

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

The Shire President Cr Uppill declared the meeting open at 2.15 pm and welcomed members, Graham Stanley Chief Executive Officer.

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

**ATTENDANCE**

|                      |                         |  |
|----------------------|-------------------------|--|
| Cr S.A. Uppill       | President               |  |
| Cr S.J. Jefferies JP | Deputy President        | Left meeting at 5.00 pm  |
| Cr R.J. Stokes       | Member                  |  |
| Cr M.D. Greenwood    | Member                  | Left meeting at 4.55 pm  |
| Cr C Crane           | Member                  |  |
| Cr McCreery          | Member                  |  |
| Graham Stanley       | Chief Executive Officer | Left meeting from 3.45 pm - 4.15pm<br>and from 5.00 pm – 5.22pm. |

**APOLOGIES**

Nil

**LEAVE OF ABSENCE**

Nil

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4. PUBLIC QUESTION TIME**

There were no members of the public present during question time.

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Crane requested leave of absence for the April 2012 meeting of Council.

**MIN 17/12 MOTION – MOVED Cr Uppill seconded Cr Greenwood**

That Cr Crane be granted leave of absence from the April 2012 Ordinary Meeting of Council.

CARRIED 6/0

**6. DECLARATION OF MEMBERS' INTERESTS IN AGENDA ITEMS**

Nil

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 Ordinary Council Meeting Minutes – 16 February 2012**

**STATUTORY ENVIRONMENT**

Section 5.22(2) of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next full Council meeting for confirmation.

**STAFF RECOMMENDATION**

That the minutes of the Ordinary Council meeting held on 16 February 2012 be confirmed as a true and correct record.

Simple Majority Required

**MIN 18/12 MOTION – MOVED Cr McCreery seconded Cr Stokes**

That the minutes of the Ordinary Council meeting held on 16 February 2012 be confirmed as a true and correct record.

CARRIED 6/0

**8. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**10. REPORTS OF COMMITTEES/COUNCILLORS**

10.1 Audit Committee Report – dealt with after Item 11.12

10.2 RTG Meeting 24/02/2012 in Tammin - Cr Uppill  
Cr Uppill reported on a South East Avon Regional Transition Group workshop that was held in Tammin on 24<sup>th</sup> February 2012. Cr Uppill, Cr Stokes and the CEO attended from Tammin. Presentations were made by:  
Mr Kim Kay from Bkay Design who is the Communication and Media Consultant;  
Suzanne Lockwood who is the Humance Resource Consultant;  
Mr Graham Foster former CEO of the City of Elizabeth in South Australia who went through the amalgamation process there.  
Dominic Carbone and Darren Long who presented Service Delivery Plans for the Planning Services, Building Control Services, Environmental Services and Health Services. The Communications Strategy was accepted and there was across the board agreement to accept Design 1 as presented by the consultant which will use the theme “Securing Our Future” on all communications relating to the RTG. The itinerary for the South Australian trip was discussed and Crs Uppill, Jefferies and Greenwood will be attending from Tammin.

10.3 Great Eastern Country Zone - Cr Jefferies  
Cr Jefferies reported on the Great Eastern Country Zone meeting held in Bencubbin on 1<sup>st</sup> March 2012 that he attended along with the CEO. Cr Eileen O’Connell from Nungarin was elected as Zone President; Cr Steven Strange from Bruce Rock was elected Deputy President; Cr Rhonda Cole from Narembeen, Cr Donna Crook from Merredin and Cr Geoff Waters from Trayning were elected as Executive Committee Members. Cr Steven Strange was elected as the Grain Infrastructure Group delegate replacing Cr Stan McDonnell who was elected as the Deputy Delegate. There were presentations on the Southern Inland Health Initiative, the Royalties for Regions Program and by Superintendent Harry Heavens APM who is the new Police District Superintendent for the Wheatbelt.

10.4 Tammin Seniors Committee - Cr McCreery  
Cr McCreery reported on a recent meeting of the Tammin Seniors Committee that he attended. Items discussed included the refurbishment of Unit 2 and who will go into it; the replacement of taps in units 1-6; the Wheatbelt Games – a team of 16 is attending from Tammin; Reticulation issues; the tenants are happy with the tree removal that took place; HACCC and the lack of support that is coming from Northam and the Seniors are going to purchase personal alarms for the residents.

**11. AGENDA ITEMS**

- 11.1 List of Payments February 2012 (FIN-05)
- 11.2 Financial Report to 29<sup>th</sup> February 2012 (FIN-05)
- 11.3 Mid Year Budget Review (FIN-04)
- 11.4 Local Authority Special Series Number Plates (OSGOV-01)
- 11.5 Tender 2012 - 01 Purchase and Removal of Tammin Saleyard Structures (TEND; AGR-11; ASS-3000)
- 11.6 South East Avon Regional Transition Group "Current State" Business Plan (ORG-22)
- 11.7 Asset Management Plan – Buildings and Structures (FIN-27)
- 11.8 Community Strategic Plan (ADM-51)
- 11.9 CONFIDENTIAL ITEM – Chief Executive Officer's Performance Appraisal (PERS)
- 11.10 ALGA National General Assembly of Local Government (OFGOV-09)
- 11.11 Policy Manual Review (ADM-52)
- 11.12 Expressions of Interest relating to the Cropping of Portion of Lot 52 Tammin Wyalkatchem Road and the Provision of Labour to Erect a Fence on the Northern Boundary to Lot 52 (ASS-1559)

**12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**14. CLOSURE OF MEEETING**

## 11. AGENDA ITEMS

### 11.1 List of Payments February 2012 (FIN-05)

Author – Myra Henry, Senior Finance Officer, 08 March 2012 Interest – Nil

#### BACKGROUND

Accounts paid for February 2012 is listed totalling:

|                       |                     |              |
|-----------------------|---------------------|--------------|
| Cheque numbers        | 5012 - 5068         | \$108,533.94 |
| Direct debit payments | 01.02. – 29.02.2012 | \$3,592.64   |
| Licensing transfers   | 01.02. – 29.02.2012 | \$12,048.85  |
| Bank fees             | 01.02. – 29.02.2012 | \$181.50     |
| VISA payments         | 01.02. – 29.02.2012 | \$1,046.73   |
| EFT payments          | 01.02. – 29.02.2012 | \$110,517.23 |
| Total payments        |                     | \$235,920.89 |

#### COMMENT

No abnormal expenditure has occurred.

#### FINANCIAL IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### STATUTORY ENVIRONMENT

*Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that:*

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name;*
  - (b) the amount of the payment;*
  - (c) the date of the payment; and*
  - (d) sufficient information to identify the transaction.**
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name;*
    - (ii) the amount of the payment; and*
    - (iii) sufficient information to identify the transaction;**
  - and*
  - (b) the date of the meeting of the Council to which the list is to be presented.**
- (3) A list prepared under subregulation (1) or (2) is to be —
  - (a) presented to the Council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) recorded in the minutes of that meeting.**

#### STRATEGIC PLAN IMPLICATIONS

Nil

#### FUTURE PLAN IMPLICATIONS

Nil

#### COMMUNITY CONSULTATION

Nil

### STAFF RECOMMENDATION

That the list of payments made for February 2012 as follows:

|                       |                     |              |
|-----------------------|---------------------|--------------|
| Cheque numbers        | 5012 - 5068         | \$108,533.94 |
| Direct debit payments | 01.02. – 29.02.2012 | \$3,592.64   |
| Licensing transfers   | 01.02. – 29.02.2012 | \$12,048.85  |
| Bank fees             | 01.02. – 29.02.2012 | \$181.50     |
| VISA payments         | 01.02. – 29.02.2012 | \$1,046.73   |
| EFT payments          | 01.02. – 29.02.2012 | \$110,517.23 |
| Total payments        |                     | \$235,920.89 |

be endorsed.

Simple Majority Required

### MIN 19/12 MOTION – MOVED Cr Stokes seconded Cr Jefferies

That the list of payments made for February 2012 as follows:

|                       |                     |              |
|-----------------------|---------------------|--------------|
| Cheque numbers        | 5012 - 5068         | \$108,533.94 |
| Direct debit payments | 01.02. – 29.02.2012 | \$3,592.64   |
| Licensing transfers   | 01.02. – 29.02.2012 | \$12,048.85  |
| Bank fees             | 01.02. – 29.02.2012 | \$181.50     |
| VISA payments         | 01.02. – 29.02.2012 | \$1,046.73   |
| EFT payments          | 01.02. – 29.02.2012 | \$110,517.23 |
| Total payments        |                     | \$235,920.89 |

be endorsed.

CARRIED 6/0

## **11.2 Financial Report to 29<sup>th</sup> February 2012 (FIN-05)**

Author – MT Henry, Senior Finance Officer, 08 March 2012 Interest – Nil

### **BACKGROUND**

The Monthly Financial Report to 29<sup>th</sup> February 2012 is attached.

### **COMMENT**

The Financial Report has been prepared in the format requested by Council.

The effect of the Council's Policy decision on reporting variances is shown in the far right column – being the calculated variance between the Actual Column and the YTD Budget column figures where the variance is greater than 10% and \$5,000.

### **FINANCIAL IMPLICATIONS**

No significant implications.

### **POLICY IMPLICATIONS**

Council resolved (Item 11.10 – 20 August 2009) that in accordance with section 34(5) of the *Local Government (Financial Management) Regulations 1996* a variance percentage of 10% and \$5,000 be adopted for reporting material variances.

### **STATUTORY ENVIRONMENT**

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires a Statement of Financial Activity to be prepared each month, which is to contain the following details:

- (a) *annual budget estimates;*
- (b) *budget estimates to the end of the month;*
- (c) *actual amount of expenditure and revenue;*
- (d) *material variances between comparable amounts in (b) and (c) above; and*
- (e) *the net current assets at the end of the month to which the statement relates (i.e. surplus / (deficit) position).*

*The Statement is to be accompanied by:*

- (a) *explanation of the composition of net current assets, less committed assets and restricted assets;*
- (b) *explanation of the material variances; and*
- (c) *such other information considered relevant by the local government.*

### **STRATEGIC PLAN IMPLICATIONS**

Nil

### **FUTURE PLAN IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **STAFF RECOMMENDATION**

That the Financial Report for February 2012 be received.

Simple Majority Required

### **MIN 20/12 MOTION – MOVED Cr Crane seconded Cr McCreery**

That the Financial Report for February 2012 be received

CARRIED 6/0

### **11.3 2011-12 ANNUAL BUDGET REVIEW (FIN-04)**

Author – Graham Stanley CEO 12<sup>th</sup> March 2012

#### **DECLARATION OF INTEREST**

Nil

#### **PREVIOUS REFERENCE**

Nil

#### **BACKGROUND**

A Local Government pursuant to Regulation 33A of the Local Government (Financial Management) Regulations 1996 is required to carry out a review of its Annual Budget.

#### **COMMENT**

A detailed analysis of the 2011-12 Annual Budget has been undertaken (refer attachment) which reveals projected variations against the adopted Budget.

The major variations are

- Donnan Park oval maintenance, favourable variance of \$15,275 resulting from savings on water and maintenance costs.
- Feasibility Study and Plans for Water Park, favourable variance of \$12,000 project not proceeding.
- Purchase of Electrician Van, unfavourable variance of \$34,535 purchased the vehicle instead of lease.

The overall review reveals a budget surplus of \$3,526 projected to 30 June 2012.

#### **FINANCIAL IMPLICATIONS**

Minor surplus projected.

#### **POLICY IMPLICATIONS**

Nil

#### **STATUTORY ENVIRONMENT**

- Section 6.2 of the Local Government Act 1995
- Regulation 33A of the Local Government (Financial Management) Regulations 1996
  - (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
  - (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
  - (3) *A Council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
*\*Absolute majority required.*
  - (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

#### **STRATEGIC PLAN IMPLICATIONS**

The Shire is able to fund its 2011-12 commitments.

#### **FUTURE PLAN IMPLICATIONS**

Projects identified in the Plan for the future were incorporated in the 2011-12 Annual Budget.

#### **COMMUNITY CONSULTATION**

Nil

## **OFFICER'S RECOMMENDATION**

That Council

- (a) Adopts the 2011-12 Annual Budget Review as presented in the attachment to Report No. 11.3 2011-12 Annual Budget Review.
- (b) Provides a copy of the adopted 2011-12 Annual Budget Review report together with the attachment to the Department of Local Government.

Absolute majority required

## **MIN 21/12 MOTION – MOVED Cr Jefferies seconded Cr McCreery**

That Council

- (a) Adopts the 2011-12 Annual Budget Review as presented in the attachment to Report No. 11.3 2011-12 Annual Budget Review.
- (b) Provides a copy of the adopted 2011-12 Annual Budget Review report together with the attachment to the Department of Local Government.

CARRIED 6/0 by absolute majority



#### **11.4 Local Authority Special Series Number Plates (OSGOV-01)**

Author – Graham Stanley, CEO, 9<sup>th</sup> March 2012

##### **DECLARATION OF INTEREST**

Nil

##### **PREVIOUS REFERENCE**

Item 11.8 – 15 December 2012 refers.

##### **BACKGROUND**

Council discussed the possibility of releasing Shire of Tammin special series number plates, in the format with the Shire Logo in the middle of the plate with the numbers before the logo and TN after the logo at the December 2011 ordinary meeting. The general consensus appeared to be that the logo would be the Shire Crest in colour on a white plate with black lettering. At that meeting Council resolved to conduct consultation with the community once school resumed in 2012 to obtain the community's view on the possible release of Shire of Tammin Special Series number plates.

##### **COMMENT**

A survey was included in the January 2012 Shire of Tammin Ratepayers Newsletter distributed via post. Additionally the survey was emailed to 38 community members. An online survey was also set up. No written feedback was received from the distributed newsletter. 16 community members started the on-line survey with only 15 completing the survey. Screen shots of the online survey questions and responses are provided below:

# Response Summary

Total Started Survey: 16  
Total Completed Survey: 15 (93.8%)

PAGE: 1

1. Do you support the Shire releasing "Special Series" Shire Number plates that contain the Shire Crest?

[Create Chart](#) [Download](#)

|     | Response Percent | Response Count |
|-----|------------------|----------------|
| Yes | 87.5%            | 14             |
| No  | 12.5%            | 2              |

Comment  
[Hide Responses](#) 2

[Responses \(2\)](#) [Text Analysis](#) [My Categories \(0\)](#)

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Showing 2 text responses

No responses selected



It's about time  
28/2/2012 9:22 AM [View Responses](#)

Only if we are to amalgamate and we would lose our existing TN.  
24/2/2012 8:14 PM [View Responses](#)

answered question 16  
skipped question 0

2. Should the Shire use the release of Special Series Plates as a fundraiser for new facilities, services or community organisations?

[Create Chart](#) [Download](#)

|   | Response Percent   | Response Count |
|---|--|----------------|
| Yes   |  87.5% | 14             |
| No  |  12.5%  | 2              |
| <a href="#">Comment</a><br><a href="#">Hide Responses</a> |  | 1              |

[Responses \(1\)](#)
[Text Analysis](#)
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×

Showing 1 text responses

No responses selected

make the plates \$250

28/2/2012 9:22 AM [View Responses](#)

|                   |    |
|-------------------|----|
| answered question | 16 |
| skipped question  | 0  |



**3. If you answered “Yes” above do you have a preferred project or group?**

[Download](#)

|  | Response Count        |
|--|-----------------------|
| <a href="#">Hide Responses</a>   | 9                     |
| <p>Responses (9)   Text Analysis   My Categories (0)</p>   |                       |
| <p><b>GOLD FEATURE:</b> Text Analysis allows you to view frequently used words and phrases, categorize responses and turn open-ended text into data you can really use. To use Text Analysis, <b>upgrade to a GOLD or PLATINUM plan.</b></p> <p style="text-align: right;"><a href="#">Learn More</a>   <a href="#">Upgrade »</a>   <span>×</span></p> |                       |
| Showing 9 text responses   | No responses selected |
| Junior Sport. Shade at hydraulogy Model.<br>28/2/2012 8:55 PM <a href="#">View Responses</a>   |                       |
| To provide more entertainment for the young people in town<br>28/2/2012 1:47 PM <a href="#">View Responses</a>   |                       |
| Services<br>28/2/2012 9:55 AM <a href="#">View Responses</a>   |                       |
| I would like to see improvements to the street scape, water park type structures and things for the kids to do.<br>28/2/2012 9:22 AM <a href="#">View Responses</a>  |                       |
| Improved playgrounds or recreation facilities or finish Kep<br>28/2/2012 9:22 AM <a href="#">View Responses</a>  |                       |
| It shouldn't be any particular group- just make it a "Tammin" fund for something special- ie Gym<br>24/2/2012 8:14 PM <a href="#">View Responses</a>   |                       |
|  | answered question 9   |
|  | skipped question 7    |

**4. Would you be prepared to purchase one or more plates?**

[Create Chart](#)   [Download](#)

|     | Response Percent  | Response Count |
|-----|---|----------------|
| Yes |  68.8% | 11             |
| No  |  31.3% | 5              |
|     | answered question   | 16             |
|     | skipped question  | 0              |

5. Would you like to provide any comment on this matter?

Download

Response  
Count

Hide Responses

6

Responses (6)

Text Analysis

My Categories (0)

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X

Showing 6 text responses

No responses selected

Current holders of normal number plates (ie TN 555) get first option to have 555 TN

28/2/2012 8:55 PM [View Responses](#)

Don't have a car

28/2/2012 9:22 AM [View Responses](#)

nope, getting numbers better be fair and not just all for cocky farmers to get what they want first

24/2/2012 8:20 PM [View Responses](#)

If you get these then please ask people for numbers they want and if there is more than one person wanting a specific number then it should be balloted - not bid for. Lots of locals have had particular numbers for many years.

24/2/2012 8:14 PM [View Responses](#)

I think it is a good idea for the shire

22/2/2012 1:41 PM [View Responses](#)

Would like first option of refusal for any plates owned @ set price.

22/2/2012 12:17 AM [View Responses](#)

answered question

6

skipped question

10

### FINANCIAL IMPLICATIONS

\$230 set-up fee; \$155 per set of plates. First order to be 30 plates = \$4,650. Plate costs to be recouped from purchasers, potential to use as a fundraiser by increasing the price charged or to auction the purchase rights.

### POLICY IMPLICATIONS

Nil

### STATUTORY ENVIRONMENT

Department of Transport Motor Vehicle Licensing Regulations in relation to number plates.

### STRATEGIC PLAN IMPLICATIONS

Nil

### FUTURE PLAN IMPLICATIONS

Nil

### COMMUNITY CONSULTATION

Publicised in newsletter and Tabloid and an online survey was conducted. It is suggested that Council advertise their intention to release the Special Series number plates inviting community members to lodge an application for a specific number. The holder of that number in the ordinary series say TN 555 be given the first right of refusal to purchase the

special series plate 555 TN and if they do not take it up within 3 months then it becomes available to the first person who requests it.

#### **OFFICER'S RECOMMENDATION**

That council;

1. Proceeds with an application with the Department of Transport Motor Vehicle Licensing to release Shire of Tammin "Special Series" Local Authority Number Plates;
2. set a price to sell the special series plates to the community at; and
3. place profits generated from the sale of special series plates into a community development reserve to be used for projects that align with Tammin's Strategic Plan.

Simple Majority Required

#### **MIN 22/12 MOTION – MOVED Cr Jefferies seconded Cr McCreery**

That council;

1. Proceeds with an application with the Department of Transport Motor Vehicle Licensing to release Shire of Tammin "Special Series" Local Authority Number Plates;
2. Sets a price of \$250 to sell the special series plates to the community at;
3. places profits generated from the sale of special series plates into a community development reserve to be used for projects that align with Tammin's Strategic Plan; and
4. Allows a period of 90 days from the release of the plates for holders of existing numbers to apply for the reverse number in the special series prior to the number being available for general release.

CARRIED 6/0

## **11.5 Tender 2012 - 01 Purchase and Removal of Tammin Saleyard Structures (TEND;AGR-11; ASS-3000)**

Author – Graham Stanley, CEO, 9<sup>th</sup> March 2012

### **DECLARATION OF INTEREST**

Nil

### **PREVIOUS REFERENCE**

IB 8 – August 2008; IB9 – July 2009; 11.4 – 20 November 2008, 11.8 18 September 2008 and 12.6 20 October 2011 refer.

### **BACKGROUND**

At the October 2011 Council meeting in response to a request from GJ & MV McCormack of Trayning for Council to consider selling the saleyards Council passed the following motion:

#### **MIN 86/11 MOTION – MOVED Cr Uppill seconded Cr Stokes**

That Council calls tenders for the purchase and removal of the Tammin Saleyards.

CARRIED 6/0

It was requested that a note encouraging syndicates to form be included in the local advertising and tender documentation.

### **COMMENT**

Due to the approaching harvest it was decided to hold the calling of tenders off until the end of January 2012 so that people who may be interested in tendering would have time to become aware of the tender, to form a syndicate if they so desired and to submit a tender. The fact that tenders would be called at the end of January and the idea for locals to form syndicates was promoted in the Tabloid and the Community Newsletter and also in radio interviews. The Tender was called in late January and closed on 6<sup>th</sup> March 2012.

I never received any requests from locals for tender documentation and the only telephone call I received from a local on the subject expressed the view that Council should retain some of the yards and the loading facilities because they are sometimes used by locals who have a small number of sheep to transport & they can bring them in on a ute for loading at the yards and save bringing out a large transporter to the farm. I suggested that he should put a written submission into Council for its consideration when considering the tenders. Unfortunately no such submission has been received at this stage.

The tender documentation called for two options. The first option (Option A) was for the tenderer to completely remove the structures and footings and to reinstate the site. The second option (Option B) was for the tenderer to cut the yards off at ground level and for the Shire to be responsible for the removal of the footings and site reinstatement.

Only two tenders were received and neither of them were from Locals. The first tender was from Koorda Ag Parts who submitted prices for both options. The second tender was from GJ & MV McCormack of Trayning who submitted a price for Option B. On a price only basis McCormack's tender is clearly the best with a GST inclusive price of \$22,000 compared to \$7,700 on the same basis from Koorda Ag Parts

The tender documentation included the following evaluation criteria for assistance in determining the most advantageous tender to Council:

| Description of Qualitative Criteria   | Weighting |
|---|-----------|
| Extent of removal of structures and degree of reinstatement work required to be done by Council | 25%       |
| Pricing   | 60%       |
| Timeframe to do required job  | 15%       |

Using the above mentioned criteria I have produced the following scoring matrix:

| Criteria                        | Weighting | K.A.P Option A | K.A.P. Option B | GJ &MV M <sup>c</sup> C |
|---------------------------------|-----------|----------------|-----------------|-------------------------|
| Extent of removal of structures | 0.25      | 10<br>2.5      | 5<br>1.25       | 5<br>1.25               |
| Price                           | 0.6       | 3<br>1.8       | 3.5<br>2.1      | 10<br>6                 |
| Timeframe                       | .15       | 10<br>1.5      | 10<br>1.5       | 3<br>0.9                |
| Total                           | 1.0       | 5.8            | 4.85            | 8.15                    |

Again this is clearly in favour of GJ & MV McCormack.

### FINANCIAL IMPLICATIONS

The net proceeds of the tender, \$20,000, if accepted, have not been budgeted for. As Council is disposing of an asset it would be an ideal opportunity for Council to use the funds to create the Building Reserve that it has previously indicated that it would like to establish.

### POLICY IMPLICATIONS

Nil

### STATUTORY ENVIRONMENT

Section 3.58 of the Local Government Act 1995 covers the disposal of property and tenders were called in accordance with Section 3.58 and Local Government (Functions and General) Regulations 1996 covering tenders.

Section 6.11 of the Local Government Act 1995 covers the establishment of Reserve Accounts and in part it states:

#### *6.11. Reserve accounts*

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

### STRATEGIC PLAN IMPLICATIONS

Nil

### FUTURE PLAN IMPLICATIONS

Nil

### COMMUNITY CONSULTATION

Tenders were called and advertised on a state wide basis and there was wide local advertising of Council's intentions in the Tabloid and through the Community Newsletter.



#### **OFFICER'S RECOMMENDATION**

1. That Council accepts the tender from GJ & MV McCormack for the purchase and removal of the Tammin Saleyard structures; and
2. That Council creates a new Reserve called the Shire of Tammin Building Reserve and transfers the sum of \$20,000 to the Reserve once the full proceeds from the tender have been received. The purpose of the Reserve is "To make provision for major renovations, improvements or construct new buildings for Council and Community purposes in Tammin".

Absolute majority required

#### **MIN 23/12 MOTION – MOVED Cr Uppill seconded Cr Stokes**

1. That Council accepts the tender from GJ & MV McCormack for the purchase and removal of the Tammin Saleyard structures; and
2. That Council creates a new Reserve called the Shire of Tammin Building Reserve and transfers the sum of \$20,000 to the Reserve once the full proceeds from the tender have been received. The purpose of the Reserve is "To make provision for major renovations, improvements or construct new buildings for Council and Community purposes in Tammin".

CARRIED 6/0 by absolute majority

## **11.6 South East Avon Regional Transition Group “Current State” Business Plan (ORG-22)**

Author – Graham Stanley, CEO, 9<sup>th</sup> March 2012

### **DECLARATION OF INTEREST**

Nil

### **PREVIOUS REFERENCE**

Nil

### **BACKGROUND**

The South East Avon Regional Transition Group Regional Business Plan – Current State has been prepared as part of the Integrated Planning process now required of all Local Governments in Western Australia and provides details on the current state of the Regional Transition Group incorporating the Shires of Beverley, Cunderdin, Quairading, Tammin and York. The purpose of the Regional Business Plan is to explore the community benefits and costs of transitioning to a single local government. At the February meeting of the SEARTG it was moved that:

***“A copy of the Final Draft Regional Business Plan – Current State, be provided to each South East Avon Regional Transition Group (SEARTG) Participating Local Government for consideration, and approval of its release for community consultation purposes.”***

The Final Draft has now been received and a copy is enclosed in members’ agenda packages for consideration.

### **COMMENT**

The Business Plan is needed to properly analyse the benefits and constraints of mergers of all or some of the Regional Transition Group (RTG) members.

The Business Plan will provide Councils and Communities with a clear picture of what is realistic from a financial perspective which will underpin future service delivery, viability and sustainability.

The Business Plan will be linked to Asset Plans, Forward Capital Plans, Strategic Plans and Plans for the Future for a critical overview of what is real and achievable through the structural reform processes.

The Regional Business Plan is vital to enable member councils to make an informed decision on the benefits or otherwise of any potential amalgamation.

### **FINANCIAL IMPLICATIONS**

Cost of advertising.

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY ENVIRONMENT**

Department of Local Government Guidelines in the development of Structural Reform Business Plans.

### **STRATEGIC PLAN IMPLICATIONS**

Consistent with Theme 4 *“Our Organisation 2 - Investigate developing a relationship with other local governments for cooperation, knowledge sharing and mutual benefit.”*

### **FUTURE PLAN IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

The business plan will be made available to the public for their consideration and comment.

**OFFICER'S RECOMMENDATION**

That Council endorses the South East Avon RTG Regional Business Plan – Current State, as presented, and approves release of the Plan for community consultation purposes.

Simple Majority Required

**MIN 24/12 MOTION – MOVED Cr Jefferies seconded Cr Crane**

That Council endorses the South East Avon RTG Regional Business Plan – Current State, as presented, and approves release of the Plan for community consultation purposes.

CARRIED 6/0

## **11.7 Asset Management Plan – Buildings and Structures (FIN-27)**

Author – Graham Stanley, CEO, 9<sup>th</sup> March 2012

### **DECLARATION OF INTEREST**

Nil

### **PREVIOUS REFERENCE**

Nil

### **BACKGROUND**

Over the past 18 months Dominic Carbone & Associates in consultation with Shire staff has been preparing an Asset Management Plan for the Shire's buildings and structures. As part of process all of the Shire's buildings and other structures were inspected by valuers from AVP Valuers. The Asset Management Plan (the Plan) has been prepared as part of the Integrated Planning process now required of all Local Governments in Western Australia. The Plan outlines all the tasks and resources required to manage and maintain Council's building and structures portfolio to an agreed standard. The Plan acts as a tool to support the ability of Council to deliver well targeted, responsive and value for money maintenance and operational services for customers and the community as a whole.

### **COMMENT**

The purpose of the Asset Management Plan is to assist Council in identifying the actual annual maintenance requirements to maintain all of its assets to a suitable standard.

This plan will assist in the preparation of the 2012/2013 and future Annual Budgets and will ultimately help local governments plan for the future of their communities. The Plan will provide Councils and Communities with a clear picture of what is realistic from a financial perspective which will underpin future service delivery, viability and sustainability.

The Plan will be linked to other plans such as Forward Capital Plans, Strategic Plans and Plans for the Future for a critical overview of what is real and achievable through the structural reform processes.

Unfortunately parts of the plan are already outdated due to decisions of Council in its budgeting processes and through other decisions that have been made throughout the year such as the future of the Barracks. In virtually all cases those decisions will actually improve the situation of the Shire in relation to its sustainability. The plan will be reviewed and modified to take account of the changes that have occurred and that are planned to occur as part of the 2012/13 budget process. The important thing is that this plan gives us the starting point and it will become a living document that is updated annually.

### **FINANCIAL IMPLICATIONS**

The preparation of the Asset Management Plan has been funded through the RTG process. Every 4 years Council will be required to have its buildings and structures valued to enable the major review of the plan however this requirement is being imposed on us by the higher spheres of Government regardless of whether or not the plan is adopted.

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY ENVIRONMENT**

Department of Local Government Guidelines in the development of Structural Reform.  
Extract from the Plan:

Table 3.2: Legislative Requirements

| <b>Legislation</b>   | <b>Requirement</b>  |
|--|---|
| Local Government Act   | Sets out role, purpose, responsibilities and powers of local governments including the preparation of a long term financial plan supported by asset management plans for sustainable service delivery.  |
| Aboriginal Heritage Act 1972                                       | Preservation of the community places and objects used by traditional owners.  |
| Aboriginal Heritage Regulations 1974                               | Preservation of the community places and objects used by traditional owners.  |
| Building Code of Australia 2005                                    | Construction and building standards for all buildings in Australia.   |
| Dangerous Goods Safety Act 2004                                    | Relates to the safe storage, handling and transport of certain dangerous goods.   |
| Disability Services Act 1993                                       | An Act for the establishment of the Disability Services Commission and the Ministerial Advisory Council on Disability, for the progress of principles applicable to people with disabilities, for the funding and provision of services to such people that meet certain objectives, for the resolution of complaints by such people and for related purposes.                      |
| Disability Services Regulations 2004                               | Current amendments to Disability Services Act (1993).   |
| Dividing Fences Act 1961   | Local government exemption from 50/50 contribution for dividing fences abutting public open space.  |
| Environment Protection and Biodiversity Conservation Act 1999      | Provides for the development of a Commonwealth Heritage List, which comprises natural, Indigenous and historic heritage places which are either entirely within a Commonwealth area, or outside the Australian jurisdiction and owned or leased by the Commonwealth or a Commonwealth Authority; and which the Minister is satisfied have one or more Commonwealth Heritage values. |
| Health Act 1911  | Sets down the legislative requirements in relation to health standards for public buildings, including ablution facilities, and the handling and disposal of hazardous materials including asbestos.  |
| Health (Public Buildings) Regulations 1992                         | The regulations are intended to address operational matters or those where the BCA is considered inadequate for the protection of public health or safety in and about a public building.   |
| Heritage Act of WA 1990  | Requires all local governments to compile and regularly review an inventory of local places, which are significant or may become significant heritage properties.   |
| Occupational Health and Safety Act 1984 and associated regulations | Administered in part by local governments to promote and improve standards for occupational health, safety and welfare and to coordinate administration of the laws relating to occupational safety and health for incidental and other purposes.   |

### **STRATEGIC PLAN IMPLICATIONS**

To have in place the infrastructure to enable the community to develop.

### **FUTURE PLAN IMPLICATIONS**

Nil

## COMMUNITY CONSULTATION

CEO and staff.

Dominic Carbone and Associates.

AVP Valuers.

## OFFICER'S RECOMMENDATION

1. Receives the Shire of Tammin Asset Management Plan – Buildings and Structures.
2. Adopts the following Improvement Plan from the Asset Management Plan (incorporating amendments in regards to responsibility):

| Task No | Task   | Responsibility | Resources Required | Timeline    |
|---------|--|----------------|--------------------|-------------|
| 1       | Conduct follow up Asbestos inspections   | CEO/Consultant | Internal           | June 2012   |
| 2       | Conduct detailed inspection of all assets with a Fair-Minus condition rating to determine renewal requirements | CEO            | Internal           | June 2012   |
| 3       | Assess the first year of Plan against actual costs   | CEO            | Internal           | June 2012   |
| 4       | Prepare and prioritise a long term plan and ranking systems for renewal & upgrade/new expenditure              | CEO            | Internal           | June 2012   |
| 5       | Review of property maintenance practises to ensure alignment with service level requirements                   | CEO            | Internal           | Annually    |
| 6       | Ongoing rolling program of data collection (every 4 years)   | CEO            | TBA                | Every 4 Yrs |
| 7       | Develop and review detailed risk analysis and planning for critical assets                                     | CEO            | Internal           | June 2013   |
| 8       | Review service levels and commence internal and Elected Member consultation on service level provision         | CEO            | Internal           | June 2013   |
| 9       | Community consultation on service level provision  | CEO            | TBA                | June 2014   |

3. Reviews the Asset Management Plan during annual budget preparation and amend to recognise material changes in service levels and/or resources available as a result of the budget decision process.
4. Notes that the Asset Management Plan has a life of four (4) years and Council will need to complete a major revision of the Asset Management Plan within six (6) months of its expiry.

Simple Majority Required

**MIN 25/12 MOTION – MOVED Cr McCreery seconded Cr Stokes**

1. Receives the Shire of Tammin Asset Management Plan – Buildings and Structures.
2. Adopts the following Improvement Plan from the Asset Management Plan (incorporating amendments in regards to responsibility)

| <b>Task No</b> | <b>Task</b>  | <b>Responsibility</b> | <b>Resources Required</b> | <b>Timeline</b> |
|----------------|--|-----------------------|---------------------------|-----------------|
| 1              | Conduct follow up Asbestos inspections   | CEO/Consultant        | Internal                  | June 2012       |
| 2              | Conduct detailed inspection of all assets with a Fair-Minus condition rating to determine renewal requirements | CEO                   | Internal                  | June 2012       |
| 3              | Assess the first year of Plan against actual costs   | CEO                   | Internal                  | June 2012       |
| 4              | Prepare and prioritise a long term plan and ranking systems for renewal & upgrade/new expenditure              | CEO                   | Internal                  | June 2012       |
| 5              | Review of property maintenance practises to ensure alignment with service level requirements                   | CEO                   | Internal                  | Annually        |
| 6              | Ongoing rolling program of data collection (every 4 years)   | CEO                   | TBA                       | Every 4 Yrs     |
| 7              | Develop and review detailed risk analysis and planning for critical assets                                     | CEO                   | Internal                  | June 2013       |
| 8              | Review service levels and commence internal and Elected Member consultation on service level provision         | CEO                   | Internal                  | June 2013       |
| 9              | Community consultation on service level provision  | CEO                   | TBA                       | June 2014       |

3. Reviews the Asset Management Plan during annual budget preparation and amend to recognise material changes in service levels and/or resources available as a result of the budget decision process.

4. Notes that the Asset Management Plan has a life of four (4) years and Council will need to complete a major revision of the Asset Management Plan within six (6) months of its expiry.

CARRIED 6/0

## **11.8 Community Strategic Plan (ADM-51)**

Author – Graham Stanley, CEO, 10<sup>th</sup> March 2012

### **DECLARATION OF INTEREST**

Nil

### **PREVIOUS REFERENCE**

Nil

### **BACKGROUND**

On 26 August 2010, the Minister for Local Government introduced regulations which established new requirements for the Plan for the Future under the Local Government Act 1995. The new regulations require all local governments in Western Australia to develop and adopt the following two key documents by 30 June 2013: a Strategic Community Plan and a Corporate Business Plan – supported and informed by resourcing and delivering certain strategies. It is proposed that the plans will drive the development of each local government's 2013/2014 Annual Budget and will ultimately assist local governments in the planning for the future of their communities.

As part of the SEARTG business and other processes funding was provided to the group for the production of Community Strategic Plans. Last year Council and the community participated in various workshops and planning sessions conducted by Helen Hardcastle and Dominic Carbone aimed at developing a Community Strategic Plan. The draft plan is now submitted to Council for endorsement and approval for release for community consultation purposes.

### **COMMENT**

The Strategic Community Plan is an integral component of the overall planning for the future for local government which will include asset management plans, workforce plans, service delivery plans, 10 year financial plans, corporate business plans, annual budgets, forward capital plans and other specific strategies/plans such as road and plant to provide an overall projection into the future, and to assess sustainability realities and to provide for bench marking provisions.

### **FINANCIAL IMPLICATIONS**

The consultants costs for the community consultation, research and plan production was met through the structural reform funding provided to the South East Avon Regional Transition Group. Minor advertising costs will be incurred.

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995* – Local Government (Administration) Amendment Regulations (No. 2) 2011

Section 19C – Planning for the future: strategic community plans – s. 5.56

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.



- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to –
- (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

### **STRATEGIC PLAN IMPLICATIONS**

The final version of this document, with any modifications, that will be adopted following community consultation will become the Council's new strategic plan.

### **FUTURE PLAN IMPLICATIONS**

In effect the final document along with the other plans that Council is required to produce becomes the future plan for the Shire.

### **COMMUNITY CONSULTATION**

This document has been put together using feedback obtained in the Community and Council workshops conducted during 2011. Following Council approval the document will be released for public comment.

### **OFFICER'S RECOMMENDATION**

That Council endorses the Cunderdin Strategic Community Plan, as presented, and advertises that public submissions may be made within 28 Days of the date of publication of the advertisement.

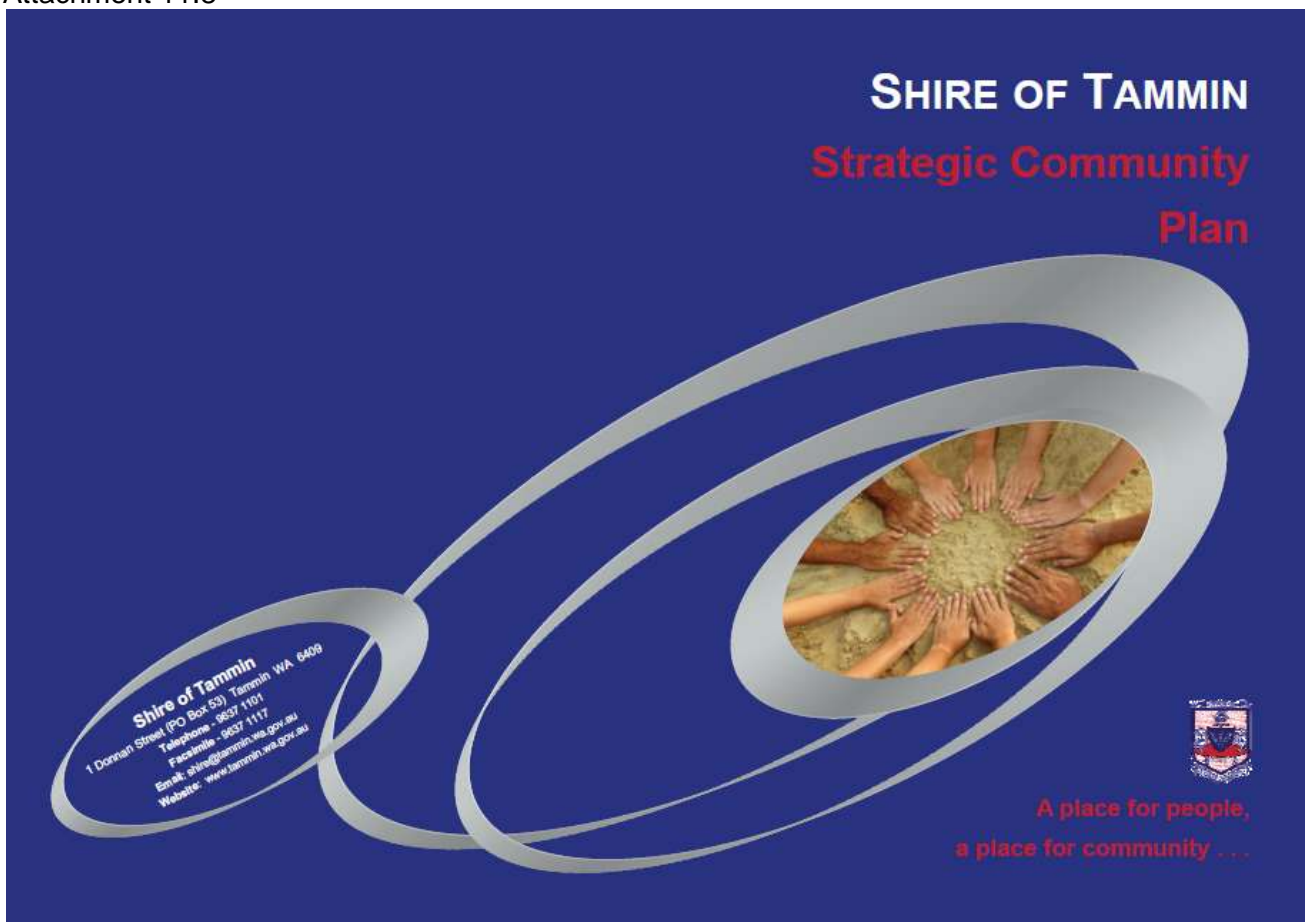
Simple Majority Required

### **MIN 26/12 MOTION – MOVED Cr Uppill seconded Cr Stokes**

That Council endorses the Tammin Strategic Community Plan, as presented, and advertises that public submissions may be made within 28 Days of the date of publication of the advertisement subject to the following changes:

- (1) Correct spelling of Uppill on page 1.
- (2) Remove the words "(build skate park)" on page 7.
- (3) Remove the words "(Construct a water park)" on page 9.

CARRIED 6/0



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## Foreword



The Shire of Tammin Strategic Community Plan maps out our vision and represents a clear direction for the next ten years.

The Plan will serve as the key strategic planning tool, and it contains the primary aims, strategies and priorities to advance the Shire's vision of "A Place for People, A Place for Community".

My thanks go to the members of the community who played a vital role in providing the input and ideas via workshops, one to one meetings, and responding to a questionnaire. Elected Member input needs to be recognised, which revealed a close alignment with the community aspirations.

In implementing this Plan, and maintaining its relevance through regular reviews, the objectives of the Strategic Community Plan will be effectively delivered by working in partnership with the community, other Shires, State and Commonwealth Governments, and the private Sector.

Cr Scott Uppill  
Shire President



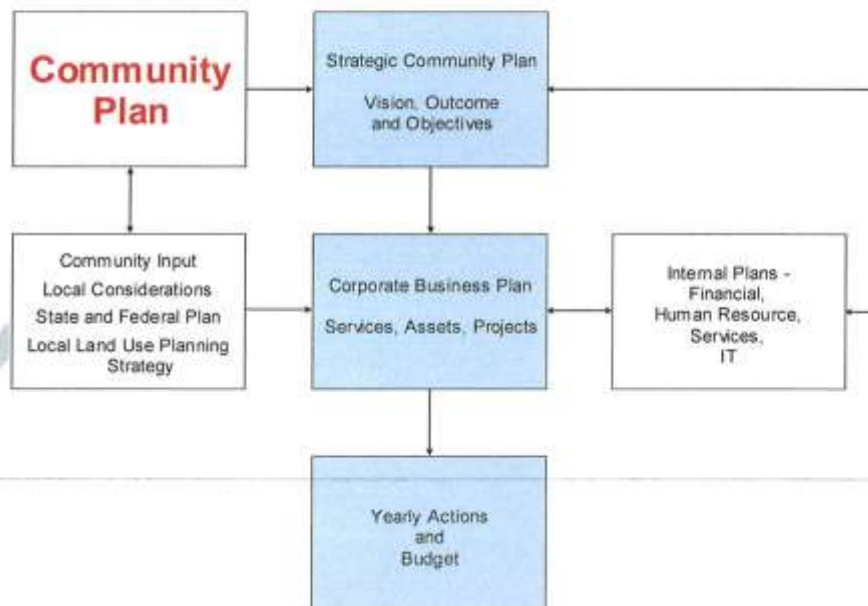
## Introduction to Strategic Community Plan

Our Strategic Community Plan (SCP) is a Council visionary document for the next ten years, based on community input and our research (Reference: Community Plan), to ensure our future is sustainable. Whilst it is recognised that not all outcomes can be delivered immediately, the Plan will guide our decisions over the next ten years.

The Corporate Business Plan identifies what we will achieve in the shorter term, and the steps we will take to reach our long term vision, and will enable us and the community to review and monitor our progress towards achieving our aspirations.

Implementing this Plan will demand that the Shire not only continues to deliver and represent the community, but recognises that we can't deliver alone. We will work in partnership with other Shires, State and Federal Governments, and the private sector, to advocate delivery of our Plan.

## Our Planning Framework





## How the Plan was Developed

The Shire, in partnership with community and stakeholders, has developed a shared strategic vision, goals and outcomes.

In the initial stages of development, research was undertaken across the quadruple bottom line to ensure our community and Council were able to make informed and appropriate priority decisions for our local community. This included a review of the external Federal and State Government Plans, and long term demographic changes and impacts, risks, and the challenges facing our community, to ensure we are a sustainable and growing community.

Community feedback was critical to understand our identity in building our shared vision, and to provide the opportunity to develop key areas of need, opportunity, and community priorities. Community were given the opportunity to be involved in a number of ways. Recent community surveys and feedback were analysed, representative interest groups were interviewed, a survey provided feedback for all the community (at the front counter and via the web site), and a large representative focus group, where participants were randomly selected to attend and give feedback community feedback was themed and analysed to produce a Community Plan, which will be continually used to ensure future decisions and priorities are reflective of the local community. The Community Plan was used as the basis to develop our Council Strategic Planning Outcomes and Objectives. Our identity and local vision for the next ten years is underpinned by environmental, social, and economic goals, which were developed from community priorities and the research analysis.

In the consideration of priorities, articulated within the Plan, community ideas and projects were considered within our resource capacity, both financial and asset.

Our primary aim, *"to sustain and build our local area capacity through local employment and strengthened community development"*, and our goals, have been our focus in choosing our priorities, based on our concerns to sustain our local area through building and diversifying our local area employment capacity, and strengthening our social inclusiveness and social capital, whilst not losing our past identity.

Our shared vision, aim and goals, will assist Council in future decisions.

## The Shire in Profile

### Our Area

The Shire covers an area of 1,087km<sup>2</sup>. Within the Shire we have numerous facilities and open spaces, such as 'Kadjinny Kep' and Donnan Park. Our Shire is predominately agricultural based, but supports a growing town based community.

### Our Economy

The local industry and employment is agriculture and farming based, with increasing land use opportunities to build local commercial and employment growth within the town, whilst protecting the viability of the local farming capacity. We need to take advantage of our position as a transport route and hub to build long term economic capacity.

### Our People

The population of 460 (rural 290, urban 170) is significantly diverse, presenting challenges in managing an ageing and a significant indigenous population.

### Our Environment

The local area farming viability is significant and represents key challenges in a drying climate and economic constraints. The Shire values the local biodiversity and will work towards minimising the impacts of climate change.

### Our Key Challenges and Risks

Our Plan needs to manage our identified risks and local issues, which have been identified and considered within our Plan.

Issues identified and addressed:

- ◆ Decreasing population.
- ◆ Sustainable diverse community maintaining community spirit and lifestyle.
- ◆ Drying climate and impacts of climate change.
- ◆ Farming viability.
- ◆ Ageing population and increasing numbers of retirees.
- ◆ Infrastructure maintenance.
- ◆ Local business viability.

**Our Vision:  
A Place for  
People, A Place  
for Community**

- ♦ Tammin has a community that cares, and is a place where community matters.
- ♦ Tammin will be a great place to live and visit because we take pride in our local area, with enhanced local natural areas and open spaces.
- ♦ Our community is vibrant and active, inclusive and welcoming, a community for young and old, a community where people are treated equally and feel safe.

**Our Aim**

To sustain and build our local area capacity through local employment and strengthened community development.

**Our Goals**

**Social**

- ♦ Grow and sustain the population through planned provision of services.
- ♦ Maintain the sense of community, which is inclusive and welcoming for all.

**Environmental**

- ♦ Provide leadership and promote local and regional sustainability principles and practices.
- ♦ Enhance local natural areas and open spaces.

**Economic**

- ♦ Strengthen local business and employment capacity.
- ♦ Support and encourage sustainable business growth.

**Year One Priorities**

- ♦ Infrastructure improvements.
- ♦ Waste management business case.
- ♦ Facilitate local business growth.



## Community Priorities Against Key Areas

### Social: Building a Sense of Community

#### Our Vision

- ♦ Our community will be inclusive and inviting; a place where all people, young and old, are accepted and valued.
- ♦ Community leadership and involvement will ensure our different communities recreate, network and interact, building strong relationships and support.
- ♦ Our diverse community has access to services within their local area.

Our objectives and priorities are built from our shared outcomes.

| Outcomes                       | Objectives                               | Priorities  |
|--------------------------------|--|---|
| Strong and Inclusive Community | Strengthen community Groups and Networks | <ul style="list-style-type: none"> <li>◇ Develop a social plan to include welcome events, social and family groups.</li> </ul>                          |
| An Active Community            | Improve Recreation for all Ages          | <ul style="list-style-type: none"> <li>◇ Support clubs.</li> <li>◇ Promote youth activities (build skate park).</li> </ul>                              |
| Community Service Enhancement  | Improve Local Access to Services         | <ul style="list-style-type: none"> <li>◇ Strengthen emergency services.</li> <li>◇ Implement service plans, defining roles and partnerships.</li> </ul> |

## Environment: Preserving and Sustaining Our Natural Environment

### Our Vision

- We will live sustainably in our natural environment.
- Our local bush spaces will be enjoyed by our community and we will ensure our local environment is protected and enhanced.
- We will provide leadership and be recognised for sustainable practices through our active support in regional recycling and resource recovery.

Our objectives and priorities are built from our shared outcomes.

| Outcomes                     | Objectives  | Priorities  |
|------------------------------|---|---|
| Sustainable Waste Management | Ensure Waste Management                                       | ◇ Develop a regional approach and business plan for the management of waste, including waste facility, recycle, and resource recovery plan.   |
| Sustainable Living           | Promote and Strengthen the Efficient Use of Natural Resources | ◇ Educate the local community in sustainable practices.<br>◇ Review planning and building approvals to incorporate sustainable practices.<br>◇ Develop water usage plan (stormwater, Shire water use, water catchment). |
| Enhanced Local Environment   | Protect, Maintain and Enhance Our Local Environment           | ◇ Enhance the town's open spaces and roadsides.<br>◇ Revegetate local areas as required.  |

**Built Environment: Enhanced Lifestyle Choices**

**Our Vision**

- Our local area will be maintained through the provision of housing and employment choices for all ages, whilst protecting our viable farmland.
- Our local town, amenities and facilities will be maintained and enhanced, ensuring that our town is one that community loves to be in and is proud of.

Our objectives and priorities are built from our shared outcomes.

| <b>Outcomes</b>  | <b>Objectives</b>                                  | <b>Priorities</b>   |
|--|--|---|
| Improved Quality and Maintenance of Our Infrastructure | Upgrade and Maintain Our Infrastructure            | <ul style="list-style-type: none"> <li>◇ Develop and implement an Asset Management Plan, including roads, footpaths, signage and parks.</li> <li>◇ Construct a water park.</li> </ul>               |
|  | To Ensure Transport Routes are Safe                | <ul style="list-style-type: none"> <li>◇ Develop a Road Safety Plan (highway crossing, trains).</li> </ul>  |
| Housing Needs Met                                      | Facilitate Affordable Diverse Housing Requirements | <ul style="list-style-type: none"> <li>◇ Review land use strategy to ensure housing and land size choices are available, including aged care accommodation and hobby farms.</li> </ul>              |
| Improved Business Capacity                             | Create Land Use Capacity for Industry              | <ul style="list-style-type: none"> <li>◇ Review land use strategy to ensure commercial opportunities are maximised and facilitate wastes plan expansion and a designate industrial site.</li> </ul> |

## Economic Development: Maximise Development

### Our Vision

- ♦ We will build and sustain our community through facilitating employment opportunities.
- ♦ Our economy will thrive, support sustainable businesses and facilitate the growth of industry.

Our objectives and priorities are built from our shared outcomes.

| Outcomes                       | Objectives  | Priorities  |
|--------------------------------|---|---|
| Industry and Employment Growth | Facilitate Local Industry Growth                  | <ul style="list-style-type: none"> <li>◇ Participate in the development of a Regional Economic Plan.</li> <li>◇ Maximise opportunities to create a transport and access hub (heavy vehicle stopover, mechanical trailer bay), and encourage trades people.</li> </ul> |
|                                | Support and Facilitate Sustainable Businesses     | <ul style="list-style-type: none"> <li>◇ Facilitate the development of a Regional Waste Management Plan.</li> <li>◇ Support alternative energy industries.</li> <li>◇ Develop business location opportunities through land use planning and facilitation.</li> </ul>  |
| Increased Economic Capacity    | Promote Tammin as a Place to Visit, Live and Work | <ul style="list-style-type: none"> <li>◇ Participate in Regional Tourism Strategy (Hunts Well, Yorki Rock, signage).</li> <li>◇ Promote and facilitate Tammin as an affordable place to live (fly in - fly out).</li> </ul>   |

## Governance: Strengthen Shire Leadership

### Our Vision

- ♦ We will provide leadership and make informed decisions for the benefit of the community.
- ♦ We will provide good governance to ensure our local area is sustainable and advocate and lobby on behalf of our community for the provision of services and infrastructure.
- ♦ We will work in partnership with our community and support our community as leaders.

Our objectives and priorities are built from our shared outcomes.

| Outcomes                   | Objectives                                     | Priorities   |
|----------------------------|--|--|
| Accountable Governance     | Ensure Responsible Management of Resources     | <ul style="list-style-type: none"><li>◇ Create long and short term financial and risk plans.</li><li>◇ Develop Asset Management Plans.</li><li>◇ Develop Human Resources (HR) Plan.</li><li>◇ Develop IT Plan.</li><li>◇ Implement Service Plans.</li><li>◇ Seek appropriate funding and grants.</li></ul> |
| Partnership with Community | Provide Opportunities for Community Leadership | <ul style="list-style-type: none"><li>◇ Support community volunteers.</li><li>◇ Provide opportunities for community engagement.</li><li>◇ Support local clubs and services.</li></ul>  |

### Sustainability Performance Index

Performance of the Shire of Tammin (or the region if amalgamated), will be measured against a sustainability index, based on a balanced scorecard. Whilst four indices of performance are lag indicators to measure and report on, lead indicators have been identified for monitoring and review by the leadership teams.

### Performance Measures

| Index            | Lag Indicators  | Lead Indicators   |
|------------------|---|---|
| Resource Index   | Financial:<br>◇ Local Government Financial Performance Measures Actual Results.         | Financial<br>◇ Operating surplus ratio between 0% - 15%.<br>◇ Current ratio greater than 100%.<br>◇ Rates coverage ratio equal to or greater than 40%.<br>◇ Debt coverage ratio of at least 200%. |
|                  | Assets:<br>◇ Local Government Asset Management Performance Measures and Actual Results. | Assets<br>◇ Asset consumption ratio between 50% - 75%.<br>◇ Asset sustainability ratio between 90% - 110%.<br>◇ Asset renewal funding ratio between 95% - 105%.                                   |
| Capability Index | Percentage of Business Excellence Assessment Improvement (Every Two Years).             | ◇ 5% identified improvements achieved.<br>◇ 20% of processes reviewed.  |
| Customer Index   | Customer Perception Survey.   | ◇ Customer complaints.<br>◇ Customer Requests.  |
|                  | Partnership Survey.   | ◇ Number of partnership meetings.   |
|                  | Community Report.   | ◇ Actions against Community Plan.   |
| People Index     | Employee Survey.  | ◇ 10% training performance measurement turnover.<br>◇ Safety - Long Term Injuries (LTI's).  |

The Strategic Community Plan Actions Against Plan will be monitored through the Corporate Business Plan reporting framework on a quarterly basis, and reported to the community on an annual basis.



Cr Uppill requested that standing orders be suspended.

**MIN 27/12 MOTION – MOVED Cr Uppill seconded Cr Stokes**

That standing orders be suspended.

CARRIED 6/0

The CEO left the meeting at 3.45pm

**11.9 CONFIDENTIAL ITEM – Chief Executive Officer’s Performance Appraisal (PERS)**

Author – Graham Stanley, CEO, 9<sup>th</sup> March 2012

**DECLARATION OF INTEREST**

Graham Stanley – The subject of the report.

**PREVIOUS REFERENCE**

Item 12.8 20 October 2011

**BACKGROUND**

Council is required to conduct a performance appraisal of the CEO on an annual basis. Council engaged Mr John Phillips from WALGA Workplace Solutions to facilitate the appraisal.

**COMMENT**

Mr Phillips’ Report is an attachment to this report.

**FINANCIAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STATUTORY ENVIRONMENT**

The Local Government Act 1995 sections 5.38 and 5.39(3)(b) of the Local Government Act 1995, which requires that:

The performance of the CEO be reviewed at least once a year;

The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and

A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

**STRATEGIC PLAN IMPLICATIONS**

Nil

**FUTURE PLAN IMPLICATIONS**

Nil

**COMMUNITY CONSULTATION**

Nil

**CONSULTANT’S RECOMMENDATIONS**

That Council:

1. NOTES that the CEO’s Annual Performance Review has been conducted in accordance with statutory and contractual requirements.
2. SCHEDULES the next review of performance to be completed by 30<sup>th</sup> September 2012.
3. ENDORSES the key result areas and criteria for the March to September 2012 appraisal

4. AUTHORISES a 2.9% increase to Mr Stanley's salary with effect from 12<sup>th</sup> January 2012 in accordance with clause 12.7(2)(b) of the contract of employment.

5. CONSIDERS a further contract of employment for Mr Stanley from 12<sup>th</sup> January 2013 in accordance with clause 5 of the contract of employment.

Simple Majority Required

**MIN 28/12 MOTION – MOVED Cr Uppill seconded Cr Stokes**

That Council:

1. NOTES that the CEO's Annual Performance Review has been conducted in accordance with statutory and contractual requirements.

2. AUTHORISES a 2.9% increase to Mr Stanley's salary with effect from 12<sup>th</sup> January 2012 in accordance with clause 12.7(2)(b) of the contract of employment.

3. Commences the recruitment process for a new CEO.

CARRIED 4/2

**Reason to change to Consultant's recommendation:**

Council does not wish to extend the contract of the current CEO.

**MIN 29/12 MOTION – MOVED Cr Uppill seconded Cr Jefferies**

That standing orders be resumed.

CARRIED 6/0

The CEO returned to the meeting at 4.15 pm.





**Chief Executive Officer  
ANNUAL APPRAISAL  
Mr. Graham Stanley**

**Report to Council**

**8 March 2012**

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### Context

The Review has been conducted in accordance with sections 5.38 and 5.39(3)(b) of the Local Government Act 1995, which requires that:

- The performance of the CEO be reviewed at least once a year;
- The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review.  
and,
- A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

The period of the review was September 2011 to March 2012.

### Process

Council appointed Mr John Phillips, Executive Manager 'Local Government Workplace Solutions', Western Australian Local Government Association to facilitate the Shire's performance review process. This included obtaining feedback from respondents, as well as preparing and presenting reports.

The consultation and report preparation process was undertaken between 24<sup>th</sup> January to 21<sup>st</sup> February 2012.

All Elected Members contributed to the feedback process, using the agreed performance indicators established following Mr Stanley's appraisal in September 2011.

Mr Stanley provided a self-assessment report.

A formal appraisal meeting was conducted on Tuesday 7<sup>th</sup> March 2012 with all Councillors and Mr Stanley in attendance

### Recommendations

That Council:

1. NOTES that the CEO's Annual Performance Review has been conducted in accordance with statutory and contractual requirements.

2. SCHEDULES the next review of performance to be completed by 30<sup>th</sup> September 2012.
3. ENDORSES the key result areas and criteria for the March to September 2012 appraisal
4. AUTHORISES a 2.9% increase to Mr Stanley's salary with effect from 12<sup>th</sup> January 2012 in accordance with clause 12.7(2)(b) of the contract of employment.
5. CONSIDERS a further contract of employment for Mr Stanley from 12<sup>th</sup> January 2013 in accordance with clause 5 of the contract of employment.

### **Attachment 1: Key Result Areas 2012**

#### **KRA 1: Provide accurate and timely advice to the Council**

| <b>Criteria</b>   |
|---|
| 1.1 The CEO provides reports and advice to the Council that is factually sound and well considered.                         |
| 1.2 Consideration of statutory requirements is given in reports to the Council.   |
| 1.3 Advice and reports are given to the Council in a timely manner to enable the Council to make well considered decisions. |

#### **KRA 2: Work in collaboration with the Council**

| <b>Criteria</b>   |
|---|
| 2.1 The CEO contributes constructively to the Council meeting process.                              |
| 2.2 The decisions of Council are implemented in accordance with Council directions.                 |
| 2.3 Councillors have an appropriate level of access to the CEO.                                     |
| 2.4 The requests of Councillors are effectively and professionally managed.                         |
| 2.5 Council is provided with appropriate information and advice on relevant statutory requirements. |
| 2.6 The CEO maintains a cordial and effective working relationship with the Shire President.        |

#### **KRA 3: Provide innovative and visionary leadership**

| <b>Criteria</b>  |
|--|
| 3.1 The CEO introduces innovative ideas to improve service standards and delivery.                                 |
| 3.2 The CEO articulates a vision consistent with Council and Community desires for the future of the organisation. |
| 3.3 The CEO provides staff with effective leadership to enable organisation goals to be achieved.                  |

**KRA 4: Establish Effective Networks**

| <b>Criteria</b>   |
|---|
| 4.1 The CEO participates in Community events and has established good networks within local community organisations.                                    |
| 4.2 The CEO has established effective networks through participation in LGMA, Gt. Eastern Country Zone; and local and regional local government bodies. |
| 4.3 Effective working relationships with the media exist.   |
| 4.4 Effective working relationships with State and Federal Government agencies exist.   |

**KRA 5: Maintain a work environment that facilitates the development of people and encourages them to perform at a high level**

| <b>Criteria</b>  |
|--|
| 5.1 The extent to which a harmonious and effective working environment is maintained within the office.                            |
| 5.2 The extent to which a harmonious and effective working environment is maintained within the outside staff.                     |
| 5.3 Staff are encouraged to participate in training and development opportunities relevant to their positions and career progress. |
| 5.4 Staff are given opportunities within their work environment to undertake tasks at a higher level of responsibility or skill.   |

**KRA 6: Ensure the effective and accountable application of financial and physical resources**

| <b>Criteria</b>  |
|--|
| 6.1 The Shire's annual budget is prepared, issued and monitored in accordance with Council needs and statutory requirements. |
| 6.2 Appropriate financial management practices are utilised.   |
| 6.3 Longer term financial plans are developed and updated.   |
| 6.4 The CEO endeavours to introduce efficiencies by implementing new technologies and work practices.                        |

**KRA 7: Develop and implements change management strategies to enhance service delivery**

| <b>Criteria</b> |  |
|-----------------|--|
| 7.1             | Organisational structure is reviewed with aim to improve customer service and service delivery.                                    |
| 7.2             | The extent to which changes have been implemented and their effectiveness in improving the work environment and service standards. |
| 7.3             | The adoption of new technologies and practices is encouraged.  |

**KRA 8: Initiate the development, implementation and review of effective policies.**

| <b>Criteria</b> |   |
|-----------------|---|
| 8.1             | New policies are developed where an identified need for an appropriate policy has arisen. |
| 8.2             | Policy implications are outlined in Officer Reports to Council.                           |
| 8.3             | Council policy requirements are adhered to.   |
| 8.4             | The Policy Manual was reviewed during the past 12 months.                                 |

## **11.10 ALGA National General Assembly of Local Government (OFGOV-09)**

Author – Graham Stanley, CEO, 10<sup>th</sup> March 2012

### **DECLARATION OF INTEREST**

Nil

### **PREVIOUS REFERENCE**

Nil

### **BACKGROUND**

The National General Assembly of Local Government is held annually in Canberra and it is a gathering of Local Governments from around Australia. The event is attended by senior federal politicians of all persuasions as well as many senior bureaucrats from Government Departments that have dealings with Local Government. This year's Assembly is being held from 17-20 June.

### **COMMENT**

For a number of years now the Shire Presidents, CEO's and some councillors from the SEAVROC Councils have been attending the Assembly. They have used the Assembly as an opportunity to arrange meetings with politicians and bureaucrats to lobby on various issues affecting the council's in the group. In 2011 Tammin was the only Council SEAVROC and SEARTG council not represented at the Assembly. The other SEARTG Councils are again sending representatives this year and already a meeting is being arranged with Senator Barnaby Joyce. Undoubtedly other meetings will be arranged prior to the Assembly commencing. SEARTG is encouraging the Shire of Tammin to be represented on the trip and at the February Council meeting councillors indicated their support for the Shire President, Cr Uppill, to attend. A copy of the Assembly program is attached to this report.

### **FINANCIAL IMPLICATIONS**

Estimated cost including registration, air fares, accommodation, meals and sundry expenses \$3,000 to \$3,500.

### **POLICY IMPLICATIONS**

Nil

### **STATUTORY IMPLICATIONS**

Nil

### **STRATEGIC PLAN IMPLICATIONS**

Nil

### **FUTURE PLAN IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **OFFICER'S RECOMMENDATION**


That Council authorises the Shire President to attend the ALGA National General Assembly of Local Government in Canberra from 17<sup>th</sup> to 20<sup>th</sup> June 2012 and agrees to cover costs associated with his attendance at the Assembly and other meetings as arranged by SEARTG.

Simple Majority Required

### **MIN 30/12 MOTION – MOVED Cr Uppill seconded Cr McCreery**

That Council authorises the Shire President or nominated Councillor to attend the ALGA National General Assembly of Local Government in Canberra from 17<sup>th</sup> to 20<sup>th</sup> June 2012 and agrees to cover costs associated with his attendance at the Assembly and other meetings as arranged by SEARTG.

CARRIED 6/0




National General Assembly  
of Local Government

NGA  
2012

***National Voice, Local Choice***  
INFRASTRUCTURE • PLANNING • SERVICES

**17-20 JUNE 2012**  
NATIONAL CONVENTION CENTRE • CANBERRA

 AUSTRALIAN LOCAL  
GOVERNMENT ASSOCIATION

REGISTER ONLINE  
[www.alea.aunz.au](http://www.alea.aunz.au)

## President's Welcome

The National General Assembly of Local Government (NGA) is the premier local government event bringing together more than 700 mayors, councillors and senior officers from councils across Australia to develop local government policy ideas, meet with key federal politicians and hear from renowned experts on the key issues affecting local government in Australia.

The theme for this year's NGA is **National Voice, Local Choice—Infrastructure, Planning, Services**, and it is aimed at stimulating ideas about improving the way in which local government serves its communities and the way in which it works with other levels of government.

The three elements of the theme allow for an exploration of the key priorities and challenges facing governments and local communities:

- **Infrastructure** allows delegates to focus on the local and community infrastructure provided by local government and seeks to develop innovative ideas for the provision of this infrastructure now as well as into the future;
- **Planning** recognises the important role local government plays in planning for local communities. It asks delegates to consider how best to provide this critical role and the impact it has on shaping the future of communities in Australia; and
- **Services** refers to the wide range of services provided by local government and the need to ensure the delivery of these services caters to the needs and opportunities in Australia's diverse communities.

This year's program includes keynote speakers addressing the three themes prior to distinct debate sessions on each theme.

I have invited leading federal politicians including the Prime Minister, the Leader of the Opposition, the Minister for Regional Australia, Regional Development and Local Government, the Minister for Health, the Shadow Minister for Regional Development, Local Government and Water and the Leader of the Greens to address the NGA and look forward to hearing their views on current policy and the future direction of our nation.

Local government is involved in two major campaigns and the NGA will provide national updates on each. The campaign for constitutional reform continues to be a strategic priority for local government and we will hear about the progress of the technical and political aspects of the case for reform. We will also hear about the campaign to renew the Roads to Recovery Program and the next steps for local government in this campaign.

The NGA is your opportunity to make sure that your council's view is reflected in the national priorities identified for local government. I invite you to be part of this important event by joining your colleagues in Canberra from 17–20 June 2012.

I look forward to seeing you in Canberra.



*Genia McCaffrey*

Mayor Genia McCaffrey  
PRESIDENT • ALGA

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## Provisional Program

# NGA 2012

17-20 JUNE 2012

### SUNDAY 17 JUNE

5.00-7.00 pm WELCOME DRINKS

### MONDAY 18 JUNE

9.00 am Opening Ceremony  
9.25 am ALGA President's Address  
9.45 am **Prime Minister, the Hon Julia Gillard MP** (invited)  
10.30 am MORNING TEA  
11.00 am Keynote Speaker (tbc)  
11.30 am National Local Government Campaign Insights  
12 noon THEME 1 ADDRESS: *Infrastructure*  
12.30 pm LUNCH  
1.30 pm *Infrastructure*: Debate on Motions  
3.00 pm AFTERNOON TEA  
3.30 pm Commissioner for Taxation, **Michael D'Ascenzo**  
4.00 pm National Awards for Local Government  
5.00 pm Close  
7.00 pm DINNER

### TUESDAY 19 JUNE

8.30 am Minister for Regional Australia, Regional Development and Local Government, **the Hon Simon Crean MP**  
9.00 am THEME 2 ADDRESS: *Planning*  
9.30 am *Planning*: Debate on Motions  
10.30 am MORNING TEA  
11.00 am Leader of the Greens, **Senator Bob Brown** (invited)  
11.30 am *Planning*: Debate on Motions  
12.30 pm LUNCH  
1.30 pm Concurrent Sessions  
3.00 pm AFTERNOON TEA  
3.30 pm National Awards for Local Government  
4.30 pm Minister for Health, **the Hon Tanya Plibersek MP** (invited)  
5.00 pm Close  
7.00 pm DINNER

### WEDNESDAY 20 JUNE

9.00 am THEME 3 ADDRESS: *Services*  
9.30 am *Services*: Debate on Motions  
10.30 am MORNING TEA  
11.00 am Shadow Minister for Local Government, **Senator Barnaby Joyce**  
11.30 am National Campaigns Road Map  
12 noon Leader of Opposition, **the Hon Tony Abbott MP** (invited)  
12.30 pm President's Closing Address  
1.00 pm Close

## Key Dates

Submission for  
Motions for Debate

FRIDAY 27 APRIL 2012

Early Bird Registration  
on or before

FRIDAY 27 APRIL 2012

Standard Registration  
on or before

FRIDAY 1 JUNE 2012

Late Registration  
after

FRIDAY 1 JUNE 2012



## THEME OVERVIEW

**National Voice, Local Choice****INFRASTRUCTURE • PLANNING • SERVICES**

Local government plays a significant role in the Australian economy. It is estimated that local government employs up to 180,000 people across the nation; has more than \$245 billion of physical assets (including 650,000 kilometres of local roads worth more than \$80 billion); and has a total national expenditure of up to \$28 billion per annum (or around 2 per cent of Gross Domestic Product).

Local government is a richly diverse level of government. Because of its unique position at the heart of Australia's local and regional communities, it is also a highly responsive, accountable and dynamic level of government.

Some of local government's recent national achievements include:

- developing and advocating a clear set of principles for constitutional reform;
- successful delivery of over 4000 community infrastructure projects worth more than \$1 billion on time and within budget as part of the Australian Government's response to the Global Financial Crisis (GFC) to create jobs and economic stimulus throughout the nation;
- campaign launch for the renewal and permanent adoption of the Roads to Recovery program (R2R); and
- Actively pursuing internal reforms to improve the efficiency and effectiveness of local government through improved asset management and structural reform, including amalgamations where appropriate.

At the national level there is currently broad debate about the international economy and the likely impacts on our own economy. While the debate is focused mostly at the national and state government level, local government faces similar questions about how to address disparity between councils and how to meet the expectations from local communities that all Australians should receive a similar and reasonable level of infrastructure and services. There is a strongly held view that planning at the local level should reflect local concerns but be integrated with state and national planning to achieve the best outcome for local communities. People want to see the three levels of government working together effectively and they want to see the services and infrastructure they need planned for and delivered at the local level.

This year's NGA builds on previous assemblies and existing national local government policy, by exploring the theme *National Voice, Local Choice—Infrastructure, Planning, Services*.

**INFRASTRUCTURE**

What we as a nation choose to invest in, how we invest and where we invest will have profound impacts on local communities across Australia and will influence the lives of Australians for many years to come. Good quality infrastructure that is well managed and well maintained is essential to our national productivity including the social, cultural, environmental and economic life of every local community.

All infrastructure providers are faced with significant challenges to meet expectations within constrained budgets and an understandable unwillingness of communities to pay additional taxes and charges. Local government has proven itself to be practical and reliable in delivering infrastructure projects for local communities. In recent times the Australian Government has acknowledged this by providing grant programs such as the Community Infrastructure funding in the Economic Stimulus Package, and the highly successful Roads to Recovery (R2R) program.

Some of the key elements of the Infrastructure theme examined by the NGA will be local roads, the COAG Road Reform Plan, the National Road Safety Strategy and how to manage the impacts of climate change.

**PLANNING**

Local government plays an important role in land use planning and development approvals systems in all state jurisdictions in Australia. Councils develop strategic plans for the future development of their municipalities, coordinate and provide a range of physical and community infrastructure, guide the application of land use and development zones through a planning instrument and administer the local planning instrument on a day to day basis.

Constitutionally, planning is a state responsibility and as such there is no single national planning and development system. Instead, there exists a composite of state and territory systems and thus the 'experience' of the planning system by national developers or developers operating in more than one state varies from state to state.

As the 'primary gateway' for those wishing to develop land, including the vast majority of occasional one-off builders or developers, local government provides an essential service to the community. The downside is that councils are held responsible for the performance of all parts of the system, some of which are not in their control, such as the responsiveness and requirements of state planning departments and referral agencies.

The Federal Government has traditionally played a relatively passive role in the area of land use and development planning. However, this has changed over the past few years as senior policy makers have increasingly identified planning as a means of achieving an ambitious agenda including housing affordability, competition policy and economic stimulus. Whilst planning continues to generate considerable interest at the local level, the community at large is passionate about the rights of the community to retain an active role and involvement in the planning process. The Commonwealth and many sections of industry and small business remain committed to 'fast tracking' approval systems usually at the cost of limiting community and elected officials' involvement in the planning process.

Some of the key elements of the Planning theme examined by the NGA will be population, regional development, natural disasters and emergency management.





## SERVICES

Local government is providing an increasing number of services to local communities. Councils have always provided roads, footpaths, drains, street trees, parks and gardens, local libraries, and public swimming pools. In recent times however they have responded to increasing community demands by providing considerably more services and facilities. Local government is now also a provider of early childhood services, kindergartens, immunization services, aged care, museums, art galleries, community transport, animal management, community education, family counselling and community health and food inspections. It is the authority that predominately determines the look, the feel and development of our neighbourhoods and is usually the instigator of regional economic development and tourism strategies.

This explosion in the growth of services provided by local government can be attributed to many reasons including: increasing community expectations, changing social norms, transfers of responsibility by other levels of government and impacts of new technologies. However, the point remains that regardless of how and why local government is now providing this increasing range of services, councils are not adequately funded or resourced to do this on a sustainable basis.

Given these circumstances, councils need to consider a range of strategies to increase the efficiency and effectiveness of service delivery and develop more innovative means to finance these diverse services.

Some of the key elements of the Services theme examined by the NGA will be broadband, cultural and multicultural development and community services such as aged care.

## MAJOR NATIONAL CAMPAIGNS



### CONSTITUTIONAL RECOGNITION

In less than five years, considerable progress has been made toward a referendum on the recognition of local government. ALGA and state and territory associations have developed a comprehensive constitutional reform campaign to be conducted over the coming years and have secured an undertaking from the Australian Government to hold a referendum by 2013 on local government recognition in the Australian Constitution.

The core of the ALGA campaign is that although the Commonwealth Government has provided direct funding to local government for many years, a recent High Court decision has highlighted its lack of power to do so. The 2009 High Court case of *Pape v Commissioner of Taxation* has found that the Commonwealth does not have power to directly fund areas such as local government. It can only spend money where it has a specific power under the Constitution.

Without constitutional recognition, direct Commonwealth funding of local government, through programs such as Roads to Recovery, may be technically invalid. Local government needs certainty and security of funding in order to provide the range and level of services expected by the community.

The Australian Government recently set up an Expert Panel to provide advice on if, how and when the Government should proceed on a referendum on the constitutional recognition of local government. The Panel presented its report late last year and favoured the option for financial recognition proposed by ALGA. The Government is yet to respond to the report.

A full report of progress on the campaign will be provided at the NGA.

### R2R RENEWAL CAMPAIGN

Councils have an obligation to manage their local roads effectively and to continue to improve their asset management. However, improved asset management alone cannot meet the backlog in funding to address the issue. A study released by ALGA in 2010 into local road funding found expenditure on local roads has been less than the life cycle cost for the past five years and that the shortfall in funding to simply maintain, rather than improve Australia's local roads in the period from 2010 to 2025, is estimated to be around \$1.2 billion annually.

Since 2000, the Federal Government has recognised that the needs of local roads are beyond the financial capacity of local government and has provided supplementary funding under the Roads to Recovery (R2R) program. Local government acknowledges and is grateful for the significant contribution that the R2R funding has made to improving local roads and the economic, social and community benefits the program has achieved to date. It is difficult to imagine what the state of local roads would now be without the \$3.5 billion provided so far.

The R2R program is a true partnership between federal and local government. Under the terms of the R2R program, local government has complete management responsibility for the delivery of the program without federal intervention.

Councils have been passing a resolution calling for the continuation and increase of the R2R program and have been writing to the Prime Minister, Minister for Transport and Infrastructure and their local member about this.

At the 2011 National Local Roads and Transport Congress, the Leader of the Nationals, the Hon Warren Truss, announced that a Coalition Government would extend and enhance the R2R program beyond 2014.

A full report on the progress of the constitutional recognition and R2R renewal campaigns will be provided at the NGA.

## Speaker Profiles

### The Hon Julia Gillard MP

#### PRIME MINISTER

Julia Gillard was sworn in as the 27th Prime Minister of Australia on 24 June 2010 and re-sworn in as Prime Minister on 14 September 2010 following the 2010 Federal Election.

From 1996 to 1998 Ms Gillard served as Chief-of-Staff to the then Opposition Leader of the State of Victoria, John Brunby.

Julia Gillard first contested the Federal seat of Lalor for the Australian Labor Party in 1998 and was elected that year.

From 1998 to 2001 Ms Gillard served on the House of Representatives Standing Committee on Employment, Education and Workplace Relations. In 2001 Ms Gillard was appointed Shadow Minister for Population and Immigration and subsequently took on responsibilities for Reconciliation and Indigenous Affairs in 2003.

From 2003 to 2006 Ms Gillard served as Shadow Minister for Health. On 4 December 2006 Ms Gillard was appointed Deputy Leader of the Australian Labor Party and served as Shadow Minister for Employment and Industrial Relations and Social Inclusion.

Following the Australian Labor Party's victory at the 2007 Federal Election, Ms Gillard was sworn in as Deputy Prime Minister and Minister for Education, Employment and Workplace Relations and Social Inclusion.

### The Hon Tony Abbott MP

#### LEADER OF THE OPPOSITION

Tony Abbott was elected Member for Warringah at a by-election in March 1994.

On the election of the Howard Government in 1996 he was appointed Parliamentary Secretary to the Minister for Employment, Education, Training and Youth Affairs. In this role, he was responsible for the establishment of the successful Greencorps program for young people.

Following the 1998 election he was appointed to the new portfolio of Minister for Employment Services. As Minister, he oversaw the development of the Job Network and a major expansion of Work for the Dole.

In January 2001, Tony was promoted to Cabinet as Minister for Employment, Workplace Relations and Small Business. Following the 2001 election he was appointed Minister for Employment and Workplace Relations, Leader of the House and Minister Assisting the Prime Minister for the Public Service.

Tony was appointed Minister for Health and Ageing on 7 October 2003.

After the election in 2007 Tony became Shadow Minister for Families, Community Services, Indigenous Affairs and the Voluntary Sector, followed by Shadow Minister for Families, Housing, Community Services and Indigenous Affairs.

Tony became Leader of the Opposition on 1 December 2009.

### The Hon Simon Crean MP

#### MINISTER FOR REGIONAL AUSTRALIA, REGIONAL DEVELOPMENT AND LOCAL GOVERNMENT, MINISTER FOR THE ARTS

Simon Crean was elected Member for Hotham in 1990. He is the only member of the Government who has served in four Cabinets—in the Governments of Bob Hawke, Paul Keating, Kevin Rudd and Julia Gillard.

Simon was born in Melbourne in 1949. He was educated at Melbourne High School and Monash University, and obtained degrees in Economics and Law.

Prior to entering Parliament, Simon was President of the Australian Council of Trade Unions (ACTU) from 1985 to 1990, and a full-time trade union official with the Federated Storemen and Packers Union of Australia from 1970 to 1985.

Simon has held a number of ministerial roles, including Minister for Science and Technology, Minister assisting the Treasurer, Minister for Primary Industries and Energy and Minister for Employment, Education and Training.

He was Leader of the Opposition between 2001 and 2003, Shadow Treasurer for the periods 1998 to 2001 and 2003 to 2004, and Deputy Leader of the Opposition from 1998 until 2001.

Simon is the Minister for Regional Australia, Regional Development and Local Government as well as Minister for the Arts in the Gillard Labor Government.





### **The Hon Tanya Plibersek MP**

MINISTER FOR HEALTH

Tanya was elected to the Australian Parliament as the Federal Member for Sydney at the 1998 federal election.

In her first speech to House of Representatives, Tanya spoke of her strong interest in social justice and her conviction that ordinary people working together can achieve positive change.

Tanya became a Shadow Minister after the 2004 federal election and for the next three years was responsible for a range of portfolios including childcare, work and family, women, youth, human services and housing.

Following the election of the Rudd Government in 2007, Tanya was appointed Minister for Housing and Minister for the Status of Women.

As Minister for Housing, Tanya delivered a wide ranging reform agenda, including significant new investments in affordable rental housing.

Tanya was also responsible for a Homelessness White Paper that set out a comprehensive national strategy to tackle homelessness in Australia.

As Minister for the Status of Women, Tanya was responsible for development of the National Plan to Reduce Violence Against Women and their Children.

Following the 2010 federal election Tanya was appointed Minister for Human Services and Minister for Social Inclusion.

On 14 December 2011, Tanya was appointed to Minister for Health.

### **Senator Barnaby Joyce**

LEADER OF THE NATIONALS IN THE SENATE,  
SHADOW MINISTER FOR REGIONAL  
DEVELOPMENT, LOCAL GOVERNMENT  
AND WATER

Barnaby Joyce is a champion for rural communities and small business and believes that representing the people is a privilege. As a rural banker and accountant he understands the challenges of small business.

Barnaby has strong belief in a duty to your nation and community. He was a member of the Army Reserve and a long term member of St Vincent De Paul. He was awarded a Paul Harris Fellow by Rotary.

In 1998, Barnaby became the Leader of the Nationals in the Senate. In late 2009 he became the Shadow Minister for Finance and Debt Reduction and in early 2010 became the Shadow Minister for Regional Development, Infrastructure and Water.

### **Senator Bob Brown**

LEADER OF THE AUSTRALIAN GREENS,  
SENATOR FOR TASMANIA

Senator Brown was born and educated in rural NSW and worked as a doctor before becoming the face of the campaign to save the Franklin River in 1982. He was elected to the Tasmanian state parliament in 1982 and over his ten year tenure notably achieved gun law reform, gay law reform and the expansion of the Tasmanian World Heritage area. In 1996, Bob was elected to the Senate, where he has led the national debate over the past 14 years on climate change, water, preventative healthcare, conservation, and human rights. His current term expires in 2014. He is a published author and acclaimed photographer.

## Motions for Debate

The NGA is your opportunity to contribute to the development of national local government policy. The ALGA Board is calling for motions for the 2012 NGA under the theme *National Voice, Local Choice—Infrastructure, Planning, Services*.

To assist Councils in preparing motions, a Discussion Paper has been prepared and is available at [www.alga.asn.au](http://www.alga.asn.au)

To be eligible for inclusion in the NGA Business Papers motions must follow the principles:

- 1 Fall under one of the themes—*Infrastructure, Planning, Services*;
- 2 Be relevant to the work of local government nationally; and
- 3 Complement or build on the policy objectives of state and territory associations.



Motions should be **submitted electronically** via the online form on the website [www.alga.asn.au](http://www.alga.asn.au) and should be received by ALGA no later than **27 April 2012**

Motions submitted will be reviewed by a committee of the ALGA Board as well as by State and Territory Local Government Associations to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Committee considers the importance and relevance of the issue to local government. Please note that motions should not be prescriptive in directing how the matter should be pursued. Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state/territory local government association, and will not be included in the Business Papers.

To assist in facilitating efficient and effective debate, motions that cover similar matters will appear grouped together in the Business Papers and the matter will be debated only once with the lead or strategic motion being that which is debated and passed.

Motions that are agreed to at the National General Assembly become Resolutions. These Resolutions are then considered by the ALGA Board when setting national local government policy and when the Board is making representations to the Federal Government at Ministerial Councils, during meetings and in ALGA publications. The ALGA Board is not bound by any resolutions passed at the NGA.



## Voting Procedures

Each council is entitled to one voting delegate in the debating session. Councils will need to determine who their voting delegate will be. Voting cards can be collected at the Assembly. Councils do not need to advise ALGA of the name of the voting delegate prior to collecting voting cards.





## REGIONAL DEVELOPMENT: ADDRESSING DIVERSE CHALLENGES OR PLACE-BASED APPROACHES

SUNDAY 17 JUNE 2012  
NATIONAL CONVENTION CENTRE CANBERRA

### → Includes the launch of the 2012–13 State of the Regions Report

A 'patchwork economy', tightening fiscal budgets, dark clouds in the United States of America and Europe, and ongoing climate change concerns. These are just some of the current challenges facing Australia's diverse regional economies. What are the projected impacts going to mean for specific regions? What role can local councils play in addressing the subsequent challenges and opportunities that may arise? Could Governments address regional disparity through place based policies?

The Gillard Government continues to recognise the value of Australia's regions. Regional development policy continues to enjoy a greater emphasis and prominence in the national political agenda. The Forum will allow the sharing of ideas and opportunities through both a mix of academic and practitioner insights, as well as hearing the latest positions from relevant Commonwealth politicians and senior officials.

The Regional Cooperation and Development Forum will continue to build on examining the regional development opportunities and challenges in Australia through the lens of regional typologies—core metro, dispersed metro, producer, resource, rural and lifestyle.

### Provisional Program

SUNDAY 17 JUNE 2011 • NATIONAL CONVENTION CENTRE, CANBERRA

|          |  |
|----------|--|
| 9.30 am  | Welcome: ALGA President, Cr Genia McCaffery                            |
| 9.35 am  | Minister for Regional Development, the Hon Simon Crean MP (invited)    |
| 10.05 am | Regional Development: Place based approaches                           |
| 10.35 am | MORNING TEA  |
| 11.00 pm | State of the Regions Launch: Addressing Diverse Challenges             |
| 12 noon  | Regional Development Australia Representative                          |
| 12.30 pm | LUNCH  |
| 1.30 pm  | PANEL DISCUSSION Regional Performance: Typologies under the Spot Light |
| 3:00 pm  | AFTERNOON TEA  |
| 3:30 pm  | Opposition spokesperson  |
| 4.00 pm  | Questions and wrap-up  |
| 4:30 pm  | CLOSE  |

Regional Forum Registration is \$395 (INCL GST) or \$195 when you also register to attend the National General Assembly.

For more information or to register for the Regional Cooperation and Development Forum, go to [www.alga.asn.au](http://www.alga.asn.au)



## Associated Events *Breakfasts*



### **Australian Local Government Women's Association Inc**

**MONDAY 18 JUNE • 7.30-8.30 AM**

*National Convention Centre, Canberra*

Following the overwhelming success of the ALGWA 60th anniversary celebrations in 2011, the ALGWA National President Darriea Turley, invites you to breakfast this year as part of the National General Assembly.

Members, friends and colleges will be warmly welcomed. Seating is limited, so please book early. Register your interest at [www.algwa.net.au](http://www.algwa.net.au)



### **ICLEI Oceania Briefing Breakfast *Taking up the sustainability challenge***

**MONDAY 18 JUNE • 7.15-8.30 AM**

*National Convention Centre, Canberra*

ICLEI- Local Governments for Sustainability has played an integral role in supporting and advocating the role of local government in addressing sustainability.

The Triennial ICLEI World Congress opens in Belo Horizonte, Brazil on 18 June prior to the UN Conference on Sustainable Development (Rio+20) in Rio de Janeiro. Cross live to Belo Horizonte and experience some of the atmosphere and hear from delegates attending the World Congress as they share their stories for a more sustainable future.

The ICLEI Oceania Briefing Breakfast offers delegates the opportunity to be informed on the work of ICLEI over the past 12 months and plans for the future.

The breakfast is at 7.15-8.30 am on 18 June and will be in the Swan/Torrens Room at the National Convention Centre.

For updates or more information please check our website at: [www.iclei.org/index.php?id=oceania-events](http://www.iclei.org/index.php?id=oceania-events) or email [events-oceania@iclei.org](mailto:events-oceania@iclei.org) or phone Martin Brennan at ICLEI Oceania on 03 9639 8688

## National General Assembly Registration Details

### GENERAL ASSEMBLY REGISTRATION FEES

|   |                   |
|---|-------------------|
| <b>REGISTRATION FEES - EARLY BIRD</b>                   | <b>\$880.00</b>   |
| <i>Payment received by Friday 27 April 2012</i>         |                   |
| <b>REGISTRATION FEES - STANDARD</b>                     | <b>\$990.00</b>   |
| <i>Payment received on or before Friday 1 June 2012</i> |                   |
| <b>REGISTRATION FEES - LATE</b>                         | <b>\$1,150.00</b> |
| <i>Payment received after Friday 1 June 2012</i>        |                   |

#### General Assembly Registration Includes

- Attendance at all General Assembly sessions
- Morning tea, lunch and afternoon tea as per the General Assembly program
- One ticket to the Welcome Drinks, Sunday
- General Assembly satchel and materials

### DAY REGISTRATION FEES

|                               |                 |
|-------------------------------|-----------------|
| <b>MONDAY 18 JUNE 2012</b>    | <b>\$470.00</b> |
| <b>TUESDAY 19 JUNE 2012</b>   | <b>\$470.00</b> |
| <b>WEDNESDAY 20 JUNE 2012</b> | <b>\$255.00</b> |

#### Day Registration Includes

- Attendance at all General Assembly sessions on the day of registration
- Morning tea, lunch and afternoon tea as per the General Assembly program on that day
- General Assembly satchel and materials

### REGIONAL DEVELOPMENT FORUM

#### SUNDAY 17 JUNE 2012

|                     |                 |
|---------------------|-----------------|
| <b>FORUM ONLY</b>   | <b>\$395.00</b> |
| <b>NGA DELEGATE</b> | <b>\$195.00</b> |

### ACCOMPANYING PARTNERS REGISTRATION FEES

|                                  |                 |
|----------------------------------|-----------------|
| <b>PARTNERS REGISTRATION FEE</b> | <b>\$255.00</b> |
|----------------------------------|-----------------|

#### Accompanying Partners Registration Includes

- 1 ticket to the Welcome Reception, Sunday 17 June
- **DAY TOUR** The Parliamentary Triangle Attractions, Monday 18 June
- **DAY TOUR** The Delights of the Canberra District Villages and Wineries, Tuesday 19 June
- Lunch with General Assembly Delegates on Wednesday 20 June

### Payment Procedures

Payment can be made by:

- Credit card: MasterCard, Visa and American Express
- Cheque made payable to ALGA
- Electronic Funds Transfer: BANK Commonwealth, BRANCH Curtin BSB NO 062905, ACCOUNT NO 10097760. Note: If paying via EFT you must quote your transaction reference number on the registration form.

Completed registration forms should returned to:

Conference Co-ordinators Pty Ltd, PO Box 139, Calwell ACT 2905  
 Facsimile (02) 6292 9002 Phone (02) 6292 9000  
 Email conference@confco.com.au

### Cancellation Policy

All alterations or cancellations to your registration must be made in writing and will be acknowledged by post, facsimile or email. Notification should be sent to:

Conference Co-ordinators Pty Ltd, PO Box 139, Calwell ACT 2905  
 Facsimile (02) 6292 9002 Email conference@confco.com.au

An administration charge of \$110.00 will be made to any participant cancelling before Friday 27 April 2012. Cancellations received after Friday 27 April 2012 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

### Privacy Disclosure

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.



## Social Functions

### WELCOME RECEPTION AND EXHIBITION OPENING

Sunday 17 June 2012

National Convention Centre

TIME 5:00–7:00 pm

COST \$44.00 per person for day delegates and guests.  
No charge for full registered delegates.  
No charge for registered accompanying partners

DRESS Smart casual

### BUFFET DINNER

Monday 18 June 2012

The Ballroom, National Convention Centre

TIME 7:00–11:00 pm

COST \$95.00 per person

DRESS Smart casual

Coaches will depart Assembly hotels (Except Crowne Plaza) at approximately 6:45 pm with return shuttles commencing from 10:15 pm.

### GENERAL ASSEMBLY DINNER

Tuesday 19 June 2012

The Great Hall, Parliament House

TIME 7:00–11:00 pm

COST \$125 per person

DRESS Lounge suit/collar and tie for men and  
cocktail style for women

Tickets to the prestigious General Assembly Annual Dinner at Parliament House are always highly sought after. Due to the size of the Great Hall places are limited and therefore booking early is highly recommended to ensure your place.

Coaches will depart all Assembly hotels at approximately 6:45 pm with return shuttles commencing from 10:30 pm.

Note: Bookings are accepted in order of receipt.

## Accompanying Partners Program

Monday 18 June 2012

### THE PARLIAMENTARY TRIANGLE ATTRACTIONS

Depart from the front of the Crowne Plaza Hotel at 10.00 am.

Today we will visit two of the Parliamentary Triangle's iconic national institutions both of which have impressive new displays and exhibitions. Starting at the *National Library of Australia's* new 'Treasures' permanent exhibition that features some of Australia's most historic documents and artifacts; Captain Cook's Endeavour's journal, pages from botanist Joseph Banks, Patrick White's glasses to name a few of the remarkable items on display.

Following lunch we will discover the newest gallery at the *National Museum of Australia* featuring some of the most historic pieces of Australian history. View Sir Robert Menzies' Bentley, Phar Lap's heart and much more before returning to the Crowne Plaza at 3.30 pm.

Tuesday 19 June 2012

### THE DELIGHTS OF THE CANBERRA DISTRICT VILLAGES AND WINERIES

Coaches leave the front of the Crowne Plaza Hotel at 10.00 am.

The first stop will be *Cockington Green*. This miniature English village now features a large display of international buildings, many built and donated by Embassies represented in the National Capital. Stroll around the beautifully manicured gardens and marvel at the craftsmanship of this quaint little village set amongst an array of magnificent trees and flower beds.

We will then travel to *Murrumbateman*, the heart of the Canberra District Wine industry where we will enjoy a relaxing lunch and visit to one of the region's wineries. We will then take a leisurely coach ride back to Crowne Plaza hotel, passing many of Canberra's burgeoning new suburbs to the north of the National Capital.



**CANBERRA  
WEATHER  
IN JUNE**

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12–15°C and temperatures do drop to 1°C on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

**VENUE AND DRESS CODE**

**EXHIBITION OPENING  
AND WELCOME RECEPTION**

**VENUE** National Convention Centre, Constitution Ave, Canberra City

**DRESS** Smart casual

**GENERAL ASSEMBLY  
BUSINESS SESSIONS**

**VENUE** National Convention Centre, Constitution Ave, Canberra City

All plenary sessions will be held in the Royal Theatre at the National Convention Centre

**DRESS** Smart casual

**Exhibition:**

**VENUE** National Convention Centre, Constitution Ave, Canberra City

The exhibition is being held in the Exhibition Hall of the National Convention Centre.

**DRESS** Smart casual

**BUFFET DINNER**

**VENUE** The dinner is being held in the Ballroom at the National Convention Centre.

**DRESS** Smart casual

**GENERAL ASSEMBLY DINNER**

**VENUE** Parliament House

The General Assembly Dinner is being held in the Great Hall.

**DRESS** Lounge suit/collar and tie for men and cocktail style for women

**Accommodation**

To book your accommodation at the rates listed below complete the appropriate section of the registration form. **Bookings are subject to availability and should be made prior to Friday 15 June 2012.**

All cancellations or amendments must be made in writing to Conference Co-ordinators and will be acknowledged by facsimile.

Please note your credit card details are required to guarantee your room. Neither Conference Co-ordinators nor the hotel will make any charges against your credit card unless you fail to give 21 days notice in writing of your cancellation. Full payment of your account will be required at the time of your departure.

**CROWNE PLAZA**

1 Binara Street, Canberra

Renovated in 2007 the Crowne Plaza is adjacent to the Convention Centre and only a short walk from restaurants, bars and the main shopping district. Featuring a contemporary design, the Crowne Plaza provides guests with an outdoor pool, sauna, health/fitness centre, 24-hour reception, Concierge, undercover parking and onsite dining at the RedSalt Restaurant. All rooms are non-smoking and include iron/ironing board, tea/coffee making facilities, hairdryer and Room Service is available.

*Superior King Room: \$290 per night single/twin/double*

*Deluxe King Room: \$340 per night single/twin/double*

**CLIFTON SUITES**

100 Northbourne Avenue

Quality Clifton Suites is approximately a 30 minute walk from the Convention Centre and is located on Northbourne Avenue. The property has an onsite pool, gymnasium and restaurant. All the rooms have reverse cycle heating and air conditioning, fully equipped kitchen, movies on demand, washing machine, dryer and a private balcony.

*1 bedroom apartment: \$240 per night single/twin/double*

**DIAMANT**

15 Edinburgh Place, Canberra

Opened in June 2008 this boutique 80 room hotel is located at the intersection of Marcus Clarke and Edinburgh Ave, 15-20 minute walk from the Convention Centre. The Diamant Hotel features 24-hour reception, a restaurant and a bar. The rooms have a mini bar, tea/coffee making facilities, plasma TVs CD and DVD players, broadband (for a fee), and in-room safe.

*Standard Room: \$255 per night single/twin/double*

**HOTEL REALM**

18 National Circuit, Barton

Canberra's newest 5-star hotel and is located walking distance from the popular shopping and restaurant villages of Kingston and Manuka. The Hotel Realm has two restaurants and a bar, and a Day Spa, Hairdresser and Health Club are located on-site. The rooms are modern and have king sized bed, high speed internet (for a fee) LCD TV, pay movie channel, Foxtel and 24-hour room service.

*Standard Room: \$255 per night single/twin/double*



**MANTRA ON NORTHBOURNE***84 Northbourne Avenue, Canberra*

Mantra on Northbourne (formerly the Saville) offers stylish accommodation centrally located approximately a ten minute walk from the National Convention Centre. The hotel features a heated indoor pool, sauna, fully-equipped gymnasium and the Zipp restaurant bar onsite. All rooms offer voice mail, individually controlled air-conditioning, pay per view movies, mini bar, tea/coffee making facilities, hairdryer and complimentary toiletries. One and two bedroom apartments also offer a separate lounge and dining area, fully-equipped kitchen and a laundry with washing machine, dryer, iron and ironing board.

*Hotel Room: \$209 per night single/twin/double  
1 bedroom apartment: \$249 per night single/twin/double*

**MEDINA EXECUTIVE JAMES COURT***74 Northbourne Avenue, Canberra*

The Medina Executive James Court is approximately a seven minute walk from the National Convention Centre and is close to cafes, restaurants, gyms and shopping. The hotel offers reception, undercover parking, outdoor heated swimming pool, sauna, gymnasium and a restaurant delivery service. All rooms feature private balconies, climate controlled air conditioning, separate lounge/dining areas, broadband access (for a fee), spa bath, mini bar, fully equipped kitchen facilities and an in-room safe.

*Note: Reception operates between the hours of 6.30 am and 11.30 pm.*

*1 bedroom apartment: \$190 per night single/twin/double  
2 bedroom apartment: \$240 per night single/twin/double*

**NOVOTEL***65 Northbourne Avenue, Canberra*

Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 10-15 minute walk from the National Convention Centre. The hotel offers 24-hour reception and room service, an onsite restaurant and bar, gymnasium and undercover parking (charges apply per night). In-room facilities include mini bar, tea/coffee making facilities, broadband (for a fee), Fox Sports and News, pay per view movies, climate control air-conditioning, hairdryer, iron and ironing board.

*Standard Room: \$280 per night single/twin/double*

**RYDGES LAKESIDE***1 London Circuit, Canberra*

Over the last two years the area surrounding Rydges Lakeside has undergone major changes with office developments, apartments, bars and restaurants opening. Rydges Lakeside is a 15-20 minute walk to the National Convention Centre. This property has 24-hour reception, room service and two onsite restaurants. All rooms have balconies and offer high speed internet (for a fee), pay per view movies, mini bar, hairdryer, iron and ironing board.

*Note: This hotel has an absolute no-smoking policy.*

*Standard Room: \$239 per night single/twin/double*

**WALDORF***2 Akuna Street, Canberra*

Located in the heart of Canberra's CBD, the Waldorf is only a four minute walk from the National Convention Centre. This hotel has 24-hour reception and provides guests with a gymnasium, indoor heated lap pool and onsite dining at the Waldorf London Restaurant. All rooms have kitchen and laundry facilities, in room safe, dining table and chairs, complimentary cable TV, pay per view movies, high speed internet service (for a fee) and Room Service is available. One bedroom apartments also offer a separate lounge/dining area.

*Studio Room: \$200 per night single  
Studio Room: \$215 per night twin/double  
1 Bedroom apartment: \$220 per night single  
1 Bedroom apartment: \$235 per night twin/double*

## Coach Transfers

**WELCOME RECEPTION AND EXHIBITION  
OPENING SUNDAY 17 JUNE 2012**

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45 pm. The return coaches will depart at 7:00 pm.

**DAILY SHUTTLES TO AND FROM THE  
NATIONAL CONVENTION CENTRE**

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00 am and 8:45 am. Return shuttles will depart the National Convention Centre at 5:30 pm.

**BUFFET DINNER: NATIONAL CONVENTION  
CENTRE MONDAY 18 JUNE 2012**

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 6:45 pm. A return shuttle service will commence at 10:15 pm.

**GENERAL ASSEMBLY ANNUAL DINNER:  
PARLIAMENT HOUSE TUESDAY 19 JUNE 2012**

Coaches will collect delegates from all General Assembly hotels (including Crowne Plaza Canberra) at approximately 6:45 pm. A return shuttle service will operate between 10:30 pm and 11:45 pm.

## Car Parking

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$12.00 per day. Alternatively, voucher public parking is available across the road at a cost of approximately \$7.00 per day. The voucher machines are coin operated.

National General Assembly  
of Local Government

NGA  
2012

NATIONAL CONVENTION CENTRE, 17-20 JUNE 2012  
AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ABN 31 008 613 876

## Registration Form

Register Online

www.alga.asn.au

Multiple delegates - photocopy form  
Register online: www.alga.asn.au  
or download PDF or return this  
form to:  
Conference Co-ordinators  
PO Box 199 CALSWELL ACT 2903  
Phone (02) 6293 5000  
Fax (02) 6293 5602  
Email conference@alga.asn.au  
By submitting your registration you  
agree to the terms and conditions of  
the cancellation policy.

### PERSONAL DETAILS

TITLE \_\_\_\_\_ NAME \_\_\_\_\_ SURNAME \_\_\_\_\_  
(Initials/Name/Other)  
 POSITION \_\_\_\_\_  
 COUNCIL/ORGANISATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 SUBURB \_\_\_\_\_ STATE \_\_\_\_\_ POSTCODE \_\_\_\_\_  
 PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_ FAX \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 NAME FOR BADGE \_\_\_\_\_

HOW DID YOU FIND OUT ABOUT THE GENERAL ASSEMBLY?  ALGA  STATE/TERRITORY ASSOCIATION  COUNCIL  OTHER \_\_\_\_\_

PRIVACY DISCLOSURE  I DO consent to my name appearing in the 2011 General Assembly List of Participants booklet (name, organisation & state only disclosed as outlined in the privacy disclosure on page 11).  
 I DO consent to ALGA disclosing my personal contact information as outlined in the privacy disclosure on page 11.

### REGISTRATION FEES

#### GENERAL ASSEMBLY REGISTRATION FEES

PLEASE NOTE registration does NOT include attendance at the Regional Cooperation and Development Forum

|  |  |   |   |
|--|--|---|---|
| EARLY BIRD Registration Fees (payment received on or before 27 April 2012) |  | \$880.00  | <input type="checkbox"/>                            |
| STANDARD Registration Fees (payment received on or before 1 June 2012)     |  | \$990.00  | <input type="checkbox"/>                            |
| LATE Registration Fees (payment received after 1 June 2012)                |  | \$1,150.00  | <input type="checkbox"/>                            |
| DAY Registration Fees  | Monday 18 June \$470.00 <input type="checkbox"/> | Tuesday 19 June \$470.00 <input type="checkbox"/> | Wednesday 20 June \$255.00 <input type="checkbox"/> |

#### REGIONAL CO-OPERATION AND DEVELOPMENT FORUM REGISTRATION FEES

|  |          |                          |
|--|----------|--------------------------|
| REGIONAL DEVELOPMENT FORUM ONLY Registration Fee             | \$395.00 | <input type="checkbox"/> |
| GENERAL ASSEMBLY DELEGATE Registration Fee                   | \$195.00 | <input type="checkbox"/> |
| STATE OF THE REGIONS REPORT 2012-13 (Single licence)         | \$250.00 | <input type="checkbox"/> |
| STATE OF THE REGIONS REPORT 2012-13 (Organisational licence) | \$700.00 | <input type="checkbox"/> |

PLEASE NOTE A hard copy of the 2012-13 Report (excluding regional profiles) is included in the registration fee.

#### ACCOMPANYING PARTNERS REGISTRATION FEES

REGISTERED ACCOMPANYING PARTNER'S name for lapel badge: \_\_\_\_\_ \$255.00

### SOCIAL FUNCTIONS INCLUDED IN FEES

One ticket to each of the following functions is included in the full General Assembly registration and/or accompanying partners registration fee. Please confirm if you will be attending by placing a tick in the appropriate boxes. To purchase additional tickets to any of the following functions please indicate the number required and complete the total amount payable.

#### REGISTERED DELEGATES AND PARTNERS

WELCOME RECEPTION AND EXHIBITION OPENING (Sunday 17 June 2012)  
 I/we will attend: Delegate  Partner  Number of additional tickets  @ \$44.00 each Total \$

#### REGISTERED PARTNERS

PARLIAMENTARY TRIANGLE ATTRACTIONS (Monday 18 June 2012)  
 I will attend: Partner  Number of additional tickets  @ \$100.00 each Total \$

DELIGHTS OF THE CANBERRA DISTRICT VILLAGES AND WINERIES (Tuesday 19 June 2012)  
 I will attend: Partner  Number of additional tickets  @ \$100.00 each Total \$

Registration form continues over the page





## **11.11 Policy Manual Review (ADM-52)**

Author – Graham Stanley, CEO, 10 March 2012 Interest – Nil

### **PREVIOUS REFERENCE**

Items 11.2 – 20 December 2007, 11.9 – 20 November 2008, 11.12 – 19 November 2009 and 11.8 – 16 February 2012 refer.

### **BACKGROUND**

It is appropriate that the Policy Manual be reviewed as it was last reviewed in November 2009. A report was submitted to the February 2012 meeting and Council requested that amendments to policies 1.6 and 5.5 be presented to Council for consideration.

### **COMMENT**

A copies of the Policy Manual, the Purchasing Policy and the Central & Eastern Wheatbelt 'Be-Active' Community Sport and Recreation Scheme Health Policy, were circulated to Members with the February 2012 agenda

The following amendments are put forward for Council consideration:

#### Policy 1.6 CONFERENCE AGENDAS –WALGA (To replace existing Policy 1.6)

When electronic copies of agendas for the Great Eastern Country Zone of WALGA and the WA Local Government Association AGM are received they should be emailed to all members. Members who want Council delegates to vote in a particular way on any particular matter should contact Council's voting delegates and advise them of their position in relation to the matter. Where agendas are received with sufficient time for them to be included in the Ordinary Council meeting agenda then the items should be listed in the Council Agenda for deliberation, and if deemed appropriate by Council, to give voting delegates direction. Procedural motions such as accepting of minutes and reports etc. need not be listed in the Council agenda.

#### Policy 5.5 Tenants Agreements (To replace existing Policy 5.5)

That all persons occupying Shire of Tammin residences are to complete and sign tenancy agreements. All new tenancy agreements shall have clauses added prohibiting smoking indoors of Shire residences and requiring quarterly inspections of residences.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Consideration and review of all Policies.

### **STATUTORY ENVIRONMENT**

Section 2.7 (2) (b) of the Local Government Act 1995 provides that one of the roles of a council is to determine local government Policies.

### **STRATEGIC PLAN IMPLICATIONS**

Nil

### **FUTURE PLAN IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **STAFF RECOMMENDATION**

That the existing Policies of the Shire of Tammin and being those contained in the Policy Manual, the Purchasing Policy and the Central Eastern Wheatbelt 'Be-Active' Community Sport and Recreation Scheme Health Policy, be re-affirmed but with the following amended policies replacing the existing policies:



Policy 1.6 CONFERENCE AGENDAS –WALGA (To replace existing Policy 1.6)

When electronic copies of agendas for the Great Eastern Country Zone of WALGA and the WA Local Government Association AGM are received they should be emailed to all members. Members who want Council delegates to vote in a particular way on any particular matter should contact Council's voting delegates and advise them of their position in relation to the matter. Where agendas are received with sufficient time for them to be included in the Ordinary Council meeting agenda then the items should be listed in the Council Agenda for deliberation, and if deemed appropriate by Council, to give voting delegates direction. Procedural motions such as accepting of minutes and reports etc. need not be listed in the Council agenda.

Policy 5.5 Tenants Agreements (To replace existing Policy 5.5)

That all persons occupying Shire of Tammin residences are to complete and sign tenancy agreements. All new tenancy agreements shall have clauses added prohibiting smoking indoors of Shire residences and requiring quarterly inspections of residences.

Simple Majority Required

**MIN 31/12 MOTION – MOVED Cr Stokes seconded Cr Crane**

That the existing Policies of the Shire of Tammin and being those contained in the Policy Manual, the Purchasing Policy and the Central Eastern Wheatbelt 'Be-Active' Community Sport and Recreation Scheme Health Policy, be re-affirmed but with the following amended policies replacing the existing policies:

Policy 1.6 CONFERENCE AGENDAS –WALGA (To replace existing Policy 1.6)

When electronic copies of agendas for the Great Eastern Country Zone of WALGA and the WA Local Government Association AGM are received they should be emailed to all members. Members who want Council delegates to vote in a particular way on any particular matter should contact Council's voting delegates and advise them of their position in relation to the matter. Where agendas are received with sufficient time for them to be included in the Ordinary Council meeting agenda then the items should be listed in the Council Agenda for deliberation, and if deemed appropriate by Council, to give voting delegates direction. Procedural motions such as accepting of minutes and reports etc. need not be listed in the Council agenda.

Policy 5.5 Tenants Agreements (To replace existing Policy 5.5)

That all persons occupying Shire of Tammin residences are to complete and sign tenancy agreements. All new tenancy agreements shall have clauses added prohibiting smoking indoors of Shire residences and requiring quarterly inspections of residences.

CARRIED 6/0

**11.12 Expressions of Interest relating to the Cropping of Portion of Lot 52 Tammin Wyalkatchem Road and the Provision of Labour to Erect a Fence on the Northern Boundary to Lot 52 (ASS-1559)**

Author – Graham Stanley, CEO, 11<sup>th</sup> March 2012

**DECLARATION OF INTEREST**

Nil

**PREVIOUS REFERENCE**

Item 11.9 – 15 February 2012 refers

**BACKGROUND**

At the February 2012 meeting Council resolved to call for expressions of interest from local clubs and community organisations for:

1. The cropping rights to portion of Lot 52 Tammin Wyalkatchem Road for the coming season
2. The contract to supply the labour to install the northern boundary fence to Lot 52 Tammin Wyalkatchem Road.

Each community group and club based in Tammin was written to and invited to submit an expression of interest for either or both of the above mentioned items.

**COMMENT**

In relation to the provision of labour for the fencing only one organisation, the Tammin Bowling Club, expressed an interest who *“estimates a fair price for labour hire to be approximately \$1,500. This would include removal of the existing strainers and to erect the fence”* with the Shire to provide the materials.

Four Expressions of Interest were received for the cropping rights. The Tammin Bowling Club would like the sole rights to crop the paddock. *“However should Council decide to share the project out between more than one organisation, the club would be prepared to reconsider this notion.”* The Tammin Seniors expressed an interest in joining the Shire in *“this fundraising venture.”* Nick Caffell emailed *“On behalf of the Tammin Cricket Club, I would like to express an interest to crop the land adjacent to Doonan Park as a club fundraiser. In joint with other community groups we could share labour, costs and hopefully any profit. We appreciate the opportunity to apply for such assistance and also greatly value the shire’s commitment to the oval and its facilities as well as preparing wickets for us to play on.”*

Carolyn Dixon Secretary of the Tammin Golf Club Inc. Wrote *“On behalf of the Tammin Golf Club Inc. I would like to present an expression of interest in the fundraising opportunity the shire have provided. We are interested in the cropping venture and wish to share the labour and profits (if we are successful) with the Tammin Cricket Club”.*

From a community point of view the more organisations that participate and gain some benefit the better. How a group project will be managed and costs and profits are allocated may be much more difficult. Perhaps forming a Community Cropping Committee with representatives from each participating organisation and the Shire would be the best way to go. The committee would then have the task of allocating responsibilities and determining a fair method of dividing up the profits.

**FINANCIAL IMPLICATIONS**

The cost of erecting the fence has been budgeted for. The cropping venture will provide much needed financial assistance to whichever organisations participate in it.

**POLICY IMPLICATIONS**

Nil

## **STATUTORY ENVIRONMENT**

The leasing of the land is classed as a form of disposal therefore the provisions of section 3.58 of the *Local Government Act 1995* and Regulation 30 of the *Local Government (Functions and General) Regulations 1996*, apply. Section 3.58 states:

### **3.58. Disposing of property**

(1) *In this section —*

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

**property** includes the whole or any part of the interest of a local government in property, but does not include money.

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition; and*

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

(ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

(5) *This section does not apply to —*

(a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*

(b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*

(c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*

(d) *any other disposition that is excluded by regulations from the application of this section.*

Section 30 of the regulations states:

### **30. Dispositions of property to which section 3.58 of Act does not apply**

(1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*

- (2) *A disposition of land is an exempt disposition if—*
- (a) *the land is disposed of to an owner of adjoining land (in this paragraph called **the transferee**) and —*
    - (i) *its market value is less than \$5 000; and*
    - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
  - (b) *the land is disposed of to a body, whether incorporated or not —*
    - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
    - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*
  - (c) *the land is disposed of to —*
    - (i) *the Crown in right of the State or the Commonwealth;*
    - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
    - (iii) *another local government or a regional local government;*
  - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence;*
  - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land;*
  - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
  - (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —*
- (a) *put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government;*
  - (b) *the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or*
  - (c) *the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —*
    - (i) *the names of all other parties concerned;*
    - (ii) *the consideration to be received by the local government for the disposition; and*
    - (iii) *the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*
- (2b) *Details (see section 3.58(4) of the Act) of a disposition of property under subregulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.*
- (3) *A disposition of property other than land is an exempt disposition if—*
- (a) *its market value is less than \$20 000; or*
  - (b) *it is disposed of as part of the consideration for other property that the local government is acquiring for a consideration the total value of which is not more, or worth more, than \$50 000.*

## **STRATEGIC PLAN IMPLICATIONS**

Nil

## **FUTURE PLAN IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION**

Local Groups were written to and the call for expressions of interest was advertised locally.

## **OFFICER'S RECOMMENDATION**

That Council:

1. Accepts the quotation from the Tammin Bowling Club to provide the labour to erect the fence on the northern boundary of lot 52 for the sum of \$1,500
2. Invites the four organisations who submitted an expression of interest to crop the paddock on lot 52 to nominate 2 representatives each to a Community Cropping Committee that is tasked with allocating responsibilities and determining a fair method of dividing up the profits and appointing a manager to run the project; and
3. That the Shire nominates 2 representatives to participate on the Committee.

Simple Majority Required

## **MIN 32/12 MOTION – MOVED Cr Jefferies seconded Cr McCreery**

That Council:

1. Accepts the quotation from the Tammin Bowling Club to provide the labour to erect the fence on the northern boundary of lot 52 for the sum of \$1,500
2. Invites the four organisations who submitted an expression of interest to crop the paddock on lot 52 to nominate 2 representatives each to a Community Cropping Committee that is tasked with allocating responsibilities and determining a fair method of dividing up the profits and appointing a manager to run the project; and
3. Cr Uppill and Cr Stokes have been nominated as representatives to participate on the Committee.
4. That the Council representatives and committee set cropping guidelines.

CARRIED 6/0

## **10. REPORTS OF COMMITTEES/COUNCILLORS**

### **10.1 Audit Committee Report**

#### **10.1.1 Appointment of auditor - Item 6.1 Audit Committee 15 March 2012**

A copy of the Audit Committee Report for Item 6.1 from the 15 March 2012 meeting of the Committee follows for Council consideration.

Attachment item 10.1.1

### **6.1 Appointment of Auditor (FIN-01)**

*Author – Graham Stanley, CEO, 10<sup>th</sup> March 2012*

#### **DECLARATION OF INTEREST**

*Nil*

#### **PREVIOUS REFERENCE**

*Item 11.9 – Ordinary Meeting 19 February 2009*

#### **BACKGROUND**

*Council appointed Mr Gregory Froomes Wyllie as its Auditor for the 2008-09, 2009-10 and 2010-11 financial years at its Ordinary Meeting on 19<sup>th</sup> February 2009. As the appointment has now expired Council is required to make a new appointment.*

*In 2009 tenders were called and only 2 tenders were received. UHY Haines Norton were the unsuccessful tenderer and their fee was almost double that of Mr Wyllie's. Mr Wyllie has the advantage of being a sole practitioner without the overheads of a large accounting firm so he can offer his services at a much lower price than his main competitors. Mr Wyllie has written to Council offering his services for a further 12 months at a price of \$7,150 plus GST. A copy of his proposal is included in the agenda envelope.*

#### **COMMENT**

*Mr Wyllie's price is very reasonable. By comparison UHY's price for the 2010-11 period was \$12,600 plus reasonable out-of-pocket accommodation, living and incidental expenses. Mr Wyllie is a very experienced and thorough Local Government Auditor. He usually creates minimal disruption while conducting his audit and makes the process much easier by providing staff a list of information that to have ready at the commencement of his audit. From discussions with Mr Wyllie I gather that he is nearing retirement and has proposed a 12 month reappointment so that Council is not locked into a long term contract in the event of an amalgamation and that he has the flexibility to only commit to a year at a time.*

#### **FINANCIAL IMPLICATIONS**

*Within Budget allowances.*

#### **POLICY IMPLICATIONS**

*Council's policy is to call tenders for the appointment of the auditor so to re-appoint Mr Wyllie would be contrary to the policy however this should be weighed against the considerable saving in staff and Council time in calling and dealing with tenders and a saving of \$500 to \$600 in advertising costs.*

#### **STATUTORY ENVIRONMENT**

*The Local Government Act 1995 in relation to the appointment of an auditor states:*

##### **7.2. Audit**

*The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.*

##### **7.3. Appointment of auditors**

(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint\* a person, on the recommendation of the audit committee, to be its auditor.

\* Absolute majority required.

(2) The local government may appoint one or more persons as its auditor.

(3) The local government's auditor is to be a person who is —

- (a) a registered company auditor; or
- (b) an approved auditor.

#### **7.6. Term of office of auditor**

(1) The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.

(2) The appointment of an auditor of a local government ceases to have effect if —

- (a) his or her registration as a registered company auditor is cancelled;
- (b) his or her approval as an approved auditor is withdrawn;
- (c) he or she dies;
- (d) the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;
- (e) the auditor resigns by notice in writing addressed to the local government; or
- (f) the appointment is terminated by the local government by notice in writing.

(3) Where —

(a) the registration of a local government's auditor as a registered company auditor is suspended; or

(b) a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties,

the local government is to appoint\* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.

\* Absolute majority required.

#### **STRATEGIC PLAN IMPLICATIONS**

Nil

#### **FUTURE PLAN IMPLICATIONS**

Nil

#### **COMMUNITY CONSULTATION**

Nil

#### **OFFICER'S RECOMMENDATION**

That the Audit Committee recommends to Council that Mr Gregory Froomes Wyllie be appointed as its Auditor for the 2011-12 financial year.

\* Absolute majority required.

#### **MIN 2/12 MOTION – MOVED Cr Stokes seconded Cr Greenwood**

That the Audit Committee recommends to Council that Mr Gregory Froomes Wyllie be appointed as its Auditor for the 2011-12 financial year.

Carried 3/0 by absolute majority

**MIN 33/12 MOTION – MOVED Cr Uppill seconded Cr Crane**

That Council accepts the recommendation 2/12 of the Audit Committee and appoints Mr Gregory Froomes Wyllie as its auditor for the 2011/12 financial year.

CARRIED 6/0 by absolute majority



### **10.1.2 Annual Compliance Audit Return - Item 6.1 Audit Committee 15 March 2012**

A copy of the Audit Committee Report for Item 6.2 from the 15 March 2012 meeting of the Committee follows for Council consideration.

Attachment item 10.1.2

### **6.2 Compliance Audit Return (FIN-01)**

*Author – Graham Stanley, 12 March 2011 Interest – Nil*

#### **PREVIOUS REFERENCE**

*Items 11.13 – 19 February 2009, 11.1 – 18 March 2010 and 11.3 17 March 2011 refer.*

#### **ATTACHMENTS**

*Copy of 2011 Shire of Tammin Compliance Audit Return*

#### **BACKGROUND**

*Each year, Council is required to complete and submit a Local Government Compliance Audit Return for period 1 January to 31 December. Completing the Return is a statutory requirement under the provisions of the Local Government Act 1995, and associated Regulations.*

#### **COMMENT**

*The Compliance Audit Return (CAR) for the Shire of Tammin for period 1 January 2011 to 31 December 2011 has been completed and a copy is attached to this agenda item.*

*An analysis of Council's documentation has revealed one instance where Council has failed to comply with the relevant legislation and required processes during the reporting period. That instance relates to the failure to lodge the Primary Return within the prescribed time as detailed in Section 5.75 of the Local Government Act 1995. Council's documentation reveals two counts of non-compliance.*

*The CAR is to be submitted to the Department of Local Government by 31 March in each year. Recent amendments to the Local Government (Audit) Regulations 1996 have changed the process in which the CAR is to be addressed by Council this year.*

*It is a requirement for the Compliance Audit Return to be:*

- a) Submitted to the Audit Committee for review and a report to Council.*
- b) Presented to the Council at a meeting of the Council.*
- c) Adopted by the Council; and*
- d) Recorded in the minutes of the meeting at which it is adopted.*

#### **FINANCIAL IMPLICATIONS**

*Nil*

#### **POLICY IMPLICATIONS**

*Nil*

#### **STATUTORY ENVIRONMENT**

*Section 7.13(1) (i) of the Local Government Act 1995 provides Regulations may make provision –*

- (i) Requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are –*
  - (i) Of a financial nature or not; or*
  - (ii) Under this Act or another written law*

*Clause 14 of the Local Government (Audit) Regulation 1996 provides that:*

### **14. Compliance audits by local governments**

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

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

#### **15. Compliance audit return, certified copy of etc. to be given to Executive Director**

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
- (b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Executive Director by 31 March next following the period to which the return relates.

(2) In this regulation —

**certified** in relation to a compliance audit return means signed by —

- (a) the mayor or president; and
- (b) the CEO.

#### **FUTURE PLAN IMPLICATIONS**

Nil

#### **COMMUNITY CONSULTATION**

Nil

#### **STAFF RECOMMENDATION**

That it be recommended to Council that the 2011 Compliance Audit Return for the Shire of Tammin be adopted by Council.

Simple Majority Required

#### **MIN 3/12 MOTION – MOVED Cr Uppill seconded Cr Greenwood**

That it be recommended to Council that the 2011 Compliance Audit Return for the Shire of Tammin be adopted by Council.

Carried 3/0

#### **MIN 34/12 MOTION – MOVED Cr Jefferies seconded Cr McCreery**

That Council accepts the recommendation 3/12 of the Audit Committee and adopts the 2011 Compliance Audit Return.

CARRIED 6/0 by absolute majority

**12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil

Cr Greenwood left the meeting at 4.55 pm.

**13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**  
That item 13.1 be considered as urgent business.

**MIN 35/12 MOTION – MOVED Cr Uppill seconded Cr McCreery**

That item 13.1 be considered as urgent business.

CARRIED 5/0

**13.1 CEO Recruitment**

CEO G. Stanley left the meeting at 5.00 pm.

Cr Jefferies left the meeting at 5.00 pm.

**MIN 36/12 MOTION – MOVED Cr McCreery seconded Cr Crane**

That Council accept quotation from Workplace Solutions for the recruitment of a new CEO.

CARRIED 4/0

The CEO returned to the meeting at 5.22pm.

**14. CLOSURE OF MEETING**

There being no further business the President closed the meeting at 5.25 pm.

Tabled before the Ordinary Council Meeting on 19 April 2012.

Cr S Uppill, President

| Licensing Transfer |       |                                       |   |                   |
|--------------------|-------|---------------------------------------|---|-------------------|
| 01/02/2012         | J4634 | Department of Transport               | Licensing 01/02/2012                                | 792.10            |
| 02/02/2012         | J4648 | Department of Transport               | Licensing 02/02/2012                                | 706.60            |
| 03/02/2012         | J4651 | Department of Transport               | Licensing 03/02/2012                                | 23.20             |
| 06/02/2012         | J4652 | Department of Transport               | Licensing 06/02/2012                                | 1,630.65          |
| 07/02/2012         | J4685 | Department of Transport               | Licensing 07/02/2012                                | 719.75            |
| 08/02/2012         | J4688 | Department of Transport               | Licensing 08/02/2012                                | 172.30            |
| 09/02/2012         | J4689 | Department of Transport               | Licensing 09/02/2012                                | 427.45            |
| 10/02/2012         | J4690 | Department of Transport               | Licensing 10/02/2012                                | 611.60            |
| 13/02/2012         | J4692 | Department of Transport               | Licensing 13/02/2012                                | 1,330.00          |
| 14/02/2012         | J4693 | Department of Transport               | Licensing 14/02/2012                                | 879.80            |
| 16/02/2012         | J4695 | Department of Transport               | Licensing 16/02/2012                                | 827.55            |
| 17/02/2012         | J4697 | Department of Transport               | Licensing 17/02/2012                                | 32.60             |
| 20/02/2012         | J4698 | Department of Transport               | Licensing 20/02/2012                                | 495.05            |
| 22/02/2012         | J4700 | Department of Transport               | Licensing 22/02/2012                                | 388.60            |
| 23/02/2012         | J4704 | Department of Transport               | Licensing 23/02/2012                                | 2,626.40          |
| 24/02/2012         | J4706 | Department of Transport               | Licensing 24/02/2012                                | 21.00             |
| 28/02/2012         | J4707 | Department of Transport               | Licensing 28/02/2012                                | 80.15             |
| 29/02/2012         | J4709 | Department of Transport               | Licensing 29/02/2012                                | 284.05            |
| <b>Sub-total</b>   |       |                                       |   | <b>12,048.85</b>  |
| Bank Fees          |       |                                       |   |                   |
| 24/02/2012         | Debit | National Australia Bank               | NAB Connect Fee - Access and Usage for January 2012 | 50.40             |
| 29/02/2012         | J4712 | National Australia Bank               | Account Fees for February 12 for Muni Account       | 90.50             |
| 29/02/2012         | J4713 | National Australia Bank               | Account Fees for February 12 for Trust Account      | 20.60             |
| 29/02/2012         | J4714 | National Australia Bank               | Account Fees for February 12 for DPI Account        | 20.00             |
| <b>Sub-total</b>   |       |                                       |   | <b>181.50</b>     |
| VISA Payments      |       |                                       |   |                   |
| 02/02/2012         | VISA  | Big W                                 | Australia Day - Hairspray                           | 59.76             |
| 02/02/2012         | VISA  | Coles Supermarkets                    | Refreshments Council & Australia Day                | 36.00             |
| 02/02/2012         | VISA  | Cunderdin Farmers Co-operative Co Ltd | Refreshments Australia Day                          | 19.95             |
| 02/02/2012         | VISA  | Lighting International Pty Ltd        | EW002 - Bathroom heater fan                         | 239.90            |
| 02/02/2012         | VISA  | National Australia Bank               | Visa Monthly Fee                                    | 9.00              |
| 02/02/2012         | VISA  | Red Dot Stores                        | Supplies Australia Day                              | 216.46            |
| 02/02/2012         | VISA  | Westnet                               | Internet Service - Shire Office and Depot           | 249.35            |
| 02/02/2012         | VISA  | Woolworths                            | Refreshments for Australia Day and Council          | 216.31            |
| <b>Sub-total</b>   |       |                                       |   | <b>1,046.73</b>   |
| EFT Payments       |       |                                       |   |                   |
| 08/02/2012         |       | Shire of Tammin                       | Salaries & wages                                    | 720.24            |
| 14/02/2012         |       | Shire of Tammin                       | Salaries & wages                                    | 20,003.19         |
| 15/02/2012         | Debit | WA Country Builders Pty Ltd           | 12 Russell St - progress payment                    | 69,069.00         |
| 28/02/2012         |       | Shire of Tammin                       | Salaries & wages                                    | 20,724.80         |
| <b>Sub-total</b>   |       |                                       |   | <b>110,517.23</b> |
| <b>Total</b>       |       |                                       |   | <b>235,920.89</b> |