued and condition rated		60%
	Restoration of Gliding Club House & Other hut Works has been tendered Tender close 4 th March 2011 - No Tenders received.		30%
	Implementation of LGE New version of LGS		5%
	Meckering Sports Club		30%

	Design & Construct project (1 Bowls & 4 Tennis courts) Tender closes 4 th March 2011 4 tenders received.		
	Upgrade to memorial drive		0%

9.1 Constitutional recognition for Local Government

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

Disclosure of Interest

No disclosures of interest have been tabled.

Background

There is a long history of debate on Constitutional recognition for Local Government in Australia, with referendums having previously been put before the voters in 1974 and 1988, with both being defeated.

During 2008 the ALGA actioned a strategic approach aimed at securing a referendum which involved:

- some initial resource materials to assist Local Governments to conduct a conversation at the local level on the need for Constitutional recognition
- Zone or region level discussions, where appropriate, based on WALGA agenda items
- Statewide forum to determine a state Local Government position (resolved at Local Government Convention)
- A national experts forum a National Constitution Summit (Melbourne December 2008)

In 2009/10 ALGA focused advocacy around national political forums, political parties and key influential academics, while State Associations built up state profiling campaigns to improve the image and perception of their local government jurisdictions.

The ALGA Board further refined the national position in 2010 to focus specifically on financial recognition and the WALGA position was also aligned to this focus.

Comment

Whilst the Federal Government has said that it will run a referendum, their willingness to do so in any sort of reasonable time frame will be heavily influenced by their perceptions of its likely success. A major factor in their perceptions will be the degree to which the conversation reflects broad community engagement.

It is important that local community support is marshalled to ensure that community ownership is injected into the campaign. If the campaign is seen purely as one being run by and for the local government system, then success will be difficult to achieve.

Policy Implications

The national policy position is consistent with the WALGA position. Adoption of the recommendation will formalise council's policy position and align it with the national campaign.

Financial Implications

Local level campaign: the costs associated with any local level campaign will be contingent on its extent and complexity. Expenditures could involve expenses such as venue hire and minor catering and administrative charges including telephone calls, printing,

etc. These are likely to be minimal and manageable within the constraints of budgeted operational expenditure.

National Campaign: these are not defined at this stage and will depend largely on the willingness of the Federal Government to fund “YES” and “NO” campaigns. A full range of funding options needs to be developed by ALGA and WALGA before the specific implications for council can be explored.

Resolution 9.1

Council resolved to;

- (1) support the ALGA campaign for the Constitutional recognition of local government;***
- (2) call on the Federal Government to conduct a referendum to achieve the Constitutional recognition of local government at the 2013 federal election;***
- (3) develop a local level campaign, in support of the national campaign, to inform the local community and garner its support;***
- (4) acknowledge that funding implications need to be considered as part of the ongoing financial planning process.***

Moved: Cr Graham Cooper

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried 8/0

9.2 Reserve 18684 & Reserve 2398

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

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To consider a request from the Department of Regional Development & Lands to amalgamate both Reserve 18684 & 2398, and vest in council for the purpose of "*Landscape Protection & Conservation*"

Attachment

Letter dated 7th April 2011 – Department of Regional Development & Lands (DRDL)

Background

Reserve 18684 has been set aside for "*Timber Sandal Wood Plantation*" and has not been vested with any department (no Management Order)

Reserve 2398 has been set aside for "Camping" and vested on council (Management Order)

The DRDL are requesting council's consideration of the following two questions:

Please also advise whether Council would be willing to:

1. Amalgamate Reserve 2398 into Reserve 18684 should it no longer serve its purpose,
2. Accept management of the amalgamated reserves for the purpose of "Landscape Protection and Conservation" – which would require preparation of a management plan generally comprising strategies relating to weed and pest control, dumping of rubbish or the removal of timber.

Total combine are 51.152 ha

Comment

It is recommended that the Department of Regional Development & Lands be advised;

- 1) That Reserve 2398 is not being used as a camping area, nor is it envisaged this would be a suitable use in the future – no demand for such use.
- 2) Council does not have the financial capacity to maintain either Reserve to a satisfactory standard.
- 3) Recommends the amalgamation of Reserve 2398 into 18684, subject to the area being vested in the care of with Department of Environment & Conservation (DEC).

Statutory Implications

Land Act 1933 (repealed)

Land Administration Act 1997

Policy Implications

Council does not have any policies in relation to land vested as a Reserve.

Financial Implications

Cost to prepare the required Management Plan for the Reserve are unknown at the current time, but can assume they would be costly.

Ongoing maintenance cost – weed & pest control

Strategic Implications

There are no policy implications in considering this item.

Resolution 9.2

That Council resolved to advise the Department of Regional Development & Lands:

- (1) that Reserve 2398 is not being used as a camping area, nor is it envisaged this would be a suitable use in the future – no demand for such use.***
- (2) that Council does not have the financial capacity to maintain either Reserve to a satisfactory standard.***
- (3) that it recommends the amalgamation of Reserve 2398 into 18684, subject to the area being vested with Department of Environment & Conservation (DEC) for their care and management.***

Moved: Cr Clive Gibsone

Seconded: Cr Graham Cooper

Vote – **Simple majority**

Carried 8/0



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

Lands Division

Your Ref: NO PREVIOUS CORRESPONDENCE

Our Ref: File: 01155-1991-01RO Job: 110253

File: 01156-1991-01RO

Telephone: (08) 9347 5053

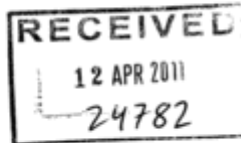
Facsimile: (08) 9347 5002

Enquiries: Cassandra Tan

Email: Cassandra.Tan@rdl.wa.gov.au

7 April 7, 2011

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



Dear Sir or Madam:

**Reserve 18684 "Timber Sandal Wood Plantation" and Reserve 2398 "Camping"
Cunderdin**

Reserve 18684 is set aside for the purpose of "Timber Sandal Wood Plantation" and is unmanaged. Reserve 2398 is set aside for the purpose of "Camping" with Management Order to the Shire of Cunderdin.

Prints depicting the locality of Reserve 18684 and 2398 have been enclosed for your records.

These reserves have been recently inspected by a State Land Officer, and Reserve 18684 has not been utilized for its designated purpose. Also Reserve 2389 has noticeable utilization which has degraded the Reserve considerably. Timber has also been dozed along the fence line which is not an authorized activity under the Land Act.

Department of Environment and Conservation (DEC) has recommended that the management of both Reserves be placed with the Shire of Cunderdin for the purpose of "Landscape Protection and Conservation" to protect the original pre-European vegetation.

Please advise whether current purpose of Reserve 2398 for "Camping" is reflective of its current or proposed future usage.

1 Midland Square, Midland, Western Australia 6056
Postal Address: PO Box 1575, Midland, Western Australia 6936
Tel: (08) 9347 5000 www.lands.rdl.wa.gov.au ABN 28 807 22 1246

9.3 Community Emergency Services Coordinator Position

Location:	Cunderdin
Applicant:	Staff
Date:	21 st April 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

Report written by the CDO - potential applicant for the position.

Proposal

To consider the provision of a shared Community Emergency Services Manager (CESM) and applicable funding arrangements with Fire & Emergency Services Authority of WA (FESA).

Attachment

CESM Business Plan (*example Toodyay / Goomalling*)

Memorandum of Understanding (*example Toodyay / Goomalling*)

Proposed financial breakdown for Cunderdin / Quairading / Tammin

Background

FESA currently facilitate a program to provide full time Fire and Emergency Management Staff at the Local Government level in the position of Community Emergency Services Managers. The position involves management of Council's statutory requirements under the *Bush Fires Act 1954* and *Emergency Management Act 2005*.

Some of the key components of this role include undertaking the following duties:

- Develop practices for fire management on Local Government bush land
- Develop practices for fire management on UCL/UMR
- Education programs for the community and schools Strategic advice on subdivision planning
- BFB Training
- Provide support for Bush Fire Ready Groups
- Establish Emergency Coordination Centres
- Support Bush Fire Advisory Committee, DOAC, Brigade meetings and AGM's
- Conduct emergency field / table top exercises
- Support LEMC
- Support DEMC
- Support Recovery operations
- Respond to emergency incidents in Cunderdin/Quairading/Tammin and neighbouring Local Governments
- Peer support to volunteers
- Coordinate and manage special projects as required
- Maintain Shire Emergency contact directory
- Review Risk to Resource model annually
- ESL administration (operating and capital)
- Establish fleet maintenance program
- Maintain incident records
- Attend FESA regional meetings

A full explanation of the roles and responsibilities of this position are attached (CESM Business Plan)

There are currently 20 CESM positions across the state ranging from the Great Southern, South West, Metropolitan and Mid-West regions. Within our region (Midlands-Goldfields

District) there are currently 2 CESM positions, one in place at the Shire of Northam and one proposed shared position between the Shires of Toodyay and Goomalling. These positions are employed on a 3 yearly contract basis.

The Chief Executive Officer, along with representatives from the Shires of Beverley, Quairading, Tammin and York met with FESA staff on 11 April 2011 to further discuss the possibility of a CESM position across the SEARTG Shires, with the following outcomes –

- One (1) CESM is proposed for Cunderdin (host office), Quairading & Tammin
- One (1) CESM is proposed for Beverley and York
- The funding allocation required from Cunderdin for the shared position would be \$12,256.20 (annually)
- Subject to all parties agreeing to a Memorandum of Understanding, advertising of the position to commence as soon as practical

Statutory Implications

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

Policy Implications

Nil

Financial Implications

As mentioned above, the current proposed figure required to support this position is proposed to be \$12,256.20 annually.

Strategic Implications

There are no policy implications in considering this item.

Resolution 9.3

Resolved;

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

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

Moved: Cr Doug Kelly

Seconded: Cr Dianne Kelly

Vote – **Absolute majority**

Carried 8/0

9.4 Shire of Tammin – Roadwork's Management .

Location:	n/a
Applicant:	Shire of Tammin
Date:	20 th April 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Mark Burgess left the chambers at 5:29pm

Mark Burgess returned at 5:34pm

Proposal

To formally consider contracting out the Manager of Works & Services in 2011/12 to the Shire of Tammin to oversee their roadwork's program.

Background

Ordinary Council meeting held on 17th March 2010 – Report 13.2 (Manager of Works & Service appointment). MWS Commencement date 5th April 2010.

A letter has been received from the Shire of Tammin requesting council give consideration to contracting its Manager of Works & Services to over see their Roadwork's program for 2011/12.

Currently the Manager of Works & Services is providing support services to the Shire of Tammin on an hourly fee basis.

Comments

The Shire of Tammin have requested council give consideration to providing Roadwork management services in 2011/12 on the following basis. Tammin agree to pay Cunderdin 1/5 (20%) of the total cost of employing the Manager of Works & Services (MWS), to be invoiced quarterly. In return Tammin will receive 1 day a week on average over the year. At the end of the financial year Cunderdin tallies up the total cost of MWS and provides an adjustment based on actuals hours used.

This is effectively requesting an hourly charge out rate.

It is recommended that council offer either option (a) or (b) below to the Shire of Tammin for the requested management service;

- (a) An hourly rate of \$75.00 per hour (+GST) for the MWS services, up to a maximum of 1 day per week.
- (b) Fixed sum of \$29,640.00 pa (+GST) for up to a maximum of 1 day per week.

Statutory Environment

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*

- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

Policy Implications

There are no policy implications in considering this item.

Financial Implications

Offsetting the cost of employing the Manager of Works & Services by the hours worked for the Shire of Tammin.

Strategic Implications

The sharing of the Manager of Works & Service will provide needed assistance to the Shire of Tammin and also should strengthen relationships between the two shires, which will be of particular benefit to both parties as we move closer to structural reform.

Resolutions 9.4

Resolved;

- (a) That council offer the service of the Manager of Works & Services for the 2011/12 financial year on the following terms & conditions:
- (1) either option (a) or (b);
- (a) An hourly rate of \$75.00 per hour (+GST), up to a maximum of 1 day per week.
- (b) fixed sum of \$29,640.00 (+GST) pa for up to a maximum of 1 day per week, with flexible service days, which are if used expiry each 12 month period.
- (2) That should the service provided effect the Manager of Works & Services ability to conduct his role at the Shire of Cunderdin effectively, 3 months notice will be given to the Shire of Tammin that the service will be removed.
- (3) That should the current Manager for Works & Services employment cease, so to will the service provided to the Shire of Tammin.
- (b) That council's fees & charges be amended as follows;

(Insert)

labour charge only

Manager of Works & Services	\$82.50 per hour (GST inclusive)
Final Trim Grader Operator	\$55.00 per hour (GST inclusive)
General Plant operator	\$50.00 per hour (GST inclusive)

Delete/remove all previous charges relating to plant labour.

To become effective from the date of amendment by council.

- (c) That in accordance with section 6.19 of the Act the amended fees & charges be advertised.

Moved: Cr Dianne Kelly

Seconded: Cr Dennis Whisson

Vote – **Absolute majority**

Carried 8/0



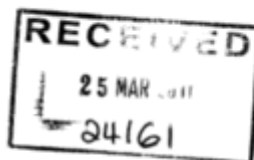
SHIRE OF TAMMIN

"LANDCARE CENTRE OF THE WEST"
Bungulla • Tammin • Yorkrakine

1 Donnan Street
PO Box 53,
TAMMIN WA 6409

Telephone: (08) 9637 1101
Facsimile: (08) 9637 1117
Email: shire@tammin.wa.gov.au
Website: www.tammin.wa.gov.au

ALL CORRESPONDENCE TO BE
ADDRESSED TO THE
CHIEF EXECUTIVE OFFICER



Your Ref:
Our Ref: ENG48
Enquiries: Graham Stanley

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

Dear Gary,

Shire Cooperation and Works Management

Further to our discussions on the provision of Works Management services by the Shire of Cunderdin through Mark Burgess I put forward the following proposal for your consideration:

- For the balance of the 2010-11 financial Year Mark's services are invoiced at the appropriate hourly rate that you have determined for the time that Mark services Tammin and he records those hours on his timesheet.
- For the 2011-12 financial year and beyond Mark, on average over the year, provides one day per week service to Tammin. As part of your budget process you determine the total cost of employing Mark for the year. Tammin agrees to pay to Cunderdin one fifth i.e. 20% of the cost of Mark's employment and this is charged to Tammin quarterly based on the budget. At the end of the financial year Cunderdin tallies up the total cost of Mark's employment and provides an adjustment invoice or credit note, as the case may be, for the difference between actual and budget.
- Mark will continue to record his work for Tammin on a timesheet and at the end of the 2011/12 financial period the arrangement between the two Shires can be reviewed.

Tammin would like to strengthen the relationship between our two Councils and we see the works area as a prime opportunity to do this to the benefit of both our organisations. Already through Mark we have begun to do this with Tammin having made plant and operators available to Cunderdin on one of your major construction projects and Cunderdin having made an operator available to assist Tammin on one of our construction projects. I know that Mark has a strong commitment to making this arrangement work to the benefit of both Shires and would like to explore opportunities to take on private works for Main Roads and its contractors. We believe good opportunities exist and we are happy to work with you and Mark to take advantage of those opportunities.

I am happy to meet with you at any stage to discuss this proposal and explore the opportunities for further cooperation between our two Shires.

I look forward to your positive response.

Yours faithfully

Graham Stanley
Chief Executive Officer
23 March 2011

9.5 Tender #4 - Gliding Hut Refurbishments

Location:	Cunderdin
Applicant:	Staff
Date:	21 th April 2011
Author:	Gary Tuffin/Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To give consideration to Tender #4 – Gliding Hut Refurbishment.

Attachment

Tender Submission – Hi Construction

Background

Lotterywest have provided grant funding to complete a portion of work required on the Gliding Club House Hut and Workshop Hut. The combined project exceeds \$100,000 therefore Tenders were invited to complete work on both Huts simultaneously. A notice was placed in the West Australian newspaper on the 29th January 2011 inviting tenders for this project.

Subsequent to the Tender being advertised, 1 company submitted a non-conforming Tender (*refer to attached*) in that the other requested Tender schedules were not completed. Hi Construction have conducted site inspections at the Airfield and originally submitted the quote that allowed us to obtain funding via Lotterywest for the project.

In reviewing the non-conforming Tender, Heritage Architect Laura Gray has advised that she has previously worked with Hi Construction on numerous other Heritage projects and has therefore declared an interest in the matter due to the existing working relationship. Laura's comments are as follows:

"Firstly, I have a working relationship with the submitter: Norman Ionnopoulos of Hi Constructions, overseeing many of his conservation projects. I have also been involved in two projects where Hi Constructions won MBA conservation awards (Kalgoorlie Pavilion and Slater Homestead in Goomalling)

Hi Constructions specialise in conservation works and respond with respect and knowledge to various challenges of conservation.

In my opinion the quote from Hi Constructions (Aust) Pty Ltd dated 11 March 2011, is appropriate to the project, good value for money and in line with the overall budget against the project. I support the Shire of Cunderdin's consideration of their engagement for the project."

Statutory Implications

Section 3.57 of the Local Government Act states;

3.57. Tenders for providing goods or 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 or 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 subregulation (2) states otherwise.*

- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act;*
 - (b) *the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA;*
 - (ba) *the local government intends to enter into a contract arrangement for the supply of goods or services where —*
 - (i) *the supplier is either —*
 - (I) *an individual whose last employer was the local government; or*
 - (II) *a group, partnership or company comprising at least 75% of persons whose last employer was that local government;*
 - (ii) *the contract —*
 - (I) *is the first contract of that nature with that individual or group; and*
 - (II) *is not to operate for more than 3 years;*

- and*

- (iii) *the goods or services are —*
 - (I) *goods or services of a type; or*
 - (II) *(in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;*

- (c) *within the last 6 months —*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or*
 - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

Policy Implications

Shire of Cunderdin Purchasing Policy.

Financial Implications

Tendered amount \$130,972.55

This project is being funded by Lotterywest, with additional funding already allocated in the current budget.

Current Budget Allocations

Conservation Works Hut 104	\$ 62,700.00
Gliding Club House refurbishment	\$ 83,851.00
	<u>\$146,551.00</u>

Strategic Implications

There are no policy implications in considering this item.

Resolution 9.5

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.

Moved: Cr Graham Cooper

Seconded: Cr David Beard

Vote – **Absolute majority**

Carried 8/0

ATTN: STACEY.

RECEIVED

21 MAR 2011

24094

**FORM OF TENDER
TENDER #4 - 10/11
CUNDERDIN AIRFIELD
HUTS 101 & 104
CONSERVATION WORKS**

Mr Gary Tuffin
Chief Executive Officer
Shire of Cunderdin
PO Box 100
Cunderdin, WA, 6407

I/We

(BLOCK

LETTERS): HI CONSTRUCTIONS (AUST) PTY LTD

ADDRESS:

UNIT 3 - 32 MOONEY STREET
BAYSWATER WA 6053

ABN/GST Status 13 083 929 248

ACN (if any) 083 929 248

Telephone No: 0818 942 058 Facsimile No: (08) 9371 7815

E-mail (if any): admin@hisons.com.au

I/We agree that I am/We are bound by, and will comply with:

This Request and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this Request signed and completed.

The quoted price is valid up to three (2) months from the date of the Request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this response irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Response.

Dated this: 11TH day of MARCH 2011

Signature of authorised signatory of Respondent:

[Signature]

Name of authorised signatory (BLOCK LETTERS):

NORMAN J. JONWANDPELOS

Position: DIRECTOR

Address: UNIT 3-32 MOONEY STREET

BAYSWATER WA 6053

Witness Signature: [Signature]

Name of witness (BLOCK LETTERS): HELEN JONWANDPELOS

Position: BOOKKEEPER

Address: 8 AYRA STREET BALCAIN WA 6021

NOTE: ALL OTHER RELEVANT INFORMATION FOR
THE TENDER FOR SECTIONS A, B AND C
CAN BE SUPPLIED WITHIN A WEEK IF
IT IS REQUIRED.

Tender # 4 – 10/11

Shire of Cunderdin WA

Cunderdin Airfield Huts 101 & 104 Conservation Works

Administration Costs	\$2,865.85
Preliminaries	\$4,500.00
Painting (treating the new timber)	\$2,855.55
2.1 Hut 104 Ground drainage – to be undertaken by shire	N/A
2.2 Hut 104 Structural stabilisation (Engineer costs)	\$2,850.00
2.52 Hut 104 Floor stumps & subfloor structure	\$31,625.00
2.53 Hut 104 Floor restoration (included in 2.52 price)	
2.2 Hut 101 Roof restoration	\$37,385.25
2.3 Hut 101 Roof plumbing (included in 2.2)	
2.51 Hut 101 Roof battens (included in 2.2)	
2.54 Hut 101 Stud walls	\$18,950.00
2.55 Hut 101 External wall linings	\$18,850.65
2.6 Hut 101 Joinery	\$6,240.00
2.7 Hut 101 Glazier	\$4,850.25

Total \$130,972.55 +10% gst

I hope these price meets with your approval and if you wish to discuss anything further please do not hesitate to contact me on mobile 0418 942 058 as soon as possible.

Kind regards

Norman John Ioannopoulos

Norman John Ioannopoulos

10.0 Manager of Environmental Services Report

10.1 Manager of Environmental Health and Building Services Report

Location:	Cunderdin
Applicant:	Shire of York
Meeting Date:	20 th April 2011
Author:	J Anderson
Item Approved by:	Chief Executive Officer

BUILDING REPORT

BUILDING APPROVALS

There were no building approvals or refusals for the period from 18 March 2011 to the 20 April 2011.

BUILDING INSPECTIONS

Woodthorpe School

Woodthorpe school has undergone inspection for an Occupation Certificate for the 2 Relocatable Classrooms/Canteen/Shade Structures. One class room does not have a fire extinguisher and requires one to be installed. Additional bolts are required to the awning in front of the canteen. The Canteen needs to be inspected by the Shire Environmental Health Officer (EHO). The distance from the classrooms to the side boundary needs to be checked as at least one of the buildings is approximately 1.6 metres from the boundary. The buildings were approved by the previous Building Surveyor from Northam at 1.8 metres from the boundary. The Building Code of Australia requires the class rooms to be at least 3.0 metres from the boundary. There may be some liability for the Council, as the buildings will need Fire Rated Protection of an FRL of 90/90/90 at whatever portion of the building is within 3.0 metres of the boundary. Or be protected by a wall of FRL of 90/90/90 on the boundary whoever the building is within 3.0 metres of the boundary in any direction.

Main Street East

Inspected unsightly property at Main Street East. Gentleman at the property advised he sometimes lives in the caravan on site, advised him that he may only do this 3 days out of every 28 days. He advised he would clean up the property after his operation to his shoulder, which was happening in the next few weeks. I will send him a letter advising him of the maximum amount of days he can live in the caravan and to remove any derelict vehicles or redundant car parts and due to his operation give him a period of 6 months to clean the property up. If this is not done within the time period an Order would then be served.

Meckering Show Grounds

Inspected sheds and ablution blocks at Meckering Show Ground to determine their condition. The buildings were very dilapidated and would not justify rectification.

POLICY DEVELOPMENT

Stormwater Disposal from Dwellings

A policy is being drafted up for stormwater disposal from dwellings to include small rain water tanks with an overflow to dispersion trenches, this will be circulated for comment.

Small Garden Sheds

A policy is being drafted up for small garden sheds up to 15-20 m2 not to require a Building Licence, this will be circulated for comment.

ENVIRONMENTAL HEALTH REPORT

FOOD ACT 2008

Notification and Registration

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

WA College of Agriculture, Cunderdin

A letter was received from Mr Bernard Beatty, Principal requesting that the Shire issue a Certificate of Authority for Garry Jones to be appointed as "authorised officer" for the purpose of inspection of animals before and after slaughter as per regulation 21 of the Food regulations 2011 (Inspection of animals and carcasses at abattoirs). For further information see Council Report.

The Shire's EHO inspected and branded animal carcasses at the WA College of Agriculture on the 5 April 2011 whilst Andrew Hicks Meat Inspector from the Shire of Northam was away on holidays.

AQUATIC FACILITIES

Cunderdin Public Pool

Monthly Water Samples have been collected by the Shire's EHO. The water samples are tested by Pathwest. The water testing undertaken for this swimming season has been satisfactory and the pool was found to well maintained and managed throughout the 2010/2011 swimming season.

HEALTH ACT 1911

Health Notice.

Mr Garitty was issued with a section 135 Health Act 1911 Health Notice on the 2 March 2011. Mr Garitty has vacated the property and arrangements have been made for him to reside at the Dryandra Frail Aged Hostel, Kellaberrin.

POISON ACT 1964

Application for a Retail Poisons Licence Schedule 7 Registered Agricultural and Veterinary Chemicals

The Shire has received an application for a Retail Poisons Licence – Schedule 7 Registered Agricultural and Veterinary Chemicals. For further information see Council Report.

Resolution 10.1

Council resolved to accept the report from the Manager of Building and Environmental Health Services for April 2011.

Moved: Cr Dennis Whisson

Seconded: Cr Todd Harris

Vote Simple majority

Carried 8/0

10.2 WA College of Agriculture – Meat Inspections

Location:	WA College of Agriculture, Cunderdin
Applicant:	Bernard Beatty, Principal WA College of Agriculture, Cunderdin
Date:	20 th April 2011
Author:	J Anderson
Item Approved by:	Environmental Health Officer

Proposal

To consider the request from Bernard Beatty, Principal, WA College of Agriculture, Cunderdin for the Shire of Cunderdin to issue a Certificate of Authority for Gary Jones, the College's slaughterman to be an "authorised officer" for the purpose of inspection of animals before and after slaughter as per regulation 21 of the *Food Regulations 2009* (Inspection of animals and carcasses at abattoirs).

Background

The Shire of Cunderdin received a letter on the 5 April 2011 from Bernard Beatty Principal WA College of Agriculture, Cunderdin requesting the above proposal.

Currently the inspection and animals and carcasses at the WA College of Agriculture, Cunderdin abattoir is undertaken by Andrew Hicks, the Meat Inspector for the Shire of Northam.

The reason for this proposal is for the College's slaughterman to be an "authorised officer" to able him to inspect animals, animal carcasses and brand carcasses in the event that Andrew Hicks was unable to perform this function due to holiday leave and/or sick leave.

The Department of Health (DOH) has advised that the Chief Executive Officer (CEO) of the DOH may issue guidelines in accordance with Part 10 Division 3 section 122 (2) of the *Food Act 2008* (the Act) on appropriate qualifications and experience to perform the functions of an "authorised officer" as a meat inspector under the Act.

The CEO of DOH has determined 'appropriate qualifications' to mean for the inspection of sheep, cattle and pigs if the person holds a Certificate III in Meat Processing (Meat Safety).

The Principal of the College has not forward documentation to the Shire to indicate that the College slaughterman has a Certificate III in Meat Processing (Meat Safety) or equivalent qualification.

Comments

At this time it is considered to be a potential risk and possible liability for the Shire of Cunderdin to issue a Certificate of Authority without documentation that the College's slaughterman has completed a Certificate III in Meat Processing (Meat Safety) or equivalent qualification and/or obtained insurance cover for the College's slaughterman before the Certificate of Authority is issued.

Consultation

Ms Billy McMullan (Scientific Officer) Food Unit Environmental Health Directorate - Department of Health advised the following by email (8/04/11)

"In regards to Garry's qualifications, I have spoken with my manager and it would be necessary for a Certificate III in meat inspection to be obtained to ensure compliance with the requirements. The Ag College will need to seek the services of a registered training provider who will be able to assist them with recognition of prior learning and a gap analysis of Garry Jones's qualifications."

Statutory Environment

Food Act 2008 and the Food Regulations 2009

Statutory Planning

Nil

Local Health Laws

Nil

Policy Implications

There are no notable policy implications in considering this item.

Financial Implications

In the case of an adverse event the Shire will be financially liable for the adverse event.

Strategic Implications

Nil

Resolution 10.2***Resolved;***

(a) That the Shire of Cunderdin not issue a Certificate of Authority for the College's slaughterman to be an "authorised officer" for the purpose of inspection of animals before and after slaughter as per regulation 21 of the Food Regulations 2009 (Inspection of animals and carcasses at abattoirs) until such a time as the College provide documentation that the College slaughterman has completed a Certificate III in Meat Processing (Meat Safety) or equivalent and the Shire has obtained insurance cover for the College's slaughterman before the Certificate of Authority is issued.

(b) that the WA College of Agriculture Cunderdin be accordingly

Moved: Cr Clive Gibsone

Seconded: Cr Dianne Kelly

Vote: Simple majority

Carried 8/0



Mr Gary Tuffin
CEO
Cunderdin Shire Council
Post Office Box 100
CUNDERDIN 6407



Dear Gary

Thank you for coming up and meeting with Billy McMullan, Garry Jones, Brett Cox and myself on Friday 1 April 2011.

As discussed at this meeting the College is keen to progress Garry Jones our Butcher / Slaughterman to be able to inspect animals before and after slaughter as per regulation 21 (Inspection of animals and carcasses at abattoirs). This would require the Shire of Cunderdin to issue a Certificate of Authority for Garry to carry out these inspections.

Garry Jones carries out anti-mortem, offal, head, gut inspections and has done since employment at the College ten years ago. Garry also owns and operates his own abattoir.

The College in its request to appoint Garry Jones as a Meat Inspector would still retain the services of Andrew Hicks, Meat Inspector from Northam as currently this system is working well and it remains a check and balance for our abattoir health requirements. We would only require Garry to inspect and brand meat in the event that Andrew was sick, on holidays or for whatever reason was not available to inspect meat.

The issue for the College, if we are not able to have the meat inspected and branded by a meat inspector is that cattle, sheep and pigs would need to be transported to the nearest abattoir and returned in a cold refrigerated vehicle, which the College does not have access to. Also in not killing and breaking up the animal here at the College, students miss out on learning opportunities in the area.

To give you some idea of the size of our kills, last year the College processed through the abattoir:

112 sheep
15 cattle
61 pigs

I would request that the Shire approve a process to appoint an authorised person to carry out inspection and branding of animals as per Regulation 21.

Thank you for your anticipated consideration of this matter.

Yours faithfully

Bernard Beatty
Principal

4 April 2011

Baxter Road Cunderdin
PO Box 132 Cunderdin 6407
Telephone (08) 96 35 1302
Facsimile (08) 96 35 1334

"Excellence and Innovation in Agricultural Education"

S:\2011 Admin Filing\200 COMMUNITY RELATIONS\203 COMMUNITY PARTICIPATION\Health and Welfare Shire\Butcher Shop Meeting 2011.doc

Email: Cunderdin.AC@det.wa.edu.au
Website: www.cunderdinag.wa.edu.au

10.3 Landmark – Schedule 7 Licence

Location:	37 Baxter Rd, Cunderdin
Applicant:	Mrs Sharon Rae Reynolds
Date:	20 th April 2011
Author:	J Anderson
Item Approved by:	Environmental Health Officer

Proposal

To consider the application for a Retail Poisons Licence - Schedule 7, Registered Agricultural and Veterinary chemicals of the *Poisons Act 1964* at the above location.

Disclosure of Interest

Cr Graham Cooper & Cr Dennis Whisson disclosed an interest and left the council chambers at 5:51pm & return at 5:55pm.

Background

Mrs Sharon Rae Reynolds has made an application for a Retail Poisons Licence - Schedule 7, Registered Agricultural and Veterinary chemicals to the Department of Health (DOH).

This application is accessed by the DOH and must comply with the *Poisons Act 1964* and the *Health (Pesticide) Regulations 2011*.

The application is currently been assessed by the DOH and the applicant will be advised whether or not their application was successful.

The DOH has advised and granted the Shire 14 days to respond to the application. A response was made advising the DOH that this matter would be considered at the Council Meeting on the 21 April 2011.

The Shire's Planner has assessed the use of the land to be a Farm Supply Centre, which is listed as a Discretionary Use in the Town Planning Scheme. Discretionary uses can be approved as long as Council is satisfied with the proposed business and would require the endorsement of Council.

Comments

The property is opposite the Cunderdin Football Oval. On the south side of the property about 20 meters away there is a house. On the north side of the property about 10 metres away there is a furniture making factory.

The storage of chemical is mainly inside the shed on shelving. The chemicals are stored in plastic containers. There is no direct handling of the Chemicals on site.

The Department of Health have advised that the applicant has a staff member with a relevant degree. As a result the staff member should have an understanding of the risks and preventative measures that should be taken in the handling of chemicals of this nature.

The applicant has a bunded area in case of chemical spillages and the yard has a lockable shed for Schedule 7 chemicals as well as a lockable yard.

Farm Supply Center
North side of Farm Supply Center



South side of Farm Supply Center



Inside Farm Supply Center



Statutory Environment

Poisons Act 1964

Health (Pesticide) Regulations 2011

Statutory Planning

Town Planning Scheme

Local Health Laws

Nil

Policy Implications

There are no notable policy implications in considering this item.

Financial Implications

Nil

Strategic Implications

Nil

Resolution 10.3

Council resolved to endorse the application for a Retail Poisons Licence - Schedule 7, Registered Agricultural and Veterinary chemicals from Mrs Sharon Rae Reynolds, DKT Rural Agencies, 37 Baxter Rd, Cunderdin on the condition that the applicant has DOH Approval for the Retail Poisons Licence - Schedule 7.

Moved: Cr David Beard

Seconded: Cr Clive Gibsone

Vote: Simple Majority

Carried 6/0

11.0 Works Supervisor's Report

The manager of Works & Services gave a verbal report discussing;

- Cunderdin/Quairading Rd
- Wyalkatchem Rd
- Works crew away over the Easter break
- Maintenance Grading
- Ag College cropping outside the 90mtr marker at the airfield

12.0 Community Development Officer/Emergency Management Officer

12.1 Information Bulletin – CDO Report

Location:	N/A
Applicant:	N/A
Date:	21 st April 2011
Author:	S McQuistan
Item Approved by:	Community Development Officer

Proposal

Council is to receive the Community Development Officers Report for March/April 2011.

Comment

Cunderdin Daycare

- Discuss building improvements / upgrades / possible extension
- Met with contractor to provide quotes on work
- Submit funding application for cupboards, notice boards, furniture and painting of premises

Cunderdin Community Resource Centre

- Met with CRC staff to discuss partnering to provide school holiday activities
- Discussed potential for CRC to be used as emergency information centre (or a one stop shop) in the event of an emergency
- CRC have requested we look into grants to purchase a generator

Carols in the Park

- Assisting committee obtain additional funding for 2011 through Lotterywest

Cunderdin BFB Shed

- Shed build completed
- Awaiting response from FESA regarding extra funding to concrete floor

Shire of York

- Approx. 1 day a week to manage ESL / Bush Fire Advisory Committee

RFDS

- Liaising with consultant to identify best position for shed

AWARE Project

- Submitted funding application and business plan to undertake Emergency Risk Management process for the Shires of Cunderdin and Quairading
- Accepted to Facilitate Emergency Risk Management & Determine Treatment Options course at Australian Emergency Management Institute

FESA

- Liaise with FESA staff to arrange upcoming WA Emergency Radio Network (WAERN) installation

Meckering Action Group

- Obtain Australian flag for ANZAC day ceremony / arrange repair of flagpole

Statutory Implications

There are no statutory implications in considering this item.

Policy Implications

There are no policy implications in considering this item.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

Nil

Resolution 12.1

Council resolved to receive and note report 12.1;

Moved: Cr Todd Harris

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried 8/0

12.2 AWARE Project Funding Application

Location:	Cunderdin
Applicant:	Staff
Date:	21 st April 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To inform council of the proposed All West Australians Reducing Emergencies (AWARE) Project in Emergency Risk Management (funding application recently submitted)

Attachment

Shire of Cunderdin – AWARE Application

Background

The Emergency Risk Management process is undertaken in each Shire to identify risks in the community, and identify ways that we can remove or reduce the likelihood or impact of that emergency on our Community.

The Local Emergency Management Committee is responsible for drafting Council's Local Emergency Management Arrangements – which are designed to be in response to the emergency risks identified during the ERM process.

In 2005, Council Officer Barry Keens undertook a partial Emergency Risk Management (ERM) Process in the Shire.

It should be noted that the project undertaken in 2005/2006 did not fully complete the Risk Evaluation and Risk Treatment stages. As such, a brief review was undertaken in 2010 and the following information is based on that review.

The Major hazards identified were –

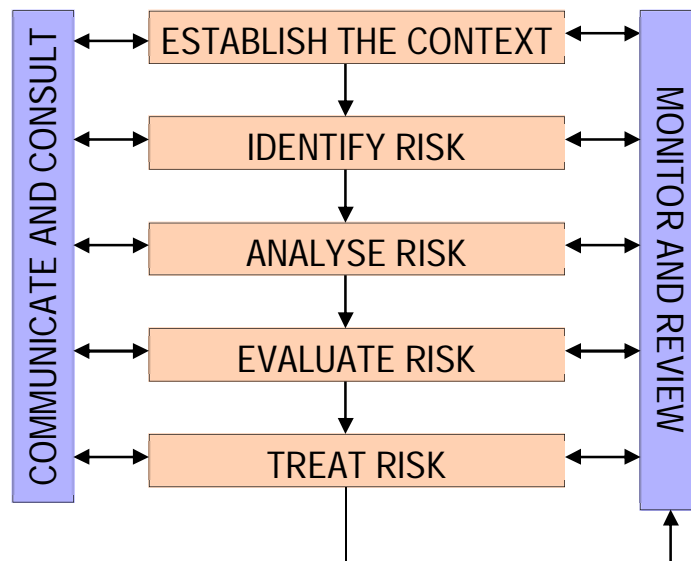
1. *Bush fire/Crop fire*
2. *Earthquake*
3. *Road Accident*
4. *Storm*
5. *Power Outage*
6. *Road/Rail Crash*

The Major risks identified were –

1. *Loss of life / serious injury*
2. *Loss of crops / stock*
3. *Damage to dwellings and infrastructure*
4. *Loss of Power*
5. *Communication breakdown*

This information has been included within Council's Local Emergency Management Arrangements (LEMA), to show that the process has been previously considered by the Shire and contributed to the planning processes that have formed the LEMA.

The Emergency Risk Management project was partially completed in compliance with AS:NZS 4360 and was conducted under the following process -



An ERM survey was distributed amongst Shire residents, and the highest risks identified. Further to this, a full risk analysis and evaluation was not undertaken, neither was a Risk Treatment/Mitigation schedule.

It is industry practice to review the ERM process every 5 years, in order to capture new risks and shifting changes in the way our Community perceive risk. The proposed 2011 ERM project can be undertaken with funding from FESA's AWARE Program.

Statutory Implications

The ERM process is required to be undertaken in accordance with S41(2d) –

Emergency Management Act 2005

41. Emergency management arrangements in local government district

- (1) *A local government is to ensure that arrangements (**local emergency management arrangements**) for emergency management in the local government's district are prepared.*
- (2) *The local emergency management arrangements are to set out —*
 - (a) *the local government's policies for emergency management;*
 - (b) *the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;*
 - (c) *provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);*
 - (d) *a description of emergencies that are likely to occur in the local government district;*
 - (e) *strategies and priorities for emergency management in the local government district;*
 - (f) *other matters about emergency management in the local government district prescribed by the regulations; and*

- (g) *other matters about emergency management in the local government district the local government considers appropriate.*

Policy Implications

Nil

Financial Implications

It is recommended that Council give consideration to making a budget allocation in the 2011/12 financial year for \$3,000 should this application be successful.

Strategic Implications

There are no policy implications in considering this item.

Resolution 12.2

Resolved;

- (a) ***That Council endorse the actions of CEO in submitting the attached AWARE Application***
- (b) ***That Council allocate \$3,000 in the 2011/12 Budget in order to facilitate the Emergency Risk Management Process.***

Moved: Cr Dianne Kelly

Seconded: Cr Doug Kelly

Vote – **Simple majority**

Carried 8/0



AWARE

Program Application Form

PART 1: Applicant Details

Name of Local Government
Postal Address

SHIRE OF CUNDERDIN
PO Box 100,
CUNDERDIN WA 6401

Street Address

Lundy Avenue
CUNDERDIN WA 6401

Australian Business Number (ABN)
Registered for the GST

75 587 374 670
YES

Name of project coordinator
Current Position

Mrs Stacey McQuistan
Community Development/
Emergency Management Officer
(Shire of Cunderdin)

Phone

08 9635 1005

Fax

08 9635 1464

Mobile

0403 534 215

Email


cdo@cunderdin.wa.gov.au

Current Emergency Management
role within the Shire of Cunderdin

Facilitates Local Emergency Management Committee
Facilitates Emergency Management Planning
Facilitates Emergency Management Exercises
Manages Bush Fire Brigades

Application Approved by:

Signature:



CEO - GARY TUFFIN

Authorised Officer:

Date:

30/3/11

PART 2: Request Details

Describe the main purpose of the grant (further detail to be provided in Project Management Plan)

This grant will facilitate the following projects across the Shires of Cunderdin and Quairading:

- Engage Local Emergency Management Committee members in the Emergency Risk Management process;
- Develop a Risk Register of emergencies likely to occur (as required under s.41 *Emergency Management Act 2005*);
- Build relationships with key stakeholders in the community, including HMA and response agencies (both local and district);
- Increase community awareness for a range of likely emergency events are identified during the ERM and research processes; and
- Where possible, undertake joint mitigation programs.

Funding Sources

Total Cost of Proposal	28,000
SHIRE OF CUNDERDIN	
Shire of Cunderdin AWARE Application	10,000
Shire of Cunderdin Cash Contribution	3,000
Contribution in kind Cunderdin	1,000
SHIRE OF QUAIRADING	
Shire of Quairading AWARE Application	10,000
Shire of Quairading Cash Contribution	3,000
Contribution in kind Quairading	1,000
TOTAL Amount requested from AWARE program	20,000

Please indicate the date that you plan to start using these funds and the anticipated date that the funds will be fully utilised by:

Start date: 01/07/2011

Completion date: 30/06/2012

AWARE Grant Scheme Criteria Checklist

Is this application from Local Government?	YES
Does that local Government have an established and active LEMC?	YES
Will the grant money be used to undertake the emergency risk management process?	YES

Note:

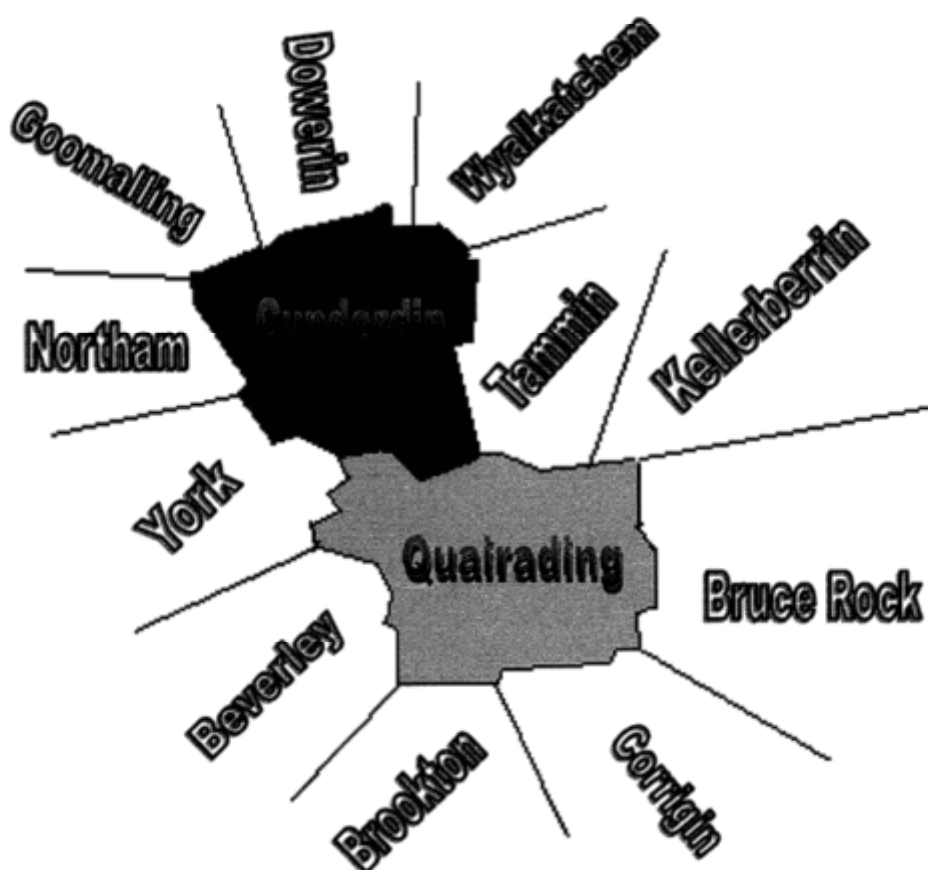
- Grant money must not be used to fund local community emergency management arrangements (emergency plans)
- Applications will be considered for up to a maximum of \$20,000 (inc GST) is the maximum grant per local government for this grant funding round)

Briefly describe how this application will build capacity in the local government and LEMC

This project will build capacity by

- Increasing awareness of Emergency Management at a Local Government level;
- Providing Council with information on likely sources of risk;
- Empowering the community to be involved in the Emergency Risk Management Process;
- Building strong relationships with key stakeholders, emergency response and assistance agencies;
- Understanding the complexities of life line services and vulnerable communities within our Local Government context; and
- Further facilitating Emergency Management Planning into the future.

Cunderdin / Quairading AWARE Project



Management Plan

Cunderdin / Quairading AWARE Project Management Plan

1. Project Definition

The Cunderdin / Quairading AWARE Project will; complete the Emergency Risk Management process both Local Government areas (producing both individual and combined risk registers and treatment schedules)

1.1 Background

The Shire of Cunderdin has previously completed a portion of the ERM process in 2005. Risk Identification was undertaken, however no risk register or risk treatment schedule was commenced during this time.

The Shire of Quairading have also identified that it has been some time since ERM has been considered, and are overdue to complete this process.

1.2 Purpose of Project

The purpose of this project is to identify and analyse risk within the Shires of Cunderdin and Quairading.

1.3 Objectives

- **Benefits – how will the grant contribute to reducing the risk in your community**

This project will enable each of the Shires to better understand risk within their own community, engage the community in the risk management process, appropriately plan for emergencies using the comprehensive approach, and effectively plan mitigation strategies to reduce risk within the community.

- **As a result of achieving these objectives, what will be the intended outcome/s of this project**

Outcomes for this project include; a better understanding of risk within the Shires of Cunderdin and Quairading, appropriate future planning by individual LEMC's and risk treatment plan for each Local Government. Joint Risk Treatment programs may be entered into across Cunderdin and Quairading (where appropriate) in response to the outcomes of this project.

1.4 Scope

The Emergency Risk Management process will be undertaken using the ISO 31000:2009 Risk management standard. ISO 31000:2009 provides principles and generic guidelines on risk management and can be applied throughout the life of an organization, and to a wide range of activities, including strategies and decisions, operations, processes, functions, projects, products, services and assets. ISO 31000:2009 can be applied to any type of risk, whatever its nature, whether having positive or negative consequences.

1.5 Authority

The authority under which we proposed to undertake this project is as follows –

Emergency Management Act 2005

Division 2 – Section 41 states;

- 41 (1) *A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.*
- (2) *The local emergency management arrangements are to set out –*
- (d) *a description of **emergencies that are likely to occur** in the local government district;*
 - (e) *strategies and priorities for emergency management in the local government district;*

1.6 Emergency Risk Management Committee

Representatives from both Cunderdin and Quairading Shire LEMC's will form the Emergency Risk Management Planning Committee, with each representative reporting back to the respective LEMC committees to keep them involved and engaged in the process.

1.7 Project Manager

Stacey McQuistan has been working on Emergency Management planning at the Shire of Cunderdin over the past 18 months. During this time she has completed training at the Australian Emergency Management Institute (Mt Macedon), local training provided by EMWA and is currently undertaking an undergraduate degree in Community Service (Emergency Management).

2. Project Plan

The Cunderdin / Quairading AWARE Project Plan is to –

- Establish the context of the project (including risk evaluation criteria)
- Distribute Community Surveys in hardcopy, launch online survey via each Council website
- Hold consultation meetings with community groups, emergency response agencies, the general public and relevant agencies and stakeholders
- Produce a combined Risk Register (as well as individual Risk Registers)
- Liaise with relevant agencies and stakeholders to investigate treatment options
- Provide each LGA with risk treatment schedule
- Consider joint risk treatment/mitigation projects

2.1 Context

• Legislation

Emergency Management Act 2005

Division 2 – Section 41

41 (1) A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.

(2) The local emergency management arrangements are to set out –

- (d) a description of **emergencies that are likely to occur** in the local government district;
- (e) strategies and priorities for emergency management in the local government district;

State Emergency Management Policy 2.5

Local Emergency Management Planning Principles

11(f) Emergency Risk Management (ERM) Process

This systematic approach produces a range of risk treatment measures that address the emergencies that are likely to occur and contribute to the wellbeing of communities and the environment. The process is most effective when based on stakeholder consultation and participation. The ERM process is the first step towards development effective local emergency management arrangements.

Local Emergency Management Committee Procedures

22(iii) progress of emergency risk management process

22(iv) progress of treatment strategies arising from the emergency risk management process

• Community description – demographics

The Shires of Cunderdin and Quairading are farming communities with a combined population of approximately 2,700, producing cereal and grain crops, wool, sheep, cattle and Rural Service Industries.

• Environmental Description

Although highly cleared for agricultural purposes, the region is recognised internationally for its species richness and is home to many endangered native fauna and flora, much of which is endemic to the area.

2.2 Method

The Cunderdin / Quairading AWARE Project will be undertaken in accordance with the ISO 31000:2009 Risk management standard and the following 5 step process:

- (1) Establish the Context
- (2) Identify Risks
- (3) Analyse Risks
- (4) Evaluate Risks
- (5) Treat Risks

2.3 Tasks and Responsibilities

The Cunderdin / Quairading AWARE Project Coordinator will be responsible for managing the ISO 31000:2009 Risk management process, liaising with each LGA and their LEMC throughout the consultation, liaise with the community and key stakeholders, create risk register, create risk treatment schedule report to each Council on the project quarterly.

2.4 Timetable

Task	Time
Establish Context <ul style="list-style-type: none"> - Document detailed project plan - Develop initial risk evaluation criteria 	June/July 2011
Identify Risk <ul style="list-style-type: none"> - Identify and describe natural and man-made risks - Identify vulnerable communities - Undertake community consultation 	August/September 2011
Analyse Risk <ul style="list-style-type: none"> - Assess likelihood –vs- consequence - Undertake community survey / consultation 	October - December 2011
Evaluate Risk <ul style="list-style-type: none"> - Create risk register for SEARTG - Create risk register for individual LGA's 	January - March 2011
Treat Risk <ul style="list-style-type: none"> - Liaise with relevant agencies & stakeholders - Create risk treatment schedule for individual LGA's 	April-June 2011

2.5 Resources and Responsibilities

- **Human resources**

This project will require 1 part time ERM project coordinator.

- **Physical resources**

All physical resources required for this project will be supplied by the Shire of Cunderdin on an in-kind basis.

- **Budget breakdown**

Item	Cost
PTE 0.8 AWARE Coordinator	20,000
Administration/Stationary Costs	3,000
Marketing/Consultation Budget	5,000
TOTAL BUDGET	28,000

3. Project Implementation

The SEARTG AWARE Project Coordinator is responsible for the implementation of the Project Plan, including the following:

Action	Where	Audience	When	Responsibility
Project Launch	Shire of Cunderdin Council Office	First Combined LEMC Meeting / Introduction	July 2011	Project Co-ordinator
Advertising	Local Press Shire Websites	Community	Continuous (every 1-2 months)	Project Co-ordinator
Presentations	Schools, Community Groups, Volunteer Emergency Services	Community	Continuous	Project Co-ordinator
Reports	Shire of Cunderdin	All SEARTG Shire Councillors	July + October 2011 February + April + June 2012	Project Co-ordinator
Branding AWARE Logo	Business Cards All Publications Uniform	Community	Continuous	Project Co-ordinator

3.1 Communication and Consultation Plan

The full Communication and Consultation Plan will be completed prior to the commencement of the ERM process. This will include identification of key groups within each Local Government to engage in the process, plans outlining written, electronic and face to face communication strategies, and the utilisation of Council websites for communicating with the community.

- **Media coverage**

Local and Regional media will be involved throughout the process including the Avon Valley Advocate, Avon Valley Gazette, Cunderdin Bandicoot and the Quairading 'Q'munity News.

3.2 Monitoring and Review

A monthly report will be produced internally to provide an overview of the project status, budget and timeline to monitor and review the progress of the project. Each report will include recommended actions to ensure that the project maintains its momentum and continues to fulfil the premise under which it is undertaken.

3.3 Marketing Plan

A Marketing plan will be produced and implemented that includes articles in local media, website content across both Local Governments, AWARE Coordinator Business Cards, AWARE officer uniforms, AWARE project brochures and newsletters.

3.4 Training Plan

A training plan will be developed to provide the following courses throughout the Shires of Cunderdin & Quairading, and invitations will be open to other Wheatbelt Shires (numbers permitting):

- *Introduction to Emergency Management*
- *Introduction to Emergency Risk Management*
- *Introduction to Recovery Management*

3.5 Documentation

All project planning, agendas, minutes, survey results and consultation feedback will be documented and form part of the final report. The final report will document each stage of the Emergency Risk Management process undertaken, the feedback received and outcomes achieved from each stage, an overall and individual LGA Risk Register, an overall and individual Risk Treat Schedules, and a plan to move forward with individual risk research studies and mitigation plans.

3.6 Information Management

The AWARE Project Support Officer position will be responsible for keeping records of all processes and outcomes during the project. A copy of all records will be located at both the Shires of Cunderdin and Quairading.

12.3 Local Emergency Management Arrangements

Location:	Cunderdin
Applicant:	Staff
Date:	21 th April 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

Council is to receive this information bulletin from the Local Emergency Management Committee.

Attachment

Draft Local Emergency Management Arrangements
Draft Local Recovery Management Arrangements

Background

On 16 February 2010, the first draft Local Emergency Management Arrangements (LEMA) was tabled at the Local Emergency Management Committee (LEMC). The Draft Arrangements outlined the Shires responsibility and understanding of Emergency Prevention, Preparedness, Response and Recovery and includes contact lists for Local, District and State Emergency Management/Response stakeholders.

The LEMC have met quarterly to discuss a range of Emergency Management issues, and in order to progress the Arrangements into an easy to use reference in Emergency Situations. In addition to this, the draft Local Recovery Management Arrangements were also tabled at the LEMC for consideration. These Arrangements are specifically about the requirement

At the recent LEMC meeting held 30 March 2011 the Committee recommended the adoption of the attached Local Emergency Management Arrangements.

The next stage in this process is to refer the draft arrangements to the District Emergency Management Committee (DEMC) who will review the documents and provide feedback to the LEMC. Alterations may be suggested during this process, and once those alterations have been actioned the Final version of arrangements will be forwarded to the State Emergency Management Committee (SEMC) and Council for final adoption.

Statutory Implications

41. Emergency management arrangements in local government district

- (1) A local government is to ensure that arrangements ("local emergency management arrangements") for emergency management in the local government's district are prepared.
- (2) The local emergency management arrangements are to set out —
 - (a) the local government's policies for emergency management;

- (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
 - (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
 - (d) a description of emergencies that are likely to occur in the local government district;
 - (e) strategies and priorities for emergency management in the local government district;
 - (f) other matters about emergency management in the local government district prescribed by the regulations; and
 - (g) other matters about emergency management in the local government district the local government considers appropriate.
- (3) Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.

Policy Implications

Nil

Financial Implications

There are no financial implications in considering this item.

The documents have been produced by council staff, based on FESA templates.

Strategic Implications

There are no policy implications in considering this item.

Resolution 12.3

Council resolved to receive and note report 12.3

Moved: Cr Todd Harris

Seconded: Cr David Beard

Vote – Simple majority

Carried 8/0

12.4 Sporting Facilities Working Groups

Location:	Cunderdin
Applicant:	Staff
Date:	20 th April 2011
Author:	Stacey McQuistan
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To appoint community members to the Sporting Facilities Design and Facilities Management Working Groups.

Tabled.

Terms of Reference – Sporting Facilities Working Groups

Background

Council requested that 2 Working Groups be established to further progress the Sporting Facilities Project. These Working Groups were proposed to be –

- Facilities Design
To further develop the final internal layout and exterior design of the Community Recreation Centre
- Facility Management
To develop a formal management and financial framework encompassing the amalgamation of sporting clubs into one incorporated body.

Council requested that Expressions of Interest be sought from Community Members that would like to be involved in these Working Groups.

Nominations received for the Working Groups are as follows –

Facility Design	Facility Management
Russell Baxter	Mike Kinshela
Robert Fulwood	Chris Farmer
Alison Harris	Darren Jasper
Vicki Quinn	Stuart Mussared
Maurie Crameri	Darren Morrell
Helen Beard	Perry Jasper
Lisa Jasper	Ashley Teakle
Paul Jasper	Dan Carter

These members are a broad cross-section of the community and represent most sporting groups within Cunderdin.

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

Strategic Implications

There are no policy implications in considering this item.

Resolution 12.4

Council resolved to;

- a) Nominate Cr Carter to the Facility Design Working Group as Chair;***
- b) Nominate Cr Gibsone to the Facility Management Working Group as Chair;***
- c) Adopt the Terms of Reference for the Facility Design Working Group; and***
- d) Write to all parties listed above in the Facility Design Working Group to accept their nominations for the Working Group.***
- e) Contact the sporting representatives from Hockey, Nippers & Netball and approach them to nominate a representative for the Facility Management Working Group.***
- f) Contact all groups and inform them that they can only have 1 representative for the Facility Management Working Group.***

Moved: Cr Clive Gibsone

Seconded: Cr Todd Harris

Vote – Simple majority

Carried 7/1 – Cr Graham Cooper

13.0 Environmental Project Officer Report

13.1 SEAVROC Environmental Project Officer Report

Location:	Cunderdin
Applicant:	Administration
Date:	20 th April 2011
Author:	J Vincent
Item Approved by:	Chief Executive Officer

Disclosure of Interest

No disclosure of interest has been tabled.

Proposal

To receive the Environmental Project Officers Report for Febraury 2011.

Attachment

None

Comment

Caring for our Country Wind Erosion Project

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

Currently editing 15 case studies about farmers and their various management strategies to combat land degradation and seasonal variation from WEROC, NEWROC and SEAVROC. These case studies will be published and distributed to farmers at field days and through local Shires. This is the first edition of the case study series, 15 more will be created in 2011, 2012 and 2013.

Assisting the Field Day Coordinators with the organisation of the Project's Soil Health Forum to be held on 15th March in Merredin. The Forum has been advertised in all SEAVROC Shires as well as emailed out to farmers and landholders and sent to all members of the Project Facebook page. All Project Officers will be helping to facilitate the Forum on the day.

Drafted 'Seedling Confirmation' letters. These letters will be sent out to all participating farmers after their site visits have been completed detailing information discussed at the site visit and seedling supply details.

Created a website update for the project, detailing project happenings up until February 2011. This update also included information about the Soil Health Forum.

Assisting AVONGRO with the drafting a brochure/guide about the Project's three trial sites in Quairading, Bruce Rock and Nungarin. This will be printed and available for distribution by April 2011.

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.

Updated yearly Action Plan for duties undertaken as a Project Officer and Communications Manager for the Project. This Action Plan is submitted to the Australian Government for reporting purposes.

Monthly meetings with CFoC Project Officers from NEWROC and WEROC.

SEAVROC Environmental Services – Cunderdin

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

Red Card for Rabbits and Foxes – Successful Grant Application from Wheatbelt NRM. We have just been notified that all SEAVROC Shires will be receiving \$600 towards subsidising baits for landholders. It has been decided to give out \$30 vouchers to local bait suppliers in each Shire for 1080 and Pindone baits on a 'first in, best dressed' basis. As soon as the funds have been received from Wheatbelt NRM, the available vouchers will be advertised in each Shire.

Red Card for Rabbits and Foxes – Community Fox Shoots. The shoot weekend was held on the 25-27th of February with participants from Quairading, Cunderdin, Beverley and Brookton. *Stockbrands* donates \$5 for every fox or cat culled on the weekend to the Royal Flying Doctors. Results below:

Quairading – 100 Foxes, 3 cats

Winning team: Ray Hathaway, Joel Hathaway, Rhys Bland, Shane Baron (27 foxes, 1 cat)

Brookton – 6 foxes, 3 cats

Winning team: Jason Bassett (6 foxes, 3 cats)

Beverley – 29 foxes

Winning team: Scott Morrell, David Bell, Damien Nicholls, John Barrett-Lennard, Chad Vandenburg (18 foxes)

Cunderdin – 22 foxes, 1 cat

Winning team: Will Chrimes (22 foxes, 1 cat)

A total of \$820 has been donated by *Stockbrands* to the Royal Flying Doctors on behalf of SEAVROC shooters.

Organised a training session for Environment/NRMO Officers from SEAVROC, WEROC and NEWROC on 17th February on Native Vegetation Clearing Legislation with DEC officers from the Native Vegetation Clearing Branch in Perth, Merredin and Jessica Shepherd from WALGA. This was organised in response to the recent announcement of grain freight rail closures and subsequent road upgrades that will be needed in the near future.

Emailed new Environment Grant opportunities to SEAVROC CEOs.

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

Meetings/training

LGMA Challenge 2011 – I have been nominated to represent SEARTG in the 2011 LGMA Challenge. The Challenge requires several team meetings during February and March to complete 'Pre-Challenge Tasks' and the Challenge day is on the 25th March at Trinity College, UWA. The theme for this year revolves around staff retention strategies.

Team:

Quairading – Jen Vincent, Peta Saunders

York – Jodie Lilleyman, Kristy Robinson

Tammin - Myra Henry
Cunderdin – Stacey McQuistan
Team mentor – Dominic Carbone

Upcoming tasks/events

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

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

Australian Government Grant – ‘Next Gen Farmers’ – Quairading EO and EPO currently looking into applying for a grant to send young farmers from SEAVROC on a study tour to the Eastern States for several possible conferences and events to do with building resilience to Climate Change. **Next Gen Farmers grants** offer support to stage events that improve the leadership and representative capacity of young people entering or involved in primary industries.

Enrich Field Day 8th March – Department of Agriculture and Food WA Merredin.

Quairading LCDC Strategic Planning Workshop 11th March

NEWROC Field Walk – 30th March 2011

Quairading Field Walk – Trial Site – 14th April

Grant writing workshop and Project Planning workshop – 28th March 2011

LGMA Challenge Day 25th March 2011.

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

Produce and send out next SEAVROC E-news.

Resolution 13.1

Council resolved to receive and note report 13.1

Moved: Cr Graham Cooper

Seconded: Cr David Beard

Vote - Simple majority

Carried 8/0



SEAVROC Environment E-News

Beverley Brookton Cunderdin Quairading York



Welcome to this month's Environment E-news!



Get your free \$25 rabbit/fox bait vouchers before they run out! See below for more information or contact myself on the numbers below.



Mark your calendars for the Quairading Field Day to be held on the 14th April, this will be a very worthwhile afternoon to get a guided tour of our 'Caring For Our Country' fodder shrub and perennial trial site and an opportunity to listen to some great speakers. See below for more info.

If you have any questions or need to know more about anything in this newsletter, please don't hesitate to contact me.



Jen Vincent
Environmental Project Officer
SEAVROC
9645 0016 / 0447 898 995
gshireepo@westnet.com.au



Cheers,
Jen



General news



FREE Fox and Rabbit Bait vouchers!

The SEAVROC Shires have been lucky enough to receive funding through Wheatbelt NRM to provide landholders with subsidised baits. There are a limited number of \$25 vouchers available to landholders for purchasing baits at your local bait supplier. Contact Jen Vincent on 9645 0016 / 0447 898 995 to get yours!



Hot Baiting Period 1st March – 15th April



Caring For Our Country Wind Erosion Project

Perennial farming systems targeting wind erosion within the north eastern and southern regions of WA



Quairading Field Day
Thursday 14th April 1pm
Quairading Club
Cost: FREE!



Come along for a guided visit the Caring for Our Country trial site that is located on Greg & Robyn Richards farm. The trial explores different perennial fodder shrubs as well as woody perennials, seeded using different techniques. Dean Revell and Nathan Phillips from CSIRO will be on hand to explain the trial site as well as the different grazing trials they will be conducting with a view to providing more information to farmers on grazing options.



We will also be visiting Vincent Hadlows property where we will be looking at the proposed LCDC demonstration site. Jo Wheeler from Men of the Trees will be on hand to talk us through different options and what you should consider when selecting a site. Shaun Box from "Tiger Grains Energy" will also give a presentation on turning "Straw to Diesel" – a potential value-adding exercise for your farm business. Justin Matthews from SACOA, will also explain their new product Lure H2O and how it can benefit your crop and pasture production.



We will finish at the Club to enjoy a few cold drinks, something to eat and a chance to catch up prior to the busy seeding season.



Mark it in your calendars now!





Enrich Booklet



Perennial Forage Shrubs – Key Findings from Enrich was released in March to coincide with a series of *Enrich* forums held in WA, SA, NSW and Victoria in March and April. As the title suggests, *Perennial Forage Shrubs* pulls together the knowledge from the *Enrich* research since the project began in 2004. The booklet aims to show farmer groups, natural resource management or catchment groups, individual farmers and advisers the benefits and practical considerations of incorporating forage shrubs into mixed farming systems, particularly, but not exclusively, for areas where other production opportunities are limited.

The booklet lists the top performing shrubs for a range of parameters, such as shrub edible biomass; digestibility and rumen fermentation; crude protein; minerals; rumen bioactivity; palatability; and reduction of gut parasites. An extensive table of all species tested in the *Enrich* project is included.

Perennial Forage Shrubs can be downloaded at

http://www.futurefarmonline.com.au/literature_87531/Enrich_Booklet



Caring for our Country Review - Have your say!



Wheatbelt NRM invites you to take part in a public discussion about Caring for our Country. – what you have found works well, what can be done better, or completely new ideas.

Wheatbelt NRM will be collating input to submit to the Australian Government on behalf of our members and

associates. We are seeking your views about Caring for our Country; whether it has met its objective and what issues the Australian Government may need to consider in developing future options for natural resource management programs. Your submission can be as long or short as you like and will form part of a Wheatbelt wide submission in helping shape future Australian Government support for Natural Resource Management (NRM).

Please send through your response for collective submission directly to: Natarsha Woods, Operations Manager Wheatbelt NRM on nwoods@wheatbeltnrm.org.au Friday 6th of May 2011. Alternatively visit www.caringforourcountryreview.com.au to find out how you can submit your individual response

Events



ISDE7 and the State Landcare Conference

Perth Convention and Exhibition Centre, 23-25 August 2011

The 7th Symposium of the International Society on Digital Earth (ISDE7) is being held in Perth, Western Australia. ISDE7 will provide an exciting insight into the use of digital technologies in today's and tomorrow's world. It will explore the role Digital Earth technology plays in economic and social sustainable development, environmental protection, disaster mitigation, natural resources conservation and improvement of human being's living standard.



Global thinking and local action will be merged in an extensive program provided by the joining of forces of ISDE, the WALIS (Western Australian Land Information System) Forum and the WA NRM Office. The combined communities of digital earth modellers, spatial scientists and those involved in conservation and sustainable management will come together for the first time to network and share valuable insights.

To find out more visit the Conference website www.isde7.net

Oil Mallee Association Seminar 14 & 15 April 2011

The 14th is a research update day and FREE of charge when you can find out the latest science to do with carbon as well as biomass, the resource assessment project and DCCCE research priorities. The 15th will go more in-depth for practitioners and certainly will cover what the proposed Carbon Farming Initiative and carbon price/tax will have on the oil mallee programs and more. Registration for that day is \$100 or \$150 (incl GST) depending on your status. To find out more and download a registration form at www.oilmallee.org.au





Events Calendar

Event	Date	Venue	Contact
OMA Seminar	14 & 15 April 2011	South of Perth Yacht Club	Samantha Donkin, 9433 1244, samantha.donkin@oilmallee.org.au
Quairading Trial Site Field Walk	14 th April 2011	Quairading	Cheryl Shenton 9645 0236 gshirecl@westnet.com.au
ISDE7 & State Landcare Conference	23-25 th August 2011	Convention Centre	www.isde7.net

Opportunities

Be Naturally Landcare grant

Be Natural Cereal & Snacks will launch an open grant round to support Landcare groups across Australia.

The open grant round aims to provide much needed funding to 25 groups across Australia to help the continuation of on-going projects which have not received funding in the last 12 months. The additional funding will help groups extend existing community projects. It will also assist them to promote how working together with local businesses, schools, councils and the broader community can make a real difference.

The "Be Naturally Landcare" grant round will open in **May of 2011** and will be open for four weeks. Eligible Landcare groups can apply via the Landcare Australia website by registering on the National Landcare Directory. Further details will be available in the coming months at <http://www.benatural.com.au>



Round 5 WNRN – Soil Conservation Incentive Program – Grower Groups

Wheatbelt NRM has released round 5 funding for grower group to conduct trials and demonstrations of farm practices that improve soil quality. In particular, the program is looking to address threats to the soil resource including wind and water erosion, soil acidity and a decline in soil carbon. Information guidelines and applications forms at www.wheatbeltnrm.org.au/funding/scip



Environmental Community Grants 2011

The Western Australian Government is committed to helping communities and individuals undertake conservation projects which have environmental benefits.

The Government will allocate \$1.53 million in grants this year to help with projects involving biodiversity conservation, sustainable catchment management, rescue and rehabilitation of injured or incapacitated fauna, interpretation and sustainable recreation in natural areas, regional parks Bush Forever sites, support for major conservation/environmental organisations and protection of high-value areas by landholders on private land.



Individuals, local community groups or organisations and local authorities may apply. State Government agencies are ineligible to apply directly for these grants but may participate by forming partnership groups. Visit www.dec.wa.gov.au for application forms and guidelines or Phone (08) 9442 0300 or email grants@dec.wa.gov.au for further information

Subscription

If you no longer wish to receive SEAVROC's Environment E-News, please send an email to gshireepo@westnet.com.au.

14.0 Meeting be closed to Members of the Public

14.1 Matters for which the meeting may be closed

Location:	Cunderdin
Applicant:	Administration
Date:	20 th April 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Rebekah Burges left the Council Chambers at 6:09pm

Proposal

Council is to consider closing the meeting to the public and the press.

Background

Confidential issues concerning;

1. Consideration of Tender #3 – Meckering Sports Club

This requires the meeting to be closed to the press and public.

Consultation

The Department of Local Government

Statutory Environment

The Local Government Act 1995 Part 5 Division 2 Subdivision 3 Section 5.23

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 12.1

Council resolved to close the meeting to the press and the public at 6:09pm.

Moved: Cr Todd Harris

Seconded: Cr David Beard

Vote - Simple majority

Carried 8/0

14.2 Tender #3 - Meckering Sports Club Tender

Location:	Cunderdin
Applicant:	Administration
Date:	20 th April 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

*****CONFIDENTIAL TO MEMBERS ONLY*****

Resolution 14.2

Resolved;

- (a) That subject to the release or approval of the 2010/11 Country Local Government Funds to council from DRDL, the tender received from Evergreen WA Pty Ltd be accepted for the supply & installation of 37.1 x 37.1 Bowling Green (Pro Max Dry) & 4 x 14mm Pro Hit Tennis courts***
- (b) That the President and Chief Executive Officer be authorised to sign and affix the Common Seal to the Formal Instrument of Agreement for tender 3 – 2010/11***
- (c) That all other tenderers be advised of (a) above***

Moved: Cr Dianne Kelly

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried 8/0

14.3 Opening of Meeting

Location:	Cunderdin
Applicant:	Administration
Date:	20 th April 2011
Author:	G Tuffin
Item Approved by:	Chief Executive Officer

Rebekah Burges returned to the Council Chambers at 6:15pm

Proposal

Council is to consider opening the meeting to the public and the press.

Statutory Environment

The Local Government Act 1995 Part 5 Division 2 Subdivision 3 Section 5.23.

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.

Officer Recommendation

Council resolves to open the meeting to the press and the public.

Resolution 14.3

Council resolved to open the meeting to the press and the public at 6:15pm.

Moved: Cr Clive Gibsone

Seconded: Cr Doug Kelly

Vote - Simple majority

Carried 8/0

Cr Dennis Whisson left the Council Chambers at 6:28pm and re-entered at 6:31pm

15.0 Closure of meeting at 6:46pm