

SHIRE OF YORK

**MINUTES OF THE ORDINARY
MEETING OF THE COUNCIL
HELD ON 16 MARCH, 2009
COMMENCING AT 3.00PM IN THE
COUNCIL CHAMBERS, YORK**

MISSION STATEMENT

"To build on our history to create our future"

SHIRE OF YORK

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RAY HOOPER
CHIEF EXECUTIVE OFFICER

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SHIRE OF YORK

THE ORDINARY MEETING OF THE COUNCIL
HELD ON MONDAY, March 16 2009, COMMENCING AT
3.00PM IN THE Council Chamber, Upstairs in the Town Hall, YORK.

The York Shire Council acknowledges the traditional owners of the land on which this meeting will be held.

1. OPENING

- 1.1 Declaration of Opening
The Shire President, Cr Pat Hooper, declared the meeting open at 3:00pm.
- 1.2 Chief Executive Officer, Mr Ray Hooper, read the disclaimer
- 1.3 Announcement of Visitors
NIL
- 1.4 Announcement of any Declared Financial Interests
Cr Fisher – Item 9.2.4 – Financial

2. ATTENDANCE

- 2.1 Members
Cr Pat Hooper – Shire President, Cr Brian Lawrance – Deputy Shire President, Cr Tony Boyle, Cr Ashley Fisher, Cr Trevor Randell, Cr Tricia Walters
- 2.2 Staff
Ray Hooper – CEO, David Lawn – Planner, Tyhscha Cochrane – MATS, Julieanne Treloar – ESO, Nicole McNamara - CSO
- 2.3 Apologies
NIL
- 2.4 Leave of Absence Previously Approved
NIL
- 2.5 Number of People in Gallery at Commencement of Meeting
13

**Graham Stanley, DCEO, entered the meeting at 3.08pm.*

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Previous Public Questions Taken on Notice

Cr Hooper advised the meeting that a letter of response provided to Mr D Paton was not included in the agenda but has been provided to Mr Paton and will be included in the minutes of this meeting.

Please find set out below responses to the various questions.

1. Why time was wasted planning a multipurpose building which is trying to be too many things to too many people on land that is too small for future expansion?

Response: York Shire Council does not consider that any time was wasted in planning a multipurpose building which meets the current and future needs of the York Community. In fact it is the role of Council to plan for the future to meet community needs and expectations and this is simply good governance for the district as a whole as required by the Local Government Act 1995.

All avenues and options need to be explored and assessed prior to a decision being made. It is pointed out that no decision has been made nor any contracts or commitments entered into as the planning stages have not been completed.

2. Why was a Doctors Surgery planned on land behind the Castle Hotel when in fact the land was not the Shire of York's to build on?

Response: York Medical Service requested the Shire of York to determine what land was or could be available for the construction of a Medical Centre to provide vital health services to York and the regional area.

York Shire Council quite rightly identified land vested in Council and entered into negotiations with the Minister for Planning to excise a portion of land from the reserve to provide an option for this important community service.

The land in question supported the CBD redevelopment plan to encourage people into the business section of the townsite.

The owners of the medical service were fully engaged in the land process and in fact were given an option to purchase the land as a freehold title at a reduced value as it was to provide a necessary community service.

3. Why was work done (marking angle parking) at Ratepayers expense on the one way road at McCartney Street when in fact the Shire Administration needed approval from the Planning Minister?.

Response: Minimal costs were incurred in designing and spot marking a potential one way traffic and angle parking option in a section of Macartney Street while the appropriate approvals were applied for.

At all times the Shire of York acted under advice provided by Main Roads WA.

4. Why was the Grant money for the bridge at South Street used for other purposes and the Ratepayers in danger of finding approximately \$400,000 to pay back?

Response: The federal grant was provided to the Shire of York in February 2002 and it was incorrectly used for other Roads to Recovery projects.

The National Audit Office identified the incorrect expenditure and provided the Shire of York with the choice of returning the funds or completing the project from municipal funds.

The Shire of York negotiated with the then Minister for Transport and Main Roads WA for the additional funds to meet cost escalations over a four year period.

Budget adjustments were made to finance the Shire of York contribution and the project was completed for the benefit of the community.

5. *Why was a building permit provided for the extensions to Settlers Tavern, when there was, I believe, a problem with the land title?*

Response: No building licence was issued for the Settlers development prior to the land tenure issues being resolved and the land transaction finalised as a direct contract between the state government and the developer not involving or including the Shire of York.

6. *Why was the amount budgeted for the multi purpose building underestimated by the Shire Administration?*

Response: It is unclear how you have made this interpretation and claim when no contract has been entered into and the amount budgeted has not been drawn on.

The amount allocated in the budget was a Council decision voted on solely by the elected members on the information available through reputable building cost estimate data.

7. *Why was land sold in Redmile Road by the Shire of York without the owners being aware that the land had a caveat on it?*

Response: Which owner are you claiming was not aware of a caveat being on land sold by the Shire of York in Redmile Road – the current or the previous owner?

Purchasers of land have a responsibility to do due diligence on their own behalf and they also normally engage a competent settlement agent to ensure that all relevant searches and investigations are carried out.

Why prospective purchasers may have chosen not to do a title search, if this occurred, is something that the Shire of York cannot answer.

8. *Where is the timber and Pylons purchased by a local group to build a viewing platform over the river in Avon Park? Is it envisioned for this project to be completed?*

Response: The materials remain stored at the shire depot where they have been for a number of years.

There are no specific proposals to undertake a jetty or viewing platform at this time.

9. *When will the drainage in York be upgraded?*

Response: A formal drainage assessment is currently being undertaken to determine where remedial work is necessary in the historic drainage network in York.

Sections of the drainage network are controlled by Main Roads WA as they are on state and not local roads and negotiations have been entered into with Main Roads WA.

Commissioner Troy did not state that there was an urgent need of drainage upgrading to prevent major flooding as he simply identified that drainage was an issue to be looked at in planning for the future.

This drainage has been in place for a significant number of years and it adequately handles the majority of normal rainfall events.

10. *What has happened to the proposed Equestrian Centre, why has there not been any consultation to all of the stakeholders on this for the past four years?*

Response: The Equestrian Precinct issue has been with the WA Planning Commission for a lengthy period through the Outline Development and Scheme Amendment stages which are nearing completion.

Additionally the decision by Racing & Wagering WA to remove racing from York may have a long term impact on the locality if there is no operational racecourse.

There has been no reason to consult with stakeholders for the past two years as there has been nothing to consult on to this stage.

When the relevant planning approvals and processes are in place Council will convene meetings with the appropriate organisations and groupings.

**Peter Stevens EHO entered the meeting at 3.10pm.*

3.2 Written Questions – Current Agenda

Mr P McGuinness –

My questions refer to the council meeting held in February 09. The minutes of this meeting were presented to the public with no reference to the final motion, dealt with in camera. Question 1. Why was this information withheld?

Question 2. Will the council now direct the administration to complete the minutes?

Question 3. If the council was in breach of the Local Government Act through the failure to report the motion in the minutes will it inform the appropriate authorities of the breach?

Question 4. Will council in future follow the normal procedures recommended by WALGA and (a) come out of committee, (b) read the motion to the public, (c) vote on the motion in public, (d) ensure that the motion is minuted?

Response: CEO – The Shire of York follows the provisions of the Local Government Act and it has requested a specific ruling on decisions arising from in camera sections of the meeting and the advice received will be followed fully.

4. PUBLIC QUESTION TIME

1. Darlene Barrett.

Farmers market planning application. A question relating to the above based on a claim that the property was for sale was refused by the Shire President on the basis that it was hearsay and has no relevance to a land use planning decision.

2. Mr William and Mrs Patricia Butun.

Question 1. Is the Shire aware that unlicensed trail bikes use this land adjacent to lot 12 Georgiana Street to gain access to the track running parallel to the railway line, and in doing so create a dust storm for surrounding residents?

Question 2. What will the Shire do to remedy this problem?

Question 3. Will the Shire allocate funds to turn this eyesore, health risk, nuisance to surrounding residents, and general blot on the York landscape into a garden or native park, as it has done for other ratepayers/streets in town?

Response: The Shire will look in to putting up a fence; however the issue with trail bikes is a police matter and must be referred to them for action.

3. Mrs Yvonne Dols.

Question 1. Why did Council change its priorities for the protection of the ficus tree in Avon Terrace?

Response: No priorities have changed and the original planning conditions remain in place.

Question 2. Will the Shire of York place a protection order on the ficus tree to prevent vandalism?

Response: The tree is on private property and appropriate development conditions are in place.

Question 3. Does Council admit that assault and vandalism is at an unprecedented high?

Response: No.

5. APPLICATIONS FOR LEAVE OF ABSENCE

NIL

6. PETITIONS / PRESENTATIONS / DEPUTATIONS

NIL

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 RESOLUTION
010309

MOVED: Cr Lawrance SECONDED: Cr Randell

Minutes of the Ordinary Meeting of Council held February 16, 2009

Corrections - NIL

Confirmation

“That the minutes of the Ordinary Council Meeting held February 16, 2009 be confirmed as a correct record of proceedings.”

CARRIED (6/0)

7.2 RESOLUTION
020309

MOVED: Cr Fisher SECONDED: Cr Boyle

Minutes of the Special Meeting of Council held February 24, 2009

Corrections - NIL

Confirmation

“That the minutes of the Special Council Meeting held February 24, 2009 be confirmed as a correct record of proceedings.”

CARRIED (6/0)

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

1. At the Council meeting held on 16 February 2009, I failed to identify and declare an interest in Item 9.2.3, concerning Shire reserve 37317. I offer my unreserved apology for this oversight which was completely unintentional.

2. Regarding Item 9.2.7 – CEO’s Contract Extension. It may have been prudent to ask the CEO to remove himself from the meeting during the discussion of this item, and I apologise for any inappropriate action.

9. OFFICER’S REPORTS

9.1 Development Services

9. OFFICER'S REPORTS

9.1 DEVELOPMENT REPORTS

9.1.1 Lot 12 (83) Avon Terrace, York – Application for Use Not Listed (Market)

When acting as a planning authority in accordance with the powers conferred by the Planning and Development Act 2005 and any relevant scheme, the Council of the Shire is entitled to make decisions based only on proper planning considerations.

FILE NO:	Av 1.12790
COUNCIL DATE:	16 March 2009
REPORT DATE:	6 March 2009
LOCATION/ADDRESS:	Lot 12 (No. 83) Avon Terrace, York
APPLICANT:	J Saville-Wright & L D Vincenti
SENIOR OFFICER:	R Hooper, CEO
REPORTING OFFICER:	P Ruettjes /T Cochrane
DISCLOSURE OF INTEREST:	Nil.
APPENDICES:	A Site plan
DOCUMENTS TABLED:	Nil.

Summary:

The applicants are requesting approval to operate a farmers' market (use not listed in accordance with clause 3.2.4 (b) of the *Shire of York Town Planning Scheme No. 2*) at Lot 12 (83) Avon Terrace, York (Imperial Hotel). The proposal has been discussed at the last Council meeting of 16 February 2009 and has been adjourned to this meeting to discuss a submission from an adjoining landowner.

Background:

Lot 12 (83) Avon Terrace, York, - the Imperial Hotel – is zoned 'Town Centre' in the *Shire of York Town Planning Scheme No. 2* (the 'Scheme') and comprises an area of 1,530m² (2,542 m² including Lot 13). The proposed use is not listed in the Scheme's zoning table, but meets the definition of 'market' in accordance with Schedule 1 of the Scheme. The definition is listed in the statutory environment section of this report.

Consultation:

Consultation has been undertaken in accordance with clause 7.3 of the Scheme (i.e. notification of adjoining landowners, advert in local paper and sign on site) and no submissions have been received during the advertising period. An adjoining landowner has commented about the proposal at the 16 February 2009 Council meeting and Council decided to refer the proposal to this Council meeting. Discussion with the adjoining landowner at the Shire Office followed and the owner in question has lodged a written submission which Council can consider as a late submission.

Submission 1

"We could continue to argue the point as to whether correspondence was or was not sent in this respect, however, had I been aware that the application was on the agenda, I would not have found it necessary to attend the Council meeting and state my question.

In any event, this is not my primary concern. I am more concerned with the structure of the application and list my points below:-

- *What is the definition of a “Farmers Market” and the proposed foods for sale?*
- *Why is it necessary to have this type of event at the Hotel as opposed to the usual sites such as Peace Park or one of the halls?*
- *Where is it anticipated that the stall holders will set up their stands, park their vehicles and store their goods?*
- *Where is it anticipated that the visitors and buyers will park?*
- *Are licences, permits and insurance required or necessary for these events?*
- *Will there be adequate toileting and washing facilities available for the vendors from a Health & Hygiene aspect and for the provision of proposed buyers?*

When we made our decision to buy and set up the business at 87 Avon Terrace, we went to great lengths to ensure that it complimented the surrounding businesses to offer a further facility for dining and drinking, (of which, we had to work extremely hard regarding the latter to achieve planning and licensing approval).

We have NO objections to any market, providing that it is suitably located and does not have a detrimental affect on our business. To this end, I believe the proposed location to be inappropriate.”

In the previous report the following correspondence has been included which clarifies some of the aspects of the submission.

Council wrote to the applicants requesting further advice, detailed as follows:

“To enable assessment could you please provide written responses to the following:

Whilst the markets are operating how will you ensure that there is sufficient carparking available, what arrangements will you put in place?

How often and how long will the markets operate eg. Once a month/four hours?

Whilst the markets are operating will there be shelters erected?

The Heritage Advisor will be in York on the 20th January 2009, any information you can provide prior to this date would be appreciated.”

The following advice was received from the applicants:

“...The proposed Farmers Market would at the very most happen once a week and in it’s initial stages once per month. We would envisage it’s hours of operation to be 9 – 4pm on a Saturday or a Sunday.

Initially we would run the market on the Avon Terrace and the Joaquina verandah of the Imperial, if it became a success and it grows we would see that it would extend to the lawn adjacent to “Saints” then the garden at the Imperial and finally down one side of the car park, still allowing ample parking as well. This area will be roped off and segregated with ample signage to advise motorists where to park. If it gets to this size in the future, I have already held discussions with the owners of Jah-Roc and would probably look to resite the market to the old factory at the Mill, subject of course to Council approval.

In the event that the market operates during the winter months, we would erect covers in the type of market tents (Mundaring Truffle Festival type tents) for the duration of the market, these would then be removed until the next Farmers Market.

Given the difficult economic times this town is facing, it is imperative that we act with some urgency and bring to the town as many visitors as possible. Creating and keeping jobs in the town, as well as giving professional outlet for local producers to regularly sell their products.”

The implications of the submission, the correspondence from the applicant and the proposed conditions will be discussed in detail in the comment section of this report.

Statutory Environment:

Planning and Development Act 2005; and
Shire of York Town Planning Scheme No.2:

“3.2.3 Where a specific use is mentioned in the Zoning Table, it is deemed to be excluded from the general terms used to describe any other use.

3.2.4 If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type or class of activity of any other use the local government may:

- (a) determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted; or*
- (b) determine that the use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of clause 7.3 in considering an application for planning consent; or*
- (c) determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted.”*

“4.9 Town Centre Zone

4.9.1 Objectives

- (a) To retain the town centre of York as the principal place for retail, commercial, civic, and tourist-oriented uses in the District.*
- (b) To preserve the unique qualities of the town centre as a heritage place including the conservation of existing heritage buildings, and to avoid development which will detract from those qualities.*
- (c) To ensure development complies with Design Guidelines adopted by the local government for the town centre.*
- (d) To encourage a high standard of development of commercial facilities to service the residents, the farming sector, tourists, and travellers.*
- (e) To encourage a high standard of landscaping in and around the town centre the local government will undertake planting of shade trees in road reserves and public car parks where appropriate.*
- (f) To encourage a high standard of residential and residential mixed use development in appropriate locations that contribute to the amenity, security and economic sustainability of the town centre.”*

“7.3.3. The local government may give notice or require the applicant to give notice of an application for planning consent in one or more of the following ways:

- (a) notice of the proposed use or development served on nearby owners and occupiers who, in the opinion of the local government, are likely to be affected by the granting of planning consent, stating that submissions may be made to the local government by a specified date being not less than 14 days from the day the notice is served;
- (b) notice of the proposed use or development published in a newspaper circulating in the Scheme area stating that submissions may be made to the local government by a specified day being not less than 14 days from the day the notice is published;
- (c) a sign or signs displaying notice of the proposed use or development to be erected in a conspicuous position on the land for a period of not less than 14 days from the day the notice is erected.”

Definition of a market under the Shire of York Town Planning Scheme No. 2:

“market: means land and buildings used for a fair, a farmer's or producers' market, or a swap-meet in which the business or selling carried on or the entertainment provided is by independent operators or stallholders carrying on their business or activities independently of the market operator save for the payment where appropriate of a fee or rental.”

“shop: means any building wherein goods are kept, exposed or offered for sale by retail, or within which services of a personal nature are provided (including a hairdresser, beauty therapist or manicurist) but does not include a showroom, fast food outlet or any other premises specifically defined elsewhere in the Scheme.”

The Council has made a stance on Trading in Public Places and the Local Law Relating to Activities on Thoroughfares and Trading in Thoroughfares and Public Places needs to be considered.

Health Act in relation to public buildings.

Policy Implications:

Nil relevant to this report.

Financial Implications:

The Council collected fees associated with the planning application and the advertising.

Strategic Implications:

Key Result Area 2 – Economic Development and Tourism – Objective 2:

“To increase tourism to achieve business viability and growth.”

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Encouraging more people to visit York has economic benefits to the York community as a whole.

Social Implications:

This proposal provides the opportunity for the applicant to attract to the York area additional visitors that would bring associated benefits to the York community as a whole.

There is a concern with how the public will interact with traffic and this needs to be managed appropriately.

Environmental Implications:

Consideration needs to be given to the built environment e.g. heritage.

Comment:

The proposal of a market has been discussed at the Shire of York Council meeting of 16 February 2009 as agenda item 9.1.4. During the meeting, an adjoining landowner made a comment about the proposal relating to the consultation process and the appropriateness of the proposal as such. Council decided to adjourn the proposal until this 16 March 2009 Council meeting. The abovementioned submission has been received and will be discussed in this section of this report.

The consultation process

The first remark of the submission relates to the general consultation process when an application for planning consent is received. Clause 7.3.3 of the Scheme states three ways of consultation (also refer to the clause in the Statutory Environment section of this report):

- Serving a notice on adjoining landowners
- Newspaper advert
- Sign on the development site

The introduction of the clause states that the local government “*may give notice [...] in one or more of the following ways*”. While the clause leaves the Shire of York with some discretion with regard to the consultation process, the Shire consistently applies all three ways of consultation when an application for planning consent is received and requires all applicants to pay an appropriate fee for the consultation process. This ensures a consistent approach to any application, an equal treatment of any applicant and a greater transparency on development and its effects on neighbouring properties and the wider community.

In any of the three prescribed cases, the minimum advertising period is 14 days. It has been a normal procedure within the assessment of an application for planning consent to extend the advertising period if – for example – a public holiday falls within the period to enable public comments. It is also possible for neighbours or the wider community to ask for an extension of any advertising period to enable them to make their comments if good reasons exist.

This approach to public consultation clearly encourages public comment on development and goes beyond the statutory requirements of the consultation process. In this specific case, it is unfortunate that the neighbouring landowner has not been reached during the consultation process although a notice was served to his letterbox, a newspaper advert was published and a sign erected. A written request from the landowner during the advertising period asking for more time to consider the impact of the proposal on his property or more information from the applicant would certainly have been answered in a positive way.

The applicant, on the other hand, can expect that his application is processed as swiftly as possible to provide certainty to continue with the next steps of his approval process, e.g. building licence application or other approvals as appropriate. It is the applicant who has paid

application fees and pays for the development itself. Therefore, the requirements of the applicant and neighbouring landowners or the public have to be balanced.

Late submissions can, however, be considered by Council if they contain relevant concerns on planning matters. The late submission relating to this development application will be discussed in the next paragraph.

The appropriateness of the proposal

- *What is the definition of a “Farmers Market” and the proposed foods for sale?*

The Scheme does not specifically contain the use class of ‘market’ or ‘farmers’ market’. It contains, however, a definition of ‘market’ (see Statutory Environment section) which specifically mentions a farmers’ market in the context of fair and producers’ market. While there is no prescriptive definition, the wording ‘farmers’ market’ in this context implies the sale of fresh primary products, such as fruit and vegetables. Should a larger range of products be on sale, it can be considered to be retail and be closer to the definition of ‘shop’ in the Scheme. This proposal - and any subsequent approval - does not cover other forms of retail or shop development. In this case, the proponents are in breach of any approval for ‘market’.

- *Why is it necessary to have this type of event at the Hotel as opposed to the usual sites such as Peace Park or one of the halls?*

The proposed use of ‘market’ in accordance with the definition in the Scheme is considered appropriate for a property zoned ‘Town Centre’. The ‘Town Centre’ zones objectives are listed in the ‘Statutory Environment’ section of this report. It provides for the largest range of possible use classes and uses in the Scheme. Any additional use should be complementing the existing uses in the town centre. The proponents propose a staged development, starting on the verandah of their hotel and then possibly extending towards the northern side of their property. The proposed market can only be considered appropriate if it does not become the predominant land use of the property which is clearly not the intention of the applicants as stated in their correspondence.

- *Where is it anticipated that the stall holders will set up their stands, park their vehicles and store their goods?*
- *Where is it anticipated that the visitors and buyers will park?*

The attached plan in conjunction with the correspondence indicates the starting point of the market on the verandah of the hotel along Joaquina Street and Avon Terrace. This area is currently occupied by an alfresco dining area (chairs and tables). The plan indicates 8 stall tables in this area. Stage 2 and 3 comprises 9 stall tables each at the northern end of Lot 12.

Subjects of common concern associated with development in the town centre are parking and access. The proposed condition 3 requires the ongoing compliance with car parking, pedestrian access, vehicle access and circulation being available and maintained. Therefore, the proponents have to ensure compliance with this condition by traffic and parking management measures as indicated in the applicants’ correspondence, e.g. roping of areas, signage, staff managing traffic, parking and access etc. This includes all aspects of access, parking and storage. Stall holders should deliver their goods before the start of the market and park their vehicles away from the venue.

Should the proposed development, when successful, exceed the parking and access capacities of the property, it can be considered that condition 3 can no longer be satisfied. The applicants’ correspondence indicates that they are aware of this possible situation and are already investigating alternative locations. It will also be monitored closely whether there may be

detrimental effects on parking in the vicinity of the proposed market as well as possible interference with the parking of hotel guests. In each case, the proponents have to address the situation and ensure compliance with the proposed condition 3, by alternative traffic management, additional parking arrangements with the Shire or downscaling of the proposal. At this stage, it is not considered appropriate to ask for cash-in-lieu for parking if the capacities are exceeded, given the temporary and periodic nature of the proposed development.

- *Are licences, permits and insurance required or necessary for these events?*

The use of 'market' constitutes an additional use to the current use of 'hotel'. Therefore, the applicants have applied for planning consent under the Scheme. This is the subject of this planning report. Other approvals may be required that are outside of the planning legislation. The main concerns of planning considerations with regard to the proposal are land use, access and parking which is reflected in the proposed conditions.

- *Will there be adequate toileting and washing facilities available for the vendors from a Health & Hygiene aspect and for the provision of proposed buyers?*

These issues have been addressed in the advice notes of the recommendation, but are not core planning considerations. The proposed market will have to satisfy all relevant other requirements under the Health Act and relevant local laws – separate from the planning process, as does any other event.

Conclusion

It is considered that the proposed development – when properly managed – will not have a detrimental effect on adjoining properties or the town centre. Instead, if successful and properly managed, it could attract additional tourists, offer a wider range of products and therefore be of benefit to adjoining business owners and the wider community as well.

OFFICER RECOMMENDATION

RESOLUTION

030309

MOVED: Cr Randell SECONDED: Cr Fisher

“That Council advise the Applicants that it approves a use not listed (market) at Lot 12 (83) Avon Terrace, York, in accordance with clause 3.2.4 (b) of the Shire of York Town Planning Scheme No. 2, subject to the following conditions:

- 1. Development must substantially commence within two years from the date of this decision;***
- 2. Development taking place in accordance with the approved plans;***
- 3. All car parking, pedestrian access, vehicle access and circulation areas are to be maintained and available for car parking, pedestrian access, vehicle access and circulation on an ongoing basis to the satisfaction of the local government; a minimum 2 metre wide access way for pedestrians shall be maintained at all times;***
- 4. Operating hours are restricted to Saturday or Sunday from 9am – 4pm;***
- 5. An emergency evacuation plan being provided to the satisfaction of the local government; and***
- 6. Sufficient waste receptacles being provided for the public and stall holders to the satisfaction of the local government.***

Advice Notes:

Compliance with recommendations from the Heritage Council

Council acknowledges the latest plans dated August 2008 with the previous uses being Hotel, Restaurant and Accommodation;

Annual fees are to be paid in accordance with Council’s Fees and Charges as amended from time to time;

Liaison with the Racing and Gaming regarding requirements regarding liquor licensing eg. layout of areas;

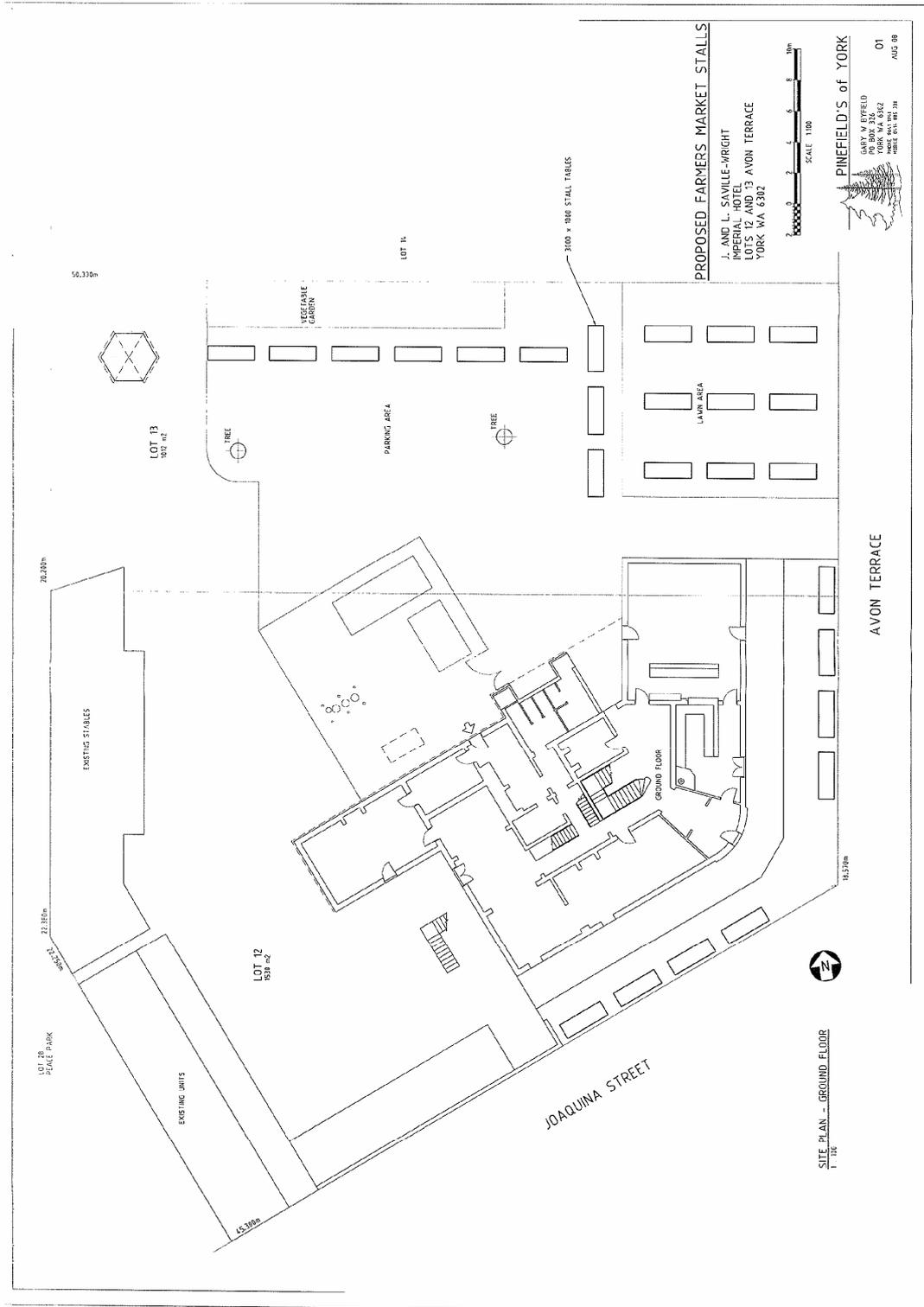
Compliance with the Local Law relating to Activities on Thoroughfares and Trading in Thoroughfares and Public Places and associated fees, public liability etc.;

Compliance with the Health Act and Food Safe Standards and any subsidiary legislation; and

Existing toilet facilities to be assessed once markets have commenced, these may require upgrading/expansion dependant on numbers.

CARRIED (5/1)

**ITEM 9.1.1
APPENDIX A**



**Patrick Ruettjes, Shire Planner, entered the meeting at 3:30pm.*

9. OFFICER'S REPORTS

9.1 DEVELOPMENT REPORTS

9.1.2 Balladong Country Estate – Aged Care Facility

When acting as a planning authority in accordance with the powers conferred by the Planning and Development Act 2005 and any relevant scheme, the Council of the Shire is entitled to make decisions based only on proper planning considerations.

FILE NO:	BA1.31590, RE1.31550/31560/31570
COUNCIL DATE:	16 March 2009
REPORT DATE:	9 March 2009
LOCATION/ADDRESS:	Balladong Road/Redmile Road, York.
APPLICANT:	Morley Davis Architects on behalf of City of Swan Aged Persons Homes Trust (Inc)
SENIOR OFFICER:	Ray Hooper
REPORTING OFFICER:	David Lawn/Patrick Ruettjes
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Site plan, floor plans and elevation plans
DOCUMENTS TABLED:	Architect's report and drawings

Summary:

Council is asked to consider an application for planning consent for 35 aged or dependent persons' dwelling units (comprising 26 three bedroom single storey units and 9 two bedroom single storey units) and a 27-bed Residential Aged Care Facility at the location of the old Shire offices between Balladong Street and Redmile Road.

Background:

The proposed development is located on Lot 3 (45) Balladong Street and Lots 11 (14), 12 (18) and 13 (20) Redmile Road, York. Lot 3 is zoned 'Residential R40' and Lots 11, 12 and 13 are zoned 'Residential R10/30' under the Shire of York Town Planning Scheme No. 2 (the 'Scheme'). Lot 3 comprises an area of 12,783m², Lots 11 to 13 are 1,000m² each. The total area of the proposed development is 15,783m² (ca. 1.58ha). The four lots in question are subject to a current application for amalgamation with the Western Australian Planning Commission ('WAPC'). The land is currently vacant and has previously been the site of the Shire offices.

The proposed 35 aged or dependent persons' dwellings are a discretionary in the Scheme in an area zoned 'Residential' while the 27-bed Residential Aged Care Facility is a use not listed in accordance with clause 3.2.4 of the Scheme (see Statutory Environment).

The 35 unit component of the proposed development has been assessed against the Acceptable Development Criteria set out in the Residential Design Codes of Western Australia ('R-Codes'). The development does not comply with relevant Acceptable Development Criteria, relating to boundary setbacks (clause 6.3), access/car parking (clause 6.5), site works requirements (excavation or fill, clause 6.6), privacy (clause 6.8) and the special requirements of aged or dependent persons' dwellings (clause 7.1.2). The proposal complies with all other relevant Acceptable Development Criteria.

It should be noted that inconsistency with one or more of the Acceptable Development Criteria set out in the R-Codes is not, in and of itself, reason to refuse or require modification of an application for planning consent. Instead, the application must be assessed in the context of the relevant Performance Criteria. The table below sets out the relevant Acceptable Development Criteria, inconsistencies and Performance Criteria.

	Acceptable Development Criteria	Inconsistency	Performance Criteria
Aged or dependent persons' dwellings	Maximum plot ratio area = 100 m ²	Proposed plot ratio area varies between 111 m ² and 124 m ²	<p><i>P2 Dwellings that accommodate the special needs of aged or dependent persons and which:</i></p> <ul style="list-style-type: none"> • are designed to meet the needs of aged or dependent persons; • are located in proximity to public transport and convenience shopping; • have due regard to the topography of the locality in which the site is located; and • satisfy a demand for aged or dependent persons' accommodation.

Boundary setback	<p>Setback required for walls with major openings and a wall height of up to 3.5 m = 1.5 m</p> <p>Setback for retaining walls less than 3.5 m high = 1.5 m</p>	<p>Proposed side setback for Unit 7 = 1.2 m, proposed side setback for Unit 20 = 1.1 m, proposed side setback for Unit 21 = 1.121 m, instead of 1.5 m each</p> <p>Proposed retaining wall setback (height to eastern boundary between 0.38 m and 1.96 m) = 0 m instead of 1.5 m; proposed retaining wall setback (height to western boundary max. 0.61 m) = 0 m instead of 1.5 m</p>	<p><i>P1 Buildings setback from boundaries other than street boundaries so as to:</i></p> <ul style="list-style-type: none"> • Provide adequate direct sun and ventilation to the building; • Ensure adequate direct sun and ventilation being available to adjoining properties; • Provide adequate direct sun to the building and appurtenant open spaces; • Assist with the protection of access to direct sun for adjoining properties; • Assist in ameliorating the impacts of building bulk on adjoining properties; and • Assist in protecting privacy between adjoining properties. <p><i>P3 Retaining walls designed or setback to minimise the impact on adjoining properties.</i></p>
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Access and Car parking	On-site car parking requirements for the development (2 spaces per dwelling) = 70; plus 9 visitors' car bays for the residential component plus 8 for the aged care facility (incl. 1 disabled car bay), – total 87.	Proposed on-site car bays = 61 (incl. 1 disabled car bay and 10 visitors' car bays), proposed off-site car bays = 14 – total 75 (12 less than required).	<p><i>P1 Adequate car parking provided on-site in accordance with projected need related to:</i></p> <ul style="list-style-type: none"> • The type, number and size of dwellings; • The availability of on-street and other off-site parking; and • The location of the proposed development in relation to public transport and other facilities.
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	Acceptable Development Criteria	Inconsistency	Performance Criteria
Site works requirements	Filling behind a street setback line and within 1 m of a common boundary not more than 0.5 m above the natural level at the boundary.	Proposed maximum fill at eastern end of property = 1.9 m above natural ground level (NGL), proposed maximum fill at western end of property = 0.9 m above NGL	<i>P1 Development that retains the visual impression of the natural level of a site, as seen from the street or other public place, or from an adjoining property.</i>
Privacy	Habitable rooms other than bedrooms and studies (such as kitchens and dining rooms) setback 6 m where floor level > 0.5 m above natural ground level (NGL)	Proposed Unit 7 kitchen setback = 1.5 m, proposed unit 7 dining room setback = 2.3 m instead of 6 m each (1.6 m above NGL each); proposed Unit 20 kitchen setback = 1.5 m, proposed unit 20 dining room setback = 2.3 m instead of 6 m each (0.93 m above NGL); proposed Unit 21 kitchen setback = 1.6 m, proposed unit 21 dining room setback = 2.3 m instead of 6 m each (0.74 m above NGL)	<i>P1 Avoid direct overlooking between active habitable spaces and outdoor living areas of the development site and the habitable rooms and outdoor living areas within adjoining residential properties taking account of:</i> <ul style="list-style-type: none"> • <i>the positioning of windows to habitable rooms on the development site and the adjoining property;</i> • <i>the provision of effective screening; and</i> • <i>the lesser need to prevent overlooking of extensive back gardens, front gardens or areas visible from the street.</i>

The inconsistencies of the relevant Acceptable Development Criteria will be discussed in the context of the relevant Performance Criteria in the comment section of this report.

The proposed development is located within the Blandstown Heritage Precinct and has been assessed in accordance with the provision of the Shire of York Local Planning Policy - Heritage Precincts and Places.

Consultation:

The proposed development has been advertised in accordance with clause 7.3.3 of the Scheme, i.e. advert in local newspaper, letter to adjoining landowners and sign erected on site. Detailed plans of the proposed development and relevant documentation have been on display at the Council offices during the advertising period. In addition, relevant service providers and government agencies have been consulted as well. It should be noted that representatives from the Heritage Council of Western Australia have been consulted during the pre-application process and have been formally notified of the development application.

A total of five written submissions have been received. The submissions will be addressed in the comment section of this report.

Submission 1

"Wish to advise that there are no objections to the changes you propose to carry out for the above-mentioned project".

Submission 2

"In regard to the proposed aged care development, Telstra has no negative comment to make".

Submission 3

"We write regarding the proposed aged care facility on Balladong Street and Redmile Road, York. Our property on 22 Redmile Road is one that will be most affected by the development and we are therefore concerned about a number of issues,

We have previously written to the Shire of York (the "Council") expressing our support for a development of this kind in the York townsite, we believe that the proposed development will add another level of community service that is much needed in the area.

We do however have the following concerns:

1. Drainage

Despite our previous correspondences with the Council in regards to the drainage issue which involves York Rural Trading (York Co-Op) and for which a solution was in place and endorsed by the Council, we could not ascertain from the development proposal that the drainage issue has been accommodated. We would again seek assurance from the Council that the drainage issue will be dealt with.

2. Mature trees on Lot 3 Balladong Street

We are appalled that the cluster of large mature eucalyptus trees on the site will have to be removed. Good design would find ways to incorporate them into the development. The destruction of these mature trees borders on environmental vandalism.

3. Boundary with Lot 302 Redmile Road

When we first moved into the house we now occupy on 22 Redmile Road (Lot 302), the boundaries were ill-defined. Whilst we did have our land surveyed, it was not done in context with the land around and we are therefore not confident that the actual boundaries are accurately defined. We have carried out a lot of planting on the boundary that adjoins the proposed development and we want to protect those plants as well as existing structures which we inherited from previous owners, from being destroyed.

We have also offered the previous owner, Mr and Mrs Kennedy to purchase a 1-m strip of land along Lot 3 Balladong Street to protect the plants and existing structures. We would still seek this as a possible solution.

4. Entry road off Lot 3 Balladong Street

We have noted that the entry road adjoins our property and that fencing will be erected. This would prevent us from getting vehicle access to the large shed at the rear of our property. We seek agreement to use the access road and to have gate put into the fence to allow access. We previously wrote to the Council on 4th January 2009 expressing this concern.

We are prepared to meet the cost difference to have the gate inserted.

5. *Design*

The development seems to us to be very crowded and to look more like a metropolitan suburb than a country estate. There must be ways that this development can be designed to achieve a more harmonious outcome, particularly for the residents.

We are not pleased that as adjoining property owners we were not provided with sufficient information to properly assess the application submitted. Standing at a counter in the Council premises to read a complex development document is hardly conducive to providing informed comment. We previously met with Council representative on 3rd January 2008 in regards to the issues raised above and were given an assurance that we would be provided with reasonable opportunity to discuss proposed development. It is our opinion that our further requests to discuss this development were not heeded. We therefore think that the process is lacking.

We hope that our comments can be taken into consideration”.

Submission 4

“Regarding the plans for the proposed retirement complex development in Redmile Road I would like you to note and consider the following.

Whilst I am not opposed in principle to the development I believe there are some serious issues to be considered and some adjustments need to be made to the plans.

First of all — Redmile Road is a single lane road in the section from Avon Terrace to the proposed entrance to the retirement complex. If the residents at numbers 13 and 22 take advantage of their prerogative to park on the road outside their houses, there is room for only one car to pass. The proposed plans show a 27 bed nursing home — with the resultant staff members coming and going at the change of shifts, not to mention the residents of the 35 retirement villas all driving up and down this narrow stretch of road it would seem a very dangerous situation.

Avon Terrace at that point, at certain times of the year, is busier than Balladong Road and with the proposed increase in tonnage at CBH this must certainly considered to be a traffic hazard.

Secondly, one would assume that a major incentive to live in a retirement home in the country would be to be surrounded by trees and gardens. It seems that in the proposed plan almost every available metre of space is going to be built on. The residents of both the villas and nursing home will be looking almost exclusively at other buildings and fences. I have enclosed a photo of the gardens at the RSL nursing home and retirement village at Alexander Drive, Menora. As you can see, there are extensive gardens with a community BBC, area, a small bowling green, children's playground and even areas where residents can grow their own vegetables.

Thirdly, on the lot 3 the proposed building site, there are a couple of groups of magnificent trees on this block of land. It is difficult to comprehend how any developer and architect with imagination could not devise plans which would incorporate open space and the retention of these trees. They are home to many birds which would surely be a source of pleasure to elderly and infirm residents.

Fourthly, there is no area set aside for workshop activities (i.e. a shed) for male or female residents.

Fifthly, the whole complex is surrounded by a 1.8 metre fence, and with the lack of green areas it gives the appearance of army barracks rather than a retirement village.

Sixthly, in the proposed plan there seems to be no parking area made available for nursing/administration staff and visitors to the 35 cottages. Could you please advise where those people are expected to park?

Further, when the proposal for the new Shire offices in Joaquina Street were put to the residents of York they were informed that the then existing Shire offices in Balladong Road could not be repaired and that any necessary extensions could not be built because an engineering report had indicated 'the ground was too unstable to build on'.

Consequently the York ratepayers were lumbered with an ongoing financial burden for a considerable time.

Could you please inform me how this same ground has now been stabilised to the extent that 35 villas can be built on it?

I would be grateful if you could take these comments into consideration and help to facilitate changes to the existing plans if they are at all feasible because of the for mentioned instability of the area”.

Submission 5

“While I am in favour of an aged care facility to accommodate the needs of a growing town within one hours drive of Perth, I am concerned that several aspects do not meet the local planning guidelines for heritage precincts and places.

Policy objective 3.2 (b) to ensure that all new residential buildings are sympathetic to the predominant form, siting and appearance of existing and neighbouring buildings and streetscapes, would

- (a) Find the proposed 1.8m colourbond fence out of keeping with other 80cm picket fences in Redmile Road,*
- (b) Block out a low stone wall with rose fence on Lot 9 Redmile Road.*

Aware that the Aged Care site needs fill to meet the 100 year flood requirement, the proposed reconstituted laterite retaining wall with colourbond fence could be replaced by a battered stone slope to the required flood level height.

I would find some amendment along these lines very acceptable”.

Statutory Environment:

Planning and Development Act 2005;

Residential Design Codes of Western Australia (2002), Variation 1 (2008) [R-Codes];

Shire of York Town Planning Scheme No. 2; and

Shire of York Local Planning Policy Heritage Precincts and Places.

Within the town planning scheme ‘aged or dependent persons’ dwelling’ is an “AA” use.

“AA’ means that the use is not permitted unless the local government has exercised its discretion by granting planning consent.”

The R-Codes provide for formal definitions of ‘aged person’ and ‘dependent person’ as follows:

“Aged person - A person who is aged 55 years or over.”

“Dependent person - A person with a recognised form of disability requiring special accommodation for independent living or special care.”

The R-Codes also provide for more details with regard to the assessment of ‘aged and dependent persons’ dwellings’.

“7.1.2 - Aged or dependent persons’ dwellings

P2 Dwellings that accommodate the special needs of aged or dependent persons and which:

- are designed to meet the needs of aged or dependent persons;*
- are located in proximity to public transport and convenience shopping;*
- have due regard to the topography of the locality in which the site is located; and*
- satisfy a demand for aged or dependent persons’ accommodation.*

A2 Dwellings for the housing of aged or dependent persons that comply with the following:

i A maximum plot ratio area of:

- in the case of single houses or grouped dwellings – 100 sq m; or*
- in the case of multiple dwellings – 80 sq m.*

ii A minimum number of five dwellings within any single development.

iii All ground floor units, with a preference for all dwellings, to incorporate, as a minimum, the following:

- an accessible path of travel from the street frontage, car parking area or drop-off point in accordance with the requirements of AS4299:1995 clause 3.3.2;*
- level entry to the front entry door with preferably all external doors having level entries (diagrams, figure C1 of AS4299:1995).*

iv All dwellings to incorporate, as a minimum, the following:

- all external and internal doors to provide a minimum 820 mm clear opening. (AS4299:1995 clause 4.3.3);*
- internal corridors to be a minimum 1000 mm wide, width to be increased to a minimum of 1200 mm in corridors with openings on side walls;*
- a visitable toilet (AS4299:1995, clause 1.4.12), preferably located within a bathroom;*
- toilet and toilet approach doors shall have a minimum 250 mm nib wall on the door handle side of the door and provision for the installation of grab rails in accordance with AS4299:1995, clause 4.4.4 (h).*

v Visitors car spaces at the rate of one per four dwellings, with a minimum of one space.

vi The first visitors car space shall provide a wheelchair accessible parking space and be a minimum width of 3.8 m in accordance with AS4299:1995, clause 3.7.1.

vii At least one occupant is a disabled or physically dependent person or aged over 55, or is the surviving spouse of such a person, and the owner of the land agrees to enter into a legal agreement, binding the owner, their heirs and successors in title requiring that this provision be maintained.

viii Provide an outdoor living area in accordance with the requirements of clause 6.4.2 but having due regard to a one third reduction in the area specified in table 1.

6.5.1 - On-site parking provision

A1 On-site parking spaces provided in accordance with the following:

- ii *Grouped dwellings:*
 - *two spaces per dwelling; and at least one space provided for the exclusive use of each dwelling and where two spaces are so allocated they may be in tandem; or*
 - *in the case of a single bedroom dwelling of not more than 60 sq m plot ratio area or an aged or dependent persons' dwelling of not more than 100 sq m of plot ratio area – one space; and*
 - *in addition, visitors parking spaces are provided at a rate of one space for each four dwellings, or part thereof in excess of four dwellings, served by a common access.*

6.1.3 - Variation to the minimum site area requirements

- A3 *Subject to 6.1.2 only, the following variations to the minimum and average site areas set out in table 1 may be made:*
- i *for the purposes of an aged or dependent persons' dwelling or a single bedroom dwelling, the minimum site area may be reduced by up to one third, in accordance with part 7.1.2 and 7.1.3."*

The proposed Residential Aged Care Facility has to be assessed against the provisions of clause 3.2.4 of the Scheme:

- "3.2.4 If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type or class of activity of any other use the local government may:*
- (a) *determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted; or*
 - (b) *determine that the use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of clause 7.3 in considering an application for planning consent; or*
 - (c) *determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted."*

Policy Implications:

Nil

Financial Implications:

Planning fees have been paid and building licence fees will be required.

Strategic Implications:

Key Result Area 2 – Economic Development and Tourism – Objectives 1, 4 & 5 state:

"To encourage a sustainable community by increasing employment opportunities in York, attracting investment and businesses to the town, and achieving diversification of industries."

"To utilise the unique features of York's heritage and rural lifestyle, where appropriate, as the basis for economic development."

"To ensure that economic development does not conflict with York's heritage, lifestyle and environment."

Key Result Area 1 – Objective 1:

“To develop a framework to facilitate planning and decision-making in order to identify and meet community needs, develop opportunities and implement change.”

KRA5 – History and Heritage

“To encourage development which is appropriate to York’s history and heritage.”

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Several site inspections have been carried out during the preliminary assessment of the proposal.

Triple bottom Line Assessment:

Economic Implications:

The completed development will create work opportunities for the town in professional care, administration and maintenance.

The proponents have expressed preference for local contractors however the scale of the project may require the services of outside tradespeople.

Social Implications:

The benefits to the community are extensive but no more than for the residential care for aged persons who prefer to dwell in a country town rather than the city. There are many local residents already expressing interest in the development.

Environmental Implications:

The two main factors are stormwater runoff and noise.

Stormwater is proposed to be retained on-site in underground tanks, for re-use on the open spaces. Excess water may be channelled to the river by means of constructed drains. Details will be addressed at the building licence application stage, the conditions in the recommendation relating to stormwater management reflect the relevant requirements.

To mitigate noise emissions from the Balladong Street traffic, noise amelioration measures are to be installed into the buildings. Such measures are to be included in the building licence in accordance with the Building Code of Australia.

Comment:

The application needs to be considered in the context of the relevant Performance Criteria relating to aged or dependent persons’ dwellings, boundary setbacks, access/car parking, site works requirements, retaining walls and privacy.

Aged or dependent persons' dwelling requirements

The major inconsistency with respect to the Acceptable Development Criteria relating to the provisions for aged or dependent persons' dwellings is the proposed plot area of the units which varies between 111 m² and 124 m². The R-Codes provide for a maximum plot area of 100 m². This provision, however, needs to be looked at in the context of the site area of each unit as well. The area of the proposed units is zoned 'Residential R10/30'. The higher density code is applicable when reticulated sewer is available – which is the case for the subject site. The minimum site area for aged or dependant persons' dwellings is 180 m² (270 m² – 33%). The site areas range from 223 m² to 295 m² and therefore exceed the required minimum site area requirements. It is therefore considered appropriate to vary the plot ratio requirements.

Further details with regard to Australian Standard AS4299:1995 will be addressed at the building licence application stage and are also catered for in condition 25 of the recommendation.

Boundary setbacks

With respect to boundary to neighbouring properties, there is a slightly reduced side setback proposed for Units 7 (1.2 m instead of 1.5 m), 20 and 21 (1.1 m instead of 1.5 m each) to the eastern side boundary. The reduction equates to 30 cm and 40 cm, respectively. Such a reduction in side setback is very common in medium density residential areas and can be considered of very minor nature only. Other external boundary setbacks or street setbacks meet the Acceptable Development Criteria of the R-Codes.

The R-Codes also provide for an internal boundary setback assessment. The internal boundary setbacks between the units range from 0 to 2.3m. The R-Codes allow for a nil boundary setback for single storey development zoned 'R30' and higher in the context of the Acceptable Development Criteria – which is applicable for the majority of the proposed internal boundaries – and the variation of boundary setback provisions under the relevant Performance Criteria – which is applicable for the remainder of the units. The most common boundary setback is approximately 1 m – a common setback for the proposed type and density of residential development.

Access and car parking

The overall car parking requirement for the proposed development equates to 87 car bays while 75 bays are currently provided on the plan. The dwelling component requires 2 bays per unit (70 bays in total), 9 visitors' car bays plus 8 bays for the Residential Aged Care Facility (at 0.3 bays per resident). While there are no formal provisions for car parking for the proposed facility in the Scheme, ratios of between 0.25 and 0.35 bays per resident have been applied to similar developments elsewhere in Western Australia and the Eastern States.

The 75 bays provided consist of 61 on-site car bays (incl. 1 disabled car bay and 10 visitors' car bays) and 14 parallel parking bays along Redmile Road. Some of the north-easternmost visitors' car bays will be replaced by a required emergency access towards Balladong Street, which will be addressed by the applicant by providing additional parallel parking in Redmile Road.

It should be noted that the minimal shortfall of parking only results in the fact that the proposed units are slightly larger than the 100 m² site area noted in the R-Codes and therefore do not qualify for a reduction to 1 car bay per unit instead of the standard 2 bays under the Acceptable Development Criteria of the R-Codes. This would have reduced the number of required car bays to 52 bays overall. Furthermore, some units have additional areas in front of their garages that do not meet the formal requirements for car bays but can effectively be used for car

parking, if required. This provides for an additional 7 spaces within the unit component of the development (indicated on the site plan as tandem car bays).

In general, aged care facilities and aged or dependent persons' dwellings generate far less traffic and parking pressures compared with conventional residential development. Not all residents in the units will have two cars to park. Given the proximity to the York town centre, it can be anticipated that a number of residents may choose not to have a vehicle at all. In addition, the Residential Aged Care Facility in its proposed configuration is anticipated to only require staff and visitors' parking.

In light of these considerations, it is considered that enough parking facilities will be available to meet the anticipated demand.

Site works requirements, retaining walls and privacy

Site works requirements, retaining wall setbacks and privacy issues are all triggered by the one fact that the area of the proposed development has to be filled to meet the requirements of a finished floor level of 0.5 m above the 100 year flood level. Especially to the eastern boundary, the proposed retaining wall height varies between 0.38 m and 1.96 m. This will certainly result in a visual impact on the adjoining property. It should be noted, however, that the currently vacant neighbouring property affected by the retaining wall is zoned 'Residential R40' and will require a similar fill and finished floor level as the proposed development to enable residential development on this particular site. The retaining wall would then no longer have a visual impact at all as it will be filled from both sides.

Furthermore, the maximum retaining wall height relates only to a small portion of the property boundary. The applicants are also proposing different finished retaining wall levels and different height and type of fencing to alleviate a possible visual impact. Fencing and retaining walls also will be considered by the Heritage assessment.

The reduced setbacks of kitchen and dining room windows of Units 7, 20 and 21 which lead to privacy issues with respect to the Acceptable Development Criteria of the R-Codes are only triggered by the fact that the neighbouring property is vacant. This is similar to the fact that the required fill will be more than 0.5 m above natural ground level to satisfy the finished floor level requirement of the flood level provisions.

If the adjoining property is developed in the future, the issues relating to fill, retaining wall setback and privacy will be eliminated. It is therefore considered to vary the relevant Acceptable Development Criteria and enable the development.

The submissions received are addressed in the following table:

No	Submission/Concerns	Response
1	<i>No objection</i>	<i>Acknowledged</i>
2	<i>No objection</i>	<i>Acknowledged</i>
3	<p><i>General support for development of this kind;</i></p> <p><i>Drainage from Rural Traders and in general requires consideration.</i></p> <p><i>Removal of mature trees. Should be incorporated into the design.</i></p> <p><i>Boundary with Lot 302 Redmile Road - Not positive the boundaries are accurately defined, want to protect their plants on the property boundary.</i></p> <p><i>Arrangements with former owner for the purchase of one metre strip to protect the planting did not proceed.</i></p> <p><i>Entry road off Lot 3 Balladong Street. Access to rear shed on the lot.</i></p> <p><i>Design - Development appears crowded.</i></p> <p><i>Difficulties reading and understanding complex development plans.</i></p>	<p><i>Acknowledged</i></p> <p><i>Overall drainage management plan is required as part of the development approval. This is reflected in the proposed conditions.</i></p> <p><i>The trees in question are on private land and the responsibility of the relevant landowner. While it is encouraged to retain trees there is no statutory protection of the trees. A detailed landscaping has been conditioned as part of the approval process which will contain provisions for the replacement of the tree. The applicants have advised that they have tried several design options to save the trees but have not been able to retain them in the final concept. They have also advised that there will be a significant increase in the number of trees within the proposed development compared to the current site.</i></p> <p><i>The proponents of the proposed facility will confirm the precise boundary by survey. Side boundary issues are civil matters between adjoining landowners. The survey plan contained in the application document does not show any encroachments.</i></p> <p><i>Any arrangement for access though Lot 3 to the shed or any boundary realignments are private matters between the adjoining owners. It is recommended that the two landowners discuss these issues</i></p> <p><i>The proposal conforms to the current standards for this type of development as outlined earlier in this comment section.</i></p> <p><i>Shire officers are happy to discuss any information needs relating to development applications and meet with adjoining landowners. This has not been asked for.</i></p>

<p>4</p>	<p><i>Not opposed in principle.</i></p> <p><i>Traffic related concerns with Redmile Road and the Avon Terrace intersection.</i></p> <p><i>Retirement village seems crowded with minimal open spaces and recreation facilities such as vegetable garden areas.</i></p> <p><i>Removal of trees.</i></p> <p><i>No workshop areas (shed).</i></p> <p><i>1.8 metre fence and lack of open space gives the appearance of an army barracks rather than a retirement village.</i></p> <p><i>No parking area available for staff and visitors.</i></p> <p><i>Unstable landform.</i></p>	<p><i>Acknowledged.</i></p> <p><i>Redmile Road is to be upgraded to a satisfactory standard capable of efficient traffic control. This is reflected in the proposed conditions.</i></p> <p><i>The junction with Avon Terrace can be managed and will improve when the York-Chidlow Road by-pass is constructed to divert heavy traffic out of Blandstown.</i></p> <p><i>The recreation facilities and open space areas adjacent to the Aged Care Facility are available for the residents on the estate. A community garden, playground and barbecue area are proposed. The development meets all relevant criteria relating to open space requirements.</i></p> <p><i>See submission 3.</i></p> <p><i>Choice of facilities is responsibility of proponent.</i></p> <p><i>The frontages to Balladong Street and Redmile Road are to be of a picket fence type. The 1.8 metre fence on Redmile Road is for security – protection for residents to stop them wandering off the property. Along the Balladong Street frontage is a 1.2 metre picket fence in accordance with the R-Codes. All fencing will be assessed by Heritage.</i></p> <p><i>See 'Parking' chapter earlier in the comment section – there will be ample staff and visitor parking in Redmile Road as indicated on the site plan.</i></p> <p><i>A geotechnical assessment of the site is required to determine construction standards. This has been reflected in the proposed conditions.</i></p>
<p>5</p>	<p><i>In favour of an aged care facility.</i></p> <p><i>Requirement for buildings to be sympathetic to the neighbouring buildings.</i></p> <p><i>Concern over the 1.8m colorbond fencing and proposed retaining wall material.</i></p>	<p><i>Acknowledged</i></p> <p><i>The building designs have been discussed with the Heritage Council of WA and will be assessed accordingly.</i></p> <p><i>Fencing and building material needs Heritage approval.</i></p>

Other issues are considered to be adequately addressed in the proposed conditions in the Officer's recommendation. It is therefore recommended to grant planning consent subject to conditions.

OFFICER RECOMMENDATION

"That Council advise the Applicant(s) that it approves a use not listed (residential aged care facility), in accordance with clause 3.2.4 (b) of the Shire of York Town Planning Scheme No. 2, and aged or dependent persons' dwellings at Lot 3 (45) Balladong Street and Lots 11 (14), 12 (18) and 13 (20) Redmile Road, York, subject to the following conditions:

1. Development must substantially commence within two years from the date of this decision;
2. Development taking place in accordance with the approved plans;
3. Vehicular access to the development hereby permitted shall be via Redmile Road only. There is to be no direct vehicular access from Balladong Street to the development hereby permitted.
4. An emergency entry/exit is to be established to Balladong Street to the satisfaction of Main Roads and the local government;
5. An emergency management plan being prepared and approved by FESA and to the satisfaction of the local government;
6. Prior to commencement of the development, satisfactory arrangements being made with the local government for contributions to the upgrading of Redmile Road;
7. Prior to commencement of the development, a geotechnical report covering the area affected by the proposed development to be submitted to the satisfaction of the local government addressing soil stability and earthquake issues.
8. Prior to commencement of the development, satisfactory arrangement being made for the development of on-street car parking, as shown on the approved plans, and the appropriate paving and landscaping of the verge;
9. Prior to commencement of the development, a detailed landscaping plan is to be submitted to the satisfaction of the local government;
10. Prior to commencement of the development, satisfactory arrangements being made for the amalgamation of Lot 3 (45) Balladong Street and Lots 11 (14), 12 (18) and 13 (20) Redmile Road, York;
11. Prior to commencement of the development, detailed drainage plans shall be submitted to the satisfaction of the local government;
12. Prior to commencement of the development, the standpipe located on Lot 3 shall be relocated to a place to the satisfaction of the local government and the Water Corporation;
13. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system to the specifications of the local government and the Water Corporation;
14. Prior to occupation of the development, vehicle crossover(s) shall be constructed to the satisfaction of the local government;
15. Prior to occupation of the development, the car parking, pedestrian access, vehicle access and circulation areas shown on the approved site plan, including the provision of disabled car parking, are to be constructed, drained, and line marked to the satisfaction of the local government;
16. Prior to occupation of the development, appropriate turning circles in accordance with the Australian Standards are to be constructed, drained and line marked to the satisfaction of the local government;
17. Prior to occupation of the development, stormwater drainage works must be completed in accordance with the approved plans to the satisfaction of the local government;

18. Prior to occupation of the development, landscaping is to be completed in accordance with the approved plans or any approved modifications thereto to the satisfaction of the local government;
19. All car parking, pedestrian access, vehicle access and circulation areas are to be maintained and available for car parking, pedestrian access, vehicle access and circulation on an ongoing basis to the satisfaction of the local government;
20. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government;
21. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government;
22. The development to be in accordance with the Shire of York's Local Planning Policy on Heritage Precincts and Places;
23. The area subject to the 100 year ARI being filled to the levels as recommended by the Department of Water;
24. All boundary fencing to be in accordance with the Shire of York Local Planning Policy on Heritage Precincts and Places, confined within the property boundaries and to the satisfaction of the local government;
25. The development being in compliance with AS4299:1995 as per the Residential Design Codes of Western Australia 2002, Variation 1 (2008), clause 7.1.2;
26. A memorial being placed on the title(s) that ensure that at least one occupant is a disabled or physically dependent person or aged over 55, or is the surviving spouse of such a person, and the owner of the land agrees to enter into a legal agreement, binding the owner, their heirs and successors in title requiring that this provision be maintained; and
27. A memorial being placed on the title(s) advising of possible noise impact from traffic from Balladong Street and from neighbouring properties zoned 'Mixed Business'.

Advice Notes:

- a) In accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1960, an application for a building licence must be submitted to, and approval granted by the local government prior to the commencement of the development hereby permitted.
- b) An application for a vehicle crossover must be submitted to, and approval granted by, the local government prior to the commencement of the development hereby permitted.
- c) In relation to Condition 10 the applicants are advised that this condition may be cleared:
 - i) Via the amalgamation of (or granting of appropriate easements over each lot if the lots are in separate ownership) the lots: or
 - ii) By the landowner/s entering into a legal agreement with the local government under which the landowner/s undertake/s not to sell one or more of the lots unless all are sold to one purchaser and the new landowner enters into a similar deed; or the landowner makes the individual lots compliant with appropriate planning requirements (including by the registration of easements where necessary for car parking, or via the demolition of the development and clearing of the site);

and which entitles the local government to lodge a caveat to secure the landowner's obligations.
- d) In accordance with the provisions of the Main Roads Act 1930, an application for approval to develop within or adjoining major highways must be submitted to, and approval granted

by Main Roads Western Australia prior to the commencement of the development hereby permitted.

- e) The development hereby permitted must comply with the access and facilities for disabled requirements of the Building Code of Australia and all other relevant Australian Standards in respect of access and facilities for the disabled.
- f) The incorporation of noise attenuation measures as detailed in AS2021 is recommended.
- g) The proposed hydrotherapy pool is to be approved by the Department of Health WA. The pool is to be maintained in accordance with the Health (Aquatic Facilities) Regulations 2007.
- h) Any proposed signage is not subject of this application and will require a separate application for planning consent and an application for a building licence.
- i) In relation to conditions 4 and 5 special consideration needs to be given to emergency vehicle access and egress.
- j) In relation to conditions 15 and 19, satisfactory arrangements being made for the access and circulation of municipal waste collection vehicles.

**RESOLUTION
040309**

MOVED: Cr Boyle SECONDED: Cr Randell

That Condition 28 and advice note k) are added to the Officer Resolution as follows:

28. As a minimum development standard the two northern streets should provide for full traffic circulation and emergency vehicle access and these roads be a one way traffic system'.

k) Council may be prepared to make available all or part of the adjoining Reserve vested in Council for roads and parkland development.

CARRIED (6/0)

**RESOLUTION
050309**

MOVED: Cr Boyle SECONDED: Cr Randell

"That Council advise the Applicant(s) that it approves a use not listed (residential aged care facility), in accordance with clause 3.2.4 (b) of the Shire of York Town Planning Scheme No. 2, and aged or dependent persons' dwellings at Lot 3 (45) Balladong Street and Lots 11 (14), 12 (18) and 13 (20) Redmile Road, York, subject to the following conditions:

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- 21. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government;**

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23. ***The area subject to the 100 year ARI being filled to the levels as recommended by the Department of Water;***
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28. ***As a minimum development standard the two northern streets should provide for full traffic circulation and emergency vehicle access and these roads be a one way traffic system'.***

Advice Notes:

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- j) In relation to conditions 15 and 19, satisfactory arrangements being made for the access and circulation of municipal waste collection vehicles.**
- k) Council may be prepared to make available all or part of the adjoining Reserve vested in Council for roads and parkland development.**

CARRIED (6/0)

The Officer Recommendation was amended to provide a more functional transport system and to provide land access to offset traffic needs.

**ITEM 9.1.2
APPENDIX A**



SITE PLAN
 SHEET NO. 3003
 DATE: 08/11/09
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 PROJECT: CITY OF SWAN
 AGED PERSONS HOME TRUST INC.
 LOTS 3, 11, 12 & REDMILE ROAD
 TORONTO

MORLEY DAVIS architects
 100 GARDNER STREET, SUITE 100
 VANCOUVER, BC V6C 1S7
 TEL: 604.681.1111
 FAX: 604.681.1112
 WWW.MORLEYDAVIS.COM

27 BEDS

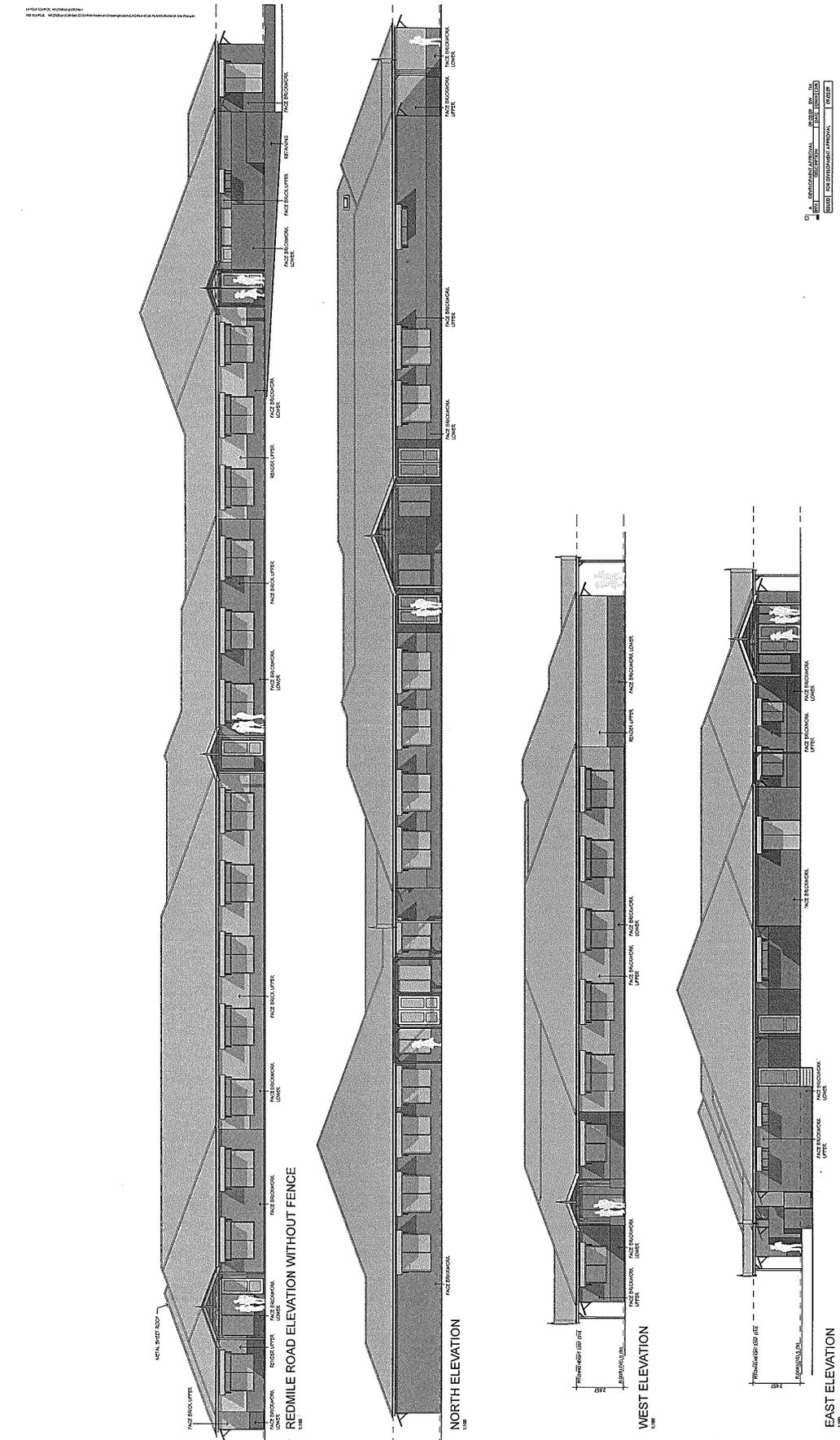
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2A, B	36, 38, 40	4
3A, B	44, 46, 48	2
4A, B	52, 54, 56	2
5A, B	60, 62, 64	2
6A, B	68, 70, 72	2
7A	76	1
TOTAL		27

PARKING
 VISITOR: 17
 TAMPAN: 7
 ASSOCIATED: 2

SITE PLAN
 SITE AREA: 10,500 SQM (25,000 SQ FT)
 YIELD: 1.0







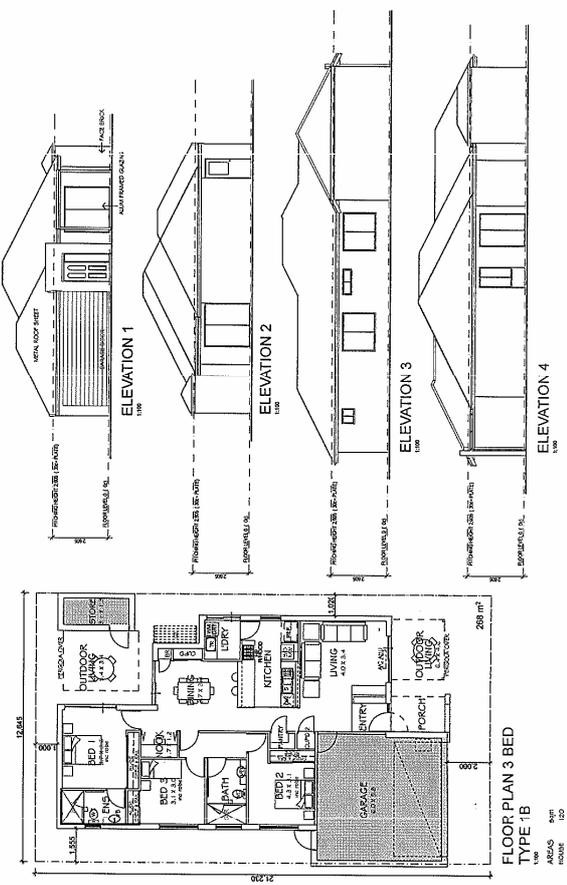
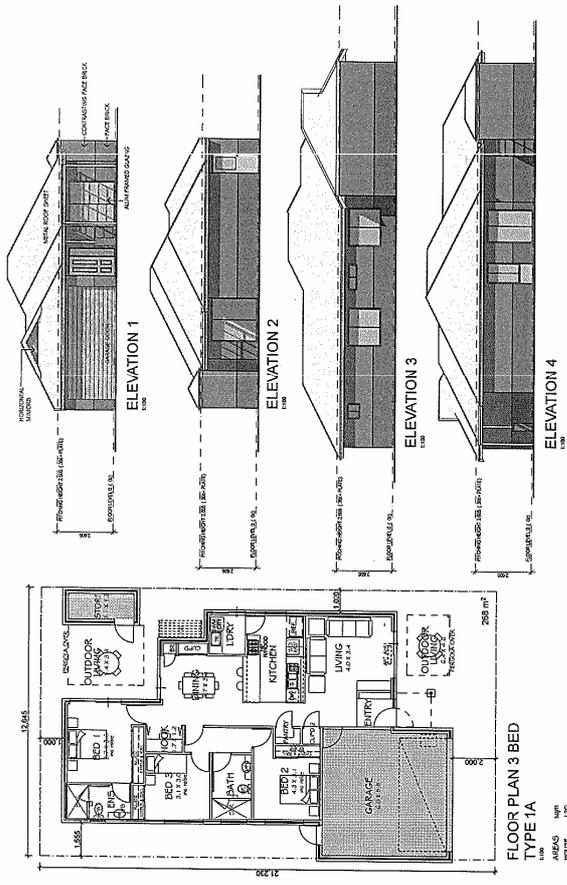
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2	11/10/08	ISSUED FOR APPROVAL	MD	MD

CITY OF SWAN
 AGED PERSONS HOMES TRUST INC.
 LOTS 3, 11, 12 & 13 REDMILE ROAD
 YORK

RESIDENTIAL AGED CARE FACILITY	
NO	DATE
1	10/20/08
2	11/10/08
3	11/10/08
4	11/10/08
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100	11/10/08

MD MORLEY DAVIS architects
 1000 WEST 10TH AVENUE
 SUITE 200
 DENVER, CO 80202
 TEL: 303.733.7777
 FAX: 303.733.7778
 WWW.MORLEYDAVIS.COM

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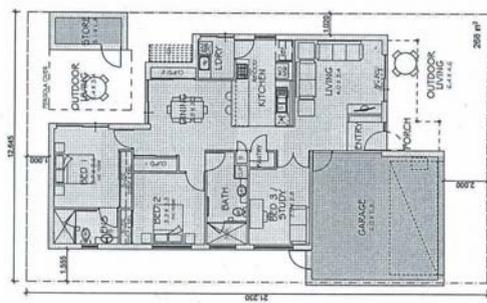
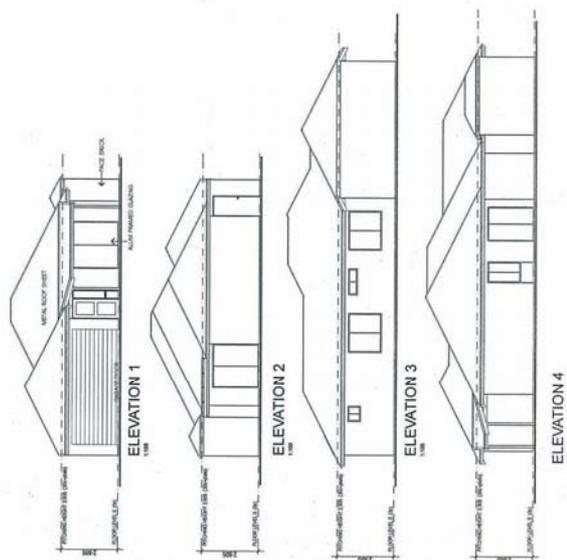
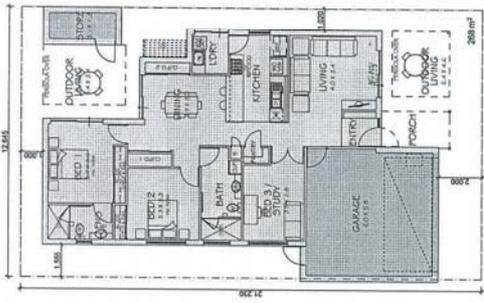
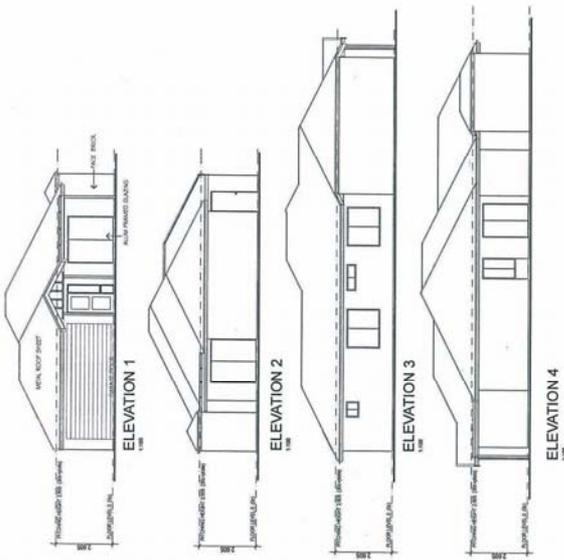
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09/25/07	REVISED	MD	MD
10/22/07	REVISED	MD	MD
01/22/08	REVISED	MD	MD
02/22/08	REVISED	MD	MD

CITY OF SWAN
 AGED PERSONS HOMES TRUST INC.
 1015 3.1.1.12 & 13 REDMILE ROAD
 YORK

PROJECT	DATE	BY	CHKD
INDEPENDENT LIVING UNITS	02/20/08	MD	MD
TYPE 1: FLOOR PLANS/ELEVATIONS	02/20/08	MD	MD
DATE	BY	CHKD	
02/20/08	MD	MD	
02/20/08	MD	MD	
02/20/08	MD	MD	

MORLEY DAVIS architects
 1000 - 10th St. N. - Suite 100
 York, PA 17403
 Tel: 717-797-7100 Fax: 717-797-7101
 www.morleydavis.com

ALL DIMENSIONS ARE IN FEET AND INCHES. DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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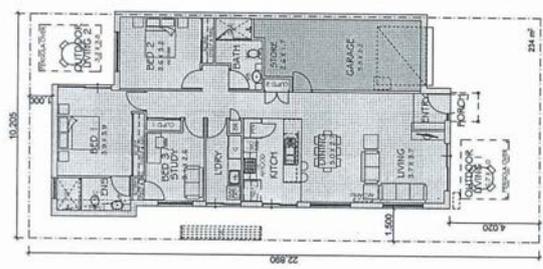
DATE: 01/11/09
 DRAWN BY: J. DAVIS
 CHECKED BY: J. DAVIS
 SCALE: AS SHOWN
 SHEET: 1 OF 1

CITY OF SWAN
 AGED PERSONS HOMES TRUST INC.
 LOTS 3.11.12 & 13 REDMILE ROAD
 YORK

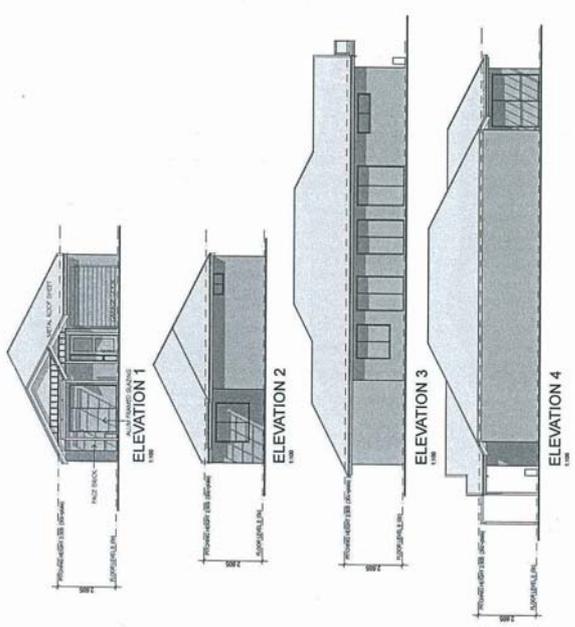
INDEPENDENT LIVING UNITS
 2 FLOOR ELEVATIONS
 2009

MORLEY DAVIS architects
 22 Colchester Road, New Lambton, NSW 1590
 Tel: (02) 4921 2777
 Fax: (02) 4921 2778
 www.morleydavis.com.au

MO
 1:500



FLOOR PLAN 3 BED
TYPE 4A
1,500
11' x 12'
11' x 12'
10' x 11'
13' x 21'
14' x 21'
11' x 14'
10' x 11'
11' x 12'
11' x 12'
13' x 21'
14' x 21'

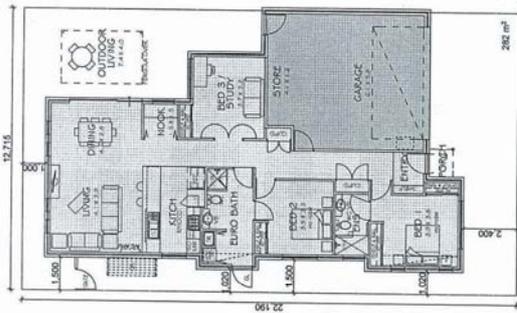


PRELIMINARY
 FINAL
 FOR PERMITS
 FOR CONSTRUCTION

CITY OF SWAN
 AGED PERSONS HOMES TRUST INC.
 LOTS 3, 11, 12 & 13 REDMILE ROAD
 YORK

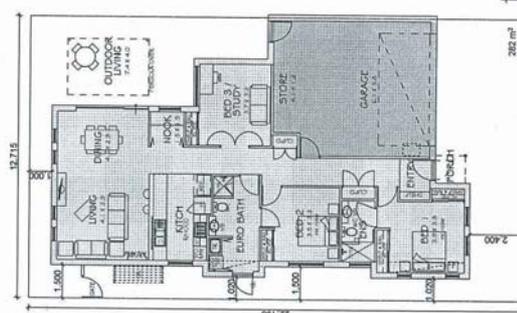
INDEPENDENT LIVING UNITS
 TYPE 4 FLOOR PLANS/ELEVATIONS
 DATE: 02/20/09
 DRAWN BY: JLD
 CHECKED BY: JLD
 SCALE: AS SHOWN

MORLEY DAVIS architects
 1000 N. 10TH ST. SUITE 200
 YORK, PA 17403
 TEL: 717.765.1100
 FAX: 717.765.1101
 WWW.MORLEYDAVISARCHITECTS.COM



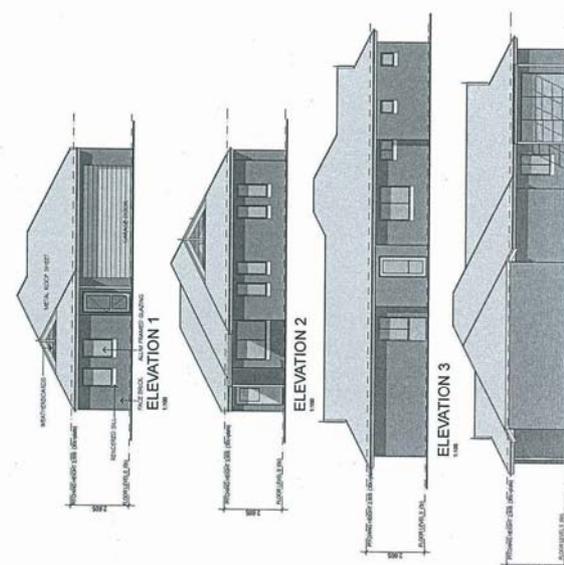
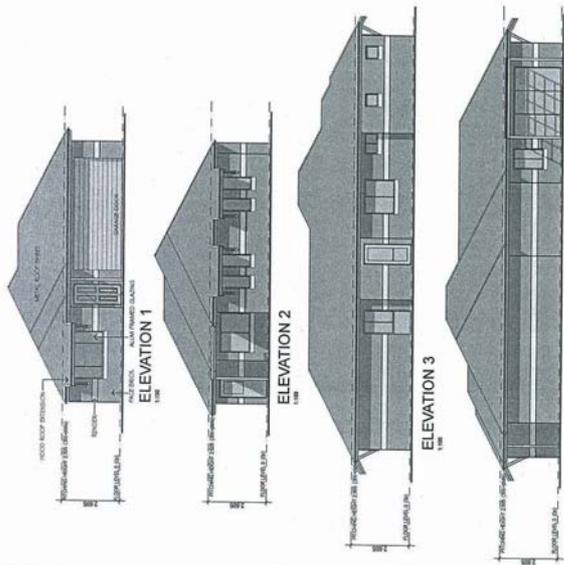
FLOOR PLAN 3 BED
TYPE 5A

AREA	sqm
HOUSE	12.4
GARAGE	4.5
STORE	4.5



FLOOR PLAN 3 BED
TYPE 5B

AREA	sqm
HOUSE	12.4
GARAGE	4.5
STORE	4.5



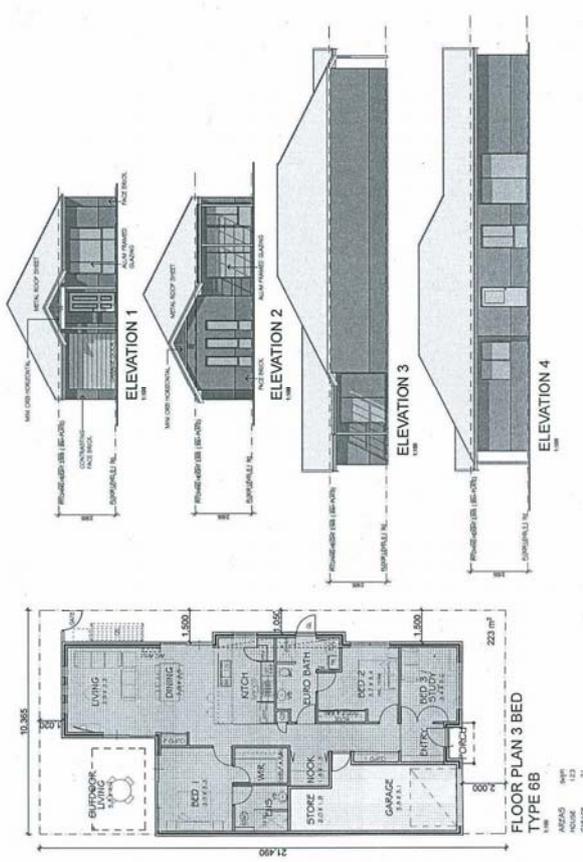
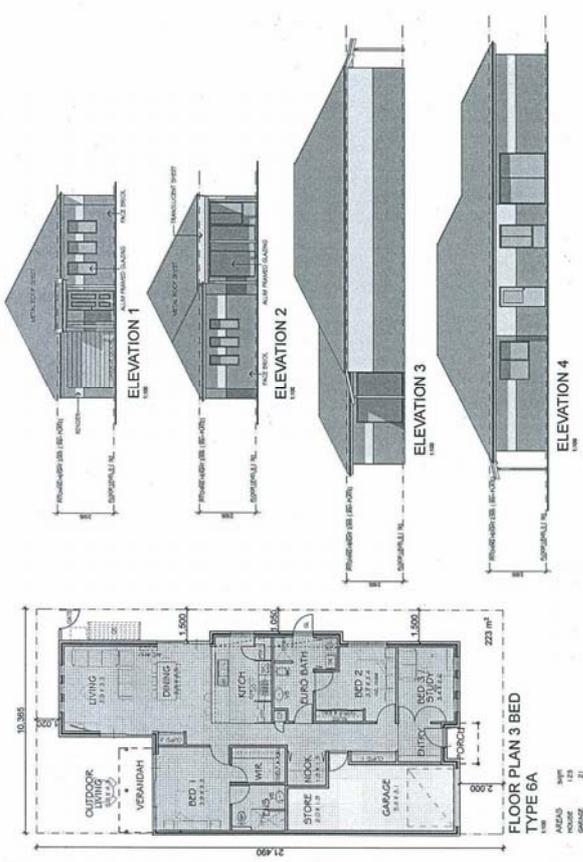
SCALE: 1:50
DATE: 12/12/08

CITY OF SWAN
AGED PERSONS HOMES TRUST INC.
LOIS 3.1.1.12 & 13 REDMILE ROAD
YORK

PROJECT NO: 08/001
CLIENT: AGED PERSONS HOMES TRUST INC.
TYPE: FLOOR TRANSFORMATIONS
DATE: 12/12/08
SCALE: 1:50

MORLEY DAVIS architects
1200 WILSON ROAD, SUITE 100
MORLEY, WEST AUSTRALIA 6147
TEL: (08) 9447 1200
WWW.MORLEYDAVIS.COM.AU

DATE: 03/11/09
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]

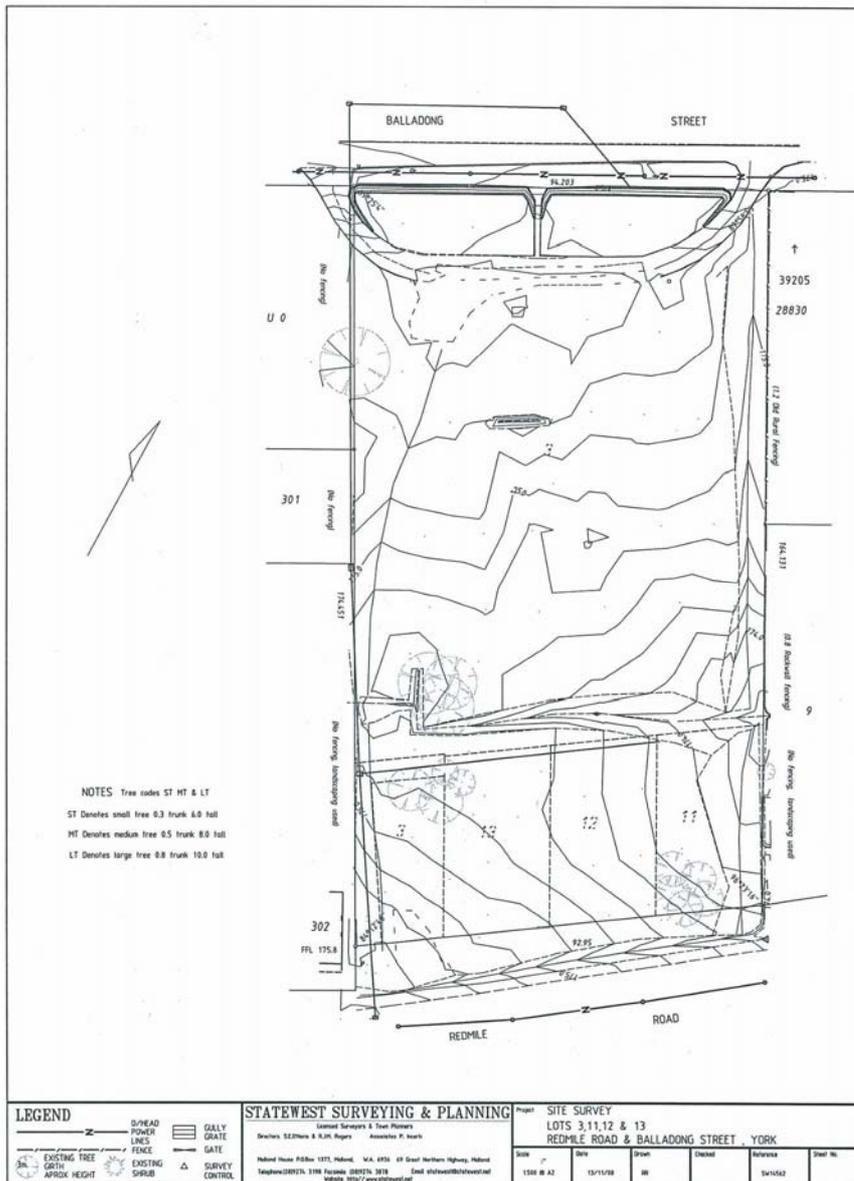


DATE: 03/11/09
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]

CITY OF SWAN
 AGED RESIDENT LIVING UNITS
 1053, 1117 & 13 BODDLE ROAD
 YORK

NO.	DESCRIPTION	DATE
01	ISSUED FOR PERMIT	03/11/09
02	ISSUED FOR PERMIT	03/11/09

MOREY DAVIS architects
 10000 14th Avenue SW
 Suite 100
 Everett, WA 98203
 Phone: 425.336.1111
 Fax: 425.336.1112
 www.morey-davis.com



NOTES: Tree codes ST HT & LT
 ST Denotes small tree 0.3 trunk 4.0 tall
 HT Denotes medium tree 0.5 trunk 8.0 tall
 LT Denotes large tree 0.8 trunk 10.0 tall

LEGEND		STATEWEST SURVEYING & PLANNING General Surveyors & Tree Planners Directors: S.E. Phipps & S.J. Rogers Associates: P. Heath National House 2/10-11/12, Nelson St. SA 5018 48 Great Northern Highway, Adelaide Telephone: 08 8276 3176 Fax: 08 8276 3019 Email: statewest@statewest.com.au Website: http://www.statewest.com.au	Project: SITE SURVEY LOTS 311, 12 & 13 REDMILE ROAD & BALLADONG STREET, YORK				
OVERHEAD POWER LINES FENCE EXISTING TREE EXISTING SHRUB GULLY/GRATE GATE SURVEY CONTROL	EXISTING TREE WITH GROWTH APPROX. HEIGHT		Date: 13/08/02 Date: 13/11/08 Date: 08 Date: Date:	Sheet No.: 14/16/02			

9. OFFICER'S REPORTS
9.1 DEVELOPMENT REPORTS
9.1.3 Scheme Amendment 38

When acting as a planning authority in accordance with the powers conferred by the Planning and Development Act 2005 and any relevant scheme, the Council of the Shire is entitled to make decisions based only on proper planning considerations.

FILE NO:	PS.TPS.33
COUNCIL DATE:	16 March 2009
REPORT DATE:	9 March 2009
LOCATION/ADDRESS:	Lot 10 Avon Terrace, York
APPLICANT:	D Calabrese & T Kozak-Calabrese
SENIOR OFFICER:	R Hooper, CEO
REPORTING OFFICER:	T Cochrane, MATS/P Ruettjes, Planner
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Appendix A – Schedule of Submissions
DOCUMENTS TABLED:	Scheme Amendment 38

Summary:

This Scheme Amendment proposes to change the zoning from Residential to Town Centre.

Background:

Council initiated the Scheme Amendment on the 16th June 2008 (Report 9.1.3) after a request from the applicants.

Consultation:

Advertising of the amendment followed procedures after the Environmental Protection Authority deemed the proposals "Not Assessed".

Advertising of the proposed amendment appeared in the local paper and the relevant government agencies – as listed below – have been notified in writing:

Water Corporation
Westnet Rail
Western Power
Department of Environment & Conservation
Health Department of Western Australia
Telstra
FESA
Main Roads Western Australia
Department of Agriculture and Food
Department for Planning and Infrastructure (State Land Services)
Tourism Commission, Western Australia
Department of Industry and Resources
Public Transport Authority
Heritage Council of WA
Council's Regional Heritage Advisor
Department of Water

The adjoining neighbour to the north was notified of the Scheme Amendment, as it is a Medical Centre and the lots further north were zoned Town Centre. No response during the submission period was received, however it is now known that the owner was overseas. The adjoining landowner has requested that if Council proceeds with rezoning Council land at the rear to Town Centre he would like to be included in the process.
A sign was placed on the property during the advertising period.

The list of respondents is included in Appendix A.

Statutory Environment:

Standard procedures for Scheme Amendments under Town Planning Scheme No. 2.

The Local Planning Strategy provides direction and strategies for this area, as follows:

2.3.8 Heritage

Objective:

- Recognise the opportunity to protect and preserve the significant heritage values of York and promote new development that integrates and enhances these values.

Policy Implications:

Nil.

Financial Implications:

The applicant has paid an upfront fee of \$1,000.00 and any costs above this will be borne by the applicants.

Strategic Implications:

Key Result Area 2 – Economic Development and Tourism – Objectives 1, 2, 3, 4 & 5 state:

“To encourage a sustainable community by increasing employment opportunities in York, attracting investment and businesses to the town, and achieving diversification of industries.”

“To increase tourism to achieve business viability and growth.”

“To increase the net disposable income of the York community and investigate ways of increasing spending within the Shire.”

“To utilise the unique features of York’s heritage and rural lifestyle, where appropriate, as the basis for economic development.”

“To ensure that economic development does not conflict with York’s heritage, lifestyle and environment.”

Key Result Area 1 – Objective 1:

“To develop a framework to facilitate planning and decision-making in order to identify and meet community needs, develop opportunities and implement change.”

KRA5 – History and Heritage

“To encourage development which is appropriate to York’s history and heritage.”

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Yes

Triple bottom Line Assessment:

Economic Implications:

The development of residential and commercial uses in this locality will support the town centre and will contribute to the local economy throughout population increases and construction activity.

Social Implications:

This small isolated rezoning should not create any adverse social impacts however additional residents will place demands on community services.

Environmental Implications:

Council will take into consideration the built heritage environment when considering a development application for the lot.

Comment:

This report recommends final adoption of the Scheme Amendment No. 38 without modification from Residential to Town Centre.

OFFICER RECOMMENDATION

**RESOLUTION
060309**

MOVED: Cr Boyle SECONDED: Cr Randell

“That Council, pursuant to Part 5 of the Planning and Development Act 2005, in respect to Amendment No. 38 to the Shire of York Town Planning Scheme No. 2:

- 1. Adopt in accordance with Part 5 of the Planning and Development Act 2005, for final approval the proposed amendment without modification by:***
 - a. Amending the Scheme map by rezoning Lot 10 Avon Terrace, York, Certificate of Title Volume 1691 and Folio 767 from ‘Residential R40’ to ‘Town Centre’.***
- 2. Note the Schedule of Submissions as attached and labelled “Appendix A”;***
- 3. Forward the Scheme Amendment No. 38 to the Western Australian Planning Commission and the Minister for Planning requesting final approval.”***

CARRIED (6/0)

Planning and Development Act 2005
Shire of York
Town Planning Scheme No. 2
Amendment No. 38
Schedule of Submissions

No.	Ratepayer/Resident or Agency	Submission	Comment	Council's Recommendation	Commission's Recommendation
1	Western Power	No objections to the changes proposed.	Noted.	The submission is noted.	
2	Telstra	Telstra has no negative comment to make.	Noted.	The submission is noted.	
3	Department of Mines and Petroleum	The Geographical Survey Division has assessed the proposal on behalf of the Department of Mines and Petroleum. As this proposal does not significantly affect access to any known mineral resources, the Department has no objections to this proposed planning scheme.	Noted.	The submission is noted.	
4	Department of Environment and Conservation	At this stage I do not have any comments on the proposed amendment.	Noted.	The submission is noted.	
5	Main Roads WA	No comment to make on Amendment.	Noted.	The submission is noted.	
6	Public Transport Authority	No comment to make.	Noted.	The submission is noted.	

7	Department of Water	<p>The Avon River Flood Study through York shows that a large part of the Lot is affected by flooding during major river flows with the 100 year ARI flood levels estimated to be 174.65m AHD. Based on our floodplain management strategy for the area, proposed development (ie, filling, building etc) is considered acceptable with respect to major flooding. However a minimum habitable floor level of 175.15m AHD is recommended to ensure adequate flood protection.</p>	Noted.	The submissions is noted, standard requirements. Will be addressed at Development Application Stage.	
8	Department of Health	<p>Sewer connection is available to the subject lot and developments are required to connect to sewer by the draft Country Sewerage Policy. Accordingly, the DOH has no objection to the rezoning proposal subject to all developments being connected to sewer.</p>	Noted.	The submission is noted, no further action.	
9	Water Corporation	<p>The developer will be required to fund the full cost of protecting, relocating or modifying any existing Water Corporation facilities or infrastructure which may be affected by a development. Building licence approval from Water Corporation building services will need to be issued prior to construction commencing. Headwork contributions and fees may be required to be paid prior to the building licence approval being issued.</p>	Noted.	The submissions is noted, standard requirements. Will be addressed at Development Application Stage.	

10	Tourism Western Australia	<p>Tourism WA recommends against the mix of short stay and permanent residential in close proximity to one another, due to the potential conflicts which may arise between visitors and residents. Further, it is acknowledged that where no length of occupancy restrictions are imposed, it is likely that the development will be used predominantly for long term accommodation.</p> <p>Notwithstanding this, it is recognised that given the site is proposed to be zoned 'town centre' and is only proposing the development of two units, there is unlikely to be any significant negative tourism impacts from the capacity of these units to be used for either short or long stay.</p> <p>However, Tourism WA recommends the construction of the residential units incorporates sound attenuation measures to minimise the potential for noise complaints from residents/guests, which may impact on the operation of the proposed café.</p>	Noted.	The submission is noted, no further action.	
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Chief Executive Officer

15.3.09,

Date

9. OFFICER'S REPORTS
9.1 DEVELOPMENT REPORTS
9.1.4 Application for Use Not Listed (Markets)

When acting as a planning authority in accordance with the powers conferred by the Planning and Development Act 2005 and any relevant scheme, the Council of the Shire is entitled to make decisions based only on proper planning considerations.

FILE NO: BR2.10462
COUNCIL DATE: 16 March 2009
REPORT DATE: 10 March 2009
LOCATION/ADDRESS: 11 Broome Street, York
APPLICANT: Bluebell Wood Pty Ltd
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane/P Ruettjes
DISCLOSURE OF INTEREST: Nil.
APPENDICES: Nil.
DOCUMENTS TABLED: Nil.

Summary:

The applicants are requesting approval to operate a market (use not listed in accordance with clause 3.2.4 (b) of the *Shire of York Town Planning Scheme No. 2*) at Lot 24(pt), 58(pt), 25(pt), 26(pt), 27(pt), 38 and 26807 Broome Street, York (known as "Jah Roc").

Background:

The property in question is known as "Jah Roc" and zoned 'Town Centre' in the Scheme with additional use of a furniture factory. The proposed use is not listed in the Scheme's zoning table, but meets the definition of 'market' in accordance with Schedule 1 of the Scheme. The definition is listed in the statutory environment section of this report. It should be noted that the proposed development does not involve any new structures, it constitutes an additional use within existing facilities. Reference is also made to the proposed market at the Imperial Hotel (item 9.1.1 of this council meeting), where several aspects have been discussed in detail.

Consultation:

Council wrote to the applicants requesting further advice, detailed as follows:

"To enable a thorough assessment please provide additional information as follows:

1. *Are there any structural works proposed for any of the buildings? As the building is registered on the State Register of Heritage Places plans are required showing elevations and proposed works, in accordance with the attached details.*
2. *A site plan showing the location of all the proposed activities.*
3. *Due to the vast amount of activities proposed consideration needs to be given to relevant legislation, but not limited to the following:*

Building Codes of Australia;
Health;
Public Buildings;
Aquatic Facilities.
4. *What are the likely numbers of people attending at any one time, this will assist on sanitary requirements and carparking?*
5. *A change of classification is required.*

Whilst the concept of what you are trying to achieve is generally supported, further details are required and payment of fees associated with the setting up of each use will be required. It would be appreciated if you could provide a break down of the fees estimated for each development."

The following advice was received from the applicants:

"Further to development application please note that at this stage we will only be going ahead with the market idea for the old factory building."

As required by the Scheme the application was advertised, a sign placed on the property and adjoining owners notified and no submissions were received.

The Heritage Council of WA was notified of the applicant's proposal and at the time of writing this report no response was received.

Statutory Environment:

Planning and Development Act 2005; and
Shire of York Town Planning Scheme No.2:

"3.2.3 Where a specific use is mentioned in the Zoning Table, it is deemed to be excluded from the general terms used to describe any other use.

3.2.4 If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type or class of activity of any other use the local government may:

- (a) determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted; or*
- (b) determine that the use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of clause 7.3 in considering an application for planning consent; or*
- (c) determine that the use is not consistent with the objectives and purposes of the particular zone and is therefore not permitted."*

Definition of a market under the Shire of York Town Planning Scheme No. 2:

market: *means land and buildings used for a fair, a farmer's or producers' market, or a swap-meet in which the business or selling carried on or the entertainment provided is by independent operators or stallholders carrying on their business or activities independently of the market operator save for the payment where appropriate of a fee or rental.*

The Council has made a stance on Trading in Public Places and the Local Law Relating to Activities on Thoroughfares and Trading in Thoroughfares and Public Places needs to be considered.

Health Act in relation to public buildings.

Policy Implications:

Nil relevant to this report.

Financial Implications:

The Council collected fees associated with the planning application and the advertising.

Strategic Implications:

Key Result Area 2 – Economic Development and Tourism – Objective 2:

“To increase tourism to achieve business viability and growth.”

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Encouraging more people to visit York has economic benefits to the York community as a whole.

Social Implications:

This proposal provides the opportunity for the applicant to attract to the York area additional visitors that would bring associated benefits to the York community as a whole.

There is a concern with how the public will interact with traffic and this needs to be managed appropriately.

Environmental Implications:

Consideration needs to be given to the built environment e.g. heritage and consideration of the fitout of the building will be examined accordingly.

Comment:

The choice of the conditions for a use not listed (market) has been discussed in detail in the report relating to the proposed market at the Imperial Hotel (agenda item 9.1.1). It should be noted that it is the intention of the proponents of the Imperial Hotel market to possibly relocate to the location of this proposal should they require additional space as discussed in agenda item 9.1.1.

As this proposal is located within the Town Centre zone in an area with similar tourist and commercial uses, it is considered to compliment the existing uses.

It is proposed that the same conditions apply as per agenda item 9.1.1.

OFFICER RECOMMENDATION

"That Council advise the Applicants that it approves a use not listed (market) at Lot 24(pt), 58(pt), 25(pt), 26(pt), 27(pt), 38 and 26807 Broome Street, York, in accordance with clause 3.2.4 (b) of the Shire of York Town Planning Scheme No. 2, subject to the following conditions:

1. Development must substantially commence within two years from the date of this decision;
2. Development taking place in the factory portion of Jah Roc and fitout plans to be submitted and approved by the local government;
3. All car parking, pedestrian access, vehicle access and circulation areas are to be maintained and available for car parking, pedestrian access, vehicle access and circulation on an ongoing basis to the satisfaction of the local government; a minimum 2 metre wide access way for pedestrians shall be maintained at all times;
4. Operating hours are restricted to Saturday or Sunday from 9am – 4pm;
5. An emergency evacuation plan being provided to the satisfaction of the local government; and
6. Sufficient waste receptacles being provided for the public and stall holders to the satisfaction of the local government.

Advice Notes:

Compliance with recommendations from the Heritage Council.

Annual fees are to be paid in accordance with Council's Fees and Charges as amended from time to time;

Compliance with the Local Law relating to Activities on Thoroughfares and Trading in Thoroughfares and Public Places and associated fees, public liability etc.;

Compliance with the Health Act and Food Safe Standards and any subsidiary legislation; and

Existing toilet facilities to be assessed once markets have commenced, these may require upgrading/expansion dependant on numbers.

RESOLUTION

070309

MOVED: Cr Randell SECONDED: Cr Walters

Amend the Officer Recommendation by the alteration of Condition 4. to read:

Operating hours are restricted to Saturday, Sunday and Public Holidays from 9am – 4pm and;

CARRIED (6/0)

**RESOLUTION
080309**

MOVED: Cr Randell SECONDED: Cr Boyle

“That Council advise the Applicants that it approves a use not listed (market) at Lot 24(pt), 58(pt), 25(pt), 26(pt), 27(pt), 38 and 26807 Broome Street, York, in accordance with clause 3.2.4 (b) of the Shire of York Town Planning Scheme No. 2, subject to the following conditions:

- 1. Development must substantially commence within two years from the date of this decision;***
- 2. Development taking place in the factory portion of Jah Roc and fitout plans to be submitted and approved by the local government;***
- 3. All car parking, pedestrian access, vehicle access and circulation areas are to be maintained and available for car parking, pedestrian access, vehicle access and circulation on an ongoing basis to the satisfaction of the local government; a minimum 2 metre wide access way for pedestrians shall be maintained at all times;***
- 4. Operating hours are restricted to Saturday, Sunday and Public Holidays from 9am – 4pm and;***
- 5. An emergency evacuation plan being provided to the satisfaction of the local government; and***
- 6. Sufficient waste receptacles being provided for the public and stall holders to the satisfaction of the local government.***

Advice Notes:

Compliance with recommendations from the Heritage Council.

Annual fees are to be paid in accordance with Council’s Fees and Charges as amended from time to time;

Compliance with the Local Law relating to Activities on Thoroughfares and Trading in Thoroughfares and Public Places and associated fees, public liability etc.;

Compliance with the Health Act and Food Safe Standards and any subsidiary legislation; and

Existing toilet facilities to be assessed once markets have commenced, these may require upgrading/expansion dependant on numbers.

CARRIED (6/0)

The Officer Recommendation was amended to provide more specific definition to operating days and times.

9.2 Administration Reports

9. OFFICER'S REPORTS

9.2 ADMINISTRATION REPORTS

9.2.1 Forrest Oval Precinct Sport & Recreation Facility

FILE NO:	FI.FAG.7
COUNCIL DATE:	16 March, 2009
REPORT DATE:	6 March, 2009
LOCATION/ADDRESS:	Whole of Shire
APPLICANT:	N/A
SENIOR OFFICER:	CEO, Ray Hooper
REPORTING OFFICER:	ESO, Julieanne Treloar
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	A – RLCIP Application Form B – Forrest Oval Precinct Sport & Recreation Facility Business Plan.
DOCUMENTS TABLED:	Forrest Oval Precinct Sport & Recreation Facility Master Plan

Summary:

A submission has been made to the Federal Government's Regional and Local Community Infrastructure Programme for the provision of funding for the Forrest Oval Precinct Sport & Recreation Project.

The RLCIP is one of the government's economic stimulus initiatives which aims to provide local governments with the funds to instigate projects that will provide employment and improve confidence in the Australian economy.

The success of this application will reduce the completion timeframe for the project from four years to under two and support the government's objectives of increased employment and local economic stimulation.

Background:

The Shire of York has been working for some time on the Forrest Oval project and a feasibility study, concept and master plans have been completed and widespread community consultation undertaken.

The Shire of York is well placed, with the level of forward planning for the project already undertaken, to attract funding from this programme with its short application lead time.

Consultation:

The Project Reference Group consisting of Paula Flinn (Community Recreation Officer), Cr B Lawrance and Cr A Fisher.

Department of Sport & Recreation WA
Sport & Recreation Clubs
Norma Woods (Recreation Centre Manager)
Community Consultation Period

Statutory Environment:

Local Government Act 1995 (As Amended)

Policy Implications: Nil

Financial Implications:

If successful, this funding application will provide up to \$3,101,000 of the estimated \$5,101,000 needed to complete the project according to the Master Plan.

The outcome of an application made to the Department of Sport & Recreation WA under it's Community Sport & Recreation Funding programme is due to be announced in mid March 2009 and if this is successful will provide up to \$1,000,000 towards the project.

Community in-kind support in the areas of labour, equipment and materials is estimated at \$100,000.

The remaining \$900,000 over the 2008/09 and 2009/10 financial years will be sourced from Municipal funds, other grant opportunities and outside sources.

Strategic Implications:

Strategic Planning is relevant with the scope being:

“Council and community working together to develop and implement a shared vision and direction for the Shire of York.”

Key Result Area 3, Community Development - Council's role in fostering a vibrant and inclusive community.

Key Result Area 7, Community Services - Direct provision of community services by Council. Council's role in working with the community, other levels of government and the private sector to ensure the total range of appropriate facilities, services and services are available to the York community.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Yes

Triple bottom Line Assessment:

Economic Implications:

The success of this application for funding will reduce the amount of municipal funds necessary for the project and therefore the financial burden on ratepayers.

The improvement of the sport and recreation facilities will encourage clubs to host regional and state competitions which will increase the visitor numbers and in turn aid in the economic viability of local businesses.

Social Implications:

High quality recreation facilities and services are a vital part of social cohesion and wellness and this project will provide for the integration of the various clubs' facilities resulting in increased communication between the groups and improved viability and sustainability of the individual clubs.

The increased level of security in the new facilities, including alarm and CCTV systems, will help to reduce the level of crime presently being experienced by the individual club premises.

Environmental Implications:

Improvements to the sewerage, drainage and reticulation systems at the complex will help to reduce the environmental impacts in the precinct and consideration will be given to the inclusion of environmentally friendly building products and processes in the development.

Comment:

The research undertaken into this project over a number of years has shown that the redevelopment is supported by the community and will be financially viable.

The social and health values of this kind of project in rural areas are vital to the long term growth and sustainability of regional Western Australia.

The York Shire Council should be commended for the forward thinking and community interest shown in instigating this project and taking full advantage of the available funding to complete it in such a short timeframe.

OFFICER RECOMMENDATION

**RESOLUTION
090309**

MOVED: Cr Fisher SECONDED: Cr Lawrance

“That Council:

- 1. *endorse the submission of the application to the Regional and Local Community Infrastructure Programme; and***
- 2. *advertise the Forrest Oval Precinct Sport & Recreation Facility Business Plan for 42 days to allow for public submissions.”***

CARRIED (5/1)

**ITEM 9.2.1
APPENDIX A**



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Local Government**

**Regional and Local Community Infrastructure
Program – Strategic Projects \$550 million
Application Process for 2008-09**

Applications are open to Local Governments and Groups of Local Governments only

To be considered for funding under the Regional and Local Community Infrastructure Program – Strategic Projects local governments are required to complete, sign and send the attached application form together with the required information and documentation to the Department of Infrastructure, Transport, Regional Development and Local Government (The Department).

The application form and supporting documentation must be received by the Department by **4pm** (Australian Eastern Daylight Saving Time) **6 March 2009**.

Application forms can be lodged in one of two ways:

1. **The preferred lodgement method is via the Department's website.**
Correspondence will be sent to all local councils shortly advising the process for uploading your application on the nominated website;

or

2. By sending **two complete copies** of the application by post to:

**Regional and Local Community Infrastructure Program – Strategic Projects
Department of Infrastructure, Transport, Regional Development and Local
Government
GPO Box 594
CANBERRA ACT 2601**

If posting please include two complete copies of your application form and all supporting documents.

If you require help or information to complete this application form, please contact 1800 005 494.

Incomplete application forms will not be considered for funding.

APPLICATION FORM

Regional and Local Community Infrastructure Program – Strategic Projects \$550 million 2008-09

Item A – Council Details

Legal name of Council¹

SHIRE OF YORK

Australian Business Number

55 315 676 247

GST Registered? Yes No

Who is the main contact from your organisation for this project?

PRIMARY CONTACT	
Contact (Mr/Mrs/Ms):	MR RAY HOOPER
Position:	CHIEF EXECUTIVE OFFICER
Telephone:	08 9641 2233
E-mail address:	ceo@york.wa.gov.au
Street/PO Box:	PO BOX 22
Suburb/Town:	YORK
City:	WA
State/Territory: Postcode:	6302

Your Council's address

Street Address	1 JOAQUINA STREET
Suburb/Town/City	YORK
State	WA
Postcode	6302
Organisational Email Address	records@york.wa.gov.au
Organisational Website	www.york.wa.gov.au

Your Council's postal address (leave blank if same as above)

PO Box	
Suburb/Town/City	
State	
Postcode	

¹ If the application is from a Group of Local Governments, please provide the Council or Shire who will represent the Group and enter into the Funding Agreement (Contract) on behalf of the Group.

If you are applying on behalf of a Group of Local Governments, please list the partner Council details.

Yes (please fill in information below) No

(Please repeat the Council details tables below for each Council in the Group.)

Legal name of Council

--

Who is the main contact from your organisation for this project?

PRIMARY CONTACT	
Contact (Mr/Mrs/Ms):	
Position:	
Telephone:	
E-mail address:	
Street/PO Box:	
Suburb/Town:	
City:	
State/Territory: Postcode:	

Your Council's address

Street Address	
Suburb/Town/City	
State	
Postcode	
Organisational Email Address	
Organisational Website	

Your Council's postal address (leave blank if same as above)

PO Box	
Suburb/Town/City	
State	
Postcode	

Are you applying on behalf of a local not-for-profit organisation?

Yes (please fill in information below)

No

Name of not-for-profit organisation

--

Who is the main contact of the not-for-profit organisation for this project?

PRIMARY CONTACT	
Contact (Mr/Mrs/Ms):	
Position:	
Telephone:	
E-mail address:	
Street/PO Box:	
Suburb/Town:	
City:	
State/Territory: Postcode:	

Address of the not-for-profit organisation

Street Address	
Suburb/Town/City	
State	
Postcode	
Organisational Email Address	
Organisational Website	

Postal address of the not-for-profit organisation (leave blank if same as above)

PO Box	
Suburb/Town/City	
State	
Postcode	

Item B – Project Details

1. a) Project Title.

What is the name of the Project? This title may be used in any announcements/launches etc.

Forrest Oval Precinct Sport and Recreation Facilities

1. b) Is this application:

- new (i.e. this local council has not previously submitted an RLCIP-SP application); or
- replacing a previously submitted RLCIP-SP application

2. Project Location

Where will the project be located or delivered from? Please state the address for the location of the project (in some cases it may be different from your address).

Street Address	Forrest Street
Suburb/Town/City	York
State	WA
Postcode	6302

3. Has the project commenced?

- Yes (Go to Question 4)
- No (Go to Question 5)

4. If yes, please fill in the table

Describe items and whether they are still underway or completed	When did the activity commence?	If item completed, when was it completed?
	dd/mm/yyyy	dd/mm/yyyy

5. If no, what is the commencement date?

September 2009

6. How long will your project take to complete?

Enter duration in months.

15 months

7. Description of your Project

Please describe your project and what it will deliver.

The project was subject to a study undertaken and a final report released in November 2008 for the Forrest Oval Precinct Sport and Recreation Facility Master Plan. The master plan proposes the development of shared use clubroom facilities for use by multiple user groups including York Football Club (Seniors), York Junior Football Club, York Senior Netball Club, York Junior Netball Club, York Hockey Club, York Bowling Club, York Lawn Tennis Club, York Cricket Club, Gymnasium, Exercise/ Health Groups and Child Care.

The proposed development will allow for the construction of new and relocation of a number of existing facilities on the site, to allow for better co-ordination, use and improved financial sustainability.

The clubroom facility will also be available for casual hire by the community and external organisations.

8. Describe what you plan to spend funding from the Regional and Local Community Infrastructure Program – Strategic Projects on.

Further financial details should be included in the Budget Table at Attachment A.

<p>The project will involve the following components:</p> <ul style="list-style-type: none"> ▪ Oval realignment including reticulation and lighting. ▪ Provision of change rooms and toilets at the existing hockey facilities. ▪ An additional synthetic hockey field. ▪ Relocation of tennis courts from the east side of the York townsite. ▪ Development of synthetic bowling greens. ▪ Shared club house with gymnasium, childcare and other facilities. ▪ Connection of all facilities to deep sewerage. ▪ Water recycling and re-use. ▪ Car parking, internal roads and landscaping. ▪ Provision of power, water, telecommunications and drainage for current and projected needs.

9. Will you be using any facilities, equipment, land or buildings that your organisation does not own during the delivery and/or future management of your project? (Please also provide details of any agreements that are in place or will be put into place to enable your organisation to use these.)

Not owned by you	Owner	Nature of Usage	Agreement in place or comment
Facilities	N/A		
Equipment	N/A		
Land	N/A		
Buildings	N/A		
Other (Describe)	N/A		

10. Licences and Approvals - Does the project require any licences or approvals before it can commence? e.g. building or planning approval.

Yes (please provide details and progress in obtaining)

No

Permit	Issuing Authority	Status of permit (granted, application made)	Date granted (or expected)
Planning Approval	Shire of York	Application to be made as a matter of recording and assessing the Shire of York's own works.	Within 30 days of lodgement
Building Licence	Shire of York	Application to be made as a matter of recording and assessing the Shire of York's own works.	Within 30 days of lodgement

If the Australian Government contribution to the project is at least \$5 million and represents at least 50 per cent of the total construction project value or \$10 million or more, irrespective of the proportion of the Australian Government funding, a head contractor for the project is required to be accredited with the Australian Government Building and Construction OHS Accreditation Scheme. See www.fsc.gov.au for further information.

11. Is the Australian Government contribution to the project:

- A. at least \$5 million and represent at least 50 per cent of the total construction project value?**
- B. \$10 million or more, irrespective of the proportion of the Australian Government funding?**

Yes

No

12. If you ticked 'yes' to A or B above, is the contractor accredited with the Australian Government Building and Construction OHS Accreditation Scheme?

Yes

No

Item C - Financial Details

13. What will your project cost?

\$ 5,101,000

14. How much funding do you require from the Regional and Local Community Infrastructure Program – Strategic Projects?

\$ 3,101,000

15. Provide details of contributions (including your contributions) to your project, if any. (Complete partnership status on following table and Budget Table at Attachment A)

Contributor 1 Details (if applicable)	
Legal Name:	Shire of York
Business Name:	Shire of York
Organisation Type:	WA Local Government
Contact Details:	
Title: Mr, Mrs, Ms, etc	Mr
Name:	Ray Hooper
Email:	ceo@york.wa.gov.au
Phone:	08 9641 2233
Fax:	08 9641 2202
What funds are being contributed by Contributor 1? All amounts to be exclusive of GST.	
Amount of Cash contribution:	\$ 900,000
Value of in-kind contribution:	\$ 100,000
Total Amount:	\$ 1,000,000
Description of in-kind contribution: In-kind amounts could include volunteer labour, for example, 20 hours @ \$20 per hour	Community equipment and labour for earthworks and landscaping. <i>Earthworks</i> – Cartage of material to level the site. 20 trucks for 16 hours each at \$105 per hour - \$33,600 <i>Site Works</i> – Cartage of clean fill material for the building pad, carparking and landscaping areas. 20 trucks for 20 hours each at \$105 per hour - \$42,000 <i>Sand and gravel royalties for materials provided from private land</i> - Sand – 5000cum @\$1.50 - \$7,500 Gravel – 6000cum @ \$2.00 - \$12,000 <i>Landscaping</i> – 40 volunteers for 7 hours each @ \$17.50 per hour - \$4,900 Total Inkind - \$100,000
Is this partner's contribution confirmed? If Yes, Please attach confirmation of this funding, eg letter from partner	Yes
If Yes, are there any borrowed funds?	No
If Yes, what is the date they will be available?	
Are there any conditions on the contribution(s) being made?	No
If Yes, please describe the conditions: (for example, time critical components, or funding is for a specific purpose)	Description

Contributor 2 Details (if applicable)	
Legal Name:	Department of Sport & Recreation WA
Business Name:	
Organisation Type:	WA State Government
Contact Details:	
Title: Mr, Mrs, Ms, etc	Mr
Name:	Ray Hooper
Email:	ceo@york.wa.gov.au
Phone:	08 9641 2233
Fax:	08 9641 2202
What funds are being contributed by Contributor 1? All amounts to be exclusive of GST.	
Amount of Cash contribution:	\$ 1,000,000
Value of in-kind contribution:	\$0
Total Amount:	\$1,000,000
Description of in-kind contribution: In-kind amounts could include volunteer labour, for example, 20 hours @ \$20 per hour	
Is this partner's contribution confirmed? If Yes, Please attach confirmation of this funding, eg letter from partner	No – If this fails then the Shire of York is prepared to make an additional contribution of the amount stated from the municipal or loan funds or Royalties for Regions Grants provided by the Western Australian government.
If Yes, are there any borrowed funds?	No
If Yes, what is the date they will be available?	
Are there any conditions on the contribution(s) being made?	Only in relation to the use by the York High School as it would receive first preference during school hours.
If Yes, please describe the conditions: (for example, time critical components, or funding is for a specific purpose)	Refer above.

16. Please provide the following:

- **3 year cash flow projections for your organisation including:** Attached
 - Projected capital cost of establishing project
 - Projected revenues for future years
 - Projected ongoing costs for future years
 - Any assumptions, calculations and data underlying projections

} - Refer Business Plan
- **Last 3 years annual reports for your organisation**
- **Proof of loan approvals** (if applicable) N/A
- **Cost estimates and/or quotations for products or services included in the project attached** (include project cost evidence, ie quotes)
 - Refer Quantity Surveyors Estimate attached to Master Plan
- **Feasibility Study for your project**
 - Refer Forrest Oval Precinct Sport and Recreation Master Plan
- **Business Plan for your project with cash flow projections**
- **Detailed Project Plan for your project** - Refer Business Plan
- **Completed Budget template (Attachment A)**
- **Authorisation to Undertake an Independent Viability Assessment (IVA)**
 - At Attachment B

Item D – Proponent and Project Viability

17. Has your organisation ever been bankrupt, or any of its office holders been convicted of fraudulent or criminal activities?

Yes (please provide details) No

(maximum 250 words)

18. Has your organisation managed an Australian or State Government grant for any other project in the last 5 years?

Yes (please complete table) No

If Yes, please provide details of the three most recent projects	
Project 1:	
Name of project:	Transport Infrastructure Study
Status of project:	Completed
Source of funding:	Department of Local Government & Regional Development
Amount of funding provided:	\$25,000
What the project was for:	To analyse transport infrastructure needs and road capacity in the South East Avon Region.
Contact Details for Project 1:	
Title:	
Name	
Email:	
Phone No:	
Project 2:	
Name of project:	Executive Officer - South East Avon Voluntary Regional Organisation of Councils
Status of project:	Ongoing (Sept. 2008 to Sept. 2010)
Source of funding:	Department of Local Government and Regional Development
Amount of funding provided:	\$200,000
What the project was for:	To employ an Executive Officer to guide the regional group through the options for regional local government and to set up a sustainable corporate entity.
Contact Details for Project 2:	
Title:	
Name	
Email:	
Phone No:	
Project 3:	
Name of project:	
Status of project:	
Source of funding:	
Amount of funding provided:	
What the project was for:	
Contact Details for Project 3:	
Title:	Mr, Mrs, Ms etc

Name	
Email:	
Phone No:	

19. Who will manage and deliver the project during implementation? What expertise do they have in financial management, and project management and delivery?

(For example, Project Manager - attach resumes or company details)

Name of Business, organisation or individual:	Qualifications and experience
Ray Hooper	Chief Executive Officer of Shire of York will coordinate the project.
Consultant Architects and Sub-consultants. (Selection subject to tender requirements)	Will be engaged to also undertake the project management of the development.
Builder (Selection subject to tender requirements)	To undertake the construction of the facilities.
Quantity Surveyor (Selection subject to quotation requirements)	To provide independent advice in relation to progress payments and project estimates to the Shire of York.

20. Who will manage the project after it has been completed and is operational?

Provide details of who will be responsible for the future management and maintenance of the services or activity.

Name of Business, organisation or individual:	Qualifications and experience
Shire of York	The Shire has the ability and expertise on its staff to manage, promote and conduct the service and facilities.

21. If any of your partners fail to make their contribution or you experience cost over-runs, how will you fund the project?

The funds indicated above are secure in any event any cost over runs will be met by the Shire of York through its review mechanisms of its current and future budgets.
--

22. Budget Information

Complete the attached Budget Plan at Attachment A

Item F - Declaration

**Regional and Local Community Infrastructure Program – Strategic Projects
Proponent Declaration**

I declare that I am authorised to supply this information.

I declare that the information I have given on this form is complete and correct and that the Council or Shire that I represent supports the project. If any change to this information occurs, either my organisation or I will promptly inform the Department of Infrastructure, Transport, Regional Development and Local Government.

I understand and agree to the conditions in the Guidelines and this form.

I agree that:

- the Department of Infrastructure, Transport, Regional Development and Local Government may arrange for an independent viability assessment (IVA) of my project;
- individuals or organisations mentioned in this form may be contacted as part of the analysis of this proposal and I permit the Department to disclose to those individuals and organisations any information in this form it considers to be required in order to verify any matter in this form;
- to receive funding from the Regional and Local Community Infrastructure Program – Strategic Projects, I am willing to enter into a Funding Agreement (contract) with the Australian Government;
- information about my organisation's project may be reproduced in promotional and media material; and
- my project may be used for program evaluation.

Below are my details and signature, acknowledging the above:

Title	Mr
Name	Ray Hooper
Position in Organisation	Chief Executive Officer
Phone	08 9641 2233



Signature _____

Date: 05/03/2009

I acknowledge that I must print, sign and return this Declaration to the Department of Infrastructure, Transport, Regional Development and Local Government.

For Information

The Funding Agreement (Contract)

It is a requirement that all organisations that receive Australian Government funding under the RLCIP – Strategic Projects enter into a Funding Agreement (contract).

Budget

Expenditure will be budgeted for against the following items:

- Other costs
- Wages, salary and superannuation
- Operating Costs (e.g. Rent, computers etc.)
- Consultants/ contractors
- Materials
- Travel
- Construction/ fit-out
- Project Management
- Training
- Marketing/ promotion
- Research and development/ planning
- Vehicle (e.g. Leasing)
- Legal/ accounting
- Government approvals (e.g. EPA)
- Plant/ equipment hire/ lease
- Labour on-costs
- Other costs

Reporting

The Funding Agreement (contract) requires reports during, and after completion of, the Project. Reports are usually linked to milestone achievement.

Note: Please provide evidence of these costs separately e.g. quotes, market comparisons, valuations etc.

BUDGET TABLE

* Budget Information – Provide a breakdown of the various project cost items. Please tick the appropriate box below:

I am GST-registered – figures provided are GST-exclusive, or I am ~~not GST~~ registered – figures provided are GST-inclusive.

Cost Item (See Cost Item list below)	Brief description of Cost Item (See Cost Item list below)	Estimated Cost (\$value)	Regional and Local Community Infrastructure Program – Strategic Projects (Cash)	Other Partner/Proponent Contributions		
				Contribution (\$value)	Cash or in-kind	Name of Partner/Proponent
Component 1						
	Architectural design	\$120,000	\$74,400	\$45,600		DSRWA - \$1,000,000
	Preliminary works	\$30,000	\$18,600	\$11,400		Shire of York - \$900,000
	Sewerage Connection	\$12,000	\$7,440	\$4,560		York Community \$100,000
	Oval Realignment incl. Lighting & Reticulation	\$300,000	\$186,000	\$114,000		
	Upgrade power supplies	\$21,000	\$13,020	\$7,980		
	Extend Hockey Club rooms	\$120,000	\$74,400	\$45,600		
	Remove Trotting Track	\$42,000	\$26,040	\$15,960		
Component 1		\$645,000	\$399,900	\$245,100	Cash	
TOTAL (\$)				\$0	In-kind	

ATTACHMENT A

Cost Item (See Cost Item list below)	Brief description of Cost Item (See Cost Item list below)	Estimated Cost (\$value)	Regional and Local Community Infrastructure Program – Strategic Projects (Seash)	Other Partner/Proponent Contributions		
				Contribution (\$value)	Cash or in-kind	Name of Partner/Proponent
Component 2						
	Construct shared club facilities	\$1,800,000	\$1,109,800	\$680,200	10,000	
	Construct new netball courts	\$48,000	\$29,760	\$18,240		
	Construct carparking and access ways	\$48,000	\$29,760	\$18,240		
	Install synthetic bowling green	\$300,000	\$165,168	\$101,232	33,600	
	Install site drainage	\$90,000	\$55,800	\$34,200		
	Install cricket pitch & practice nets	\$120,000	\$22,320	\$13,680		
	Landscaping	\$42,000	\$23,002	\$14,098	4,900	
	Demolish buildings & structures	\$33,000	\$20,460	\$12,540		
	Entry & internal roads	\$45,000	\$15,810	\$9,690	19,500	
	Install pathways	\$21,000	\$13,020	\$7,980		
	Install new grass hockey field	\$120,000	\$74,400	\$45,600		
	Contingencies	\$300,000	\$186,000	\$114,000		
Component 2		\$2,883,000	\$1,745,300	\$1,069,700	Cash	
TOTAL (\$)				\$68,000	In-kind	

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ATTACHMENT A

Cost Item (See Cost Item list below)	In Brief description of Cost Item (See Cost Item list below)	Estimated Cost (\$value)	Regional and Local Community Infrastructure Program - Strategic Projects (\$cash)	Other Partner/Proponent Contributions		
				Contribution (\$value)	Cash or in-kind	Name of Partner/Proponent
Component 3						
	Construct tennis courts	\$306,000	\$189,720	\$116,280		
	Demolish bowling club & greens	\$24,000	\$14,880	\$9,120		
	Landscaping	\$42,000	\$12,400	\$7,600	22,000	
	Parking	\$30,000	\$12,400	\$7,600	10,000	
Component 3				\$140,600	Cash	
TOTAL (\$)		\$402,000	\$229,400	\$32,000	In-kind	
Cost Item (See Cost Item list below)	Brief description of Cost Item (See Cost Item list below)	Estimated Cost (\$value)	Regional and Local Community Infrastructure Program - Strategic Projects (\$cash)	Other Partner/Proponent Contributions		
				Contribution (\$value)	Cash or in-kind	Name of Partner/Proponent
Component 4						
	Consultancy Fees	\$180,000	\$111,600	\$68,400		
	Operators Equipment	\$51,000	\$31,620	\$19,380		
	Airconditioning	\$45,000	\$27,900	\$17,100		
	Upgrading of Services	\$75,000	\$46,500	\$28,500		
	Synthetic hockey field	\$384,000	\$238,080	\$145,920		
	Loose Furniture and Equipment	\$60,000	\$37,200	\$22,800		
	Security Systems, CCTV	\$21,000	\$13,020	\$7,980		
	Cost Escalation	\$355,000	\$220,100	\$134,900		
Component 4				\$444,980	Cash	
TOTAL (\$)		\$ 1,171,000	\$726,020	\$0	In-kind	
PROJECT TOTAL (\$)		\$5,101,000	\$3,100,620	\$1,900,380	Cash	
				\$100,000	In-kind	

AUTHORISATION TO UNDERTAKE INDEPENDENT VIABILITY ASSESSMENT

I, Raymond Hooper of Shire of York, being a person authorised to provide information, including financial information, on behalf of my/our organisation, authorise the Department of Infrastructure, Transport, Regional Development and Local Government to undertake the necessary steps to assess the viability of Shire of York Forrest Oval Precinct Sport & Recreation Facilities.

I authorise the Department of Infrastructure, Transport, Regional Development and Local Government to engage an external consultant to conduct an independent viability assessment of the Shire of York Forrest Oval Precinct Sport & Recreation Facilities.

The consultant will be required to secure and treat the information and documentation provided as commercial-in-confidence.

I acknowledge that the Department of Infrastructure, Transport, Regional Development and Local Government may check information provided in the Regional and Local Community Infrastructure Program – Strategic Projects form and supporting documentation for funding from the Regional and Local Community Infrastructure Program – Strategic Projects for the Forrest Oval Precinct Sport & Recreation Facilities and at its discretion obtain additional information from:

- Department of Infrastructure, Transport, Regional Development and Local Government databases
- Other Commonwealth agencies such as the Australian Taxation Office and the Australian Securities and Investments Commission
- State or Territory agencies
- Law enforcement agencies
- Credit reference agencies
- Courts or Tribunals
- Any other appropriate organisation or person reasonably required as part of these checks.



..... Signed

.....Mr Raymond Hooper..... Print full name

..... Chief Executive Officer..... Position

..05.../...03.../...2009...

Date

South East Avon Voluntary Regional Organisation of Councils
Representing the Shires of Beverley, Brookton, Cunderdin, Quairading and York

"Creating our Region's future together"

March 4, 2009

Regional and Local Community Infrastructure Program – Strategic Projects
Department of Infrastructure, Transport, Regional Development and Local Government.
GPO Box 594
Canberra Centre
ACT 2601

Dear Sir/ Madam

The South East Avon Voluntary Regional Organisation of Councils, comprising the Local Governments of Beverley, Brookton, Cunderdin, Quairading and York, provides their support for the Shire of York's application to the Regional and Local Government Infrastructure Programme for the proposed Forrest Oval Precinct Sport and Recreation Facilities.

If further information is required please contact Mr Dominic Carbone on 08 9472 0184.

Yours faithfully



Dominic Carbone
Executive Officer

PO Box 626 Como WA 6952



27th February, 2009

SHIRE OF YORK
PO Box 22
York WA 6302

Attention: Peter Stevens

Dear Peter

We would like to lodge an expression of interest in the construction and redevelopment of the facilities at Forrest Oval including construction of new clubrooms and gym etc

We appreciate the opportunity given by local Shires to assist the building industry in these particularly uncertain times and find that we have been affected by the financial problems of the moment with only one small contract signed this calendar year.

All projects on hand will be completed in the next three months and we are concerned about employment for our staff and apprentices.

Even though we are a small business we directly employ five office staff, four carpenters, five apprentices as well as numerous sub-contractors who all live and do business locally.

We look forward to being of assistance in the future.

Yours Faithfully,
MULTICON COMMERCIAL CONSTRUCTIONS

A handwritten signature in black ink, appearing to read 'Steve Davies', is written over the typed name.

Steve Davies

14 Mitchell Avenue
PO Box 504
Northam, WA 6401
Reg. No. 11355
Phone: (08) 9621 2020
Fax: (08) 9621 2060
multicon@multicon.net.au

PJ & KD HENDERSON
Plumbing & Gas Services
Licence Number: 6346
PO Box 113
YORK WA 6302

Phone: 08 9641 2239
Mob: 0417 097 133
FAX: 08 9641 2943
Email: bookagine@bbnet.com.au

25 February 2009

CCP 7
1
3 MAR 2009
1106915

To Whom It May Concern:

We are aware that our Shire of York is seeking a Federal Government Grant to assist with the building of a community sporting facility in our town.

We are the operators of a small business in the trade industry, we are self employed and have one 2nd year apprentice. We see the opportunity for the trades industry in our town to be greatly stimulated by the building of a sporting facility. With the current economic climate as it is, a community enterprise like the sporting facility will provide much needed employment for the local businesses such as ours.

We enthusiastically support the Shire of York in its application for a Grant.

Yours faithfully
PJ & KD Henderson
Plumbing and Gas Fitting Services



Karen Henderson



CC 485/27.02.09

MR PETER STEVENS
ENVIRONMENTAL HEALTH OFFICER
BUILDING SURVEYOR
SHIRE OF YORK
PO BOX 22
YORK WA 6302

e: peter.stevens@york.wa.gov.au

Dear Peter,

I am writing in acknowledgement of your email dated February 25, 2009.

I refer to our conversation today and accordingly now forward written confirmation of our expression of interest to tender any commercial building projects in the immediate future.

The recent decline in the commercial building industry activity (ie tendering and actual projects to develop and construct) is a major concern to our company. Any future infrastructure projects by the Shire that can 'come on line' would be a huge benefit creating necessary business activity over the next twelve to eighteen months period.

Our commercial policy is to work closely with our clients to ensure that the project meets budget restraints and specification requirements. Currently our company can give definite priority to meet your time line on the tendering procedures with a construction programme to meet any critical deadlines that may be required by your organisation.

Please find enclosed the following information for your appraisal:-

- Corporate Information
- Summary of successfully completed projects detailing their contract value
- Referees contact list

Our company has successfully completed commercial projects meeting the designated construction time line, on budget and to our high standard of quality and workmanship.

I would like to thank you for this opportunity to submit our "expression of interest" and if you have any queries or require any clarification following your review, please do not hesitate to contact me.

Yours faithfully,

DAVID HANSEN
CONSTRUCTION MANAGER

Suite 6, 7 Gympie Way, Willetton WA 6155 Phone: 9354 9200 Fax: 9354 9211
Email: admin@classiccontractors.com.au Web: www.classiccontractors.com.au
Builder's Reg No 10343 Painter's Reg No 3675

**ITEM 9.2.1
APPENDIX B**



SHIRE OF YORK

**Forrest Oval Precinct Sports and Recreation
Facilities**

BUSINESS PLAN

March 2009

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EXECUTIVE SUMMARY

The Forrest Oval Precinct Sport and Recreation Facilities Master Plan recognises that the Forrest Oval precinct is home to most of the sporting clubs within the Shire including netball, football, hockey, bowls, cricket, badminton, martial arts and also the Recreation Centre which includes an indoor multi-marked court, gymnasium and a squash court. The reserve is well located close to the town centre and adjacent to the York District High School. Many of the facilities at the Forrest Oval precinct are significantly aged and do not meet the current or future needs of the community.

The Shire of York is preparing for significant population growth over the next ten years and beyond. Current population projections suggest the population has potential to almost double within ten years due to excellent work and lifestyle opportunities, and its close proximity to Perth. The Shire has a strong sporting culture and the significant population growth will place additional demands on the existing sport and recreation infrastructure.

There is significant potential for the Forrest Oval precinct to be developed into a highly utilised sport and recreation 'hub' within the Shire of York. The size of the reserve provides scope for further collocation of the Shire's sport and recreation facilities and an improved layout that supports the principles of flexible design, joint use / sharing of facilities and design for ongoing cost efficient management and maintenance.

The Concept Plan proposes the following components and facilities to be constructed or redeveloped.

Shared Clubrooms

The shared clubroom building comprises an area of 1162m² and the space requirements are summarised as follows

Facility	Required Area
Functions/Social room (seats 150 people)	180m ²
Kitchen/Kiosk	72m ²
Equipment storage (8)	200m ²
Multi Use Office	60m ²
Meeting Room	30m ²
Small Multipurpose rooms (2)	30m ²
Major Change rooms (2)	120m ²
Minor Change rooms (2)	80m ²
Umpires Room	15m ²
Public Toilets	60m ²
First Aid Room	15m ²
Verandah	300m ²
Total Area	1162m²

Oval

The following works be undertaken:

- Existing Trotting Track and buildings to be removed.
- Re-alignment of the oval to a North/South orientation.
- Installation of new flood lighting.
- New synthetic cricket pitch, located to allow good viewing from shared clubroom.

Tennis/Netball Courts

Construction of six (6) synthetic grass tennis courts and 2, multi-purpose plexi-pave hard courts.

Lawn Bowls

Construction of a 12 rink synthetic lawn bowls surface allowing year round utilisation. Lighting to be installed to allow for evening use.

Cricket Nets

Construction of three practice cricket pitches with nets.

Hockey Facilities

The following works be undertaken:

- Existing Hockey field to be replaced with a synthetic turf.
- New Hockey field to be located parallel to the existing pitch.

Extension to the existing Hockey Clubrooms by the additions of two change rooms and a verandah for spectator viewing.

The cost of the development is estimated at \$5.1 million and it is proposed to be funded as follows:

Shire of York	- Cash Contributions	\$ 900,000
Grants	- Department of Sports and Recreation WA	\$1,000,000
	- Regional and Local Infrastructure Programme	\$3,101,000
Community	- Inkind Contribution	\$ 100,000

The operating costs of the facilities are estimated at \$458,350 and \$203,300 inclusive and exclusive of non-cash expenditure respectively in the first year of it's operations.

The development is supported by the community of York to such an extent that the Shire is fully committed to the project.

PURPOSE OF THE PLAN

The Local Government Act 1995, and accompanying legislation places great emphasis upon the accountability of local government

In the area of the provision of services and facilities the Council of the local government is to satisfy itself that the service and facilities it provides integrate and co-ordinate with any provided by government or public bodies; avoid unnecessary duplication with those provided by governments any other body or person be they public or private; and the resources of the council are managed efficiently and effectively.

This Plan is designed to ensure the Council of the local government of the Shire of York can address itself to these matters.

When setting fees and charges for the provision of services and facilities Council must be satisfied that the fees and charges proposed meet the requirements set out in the Local Government Act 1995 and other legislation. This Plan addresses these matters.

In some instances involving entering into defined undertakings or transactions a local government is required to provide an overall assessment of the services and facilities it may provide and undertake cause and effects analyses of its proposals. Whilst the proposal presented does not require this scrutiny the plan does address the issues outlined in the Act.

PROPOSAL

A Master Plan has been developed and the principles that underpin the Plan include minimisation of facilities duplication, co location of sporting groups, joint use where possible, optimum location of facilities and design flexibility, all improving the facility's sustainability.

The Master Plan identified the following design elements:

- Re-alignment of oval to north/south orientation and floodlighting to Australian Standards for community level training and competition (100 lux).
- Shared clubrooms with two sets of change rooms to cater for multiple clubs including Tennis, Football, Bowls and Cricket.
- Two multi-marked tennis / netball courts on hard court surface and six synthetic grass tennis courts.
- 12 rink synthetic bowling green with lighting.
- Bitumen parking area supported with additional unsealed parking in centre of precinct will provide for almost all the parking needs for the facility.
- New synthetic hockey / multi-purpose field located parallel to existing hockey field and additional change rooms, toilets and verandah to the existing hockey clubrooms.
- A looped pathway circuit that connects all the facilities within the precinct and links to the Town's existing pathway network. Also provides a walking / jogging facility for exercise.
- Relocation of cricket nets.
- Removal / relocation of facilities that are no longer appropriate or required at the Forrest Oval precinct.

The Business Plan will investigate the Forrest Oval Precinct Sports and Recreation Facilities proposal to accommodate the above mentioned facilities.

BACKGROUND

History

The Shire of York is a growing wheatbelt community with a strong sporting culture. The population has been estimated to almost double over the next 5 to 10 years to approximately 6,000 due to industrial, residential, commercial and health developments. The increase in population will place additional pressure on the Shire's sport and recreation facilities.

The majority of the sporting facilities within the Shire are located at the Forrest Oval precinct and includes the Recreation Centre, a football/cricket oval, trotting track, hockey field, bowls club and netball courts. Whilst the reserve is well utilised by the community the facility layout is disjointed and many of the facilities are ageing and do not meet the needs of the community. A number of clubs based at the precinct are experiencing growth and do not have adequate clubroom facilities.

The Forrest Oval precinct is close to the town centre and situated on 13.5 hectares of land approximately 500m to the south west. It offers considerable opportunity for facility upgrades and improvements.

The York District High School is situated immediately adjacent to the site and the 550 students utilise the sport and recreation facilities for school based sports and physical activity in addition to out of school use.

The current facilities at the Forrest Oval precinct include:

- One senior football oval with synthetic cricket pitch.
- Cricket practice nets
- Recreation Centre
- Two outdoor netball courts
- Pavilion
- Turf hockey pitch and clubroom with no change rooms and no toilet facilities.
- Bowling Club
- Public toilet block
- Skate Park
- Agricultural Sheds
- Trotting track around oval
- Tote building
- Old football clubrooms (now used by cricket/football for storage)

A review of each of the facilities reveals the following:

- Most of the buildings at the precinct are aged 30+ years. Some buildings such as the public toilets, old football clubrooms, tote building and trotting offices are nearing the end of their lifespan.
- The Recreation Centre, bowls clubroom and pavilion are still in relatively good condition and have significant life span remaining if maintained properly.
- The Trotting Track is only used for training as the venue is no longer allowed to host race meets.
- Parking is poor due to two entrance/exit points and poor layout causing traffic congestion, it is unsealed becoming dusty when dry, muddy in the wet.
- The overall layout of the precinct is poor with multiple small buildings spread over the area, inadequate toilets, change rooms and lighting and the dislocation of sports fields/courts from each other.
- The oval has a poor quality surface, is aligned east/west and has inadequate floodlighting.
- The hockey field is in good condition but beginning to struggle with the high level of use.

The following clubs utilise the current facilities:

York Imperial Cricket Club

Participation

- The Club has 35 juniors consisting of 20 Milo Have a Go participants and one team of 9-12 yr olds and 17 seniors making one team.
- Membership has generally been stable in recent years however there has been some increase in the 8 year olds due to the Milo Have a Go program being introduced.

Facility Usage

- The Club trains on Friday evenings. Juniors play on Saturday morning and the Seniors play on a Saturday or Sunday afternoon.

Facility Issues/Needs

- The cricket nets are poorly located being too close to Forrest St, with the ball regularly being hit out onto the road. They are also facing east west making vision of the ball difficult in the afternoon sun. Ideally the nets would be relocated closer to new clubrooms if built and have access to power so that a bowling machine could be utilised.
- The synthetic surface of the cricket pitch has been recently replaced however the concrete base is beginning to crack and will require repair or replacement in the coming years.
- The oval surface needs improving as it is uneven.
- The Club requires improved clubroom facilities including social areas, toilets and change rooms and storage. The Club is supportive of a shared facility being built and would want to participate in a joint management committee to manage the building.

York Hockey Club

Participation

- The Club has 204 members including 52 Minkey players, 4 junior teams and 5 senior teams.
- The Club is experiencing growth and anticipates there will be an extra 2 junior teams in 2009.

Facility Usage

- Each team utilises the grass hockey pitch at Forrest Oval for training and competition. Training occurs each weeknight and 4-5 games are played on the weekend.

Facility Issues/Needs

- The pitch is struggling to be maintained at a high level due to the significant usage it receives. The surface has become uneven and requires re-levelling.
- A second pitch is required to allow the Club to continue to grow. Ideally the pitch would be synthetic. If this were to occur, it is likely the East Avon Valley League would want to utilise the pitch also.
- A second pitch would ideally be located parallel to the existing hockey field.
- The Club reports a need for a children's playground.
- The Club has a need for change rooms and toilets. Currently they have a single room shelter for spectators. The existing public toilets are a considerable distance from the playing field and in poor condition.
- The Club would be satisfied if change rooms, toilets and spectator viewing was provided adjacent to the hockey field whilst a large function room and bar facilities could be utilised from a shared clubroom facility if built.

York Junior Netball Club

Participation

- The Club has 8 teams.
- Numbers are reported to be increasing.

Facility Usage

- The Club trains on Monday, Wednesday and Thursday afternoons on the outdoor courts.
- Competition is held on Tuesday afternoons with 3 games played on the outside courts and 1 game played in the Recreation Centre.

Facility Needs/Issues

- The Club uses the outdoor netball courts and the indoor court at the Recreation Centre.
- The Club is unsatisfied with the condition of the outdoor courts surface and the lack of shelter provided.
- The Club reports a need for additional and improved facilities including additional courts, storage, lighting, change rooms and social facilities.
- The Club would like a stadium to be built that would bring the elite sports out from Perth.
- The Club would prefer netball courts not to be multi-marked as it can be confusing for young children.
- The Club would be happy to share new clubroom facilities if built and be part of a joint management committee.

York Senior Netball Club

Participation

- The Club has 36 female players in the winter competition (4 teams) and 37 players (4 teams) in the shortened mixed summer competition.
- The trend in participation is reported as stable.

Facility Usage

- Two games are played on Tuesday evenings at 6:45 pm and then 9:00pm in the Recreation Centre.

Facility Issues/Needs

- The Club requires increased storage space for equipment.
- The Recreation Centre floor surface is very slippery.
- There is a need for improved toilet facilities.
- The Club is happy to share new clubroom facilities, however, it would not want to be part of a joint management committee as it is a small club of a social nature and does not have large requirements.

York Junior Football Club

Participation

- The Club has 40 Auskick participants and 4 teams (100 children) including a 9's, 11's, 13's and 15's.
- Participation has been stable and expected to remain steady in coming years.

Facility Usage

- The Club plays on Saturdays between 9:00am – 1:30pm.
- Auskick is played at the school.

Facility Needs/Issues

- Improved playing surface required.
- The club currently utilises the old football clubrooms for storage (sharing with cricket). Sufficient storage would need to be provided as part of any new development.
- The Club would be happy to share new clubroom facilities and be part of a joint management committee.

York Football Club (Senior)

Participation

- The Club has a league team and a reserves team and a total of approximately 60 playing members.
- Participation is expected to increase as the Town population grows.

Facility Usage

- There are 7 home games scheduled each year with most games played on Sundays.

Facility Needs/Issues

- A main point of concern of the Club is the poor quality of the playing surface. It is uneven and spongy in areas creating risk of injury.
- Improved clubroom facilities are required including:
 - o Larger change rooms
 - o Large function/social area with bar
 - o Storage
 - o Public toilets
- The Club is happy to share new clubroom facilities and to be part of a joint management committee.

York Bowling Club

Participation

- The Club has 177 members including 22 juniors and 155 seniors. Approximately 90 of these are social and corporate members.
- Membership is stable. Most members are aged 50 and over.

Facility Usage

- Bowling occurs every day of the week however most activity occurs on Thursdays, Saturdays and Sundays during the summer.

Facility Needs/Issues

- The Club has two natural turf bowling greens and is currently maintained with voluntary labour.
- Training lights on one green, soon to have lights installed on the second green. All facilities in good condition.
- Priorities for the Club include converting the greens to synthetic to reduce maintenance burden and expanded clubroom facilities and improvements.
- The Club would consider being part of a shared facility if a synthetic bowling green (12 rinks) could be placed adjacent to the building. The Club believes 12 rinks to be sufficient for the club's needs as it will reduce the burden on volunteers and increase usage capacity.

York Lawn Tennis Club

Participation

- The Club currently has 56 members.
- Junior members are expected to grow by 40-50 next year as all children being coached will be required to be members.

Usage

- 8 courts are used during pennants competition. Competition is played on Saturdays beginning around midday and finishing in the evening.

Facility Needs/Issues

- Facility development plans are on hold until a decision is made about its future location.
- If relocated to Forrest Oval as has previously been discussed with the Shire, the club would prefer lawn courts however would be satisfied with synthetic grass courts.
- The Club has a strong emphasis on competition. The Club would not like multi-marked courts as it is more difficult to play on and reduce the quality of play.
- The Club would be happy to share clubroom facilities if built and be part of a joint management committee.

Legal Structure

The Shire of York shall retain ownership of the proposed sports and recreation facilities. The York Imperial Cricket Club, York Hockey Club, York Junior Netball Club, York Senior Netball Club, York Junior Football Club, York Football Club (Senior), York Bowling Club and the York Lawn Tennis Club have mutual partnerships with the Shire involving the use of Council owned facilities and buildings.

Core Activities

The activities are as follows:

- The provision and management of a variety of sport fields and recreation facilities to accommodate:
 - Football
 - Tennis
 - Hockey
 - Cricket
 - Netball
 - Bowls
 - Badminton
 - Squash
 - Basketball
 - Martial Arts
 - Seniors Mobility Classes
- To provide meeting and function rooms to community, commercial and social clubs on a long term or occasional basis.
- To provide kiosk, bar and kitchen facilities to the users of the function and clubroom facilities.
- To provide playground and passive recreation.
- To provide gymnasium facilities for programs to casual users, members and school groups.

Operation Location

Forrest Oval is bounded by the old railway line, South Street, Forrest Street and Henrietta Street and is located approximately 500 metres from the Town Centre and adjacent to the York District High School.

Technologies

Modern technologies will be used for the recording of income received and expenditures incurred in providing and maintaining facilities. Recording systems are used for the allocating and recording of seasonal usage and occasional hire.

The facilities will utilise security and CCTV systems and incorporate information technology for use at training seminars and functions.

Key Values

Clients

All customers, clubs or casual users are highly valued and recognised as having specific requirements.

Relevant information of clients is maintained and this ensures clients can be kept fully informed on all matters that are of concern and interest to them.

Service

The Shire of York is committed to providing a range of facilities and an efficient, courteous and effective service. There is an expectation of excellence in provision of facilities and service offered through the amenities located at the Forrest Oval Precinct Sports and Recreational Facilities with initiative and ingenuity being encouraged.

Key Players

- Chief Executive Officer
- Recreation Facilities Manager
- Advisory Group
- Sporting Clubs members

ANALYSIS OF PROPOSAL

The statement that follows reflects what services are to be provided for the next 4 years.

Forrest Oval Precinct Sports and Recreation Facilities

The Shire of York is committed to an upgrade of sport and recreation facilities at the historic Forrest Oval. The Precinct will include the co-location of various sports and shared facilities. The Concept Plan sketch (copy attached) was prepared by Donovan Payne Architects and the components are detailed below:

Shared Clubrooms

The shared clubroom building comprises an area of 1162m² and the space requirements are summarised as follows

Facility	Required Area
Functions/Social room (seats 150 people)	180m ²
Kitchen/Kiosk	72m ²
Equipment storage (8)	200m ²
Multi Use Office	60m ²
Meeting Room	30m ²
Small Multipurpose rooms (2)	30m ²
Major Change rooms (2)	120m ²
Minor Change rooms (2)	80m ²
Umpires Room	15m ²
Public Toilets	60m ²
First Aid Room	15m ²
Verandah	300m ²
Total Area	1162m²

Oval

The following works be undertaken:

- Existing Trotting Track and buildings to be removed.
- Re-alignment of the oval to a North/South orientation.
- Installation of new flood lighting.
- New synthetic cricket pitch, located to allow good viewing from shared clubroom.

Tennis/Netball Courts

Construction of six (6) synthetic grass tennis courts and 2, multi-purpose plexi-pave hard courts.

Lawn Bowls

Construction of a 12 rink synthetic lawn bowls surface allowing year round utilisation. Lighting to be installed to allow for evening use.

Cricket Nets

Construction of three practice cricket pitches with nets.

Hockey Facilities

The following works be undertaken:

- Existing Hockey field to be replaced with a synthetic turf.
- New Hockey field to be located parallel to the existing pitch.
- Extension to the existing Hockey Clubrooms by the additions of two change rooms and a verandah for spectator viewing.

Cost of Development

Quantity Surveyors Ralph Beattie Bosworth prepared cost estimates of \$5.75 million for the proposed Forrest Oval Precinct Sports and Recreation Facilities Master Plan. The Shire of York reviewed the works to be undertaken and has revised the cost estimates as detailed below:

Component 1

- Architectural design	\$ 120,000	
- Preliminary works – Analysis of power, water, Engineering drainage and other service requirements	\$ 30,000	
- Sewerage connection	\$ 12,000	
- Oval realignment including lighting and reticulation	\$ 300,000	
- Upgrade power supplies	\$ 21,000	
- Extend Hockey club rooms	\$ 120,000	
- Remove trotting track	\$ 42,000	
	\$ 645,000	

Component 2

- Construct shared club facilities	\$1,800,000	
- Construct new netball courts	\$ 48,000	
- Construct car parking and access ways	\$ 48,000	
- Install synthetic bowling green	\$ 300,000	
- Install site drainage	\$ 90,000	
- Install cricket pitch and practice nets	\$ 36,000	
- Landscaping	\$ 42,000	
- Demolish buildings and structures	\$ 33,000	
- Entry and internal roads	\$ 45,000	
- Install pathways	\$ 21,000	
- Install new grass hockey field	\$ 120,000	
- Contingencies	\$ 300,000	
	\$2,883,000	

Component 3

- Construct tennis courts	\$ 306,000	
- Demolish bowling club and green	\$ 24,000	
- Landscaping	\$ 42,000	
- Parking	\$ 30,000	
	\$ 402,000	

Component 4

- Synthetic hockey field	\$ 384,000	
- Loose furniture and equipment	\$ 60,000	
- Security systems, CCTV	\$ 21,000	
	\$ 465,000	\$4,395,000

- Consultants' Fees	\$ 180,000	
- Operators' Equipment	\$ 51,000	
- Air Conditioning to all areas other than function/ social room	\$ 45,000	
- Upgrading of Services servicing the site (excluding electrical)	\$ 75,000	
- Cost escalation (allow 5% pa.)	<u>\$ 355,000</u>	

Total	<u>\$5,101,000</u>	
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Funding

The proposed funding for the project is as follows:

	FINANCIAL YEARS				TOTAL
	2008-09	2009-10	2010-11	2011-12	
	\$	\$	\$	\$	\$
Shire of York - Cash Contributions	500,000	400,000			900,000
Grants - Department of Sport & Recreation WA		1,000,000			1,000,000
- Regional and Local Community Infrastructure Programme		3,101,000			3,101,000
Community - Inkind contribution	100,000				100,000
TOTAL	600,000	4,501,000	0	0	5,101,000

Shire of York

Own Resources

Funding is available in the Shire's current and future Annual budgets for the project.

Department of Sport and Recreation WA

Community Sporting and Recreation Facilities Fund (CSRFF)

Priority is given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability.

The type of projects which will be considered for funding include:

- Upgrade and additions to existing facilities where they will lead to an increase in physical activity or more rational use of facilities;
- Construction of new facilities to meet sport and active recreation needs;
- New or replacement (not resurfacing) synthetic surfaces. Where an application is made for a new or replacement synthetic surface, evidence of long-term community planning for all nearby facilities is required;
- Floodlighting projects;

Forward Planning Grants will be offered to the more complex projects that require a planning period of between one and three years. Grants given in this category will be allocated in the first (2008/09), second (2009/10) or third (2010/11) year of the triennium. Examples of Forward Planning Grant projects:

- Multi-purpose leisure/recreation centre;
- Swimming pool new or major upgrade to allow increased use;
- Construction of large synthetic fields;
- Playing field construction;
- Large scale dams, water collection systems and pipelines for distribution (maximum grant offered is \$60,000);
- Large floodlighting project;
- Clubroom – new or major upgrade; and
- Large ablution block/change rooms.

Value of Grant:

Minimum possible grant - \$90,001 (exclusive of GST)
 Maximum possible grant - \$1,800,000 (exclusive of GST)

Australian Government

Regional and Local Community Infrastructure Program – Strategic Projects (RLCIP – Strategic Projects)

Under the RLCIP – Strategic Projects funding will be available to local government for a limited number of large strategic projects seeking a minimum Commonwealth contribution of \$2 million.

Larger projects and projects which include partnership funding will be given preference.

Projects will be allocated funding on a nationally competitive basis and will be assessed by the Department of Infrastructure, Transport, Regional Development and Local Government (the Department) on a tight timetable.

RLCIP – Strategic Projects will provide funding for community infrastructure including new and major renovations or refurbishments such as:

- Social and cultural infrastructure (e.g. art spaces, gardens);
- Recreational facilities (e.g. walkways, tourism information centres);
- Tourism infrastructure (e.g. walkways, tourism information centres);
- Children, youth and seniors facilities (e.g. playgroup centres, senior citizens centres);
- Access facilities (e.g. boat ramps, footbridges); and
- Environmental initiatives (e.g. drain and sewerage upgrades, recycling plants).

Community In-kind Contributions

Community equipment and labour for earthworks and landscaping.

Earthworks – Cartage of material to level the site.	
- 20 trucks for 16 hours each at \$105 per hour -	\$33,600.
Site Works – Cartage of clean fill material for the building pad, carparking and landscaping areas.	
- 20 trucks for 20 hours each at \$105 per hour	\$42,000.
Sand and gravel royalties for materials provided from private land.	
- Sand - 5000cum @ \$1.50	\$ 7,500
- Gravel – 6000cum @ \$2.00	\$12,000
Landscaping	
- 40 volunteers for 7 hours each @ \$17.50 per hour	\$ 4,900
<i>Total In-kind</i>	<i>\$100,000</i>

Management of the Centre

The Shire of York will retain ownership of the proposed facilities and for the first five years the Chief Executive Officer at his discretion may appoint an advisory group, from the membership of the various clubs that use the facilities. There after a Sportsman's Association will be formed, to operate the shared clubrooms.

It is envisaged the Chief Executive Officer would report to the Council on issues pertaining to the facilities.

The Shire of York will be responsible for.

Financial and Management

- Recreation facilities manager and bar staff to operate the clubrooms and associated facilities
- Building insurance, repairs, maintenance.
- All cleaning and gardening
- Take bookings and organise function and meeting rooms for use by the hirer
- Receive hire charges from seasonal and casual users
- Receive membership fees
- Be responsible for all expenses associated with the facilities, recoup expenses from seasonal users.

Operational

- Ensure facilities are maintained adequately
- Promote the facilities
- Conduct recreational activities

Human Resources

The employment opportunities created by the project are summarised as follows:

<i>Construction Phase</i>	Number of Workers(FTE)
Professional, Building Trades & Labourers	<u>40</u>
<i>Operational Phase</i>	Number of Workers(FTE)
Centre Manager	1.0
Bar Staff/ Casual Staff	1.0
Cleaners	0.75
Gardener/ Grounds Keeper	<u>0.5</u>
	<u>3.25</u>

Estimated Revenues and Subsidies

The financial analysis detailed in the plan to follow has been prepared on the assumption that certain costs pertaining to the running of the Sports and Recreation Facilities will be recoverable from the sports clubs, community groups, schools, businesses and casual hirers.

Currently sports clubs and community groups are committed to providing a contribution to the Council for the use of the facilities. The estimated revenues are detailed below:

	Amount
<i>Contributions</i>	
- York District High School	\$ 12,000
- York Football Club	\$ 2,000
- York Hockey Club	\$ 2,000
- York Tennis Club	\$ 2,000
- Imperials Cricket Club	\$ 1,000
- York Netball Club	\$ 1,000
- York Bowling Club	\$ 2,000
<i>Facility Hire</i>	
- Gym/ Squash Courts	\$ 5,000
- Sports Oval	\$ 1,000
- Tennis Courts	\$ 500
- Netball Courts	\$ 100
- Hockey Fields	\$ 100
- Clubrooms (50 @ \$250)	\$ 12,500
- Recreation Centre	\$ 2,000
<i>Membership Fees</i>	
- Adult members (500 @ \$250)	\$ 25,000
- Junior members (350 @ \$10)	\$ 3,500
- Social Members (150 @ \$40)	\$ 6,000
Bar/Catering Net Trading	\$ 75,000
TOTAL	\$152,700

Staffing

Personnel Plan

This table indicates staffing for the service based now and to the end of the business plan period.

<i>POSITIONS</i>	FORECASTS (FULL TIME EQUIVALENT EMPLOYEES)			
	2008-09	2009-10	2010-11	2011-12
Chief Executive Officer	0.03	0.03	0.03	0.03
Recreation Facilities Manager	0.00	0.50	1.00	1.00
Bar Staff	0.00	0.25	0.50	0.50
Casual Staff	0.00	0.25	0.50	0.50
Cleaner	0.30	0.37	0.75	0.75
Gardener	0.30	0.25	0.50	0.50
Total number of staff	0.63	1.65	3.28	3.28

Marketing

Research Conducted

In compiling this plan the following research was conducted.

- Needs assessment
- Engaged – A Balanced View (ABV) Leisure Consultancy Services to prepare the Forrest Oval Precinct Sport and Recreation Facilities Master Plan
- Researched similar facilities and management structures
- Investigated funding opportunities
- Engaged Ralph Beattie Bosworth Pty Ltd to provide a preliminary cost estimate based on the Master Plan
- Engaged Donovan Payne Architects to prepare the concept plan sketch
- Consultation with key stakeholders and the York community
- Youth Survey

Analysis

Consultation with sports clubs, local community groups, schools and the York community affected by the proposal together with research undertaken into similar facilities will ensure that the redevelopment of the Forrest Oval Precinct Sports and Recreation Facilities will meet the current and future needs and achieve the best possible outcome for the York community.

Target Clientele

It is anticipated that the following groups will predominately use the services and facilities:

- Individuals of all ages
- Residents from predominantly within a 50 kilometre radius of the facilities
- Community groups, schools, clubs, individuals and commercial operators who require a venue for meetings, conferences and social functions
- Groups and organisations who hire the facilities to conduct their seasonal or club sporting activities
- Groups and individuals who wish to hire the facilities for casual matches and games
- Commercial hirers who wish to hire the facilities for the conduct of lessons and coaching
- Schools within the district for their curriculum and other sporting activities
- Adults who wish to attain or maintain a high level of health and fitness
- Shire programmes and activities

Services Offered

These groups will be offered provision of the following services and facilities:

Facilities

- A multi purpose sports hall
- Gymnasium
- Creche facilities
- Change rooms
- Clubrooms shared facility
- Sporting facilities

Services

- Holiday programmes
- Fitness and gymnasium programmes
- Indoor basketball, netball and badminton competitions
- A variety of approved programmes to foster participation in recreation, leisure and cultural activities.

Clubroom/Hall

- Social functions hire
- Sports clubs and community group activities hire
- Commercial functions, meeting and conferences hire

Retail Operations

- Sale of refreshments
- Minor sporting accessories
- Kiosk and catering

Promotion and Advertising

The following promotion and advertising are likely to be undertaken.

- Open day
- Production of brochures
- Website
- Promotional materials to schools, community groups and businesses
- Press releases
- Paid advertising

FINANCIAL ANALYSIS

Capital

The capital cost of developing the Forrest Oval Precinct Sports and Recreation Facilities is detailed in page 14.

Operational Income and Expenditure

Operating Statement	Operating Activity 2008-09 (Current Budget)	Operating Activity 2009-10	Operating Activity 2010-11	Operating Activity 2011-12
	\$	\$	\$	\$
<i>Revenue</i>				
- Contributions				
York District High School	11,910	11,955	12,000	12,000
York Football Club	2,000	2,000	2,000	2,000
York Hockey Club	2,000	2,000	2,000	2,000
York Tennis Club	25,100	13,550	2,000	2,000
York Netball Club	0	500	1,000	1,000
Imperial Cricket Club	500	750	1,000	1,000
York Bowling Club	78,200	40,100	2,000	2,000
York Agricultural Society	100	50	0	0
- Reimbursements				
York Bowling Club (Electricity)	2,800	1664	528	545
Trotting Club (Electricity)	800	400	0	0
- Fees and Charges				
Squash and Gym Hire	1,500	3,250	5,000	5,250
Pavilion Hire	1,200	600	0	0
Oval Hire	50	525	1,000	1,050
Tennis Court Hire	0	250	500	550
Netball Courts Hire	0	50	100	100
Hockey Pitches	0	50	100	100
Clubroom	0	6,250	12,500	15,000
Recreation Centre	0	1,000	2,000	2,500
- Membership				
Adult	0	12,500	25,000	26,000
Junior	0	1,750	3,500	3,650
Social	0	3,000	6,000	6,400
- Bar/Catering Net Trading	0	37,500	75,000	80,000
TOTAL INCOME	126,160	139,694	153,228	163,145

Operating Statement	Operating Activity 2008-09 (Current Budget)	Operating Activity 2009-10	Operating Activity 2010-11	Operating Activity 2011-12
	\$	\$	\$	\$
<i>Expenditure</i>				
- Maintenance of Facilities				
<i>Forrest Oval Recreation Centre (Includes Change rooms)</i>	26,422	27,211	28,000	28,900
<i>Bowling Club (Electricity and Insurance)</i>	3,328	1,928	528	545
<i>Forrest Oval Pavilion</i>	8,020	4,010	0	0
<i>Forrest Oval</i>	36,464	38,232	40,000	42,500
<i>Forrest Oval Water Supplies</i>	42,767	36,884	31,000	31,900
<i>Facilities Caretaker/Cleaner</i>	29,538	30,019	30,500	31,200
<i>Hockey Pitches</i>	15,206	17,603	20,000	20,500
<i>Trotting Club (Electricity)</i>	800	400	0	0
<i>Tennis Courts</i>	20,000	13,000	6,000	6,100
<i>Bowling Greens</i>	65,000	36,500	8,000	8,250
<i>Bowling Clubhouse</i>	7,200	3,600	0	0
<i>Netball Courts</i>	1,000	1,000	1,000	1,050
<i>Parking Area</i>	0	2,500	5,000	5,200
<i>Landscaping Gardens</i>	0	2,525	5,000	5,200
<i>Sports Centre(Including Clubrooms, Change rooms etc.)</i>	0	22,500	45,000	46,200
- Waste Collection	0	750	1,500	1,550
- Labour Costs - Facility Manager	0	32,500	65,000	66,500
- Labour Costs - Bar/ Casual Staff	0	32,500	65,000	66,500
- Office Expenses	0	2,500	5,000	5,200
- Depreciation	27,704	141,377	255,050	255,050
TOTAL EXPENDITURE	283,449	447,539	611,578	622,345
Council (Subsidy) Surplus				
- Inclusive of Non-Cash Expenditure	(157,289)	(307,845)	(458,350)	(459,200)
- Exclusive of Non-Cash Expenditure	(129,585)	(166,468)	(203,300)	(204,150)

Fee Structure

All customers are expected to pay a fee for the use of services and facilities at the Forrest Oval Precinct Sports and Recreation Facilities. Fees are set at a scale which takes into account the service or facility being accessed as charged for similar services at other venues.

SCHEDULE OF FEES	
Facility /Service	Charges (Excluding GST)
Membership Fees	
- Adult	\$50.00 pa.
- Junior	\$10.00 pa.
- Social	\$40.00 pa.
Recreation Centre	
- Adults	\$15.00 per hour
- Adults	\$110.00 per day
- Juniors	\$6.00 per hour
- Juniors	\$46.00 per day
Squash and Gym	
- Per Person	\$5.50 per hour
- Pensioners/Seniors	2.75 per hour
- Annual Membership Individual	\$95.00 pa.
- Annual Membership Pensioner/Seniors	\$47.50 pa.
- Annual Membership Juniors	\$47.50 pa.
- 6 Months Membership Individual	\$47.50 6 monthly
- 6 Months Membership Pensioner/Seniors	\$23.75 6 monthly
- 6 months Membership Juniors	\$23.75 6 monthly
Clubrooms	
- Functions	\$250.00 per function
- Meeting Rooms	\$80.00 per day
- Meeting Rooms	\$45.00 4 hrs or less
Oval	
- General Usage	\$9.00 per hr
- General Usage	\$36.00 per day
Tennis Courts – Per person	\$5.50 per hour
Netball Courts	\$15.00 per game
Hockey Pitches – Per game	\$25.00 per game

COSTS AND BENEFITS

Costs

The inclusion of all costs reveals that the Council subsidy towards the Forrest Oval Precinct Sport & Recreation Facilities will be \$458,350 and excluding non-cash items (depreciation) \$203,300 for the 2010/11 financial year when the facilities become fully operational, the level of subsidy for future years should remain constant.

Capital expenditure is estimated to be \$5.1 million.

Benefits

The Sport & Recreation Facilities have a low recovery cost and an increase in the fees and charges would result in fewer people using the facilities.

The bar facilities net income and membership fees provides an alternative source of revenue that will enable the level of subsidy provided by the Shire to be minimised.

Evaluation

The object is to ensure that the facilities continue to operate with minimal subsidy from the Council. The proposal will provide modern and integrated facilities to the community groups and users. The co-location will ensure an increase in patronage and the sharing of the facilities.

ISSUES

The Local Government Act indicates those matters that each local government should concern itself about in relation to services and facilities.

Operations

Do the services and facilities integrate and co-ordinate with those provided by government or public bodies?

The services and facilities provided will integrate and co-ordinate with those provided by governments and public bodies.

Do the service and facilities duplicate, to an inappropriate extent, with those provided by government, any body or person whether public or private?

The service and facilities provided do not duplicate those provided by the government or others.

How can Council itself be satisfied that the services and facilities are managed efficiently and effectively?

An ongoing review of the operations will ensure the facilities are managed in an effective and efficient manner.

Cause and Effects

What is the expected effect of the proposal on the provision of services and facilities provided by the Shire?

The development of the Facilities is a viable solution to meet the requirements of the community as a whole and for the benefits of the future.

What is the expected financial effect on the Shire?

The Shire will subsidise the operation of the facilities in terms of total cost to the extent of approximately \$458,350pa and in cash terms by \$203,500pa for the 2010/2011 financial year when the facilities become fully operational. The negative financial result is out weighed by the advantages the community will derive through the use of the facility.

Has the Shire the ability to manage the service and facilities?

The Shire has appropriately qualified and experienced staff to ensure all proposals in this business plan will be implemented in a professional, effective and efficient manner.

What is the expected effect on the proposal in relation to the Plan for the Future?

The Plan for the Future will incorporate the capital expenditure required to develop and maintain the facilities.

What is the expected effect of the proposal on another person providing services and facilities in the Shire?

The private sector does not provide this type of service and facilities.

ASSESSMENT

The proposal will allow a number of community based organisations to co-locate and operate in modern and purpose built facilities. It will service not only the York community but also the surrounding region. It will generate an income stream through membership fees and bar trading to reduce the subsidy required to fund the operations. Additional benefits will be gained from the co-location of the various sporting clubs and facilities resulting in a greater use and sharing of the facilities.

PERFORMANCE MEASURES

The successful achievement of the aspirations contained within any plan is dependent upon ensuring that the operation and development phases are accomplished. The following "indicators" have been set to test whether or not these critical factors are achieved.

- Formal adoption of the business plan by March 2009.
- Receive responses for funding applications from the State and Federal Governments by April 2009.
- Award of the tenders for the design and construction of the facility by December 2009.
- Completion of new co-location facility by 30 June 2010.

ATTACHMENTS

- Concept Plan Sketch
- Forrest Oval Precinct Sport and Recreation Facilities Master Plan (Inclusive of Quantity Surveyors Cost Estimates)
- Letters from Building Companies and Contractors
- Letter of Support from the South East Avon Voluntary Regional Organisation of Councils (SEAVROC)

9. OFFICER'S REPORTS

9.2 ADMINISTRATION REPORTS

9.2.2 South East Avon Voluntary Regional Organisation of Councils (SEAVROC)

FILE NO:	OR.RDT.4
COUNCIL DATE:	March 16, 2009
REPORT DATE:	March 6, 2009
LOCATION/ADDRESS:	N/A
APPLICANT:	N/A
SENIOR OFFICER:	Ray Hooper, CEO
REPORTING OFFICER:	Julieanne Treloar, Executive Support Officer
DISCLOSURE OF INTEREST:	NIL
APPENDICES:	SEAVROC Minutes February 2009
DOCUMENTS TABLED:	NIL

Summary:

The South East Avon Voluntary Regional Organisation of Councils (SEAVROC) has been formed by the Shires of Beverley, Brookton, Cunderdin, Quairading and York with a "Vision" to develop an alliance that responds proactively to the changing environment while retaining our individual identities.

The actions of SEAVROC are complimentary to the recommendations of the Sustainability Report to provide options for collaborative effort.

Background:

SEAVROC held its first meeting on the 25th July 2005.

A Memorandum of Understanding was signed on the 22nd June 2007 in the presence of the Minister for Local Government the Hon Ljiljana Ravlich and the Strategic Plan was signed on the 1st August 2007.

SEAVROC's Mission Statement is:

- To achieve recognition of the South East Avon as a viable, political, social and economic region;
- To enhance service delivery and infrastructure for our collective and individual communities; and
- To achieve a sustainable, cost effective model for the sharing of resources.

Consultation:

The Shires of Beverley, Brookton, Cunderdin, Quairading and York.
Department of Local Government and Regional Development.
Western Australian Local Government Association

Statutory Environment:

Not applicable as SEAVROC is a voluntary organisation at present.

Policy Implications:

Not applicable.

Financial Implications:

Nil

Strategic Implications:

KRA 7 – Community Services – Objectives 1, 2 and 3 states:

- (1) To meet community needs in terms of physical infrastructure and overall community services.
- (2) To provide and maintain high quality services and infrastructure in an efficient and cost effective way.
- (3) To ensure a safe community environment.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

The intent of SEAVROC is to reduce costs to individual member Shires through collaborative purchasing and resource sharing.

Social Implications:

Since the inception of SEAVROC in July 2005 there has been a genuine commitment to shared activities for mutual benefit.

Collaboration has already occurred in areas of plant hire, tenders, staff exchanges and reciprocal works, however there is extensive scope in this area for greater co-operation.

Environmental Implications:

Not applicable.

Comment:

SEAVROC has been recognized as a pro-active regional grouping at the state and federal levels and this is reflected in the level of grant funding received to date and assistance from the Minister for Local Government.

These minutes are provided in the agenda so that they can be received by the Council and also be made available to the public.

OFFICER RECOMMENDATION

RESOLUTION

100309

MOVED: CR Lawrance SECONDED: Cr Randell

“That Council:

Receive the minutes of the February 2009 SEAVROC meeting.”

CARRIED (6/0)

**Item 9.2.2
Appendix A**

SEAVROC

(SOUTH EAST AVON VOLUNTARY REGIONAL ORGANISATION OF COUNCILS)

MINUTES OF EXECUTIVE COMMITTEE MEETING

BROOKTON COUNTRY CLUB - SHIRE OF BROOKTON

THURSDAY, 5 FEBRUARY 2009 AT 9:30AM

The Chairman welcomed Delegates, representatives and guests in attendance, in particular the following:

- Ms Jennifer Mathews, Director General - Department for Local Government and Regional Development;
- Ms Caroline Tuthill - Senior Project Officer - Department of Local Government and Regional Development;
- Ms Jo Burges - Regional Cooperation Manager - Western Australian Local Government Association;
- Cr Rodney Stokes - President, Shire of Tammin; and
- Mr Mick Oliver - Chief Executive Officer, Shire of Tammin.

The Chairman then invited the Host Council to make a presentation to attendees.

Cr B Coote, President of the Shire of Brookton, then took the opportunity of welcoming all in attendance and provided an update on recent events in the Shire of Brookton, namely:

- **Brookton Country Club** - The venue for the Meeting forms stage one and implementation of the Sports and Recreation Plan, being the co location of the golf and bowling clubs. Total value of the project being \$1.2M, funded by a self supporting loan of \$400,000, club cash and sponsorship of \$101,000, grants of \$496,000, and Shire contribution of \$100,000, with voluntary labour amounting to \$123,000.

Stage two of the Plan is the relocation of the tennis courts and replacement of the netball courts. This component is currently underway at the football oval, with the installation of the lights, retaining walls and sub base, in readiness for new surfaces and fencing. This component has a total value of \$835,000.

Stage three of the Plan involves the extension and refurbishment of the WB Eva Pavilion to add a gym and accommodate the tennis club in 2010.

Whilst improving and updating recreation facilities, this ensures sustainability by co locating clubs, and reducing four buildings to two for these clubs.

- **Staff Housing** - Two staff units are currently under construction using Force 10 Building Technology, a Queensland company. Erection of the kit homes started Wednesday last, with the wall and frames complete on one unit, with lock up stage anticipated in four weeks.

The three bedroom, two bathroom, units are the first of a program of updating staff housing, and selling off of older houses into the community in order to increase housing stock in Brookton.

The selling of surplus properties is being met with difficulties, in particular head works charges for utilities.

The Shire of Brookton has had a strategy to encourage development of land for building, and as part of this strategy, are trying to sell off surplus land to provide funds to develop a rural subdivision, and ultimately a residential subdivision. Properties to be sold include five one acre lots on the river, the old hospital site and three adjoining lots, and the old sale yards.

The Hon Terry Waldon MLA, Minister for Sport and Recreation; Racing and Gaming; Minister Assisting the Minister for Health, Deputy Leader of the Parliamentary National Party of Australia (WA), Member for Wagin; the Hon Terry Redman MLA, Minister for Agriculture, Food and Forestry; Minister Assisting the Minister for Education, Member for Blackwood-Stirling; and the Hon Brendon Grylls MLA, Minister for Regional Development; Lands, Minister Assisting the Minister for State Development; Minister Assisting the Minister for Transport; leader of the Parliamentary National Party (WA), Member for Central Wheatbelt, are liaising in order to seek a change to the Western Power policy for calculating head works charges.

A large proportion of upgrading the Brookton recreation facilities was the cost of Western Power's head works charge for upgrading transformers, with the cost for the court project alone being \$59,000, due to power being drawn from the Narrogin sub station. It is considered that there is a significant inequity between city and rural communities. A similar project in the city would rarely incur such costs due to the existing capacity within the grid system.

Brookton is planning to be ready for development by undertaking plans to extend the sewerage scheme and storm water drainage, with consultants currently working on this to determine funds required to permit adequate budgeting for these projects.

- **Strategic Plan** - Brookton is currently reviewing its Strategic Plan, using the same consultant that developed their 2006 Plan. The review will provide the opportunity to fine tune objectives and update priorities.

- **Local Planning Strategy and Town Planning Scheme** - Along with Beverley, Brookton have commenced a review of their Local Planning Strategy, which will lead into a review of their Town Planning Scheme. This will help in Brookton's readiness toward development. It is hoped that the Planning Commission will permit more innovation in the control of rural subdivisions, in order that productive rural land is not lost to lifestyle properties. This issue has been recognised for some time as a challenge for all rural Shires that have close proximity to the metropolitan area.
- **Intermodal Transport** - Westnet and the Department of Planning and Infrastructure (DPI) are considering Brookton for a twelve month trial to transfer containers to rail, with the aim of moving container transport from road to rail. Brookton was chosen for this trial due to its centrality to current grain and hay transporters. Should the trial prove successful, there may be opportunities within the region.

Brookton has many opportunities for improving facilities and expanding its economic base. The Strategic Plan will help focus energies on taking advantage of those opportunities. Development is only limited by the financial and human resources available to manage such projects. SEAVROC is an opportunity for the region to obtain the resources needed to develop opportunities.

Cr B Coote again took the opportunity of welcoming everyone to Brookton, and wishing attendees a successful and productive meeting.

The Chairman thanked Cr B Coote for his presentation, and congratulated Brookton on their achievements. Congratulations were also extended to Mr G Clark, Chief Executive Officer of the Shire of Brookton, on his recent media coverage relating to asset management from a country perspective.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.1 Opening

The Chairman welcomed Mr J Wibberley, assisting Mr D Carbone during the Meeting.

1.2 Announcement of Visitors

The Executive Officer advised that invitations had been extended to the following:

- Ms Jennifer Mathews - Director General - Department of Local Government and Regional Development.
- Cr Rodney Stokes- President, Shire of Tammin.
- Mr Mick Oliver - Chief Executive Officer, Shire of Tammin.
- Ms Caroline Tuthill - Senior Project Officer - Department of Local Government and Regional Development.
- Mr Tony Brown - Executive Manager - Governance and Strategy - Western Australian Local Government Association (Apology).
- Ms Joanne Burges - Regional Cooperation Manager - Western Australian Local Government Association.
- Mr Mat Jovanou - Acting Community Engagement Officer - Office of Crime Prevention (Apology).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

2.1 Present

Shire of Cunderdin	- Cr G Cooper	- President (Chairman)
Shire of Cunderdin	- Mr G Tuffin	- Chief Executive Officer
Shire of Beverley	- Cr D Ridgway	- Deputy Shire President (South Ward)
Shire of Beverley	- Mr K Byers	- Chief Executive Officer
Shire of Brookton	- Cr B Coote	- President (Central Ward)
Shire of Brookton	- Cr K Wilkinson	- Deputy Shire President
Shire of Brookton	- Mr G Clark	- Chief Executive Officer
Shire of Brookton	- Mr P Ibbott	- Environmental Health Officer
Shire of York	- Cr B Lawrance	- Deputy Shire President
Shire of York	- Mr R Hooper	- Chief Executive Officer
Shire of York	- Mr P Stevens	- Environmental Health Officer/Building Surveyor
Shire of Quairading	- Cr D Richards	- President
Shire of Quairading	- Mr G Fardon	- Chief Executive Officer
Shire of Tammin	- Cr R Stokes	- President
Shire of Tammin	- Mr M Oliver	- Chief Executive Officer

Department of Local Government and Regional Development (DLGRD)	- Ms J Mathews	- Director General
Western Australian Local Government Association (WALGA)	- Ms J Burges	- Regional Cooperation Manager – WALGA
Dominic Carbone and Associates (DCA)	- Mr D Carbone	- Executive Officer
Dominic Carbone and Associates (DCA)	- Mr J Wibberley	- Assisting Mr D Carbone

2.2 APOLOGIES

Shire of Beverley	- Cr J Alexander	- President
Shire of Cunderdin	- Cr R Carter	- District Ward
Shire of York	- Cr P Hooper	- President
Western Australian Local Government Association (WALGA)	- Mr T Brown	- Executive Manager Governance and Strategy
Office of Crime Prevention	- Mr M Jovanou	- Acting Community Engagement Officer

2.3 Leave of Absence

Nil.

3. DEPUTATIONS/PRESENTATIONS

3.1 Deputations

Nil.

3.2 Presentations

The Chairman invited the Director General to make a presentation to the Meeting.

The Director General introduced herself to attendees, thanked SEAVROC for the opportunity to attend and speak on this occasion, and provided comment on the following points:

- SEAVROC is seen as a benchmark in terms of best practice and moving forward as a regional model.
- The Director General and Department look forward to working with SEAVROC as the model is developed.

The Director General offered background to her appointment, detailing the following:

- Has been in the role for approximately twelve months, with election and change of Government six months into the appointment.
- Two Ministers appointed with change of Government; Minister Castrilli for Local Government and Minister Grylls for Regional Development.
- Prior to appointment, headed Austrade, the Australian Trade Commission in Western Australia.
- Spent twenty years in Commonwealth Government, including overseas with the Department of Foreign Affairs and Trade in South East Asia.
- Comes from a legal background, working in various legal and legislative capacities within Commonwealth Government, as well as in the private sector with Freehills in Perth, Melbourne and overseas, primarily focusing on commercial law.

The Director General then provided comment on the following points:

- The Department is very active, with significant agendas under the two Ministers.

- Regional Development:
 - Lead agency for implementing Royalties for Regions, being a key platform of the new Government. Royalties for Regions aims at returning 25% of the State's royalties back into the regions, a significant fund allocation totalling approximately \$675M per year.
 - Brochures were provided to Attendees outlining the structure for Royalties for Regions, with key links and relevance to local governments in regional areas.
 - Royalties for Regions made up of three key funds: Country Local Government Fund, Regional Community Services Fund and the Regional Infrastructure and Head Works Fund.
 - Recent announcement relating to Telecentres. Minister Grylls announced significant funding increases for Telecentres and their re badging as Community Resource Centres, to become viable community hubs with strong links to the Regional Development Commission and is part of the Community and Regional Development network.
- Local Government:
 - Key role of administration of the Local Government Act and associated Regulations, and overseeing compliance and the delivery of good governance to the community by local governments.
 - Department focus on capacity building with good feedback from the sector. Initiatives introduced, including the Local Government Advisory Hotline providing direct access into the Department, which has been well received.
 - The Department is working closely with WALGA and LGMA, implementing a range of capacity building initiatives, training support for Presidents, various workshops, in particular near elections, strong indigenous support program, and sending teams into the regions.
 - Availability of funds from the Country Local Government Fund to assist in capacity building, with provision of support to local governments in areas such as building regional governance models, finance and asset management.
 - Existing program with benefits for SEAVROC being Connecting Local Government and Structural Reform Program, which has been valuable in helping local governments explore structural reform including regional models.

- Approximately \$900,000 remains in the Connecting Local Government and Structural Reform Program.
- Work continues in partnership with WALGA and LGMA in the area of sustainability of the local government sector, with WALGA's completion of the SSS Report.
- Minister has appointed a Steering Committee in relation to the SSS Report to look at main functions, actions and recommendations.
- Steering Committee met three times in 2008 and have presented the Minister with its report.
- Minister has analysed the Steering Committee report and will be making important announcements whilst in Exmouth today.
- Further work to be done in five key areas of: regional governance and structural reform; corporate and strategic planning; corporate enterprise and regional development; legislation reform training; and capacity building.
 - Key areas linked to the Country Local Government Fund, which is to provide funding direct to local governments to alleviate some of the infrastructure backlog and shortfall.
 - \$100M dedicated under the fund in the first year to individual local governments, then in years 2, 3 and 4, to be divvied out to regional groupings such as SEAVROC.
 - Focus of funds is on infrastructure and not operational expenditure. Correspondence has been forwarded to local governments in relation to this.
 - Projects such as the Brookton sport and recreation facilities mentioned, are typical of projects provided for under this fund, being new builds or upgrade and maintenance of community infrastructure.
- The Department continues to respond to queries and issues that develop in individual local governments, and seeks to remain open, accessible and ready to assist wherever possible.

The Chairman thanked the Director General for her presentation, and invited questions from the floor, which are summarised as follows:

The Chairman queried guidelines being worked out in relation to funding to regional groups, with the key issues of staff employment, plant and equipment, whether this is to be addressed on a project by project basis.

The Director General advised that initial allocations were to individual local governments, and focused on infrastructure, given the known issues with this, in particular, community infrastructure. Consideration was given to the impact on Grants Commission funding, had this been on an operational basis. However, the issues would differ with regional groups and feedback would be worthwhile in this regard.

The Chairman advised that no decision had been made, however discussions had been held in relation to a SEAVROC based road building team that would take on all road construction in the region, offering an improved service to the group, with regional roads funds allocated to this service. It was anticipated that under such an arrangement, outcomes would be improved considerably on a regional basis. Further, that the formulation of a building team could have similar positives on a regional basis, and given the region's requirements could be sustainable for the future.

The Director General advised that the suggested proposals held merit, and that the presentation of a submission would be worth while, with such proposals spanning the portfolios of both Local Government and Regional Development. Further, that the primary focus centred on the need to upgrade, maintain and build infrastructure, with the possibility of alternative funding options. Some funds had also been quarantined from the Local Government Country Fund to support some regional initiatives.

Attendees were advised by the Director General, that Minister Grylls would make some major announcements in the coming week centring on a new Regional Grants Scheme to be administered by the Regional Development Commission. Further, that the present climate offered more funding possibilities for local government, both State and Federal, than had been available for some time.

Mr R Hooper drew attention to the guidelines stating that the Grants Commission is likely to take into account in future grant allocations, expenditure on roads, and sought comment on this.

The Director General advised that her understanding was that, should money be spent on roads, the Grants Commission would potentially take this into account, which may impact on the Grants Commission allocation. However, the Commission was currently reviewing its methodology. Preliminary advice was to exclude roads and focus on community infrastructure.

Mr R Hooper drew attention to the issues associated with rezoning of land for rural residential subdivision, and the impact this had on rating charges. The transition from general agriculture to rural residential imposes gross rental value rates, creating a significant financial impact prior to actual development of the proposed lots. Impositions by the Department of Planning and Infrastructure hamper such progress in rural areas, yet the Metropolitan Region Scheme offers protection in this regard within the metropolitan area. The relationship between the Department and the DPI in relation to land to market in rural areas needs to be addressed.

The Director General advised that she was unaware of this, and advised that she was happy to take up the matter. Further, suggested that it would be pertinent to correspond with Minister Castrilli in this regard.

Cr Wilkinson sought clarification on the inclusion of community sporting facilities as community infrastructure, with the Director General advising that such facilities were indeed considered as community infrastructure.

Mr G Fardon provided comment on Quairading's proposal to construct a community resource centre, update its Telecentre, with the incorporation of an arts centre, and sought advice on whether the guidelines permitted consolidation of funding from year one, year two and possibly year three.

The Director General advised that this should be permissible under the Guidelines, commenting that the Department was particularly conscious of the lead time for year one. Further, advising that the reporting process permitted advice of carry overs, and reiterating earlier advice on additional Telecentre funding as announced by Minister Grylls, and offering further information in this regard.

Comment by the Executive Officer, Mr G Fardon and Director General followed in relation to Telecentre funding being in the 'thousands' rather than 'tens of thousands'.

Cr D Richards sought clarification on Royalties for Regions funding spent on Telecentres, impacting on the Telecentre specific funding, with the Director General advising that there would be no impact, as the Telecentre funding was discreet, and offered scope for consolidation.

Mr G Clark raised concerns in relation to the guidelines not permitting funds to be spent on consultants, when this resource was specifically required in the development of projects, such as architecture and engineering. The Director General advised that clarification would be sought and provided on this matter, indicating that there may be scope to incorporate lead consultancy as part of the total infrastructure.

General discussion continued, with comment by Cr D Richards, the Director General, Mr G Fardon, the Chairman, Ms J Burges and Mr G Clark, in relation to the following:

- Concerns raised in relation to consultants for overall project progress are being raised throughout the sector, with clarification required.
- For funds to be distributed through the Country Local Government Fund, local governments need to register with the Office of Shared Resources.
- Capacity required to drive projects, and detailing this in submissions.
- Capacity to project manage.
- Resource sharing assisting with capacity requirements.
- Completion of Forward Plans.

Mr R Hooper suggested that Delegates raise concerns with the Executive Officer to consolidate and forward to the Department as a regional approach for clarification.

Clarification was sought by Mr R Hooper on the progress of legislative changes in 2009, with the Director General advising that despite the tight timeframe and heavy workload, the Minister intended tabling the Local Government Amendment Bill 5 in the autumn session, and progress the first past the post voting changes were also a priority.

Following Mr G Clark raising his concern on effective expenditure of allocated funding, the Chairman provided comment on the positive focus of SEAVROC and its Member Councils in seeking such funding for their communities.

There being no further questions, the Chairman thanked the Director General for her presentation and response to Member Council concerns, inviting her to stay for the remainder of the Meeting.

4. CONFIRMATION OF MINUTES

Executive Committee Meeting - Thursday, 4 December 2008.

MOVED Mr R Hooper, Seconded Mr G Tuffin, that the Minutes of the SEAVROC Executive Committee Meeting, held on Thursday, 4 December 2008, be received.

CARRIED UNANIMOUSLY

5. ANNOUNCEMENT BY PRESIDING MEMBER WITHOUT DISCUSSION

The Chairman advised that he had no specific announcements, however asked that Delegates remain focused on the set Agenda, and drew attention to asset management, common operating platforms, and advancing the work of Neil Douglas' report. Further that SEAVROC was being looked at with interest, and Delegates needed to maintain their focus on progressing SEAVROC and its aims.

Following questions from Mr R Hooper and Mr G Clark, the Chairman advised that he had requested a meeting with the Minister in order to provide an update on the subsidiary model, and SEAVROC's future direction, however no details were to hand.

6. REPORTS OF THE EXECUTIVE OFFICER

SE-001-09	STATUS REPORT – OUTSTANDING BUSINESS FROM EXECUTIVE COMMITTEE MEETINGS (File: serpt001-09)
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The Executive Officer advised that this Report outlined outstanding matters and how they were being addressed, with the Chairman providing comment in relation to the utilisation of this Report as a positive management tool.

It was then:

MOVED Cr B Coote, Seconded Mr R Hooper, that the recommendation set out below, be adopted:

That Report SE-001-09 – Status Report – Outstanding Business from Executive Committee Meetings, be received.

CARRIED UNANIMOUSLY

SE-002-09 STRATEGIC WASTE MANAGEMENT PLAN - SEAVROC MEMBER LOCAL GOVERNMENTS
(File: serpt002-09)

With the agreement of Delegates this Report was held over until after morning tea.

SE-003-09 PROVISION OF SERVICES FOR MANAGEMENT AND ADMINISTRATION OF THE SOUTH EAST AVON VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (SEAVROC)
(File: serpt003-09)

The Executive Officer advised that Attachment 1 to Report SE-003-09 detailed management and administrative hours undertaken in relation to SEAVROC since reported at the Executive Committee Meeting of 4 December 2008.

It was then:

MOVED Mr G Fardon, Seconded Cr B Lawrance, that the recommendation set out below, be adopted:

Report SE-003-09 – Provision of Services for Management and Administration of the South East Avon Voluntary Regional Organisation of Councils, be received.

CARRIED UNANIMOUSLY

SE-004-09 FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2008 TO 31 DECEMBER 2008
(File: serpt004-09)

The Executive Officer advised that this Report detailed the Financial Statements for the period 1 July 2008 to 31 December 2008, and clearly indicates that all funding is currently provided by the Shire of York.

Ms C Tuthill advised that contact would be made with the Office of Shared Services to pursue allocated funding, with Mr R Hooper advising that advice of Wednesday last indicated that payment was imminent.

Mr G Fardon sought clarification on expectations for cash flow from Member Councils, with Mr R Hooper advising that distribution of invoices was imminent, with the Chairman seeking urgent provision of these funds.

Mr R Hooper provided clarification that three invoices would be issued, firstly one relating to the Executive Officer, secondly for the original component of the Feasibility Study, and lastly, for the additional funds required and approved by Member Councils for the Feasibility Study.

Following comment by Cr D Richards, the Executive Officer, Mr R Hooper and the Chairman, it was:

MOVED Cr D Richards, Seconded Cr B Coote, that the recommendation set out below, be adopted:

That the following Statements of Receipts and Payments for the period 1 July 2008 to 31 December 2008, be received for:

- ***Connecting Local Governments and Structural Reform Implementation Grant.***
- ***Local Government Feasibility Study – Regional Collaborative Models.***

CARRIED UNANIMOUSLY

SE-005-09 COUNTRY LOCAL GOVERNMENT FUND - REGIONAL GROUPS (File: serpt005-09)
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The Chairman advised that this Report detailed funding allocations made, and that perhaps a workshop or meeting was required to prioritise projects suited to the funding.

Comment followed in relation to the release of funding guidelines, with Mr R Hooper then suggesting that the Executive Officer's recommendation be amended by the inclusion of a new part (c), detailing that projects be identified for investigation and preparation of business plans, in consultation with the Department of Local Government and Regional Development and the Western Australian Local Government Association.

Following the Chairman seeking confirmation of Mr R Hooper's amendment to the Executive Officer's recommendation, it was:

MOVED Mr R Hooper, Seconded Mr G Tuffin, that:

- (a) ***Report SE-005-09 - Country Local Government Fund - Regional Groups, be received.***
- (b) ***That projects be identified for investigation and preparation of Business Plans as part of the workshop for the review of the Strategic Plan, the subject of Report SE-007-09 - Review of Strategic Plan - South East Avon Voluntary Regional Organisation of Councils (SEAVROC).***

- (c) *Projects be identified for investigation and preparation of business plans in consultation with the Department of Local Government and Regional Development and the Western Australian Local Government Association, based on the models or guidelines produced.*

CARRIED UNANIMOUSLY

SE-006-09	REQUEST FOR MEETING -AVONGRO WHEATBELT TREE CROPPING INC (File: serpt006-09)
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The Chairman sought input from the Chief Executive Officers, querying if the proposed meeting was timely.

Mr R Hooper advised that there was a need for this group to meet with Elected Members, that the subject matter was being dealt with at the Planning for Land Use Management Group, with groups such as Department of Agriculture and Food and Department of Water. Further, that there was a need for political exposure for acceptance at a federal level.

Comment by Mr G Fardon and Mr G Clark followed, with the Chairman seeking Delegates' agreement to meeting at the time detailed in the Executive Officer's recommendation.

It was then:

MOVED Cr D Richards, Seconded Cr B Coote, that the recommendation set out below, be adopted:

That the Chairman, Mr Ian Hall, and the Deputy Chairman, Mr Roger Underwood from Avongro Wheatbelt Tree Cropping Inc, be invited to the Executive Meeting of SEAVROC to be held on Thursday, 5 March 2009, in York. Representatives of Avongro, be invited to attend at 1:30pm.

CARRIED UNANIMOUSLY

SE-007-09	REVIEW OF STRATEGIC PLAN - SOUTH EAST AVON VOLUNTARY REGIONAL ORGANISATION OF COUNCILS (SEAVROC) (File: serpt007-09)
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The Chairman drew attention to this item of business, commenting that the matter had been raised at previous Meetings. Further advising that the suggested date of 19 February 2009 was not suitable, with Cr D Richards suggesting Tuesday, 17 February 2009, at 9:30am.

Following comment by Cr D Richards, the Chairman sought Delegates' agreement to meeting at York given is central location, with Mr G Fardon seeking confirmation from Ms J Burges that this was suitable to her.

Mr R Hooper then advised that the venue for the workshop would be the York Sports Pavilion.

It was then:

MOVED Cr K Wilkinson, Seconded Cr D Richards, that

That a workshop for the review of SEAVROC's Strategic Plan be held on Tuesday, 17 February 2009, commencing at 9:30am, and hosted by the Shire of York at the York Sports Pavilion.

With the agreement of Delegates, the Meeting stood adjourned at 10:30am, and was reconvened at 11:00am.

As agreed by Delegates, Report SE-002-09 was held over until after morning tea.

SE-002-09	STRATEGIC WASTE MANAGEMENT PLAN - SEAVROC MEMBER LOCAL GOVERNMENTS (File: serpt002-09)
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The Chairman drew Delegates' attention to this item of business advising that Mr Peter Stevens, Environmental Health Officer/Building Surveyor for the Shire of York, would present this Report, following which the Draft Plan required consideration by Member Councils prior to adoption by SEAVROC.

Mr Stevens thanked Delegates for the opportunity of making a presentation and advised of the Executive Officer's input in preparation of the Plan.

Mr Stevens detailed the following points:

- Task designated to the Shire of York early 2008.
- Background to Plan preparation being voluntary scheme to develop zero waste plans.
- DEC commenced in April 2007, with an incentive of \$5,000 funding for individual councils to participate.
- Gazettal of the Waste Avoidance and Recovery (WARR) Act 2007 provided for the Executive Officer of the Waste Authority to direct local governments to develop a waste management plan.
- Most councils participated in Phase 1 of the voluntary scheme, with DEC liaising on feedback and additional information required.
- Phase 2 commenced in late 2007, with the development of waste management plans built from the information supplied in Phase 1.
- Continued funding incentives, with waste management seen as a regional issue.
- Incentives for regional planning; individual councils eligible for \$7,000 each, with regional planning providing for \$15,000 for each council.
- SEAVROC entitled to \$75,000, with some funds allocated and the remainder to be provided.

Comment was provided by Mr R Hooper in relation to the funds yet to be received.

Mr Stevens continued his presentation, detailing the following:

- Councils engaging consultants expended the total funds allocated, however by SEAVROC undertaking the plan in house, will provide for surplus funds. Such funds may be utilised as consolidated revenue, with the preference of expenditure on waste related matters.
- The following legislation provides significant powers for the Waste Authority to direct councils on any waste matters:
 - Waste Avoidance and Resource Recovery (WARR) Act 2007
 - WARR Levy Act 2007
 - WARR Regulations 2008
 - WARR Levy Regulations 2008
- Deadline for plan completion and submission is now 31 March 2009.
- WARR Act provides details on plan development and inclusions/exclusions.
- Draft Plan has met with positive feedback from DEC.

Mr Stevens then progressed through the various elements of the Draft Plan (Attachment 1 to Report SE-002-09), detailing each component, and requesting Delegates to advise of any changes that may be required for their respective Council.

Mr R Hooper provided lengthy comment in relation to waste management options for the region, given the difficulties of the metropolitan area with suitable sites, etc, indicating potential opportunities for Member Councils in regard to this matter.

The Director General emphasised the need for consultation and engagement across all government agencies, State and local government.

Mr Stevens continued with his presentation, detailing the following:

- Identification of waste streams, and the current handling of these throughout the region.
- Recent reductions in the recycling market, with anticipated market returns when backlog of stocks are depleted.
- Local landfill sites, recycling and transfer stations.

A question by Mr G Fardon on the definition of a 'recycling facility' as opposed to a 'transfer station' followed, with Mr Stevens advising that a transfer station receives waste product that is subsequently moved to another location.

Mr Stevens proceeded to comment on current usage of waste bins, and kerbside waste removal available across the region, then continued with his presentation detailing the following:

- Investigations of contract waste management as opposed to self resourcing.
- Joint tendering in relation to this matter.
- Incomplete data in areas where facilities are not available in the region, highlighted needs to be looked at, such as portable weighbridges, employment and training.
- DEC Waste Management Conference - advised to apply for human resources and equipment.

Mr R Hooper provided comment in relation to significant funding, and following a query by the Director General, advised of the short time frame, hence submissions being required by 31 March 2009. Mr Stevens advised that the directive was for allocated funds to be expended by December 2009.

Mr Stevens then continued with the following points:

- Landfill levy in the metropolitan area for every tonne diverted to landfill, which accumulates in the Waste Management Fund.
- Closure of the Resource Recovery Rebate Scheme (RRRS).

Mr K Byers raised concerns in relation to the need for recurrent funding for human resource requirements, with Mr P Stevens commenting on contract timing, and success of the plan enabling self sustainability through generated income. The Executive Officer then provided comment in relation to sustainability through the Plan.

Following a query by Ms J Burges, Mr P Stevens advised that the Plan provided for initial employment of one Officer to progress and develop the plan, with comment by Mr R Hooper in this regard.

Discussion followed with comment by Ms J Burges, and the Executive Officer clarifying that waste management would be a SEAVROC project.

Following a query by Mr G Fardon, Mr P Stevens advised that the Plan did not cover feasibility, it was an overall strategic plan, with further comment by Mr G Fardon. The Executive Officer advised that the matters raised would be part of the Business Plan and Feasibility Study to be undertaken, with further comment by Mr P Stevens.

Mr P Stevens then progressed with his presentation, detailing the following:

- Draft Plan includes twelve monthly performance monitoring and review every two years.
- History on waste management.

General discussion followed, with questions and comment from Delegates, and including comment by Tammin representatives.

The Chairman called for order in relation to debate.

Mr G Fardon queried timing on provision of amendments to the Plan, with Mr P Stevens advising that the Plan will be put to Council in February for a 14 day advertising period to meet the 31 March 2009 deadline.

Mr G Clarke sought clarification on putting the Plan to Council and timing of advertising.

Mr R Hooper advised that he did not agree with the recommendation, and that agreement could be reached at this Meeting to advertise the Draft Plan Saturday week, with amendments to be provided by next Wednesday, 11 February 2009, to Mr P Stevens for inclusion in the advertised Plan, thus permitting each Council to consider the final Draft for adoption prior to the deadline.

Comment by Mr G Clark, the Chairman, and Mr P Stevens, followed.

It was then:

MOVED Mr R Hooper, Seconded Cr D Richards, that:

- (a) SEAVROC agrees that the Draft Strategic Waste Management Plan, as modified by Wednesday, 11 February 2009, be advertised on Saturday, 14 February 2009, for a two week period. All comments for inclusion in the Draft Plan to Mr P Stevens, Environmental Health Officer/Building Surveyor, Shire of York, by Wednesday, 11 February 2009, with distribution to Member Councils for consideration at their March 2009 Meetings.***
- (b) That Mr P Stevens - Shire of York, and Mr Peter Ibbott - Shire of Brookton, be thanked for preparing the Draft Plan.***

CARRIED UNANIMOUSLY

At 11:40am, Mr Stevens took the opportunity of thanking Delegates for permitting him to make his presentation, and withdrew from the Meeting Room.

SE-008-09	SYSTEMIC SUSTAINABILITY STUDY - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) (File: serpi008-09)
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The Executive Officer advised that this item of business highlighted the actions contained within the Systemic Sustainability Study applicable to SEAVROC as a Regional Council.

The Chairman drew Delegates' attention to the three actions contained within Report SE-008-09.

It was then:

MOVED Cr B Coote, Seconded Cr K Wilkinson, that the recommendation set out below, be adopted:

That Report SE-008-09 - Systemic Sustainability Study - Western Australian Local Government Association (WALGA), be received.

CARRIED UNANIMOUSLY

Mr R Hooper sought clarification if Action 2, as detailed in Report SE-008-09, required endorsement at individual local government level. Following comment by Ms J Burges, the Director General advised that this would come under the Steering Committee, however would ultimately go back to individual councils and regional groups. Further comment followed by Mr R Hooper, Ms J Burges and the Director General.

SE-009-09	DRAFT BUSINESS PLAN - SHARED SERVICES HOUSEHOLD DOMESTIC WASTE AND RECYCLING SERVICES (File: serpt009-09)
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The Chairman drew attention to this item of business, providing comment, and inviting Mr G Tuffin to provide additional comment on the matter.

Mr G Tuffin then provided an overview to the Meeting, detailing the following:

- Review to determine best performance, and whether possible project for SEAVROC.
- Review gave consideration to the Shire of Cunderdin providing the service, or whether best as a shared service provided by SEAVROC.
- Confidence in draft figures proposed.
- Explanation of content and figures shown in Attachment 1 to Report SE-009-09, including perceived opportunities available with the project.
- Other local governments shown interest in the project.
- Cunderdin has the ability to manage the service, and purchase vehicle.

Mr R Hooper and Cr B Lawrance declared an interest in this item of business, as the proponent of the current delivery service is a Shire of York Councillor.

Mr G Tuffin, and the Chairman provided comment in relation to this matter being considered as a SEAVROC project, with the groundwork having been undertaken.

Mr K Byers queried tender regulations in relation to this matter, with the Executive Officer advising that the regulations did not apply in this instance, as the service is provided by a local government and is below the \$100,000 threshold.

Following comment by the Chairman, Mr G Clark queried the impact of this Plan on the Strategic Waste Management Plan discussed in Report SE-002-09. The Chairman advised that the matters were two separate issues, and that this service was currently being provided. The Executive Officer advised that this Draft Business Plan had been developed as stand alone, with the ability to be provided by any Member Council, and on SEAVROC gaining its own status, could be transferred to SEAVROC.

Following further comment by Mr G Clark, it was:

MOVED Mr G Fardon, Seconded Cr K Wilkinson, that the recommendation set out below, be adopted:

That Report SE-009-09 - Draft Business Plan - Shared Services Household Domestic Waste and Recycling Services, be received.

CARRIED UNANIMOUSLY

SE-010-09	ASSET MANAGEMENT PLANS - SEAVROC MEMBER COUNCILS (File: serpt010-09)
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The Chairman provided comment in relation to this item of business, detailing State and Federal Government funding requirements.

The Executive Officer drew Delegates' attention to the Executive Committee's resolution of 4 December 2008, below (Report SE-023-08), in particular part (c):

- “(a) That each SEAVROC Member Council, be requested to give consideration to progress its participation in the WAAMI Programme, and the cost be met from SEAVROC's Budget allocation for Special Projects.
- (b) Subject to (a) above, the Executive Officer be authorised to provide assistance to each participating Member Council in the collection of data, and to coordinate the project.
- (c) Subject to (a) above, alternative funding sources be investigated.”

Further, advising that the only funding available was from the Department of Local Government and Regional Development via the funding for regions. This funding totals approximately \$2.5M, of which a component would be available to undertake Management Plans, however such funding would not be available until March 2009. Further, that the Executive Committee was requested to consider progressing this matter with internal funding, or to wait and seek funding for this purpose.

Mr R Hooper provided comment in relation to WALGA's recent advertisement for service providers for asset management delivery, the Town of Victoria Park's launch for the new Roman II and asset management programs, and raising concerns in relation to costs and implementing this project in house. Further, that the Chief Executive Officers had undertaken Stages 1 and 2 of the WAAMI program, which necessitated a large volume of work to complete, without having the resources to do so.

The Executive Officer provided comment relating to his assistance to each Council being the development of an asset inventory in order to progress to Stage 3, which details renewal, replacement and maintenance costs of those assets. Mr G Fardon provided comment in agreement, with the Executive Officer, advising that this could be undertaken with the assistance of an Officer from each Member Council.

Comment by Mr G Clark followed in relation to quantity of work involved, staff resources and movement, and the necessity to complete data compilation from Stages 1 and 2 prior to moving to Stages 3 and 4.

The Executive Officer offered further comment in relation to compilation of asset data, asset management policy, input from WALGA on the subject, and data required being contained in each Member Council's current records.

Mr G Clarke withdrew from the Meeting Room at 12:00pm returning at 12:03pm.

The Director General provided clarification on availability of funds, stating that March 2009 was ambitious, however that funds would be made available to employ a specialist in the area of financial and asset management with this resource then being available to assist in this regard.

The Chairman advised that Member Councils were agreed on addressing asset management, and hoped that endorsement would be provided for the Executive officer to assist Member Councils in progressing the matter with their support.

Mr R Hooper raised concerns in the direction to be taken, commenting on monies expended with little result to date, and the resultant volume of work to complete asset management plans, stating that there was a need for further research in consultation with parties such as WALGA and the Department.

The Executive Officer reiterated the need for asset management plans to encompass all infrastructure items, and that this information was needed in order to progress.

The Chairman advised that he wished the Executive Officer to investigate further with each Member Council and report to the next meeting, with Mr R Hooper suggesting that perhaps the word 'fund' should be removed from the recommendation.

The Executive Officer then suggested that he prepare detailed work sheets prior to the next meeting, to assist in seeking a direction forward.

Comment by Mr G Clark followed in relation to concerns raised.

The Chairman then sought Delegates' agreement on authorising the Executive Officer to follow up on the current status and report back at the next meeting, with a view to remaining with the WAAMI program.

General discussion followed, with Delegates' agreement that the Executive Officer follow up on the current status, report back to the next meeting detailing a plan for future actions and considerations, with finalisation of Stages 1 and 2 prior to progressing asset management plans further.

The Executive Officer then confirmed that the Executive Committee's directive was for him to complete Stages 1 and 2, with a plan to progress Stages 3 and 4, and whether this is undertaken internally or externally.

It was then:

MOVED Mr R Hooper, Seconded Mr G Fardon, that the recommendation set out below, be adopted:

- (a) That SEAVROC Member Councils participate in the WAAMI programme.***
- (b) That part (a) and (b) of the resolution contained in Report SE-023-08 - Asset Management Plans, be initiated.***

CARRIED UNANIMOUSLY

The Chairman then provided comment on asset management being fundamental to future funding applications.

SE-011-09	LOCAL GOVERNMENT FEASIBILITY STUDY - REGIONAL COLLABORATIVE MODELS (File: serpt011-09)
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The Chairman advised that this detailed Study addressed key issues, and had been prepared by Mr Neil Douglas of McLeods Barristers and Solicitors (Tabled Item 1).

Further, that the Study was a joint venture between the Department, WALGA and SEAVROC, and determined that the Minister is unable to permit a corporate entity, there are a considerable number of potential exemptions in the Regulations that should be investigated in relation to a Regional Council, and the subsidiary model from South Australia was determined as the option with most potential.

Mr R Hooper provided comment in relation to clarification of service delivery, constraints in operation, the Regional Local Government option, and Mr John Gilfellon having detailed regulatory changes required. Further, Mr Hooper queried the Department's requirements, and the possible unveiling of the Study by the Minister.

General discussion followed with Mr G Fardon advising that no notification had been received in relation to the Minister visiting Quairading.

The Director General commented that the Study contained valuable work in relation to the complex issues of sustainability and structural reform, and that feedback and analysis has significant implications on the sector. Further, that she was comfortable with the Study, that correspondence from the Minister was imminent, and that the Department looked forward to being involved in the ongoing process.

Mr Hooper again raised the issue of a media handover to the Minister, indicating that this would be positive, and commenting further on the involvement of Mr Neil Douglas and Mr John Gilfellon.

Following comment by the Director General in relation to the critical component of required legislative amendments, the Chairman sought Delegates' agreement that Mr Douglas remain involved in the process and assessment, given his background and interest in the matter, and the ability to streamline the documents required.

General discussion followed, with comment by Mr G Clark, the Chairman and Executive Officer.

Delegates' confirmed that this Report be accepted, and that the Executive Officer proceed with the progress of Regulation exemptions required for consideration by SEAVROC and the Department, and pursuing the subsidiary model in the long term, in conjunction with Mr Douglas and Mr Gilfellon.

Following a query in relation to funding for Mr Gilfellow, it was confirmed that this would amount to approximately \$1,000, and that any significant change to this would be brought back to the Executive Committee for consideration.

It was then:

MOVED Mr G Clark, Seconded Mr R Hooper, that the recommendation set out below, be adopted:

- (a) That the Executive Committee of SEAVROC endorse the Feasibility Study prepared by Mr Neil Douglas from the firm McLeods Barristers and Solicitors.*
- (b) That the Department of Local Government and Regional Development and the Western Australian Local Government Association, be informed of (a) above.*
- (c) That subject to confirmation by the host Council, the Shire of York, SEAVROC engage the services of Mr Neil Douglas from the firm McLeods Barristers and Solicitors, to undertake the following:*
 - Review the information compiled by Mr John Gilfellow and the Executive Officer.*
 - Drafting instructions for Regulations that would modify or eliminate particular regulatory burden for the proposed new regional local government.*
 - Prepare a draft "Establishment Agreement".*
- (d) That Mr John Gilfellow be engaged, together with the Executive Officer, to assist Mr Douglas of McLeods Barristers and Solicitors in relation (c) above.*
- (e) That the Department of Local Government and Regional Development, and the Minister for Local Government, be informed that SEAVROC is keen to progress the establishment of an alternative collaborative model, other than a Regional Local Government, by amending the Local Government Act and its Regulations.*

CARRIED UNANIMOUSLY

Mr Hooper then clarified that a handover of the Feasibility Study, the subject of Report SE-011-09, would be arranged, with Mr G Fardon suggesting that Ms C Tuthill and the Director General may follow through on this matter with the Minister.

SE-012-09	ELECTED MEMBER TRAINING - WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) (File: serpt012-09)
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The Executive Officer advised that research had been undertaken on feedback received from Member Councils, and that four modules had been subsequently detailed in this Report, including with options and associated costs, with the assumption that York host the training, given its central location to Member Councils.

Cr D Richards commented that as York had not elected to be a party to the training, that this should be conducted at an alternative location, with the Executive Officer advising that costs would be adjusted accordingly.

Mr K Byers withdrew from the Meeting Room at 12:25pm and returned at 12:28pm.

Mr R Hooper advised that two Elected Members from the Shire of Northam were interested in undertaking the training, with the Chairman advising of associated costs.

General discussion followed with comment and questions by Cr B Coote, Mr G Fardon, Mr R Hooper, Mr K Byers, the Executive Officer and the Chairman.

Following a query by Cr K Wilkinson to the Executive Officer, Delegates' agreed that the training venue would be Quairading, and that two modules would be presented over one full day session.

It was then:

MOVED Mr B Coote, Seconded Mr R Hooper, that the recommendation set out below, be adopted:

- (a) ***That the Executive Officer be authorised to organise Elected Member Training being a One Day Package, comprising the following Modules:***
- | | | | |
|---|---------------------------------|---|-----------------|
| - | <i>Strategic Planning</i> | - | <i>Half Day</i> |
| - | <i>Local Government Finance</i> | - | <i>Half Day</i> |
- (b) ***Subject to (a) above, the Shire of Quairading be requested to be the host Council.***
- (c) ***Subject to (a) above, the minimum number of participants be set at ten.***

CARRIED UNANIMOUSLY

7. DELEGATES MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8. NEW BUSINESS OF AN URGENT NATURE

8.1 Delegates

For the benefit of the Director General, the Chairman advised that part of the Executive Officer's brief was to investigate common operating platforms, with an information technology program developed and managed by Local Government Services in South Australia being under investigation. The Chairman then called on Mr G Tuffin to provide an overview of a recent visit in relation to this program.

Mr R Hooper withdrew from the Meeting Room at 12:40pm and returned at 12:43pm.

Mr G Tuffin advised that he, Cunderdin's Finance Officer, Mr R Hooper, York's Finance/IT Officer, and Mr Steve Gollan from the Shire of Beverley, travelled to South Australia to view the software. During the visit, the Councils of Paringa and Loxton were visited, as they operate under this system, with Paringa being a similar size to Cunderdin, and Loxton nearing the size of Kalgoorlie/Boulder.

The system viewed is complete, and incorporates rates, payroll, general ledger, development approval, planning, building, dog registration and cemeteries; everything pertaining to local government with the exception of mapping. The system is a Dataflex system operating in a DOS environment, with a proposed move to Windows.

Representatives also attended a user group meeting during the visit, where all thirteen councils operating this system participated, with discussions centring on developments, issues, updates and movement to a windows environment.

Mr G Tuffin and Mr R Hooper proceeded to comment extensively on the attributes of the system, advising that the system, as it stands, could be obtained free in order to have Western Australian exposure.

Delegates were advised that a report detailing the software and its attributes would be presented to the next Executive Committee Meeting in March 2009.

General discussion followed, with comment and queries by Mr G Tuffin, Mr R Hooper, the Chairman and Director General.

The Chairman advised that Cunderdin would look at taking up the option to install rates initially, whilst obtaining the whole package and installing the windows model on availability.

Mr R Hooper provided additional comment on the work already done to determine hardware requirements for the upcoming Windows version, a positive step in the implementation of the software.

Mr G Clark commented on best practice, identifying functionality and integration requirements. The Chairman then advised that such matters would be part of the Executive Officer's investigation.

The Executive Officer provided comment in relation to the matter being under investigation, and that no decisions were required at this point in time, with further comment by Mr G Tuffin.

Mr G Fardon advised that a PLUM meeting was held in Quairading on Tuesday, resulting in clear direction for the year, and this information would be disseminated to Chief Executive Officers in due course.

8.2 Executive Officer

Nil.

9. CLOSURE OF MEETING

The Chairman took the opportunity of thanking attendees for their presence and input to the Meeting, and there being no further business, declared the Meeting closed at 12:45pm.

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.3 York Trails Master Plan 2008

FILE NO: FI.FAG.7/CCP.45
COUNCIL DATE: 16 March 2009
REPORT DATE: 6 March 2009
LOCATION/ADDRESS: Various Locations – Shire of York
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, MATS
DISCLOSURE OF INTEREST: Nil
APPENDICES: Appendix A – Example Old Pricing
Appendix B – Example New Pricing
Appendix C – Executive Summary & Recom
DOCUMENTS TABLED: York Trails Master Plan 2008

Summary:

To receive the report 'York Trails Master Plan 2008' (the Plan) and consider projects for inclusion in the 2009/10 and future budgets.

Background:

Council obtained a grant from Lotterywest to the value of \$13,750.00 in conjunction with the Department of Sport and Recreation to prepare the Plan. Mr M Maher of Transplan Pty Ltd completed the document for Council.

Consultation:

The process involved an advertising period for consultation and a community meeting. The Plan was again advertised on the website and no submissions were received.

Statutory Environment:

Financial Regulations.

Policy Implications:

No policy implications arise from this report.

Financial Implications:

The Plan suggests a five-year initial implementation program for the nine (9) projects, bearing in mind that a number of them will flow on into trail development programs which may extend beyond that time frame. Estimates in the Plan suggest the following budget allocations:

Year 1 \$192,000
Year 2 \$156,700
Year 3 \$159,400
Year 4 \$159,400
Year 5 \$ 44,150

Most of the priority projects will result in the need for substantial implementation and marketing funding – sourcing these funds should be a priority action for the York Shire Council.

Depending on the success of attracting funding for the development of the trails the program could be shortened to three years or extended over a longer period.

Discussions with M Maher who prepared the Plan revealed that the price for interpretative panels has risen significantly over the last twelve (12) months. A project management fee was

not included in the costings. An example of the changes are provided in Attachment A (old pricing) and Attachment B (new pricing).

Strategic Implications:

Key Result Area 2: Economic Development and Tourism – Objective 2, 4 & 5 state:

“To increase tourism to achieve business viability and growth.”

“To utilise the unique features of York’s heritage and rural lifestyle, where appropriate, as the basis for economic development.”

“To ensure economic development does not conflict with York’s heritage, lifestyle and environment.”

Key Result Area 4: Youth – Objective 2 states:

“To enhance recreational and cultural opportunities for young people.”

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Various – Mr Maher

Triple bottom Line Assessment:

Economic Implications:

The Plan may encourage more visitors to York, which may benefit local businesses.

Social Implications:

The York trails network will cater for local people and visitors, on quality trails that are well constructed, well maintained and well promoted, which enrich the users’ experience and knowledge of the natural features and history of the Shire and which deliver economic, health, well-being and other benefits to the local community.

Environmental Implications:

The built and natural environment will be considered at the planning stages for each proposed trail.

Comment:

Councillors are aware of the Plan and accept that the In-town Heritage Trails Revamp is a must-do and is a high priority project. The built heritage of York is of state significance, and the current heritage trails are poor and require urgent upgrading.

OFFICER RECOMMENDATION

**RESOLUTION
110309**

MOVED: Cr Randell SECONDED: Cr Walters

“That Council:

- 1. *endorses the York Trails Master Plan 2008 (the Plan);***
- 2. *refer the Plan to the Department of Environment and Conservation and seek continued assistance with respect to the development of trails within the Wandoo National Park in accordance with the Plan;***
- 3. *make an annual budget allocation to implement the projects contained within the Plan;***
- 4. *establish a local Trails Management Group to oversee the implementation of the Plan;***
- 5. *immediately seek funds from other sources and funding programs for the projects contained with the Plan;***
- 6. *allocates a portion of the work time of an officer of the Shire of York to be dedicated to trails and implementation of the Plan.***

Advice Note:

The Plan reveals that the In-town Heritage Trails Revamp is a must-do and is a high priority project. The built heritage of York is of state significance, and the current heritage trails are poor and require urgent upgrading. Council is in the process of applying to the Department of Sport and Recreation to obtain a grant from Lotterywest. This grant provides \$15,000 and then every dollar spent after that is to be matched by Council up to a value of \$100,000. Larger grants may be considered subject to detailed planning and consultation with all stakeholders.

CARRIED (6/0)

**ITEM 9.2.3
APPENDIX A**

Project b): In-town Heritage Trails Revamp

This project involves completely revamping the existing in-town heritage trails by determining two new heritage walks, based on the existing 4 trails, but with new routes to form loops commencing from the Visitor Centre.

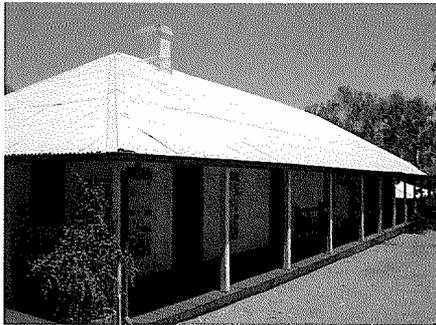
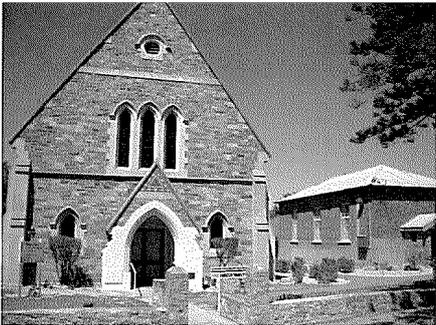
The existing 4 heritage trails, as noted earlier in this report, appear to start and end in illogical locations, do not form circuits or loops, are not signposted and have outdated interpretive signage.

In this project, two heritage walks will be developed. The project will include the following elements:

- Fieldwork, to determine trail routes for the two proposed heritage walks.
- Directional signage.
- New interpretive signage and trailhead signage.
- *Note: much of the interpretation will be based on information currently available.*

Cost Estimate for Project b): In-town Heritage Trails Revamp

Tasks	Costs
1. Consultation and background research (3 days)	\$3,000
2. Trail route planning and mapping (3 days)	\$3,000
3. Interpretive panels (allow for 40 panels: 600mm x 400mm) – 20 per trail <ul style="list-style-type: none"> • research and writing • design and manufacture • graphics (photos and drawings) • installation 	\$12,000 \$32,000 \$4,000 \$5,000
4. Directional signage (allow for 20 posts with markers per trail)	\$3,200
5. Installation of signage	\$9,600
6. Trailhead signage	\$4,000
Project management (no allowance made)	0
Sub-Total	\$75,800
10% GST	\$7,580
Total (including GST)	\$83,380



Selection of a range of interesting buildings and sites, and determining the actual route of the two proposed (new) heritage trails would require substantial consultation and ground-truthing to arrive at the optimum trail.

**ITEM 9.2.3
APPENDIX B**

Cost Estimate for Project b): In-town Heritage Trails Revamp

The Trails Master Plan for the Shire of York identified as a key action the revamping of the Town's existing heritage trails. The broad cost estimates included in that Master Plan now need to be refined. The amended cost estimates below take into account the price rises for materials (steel and aluminium) and contractors over the last 12 months since the broad cost estimates were prepared.

Prior to the actual writing of the panels, discussions will need to be held and decisions made on a number of important issues, including:

- o The exact number of panels (is 40 too many)?
- o The style and shape of the panels.
- o The location of each panel.
- o The method of installation (could be on pedestal post or affixed to walls of buildings, or a combination of techniques).
- o The style of panel: digital colour panels or etched anodised aluminium?
- o The style of directional signposting to be used along each trail.

The amended and updated budget makes allowance for this preliminary planning work.

Discussions held at the commencement of the project will determine the quantity of panels required; and the size of each panel. It is expected that not all panels will be the same size: some may contain 2 stories, others may be smaller as only one story is contained on the panel.

Tasks	Costs
1. Consultation with stakeholders (Council staff; Historical Society; others) and background research (3 days)	\$3,000
2. Fieldwork to confirm preferred trail routes; interpretive sites; location of signs. (3 days)	\$3,000
3. Preparation of simple Trail Development Plan (including mapping; sign plans; interpretive topics/sites) (allow 3 days)	\$3,000
4. Interpretive panels (allow for up to 40 panels: 600mm x 350mm) – 20 per trail <ul style="list-style-type: none"> • research and writing • design, manufacture and supply • graphics (photos and drawings) 	\$60,000
5. Directional signage (allow for 20 posts with markers per trail)	\$3,200
6. Installation of directional, interpretive and trailhead signage	\$9,600
7. Preparation of trailhead signage	\$4,000
Project management (including preparation of report to heritage Council if required)	\$5,000
Sub-Total	<i>\$90,800</i>
10% GST	<i>\$9,080</i>
Total (including GST)	<i>\$99,880</i>

**ITEM 9.2.3
APPENDIX C**

Shire of York Trails Master Plan

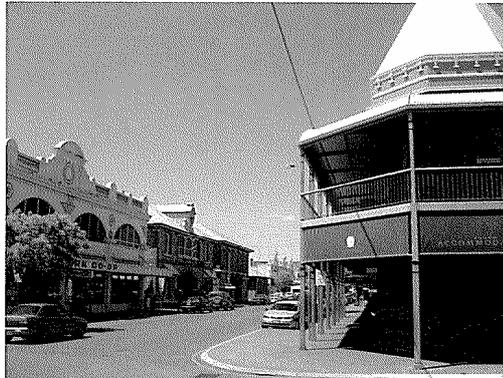
EXECUTIVE SUMMARY AND RECOMMENDATIONS

Transplan Pty Ltd

7

Setting the Scene

The York Shire Council is well positioned to take advantage of the growing popularity of bushwalking and other outdoor recreational activities, including mountain biking. The Shire is situated just over one hours drive east of Perth – within easy reach of Perth’s population. It is already a well-visited area, with music festivals, garden festivals, the Avon River and the heritage listed buildings being among the many attractions. It is located on the main route to Wave Rock and numerous tour buses pass through (and stop in) York.

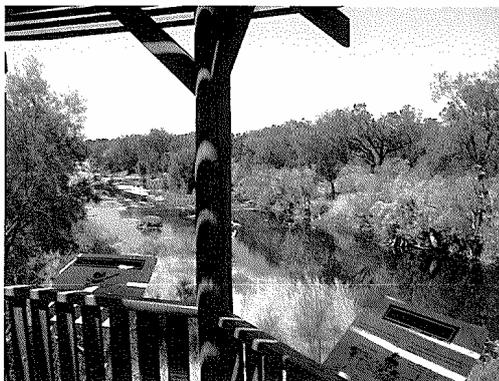


The numerous heritage buildings of York, as recognised in the 1988 Heritage Trails program, are one of the reasons people visit the town and are an outstanding feature of the town. This Trails Master Plan recommends a revamp of these heritage walk trails.

The Shire of York is fortunate in that it has a wide range of attractive and varied landscapes, and a great diversity in wildlife and vegetation. Its most famous attraction is the Avon River and the historic buildings of the Town are amongst the oldest in Western Australia. York promotes itself as “the first inland town in Western Australia”.

The Shire has large tracts of land still well covered in natural vegetation including the wonderful wandoo forest, natural attractions including Mt Brown and Mt Bakewell, an abundance of historic places, and it has the majestic Avon River all of which provide ideal opportunities for trails and views out over the surrounding picturesque landscapes.

The Shire of York is located within the ‘heartland’ of the Wheatbelt of Western Australia. The undulating topography, the wide views of wheat fields, wheat bins, the occasional granite outcrop, evidence of former school sites, small towns, significant tracts of remnant vegetation, railway lines – these are all essential elements of the grain growing region of this state. Travelling through this area provides visitors with the quintessential wheatbelt experience.



In addition to the in-town heritage walk trails, a number of other walk trails exist in the York Shire, including the boardwalk and viewing tower over the Avon River at Gwambygne Park.

There is already a range of opportunities for ‘going bush’ within the Shire of York. A number of heritage walk trails exist in the town of York itself, a walk trail exists along the Avon River in two locations, and more trail opportunities occur throughout the Shire.

The community appears well aware of the benefits of being located within one hours drive of Perth, and the potential for attracting visitors to the area for recreation – such as trails. There are numerous accommodation options within York, as well as several cafes and places to buy a meal.

However, visitor numbers to the town could be increased, and having quality trails is seen as one way of attracting additional visitors, keeping visitors longer and to keep them coming back. An interesting and varied suite of trails is viewed as an integral component of a multi-faceted tourism package.

The suite of trails therefore must reflect the quintessential York – its river, its indigenous history, its pioneers, its heritage, the magnificent wandoo forest and its farming traditions.

The financial costs involved in implementing the trails program outlined in this Trails Master Plan need not be borne by the Council alone. A number of funding opportunities are currently available to assist the Shire of York in upgrading and enhancing existing trails and in the development and promotion of new trails. This will enable the Shire to embark on a program to progressively upgrade and expand the trail supply, and to promote the trails and natural attractions of the Shire to local residents, visitors in nearby population centres, as well as the population of Perth and other centres in the south west of Western Australia.



The Avon Walk Trail, a 1.9km trail to the historic and popular Mile Pool, has recently been constructed. It features trailside seating, boardwalks and bridges and plenty of interpretation. Some minor enhancements are recommended, as well as the installation of indigenous interpretation (to create an Aboriginal Heritage Trail).

The Existing Trail Supply Situation

In 'setting the scene' for this Trails Master Plan it is important to be cognisant of the fact that a number of walk trails already exist in the York Shire. The Existing Trails Inventory prepared as part of this project has identified the following core characteristics of 'trail supply':

- ❖ There are already a number short walk trails in the Shire of York;
- ❖ There are no formally recognised mountain bike (off road cycle touring) trails or horse-riding trails within the Shire, though there does appear to be demand for such;
- ❖ Trails in the Shire of York are currently not well packaged and promoted, with existing trails brochures having no consistent design and a variance in the quality of presentation; and
- ❖ Interpretation along the trails, particularly the 4 in-town heritage walks, is either outdated or in need of enhancement.

The Role of Trails

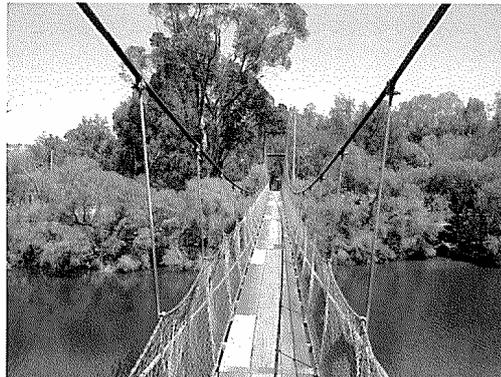
Against this backdrop of physical beauty and natural resources, a growing town population and haphazard trail supply, this Trails Master Plan is highly timely. Trails have *much* to offer a local government area such as the Shire of York.

Right across Australia the many benefits of well-planned and promoted trails are being recognised by a range of agencies from National Park services to tourism departments, and from local government authorities to a host of health organisations. It is now well recognised that recreation trails perform a number of highly beneficial roles in the broader community:

- ❖ They provide opportunities for low-key unstructured passive recreation for local residents and visitors alike;
- ❖ They enable users to gain fitness and they foster general well-being;
- ❖ They are a valuable tourism attraction, especially when marketed well;
- ❖ They can help instil a conservation ethic amongst users; and
- ❖ They can be a means of educating users about the attributes of an area, especially when good interpretation is a feature of the trail.

Proposed Priority Projects

What then, can trails do for the Shire of York? This Trails Master Plan has been based on face-to-face consultation with stakeholders and many days of field work in the study area. It is shaped *specifically* to fit the Shire of York's unique parameters. It proposes not a long list of high-level 'actions' attributed to various agencies that may have little incentive to fulfil them, but rather a limited number of specific projects that have the potential to deliver solid and *real* benefits to the community. It recognises the needs and demands of local residents and visitors, and it takes advantage of the diverse range of attractive landscapes and vistas on offer.



The suspension bridge over the Avon River at Avon Park in York is one of the town's significant drawcards. It could become part of a short loop trail that would utilise a new (low-level) crossing of the river at the historic Monger's Crossing.

It is worth noting now that the brief for the Project sought several key outcomes:

- ❖ A Vision statement that support's the Shire's vision statement that succinctly set's out Council's and the community's desire for the orderly and progressive establishment of a trails network within the Shire.
- ❖ An inventory of existing and potential trails including their purpose, general condition and use.
- ❖ Identification of potential trails while having due regard for other landowners such as adjoining local governments and land managed by the Department of Environment and Conservation.

- ❖ Mapping of trails within the Shire of York.
- ❖ A trail 'gap analysis'.
- ❖ Preliminary cost estimates and priorities for upgrading of existing trails and development of any proposed new trails.
- ❖ Identification of management priorities and funding opportunities for trail development.
- ❖ Community consultation.
- ❖ Identification of management and maintenance issues associated with existing trails and the development of new trails including linking known or new walk trails with drive trails.
- ❖ Recommendations and advice on marketing and promotion of the Shire's trails network, including trail themes, trail brochures or trail guide books, and other collateral.
- ❖ Recommendations on matters that could be interpreted along each of the existing and proposed trails.
- ❖ Guidance on trail signage, including directional markers, promotional signage, warning and advisory signage.
- ❖ Guidelines for the development of interpretative information and signage styles on existing and future trails, as well as recommendation in this regard.
- ❖ Guidance on ways to link the existing and proposed trails, including the option of drive trails, and through promotional materials.



The existing lookout at the summit of Mt Brown provides excellent views over the town, the Avon River and surrounding farmland. This Trails Master Plan proposes substantial upgrading of the lookout, and a walk trail around the summit of Mt Brown.

Nine specific projects are recommended in this Trails Master Plan. The 9 projects are as follows:

a) Mt Observation and the Wandoo National Park Trail Design and Development Project

This project involves designing and constructing three trails within the Wandoo National Park, with Mt Observation as the trailhead. The proposed three trails are:

- A short walk trail of approximately 1.0 km to 1.5 km (duration 30 minutes) through the wandoo forest in the vicinity of Mt Observation.
- A half day walk (approximately 10km) through the wandoo forest, taking in prominent landmarks such as Dingo Rock, Manyuering Spring and the adjacent convict campsite.
- A 10-15km mountain bike trail, utilising some existing vehicle tracks but also incorporating some purpose-built single track.

b) In-town Heritage Trails Revamp

This project involves completely revamping the existing in-town heritage trails by determining two new heritage walks, based on the existing 4 trails, but with new routes to form loops commencing from the Visitor Centre.

c) Mt Brown Lookout and Circuit Trail Design and Development Project

This project involves designing and constructing a circuit trail around Mt Brown, commencing and finishing at the existing lookout at the summit. The proposed trail would be approximately 1.5 km – 2.0 km (30 - 40 minutes duration).

d) Avon River Aboriginal Heritage Trail

This project includes two components: extension of the Avon River Walk Trail along the eastern bank of the river between Monger's Crossing and the Suspension Bridge; and the installation of aboriginal interpretation along the walk trail.

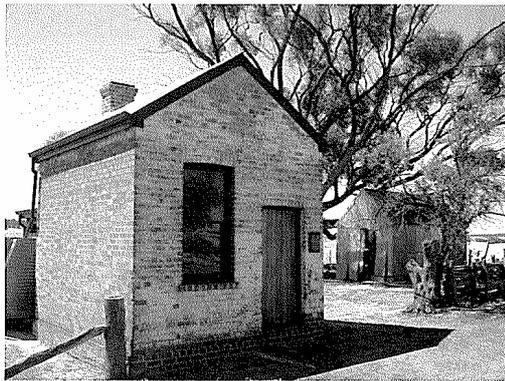
The focus of this project is to install interpretation (be it interpretive panels, sculptures and/or other artwork) to create an 'Aboriginal Heritage Trail'.

The installation of aboriginal-inspired artwork and/or sculptures along the existing trail will supplement and complement the existing interpretive panels (which reflect the European history of uses of, and development alongside, the river). The aboriginal heritage trail will reflect aboriginal uses of the river and the surrounding country (including major elements of the landscape such as Mt Bakewell).

e) Greenhills Heritage Trail Design and Development Project

Greenhills contains a number of heritage sites and buildings and lends itself to the development of a short heritage trail which focuses attention on the history of the existing (and former) buildings and places within the town.

This heritage trail project will include the construction of a 1.5 km – 2.0 km signposted walk trail, with interpretive panels installed at historically important sites and buildings.



This old bakery at Greenhills would be one of a number of historic buildings and sites to be included on the proposed Greenhills Heritage Trail.

f) Wildflower Trail Design and Development Project

This project involves the development of a 1.5 km to 2.0 km loop trail within the 'golf course' reserve, in conjunction with the Avon Branch of the Wildflower Society that is keen to establish a wildflower walk trail as a high priority.

The remnant bushland and revegetated areas evidently provide for a wide array of wildflowers (including some rare flowers). The variety of tree species is notable too, with York gums, powder bark, wandoo and marri being some of those to be found in this reserve.

A circuit trail, heavily interpreted, would be a valuable addition to the suite of trails available to visitors (and local people).

g) York to Greenhills Rail Trail Feasibility Study

This project will involve an assessment of the soon-to-be-disused railway corridor to determine works required to convert the railway formation into a trail suitable for cyclists (on mountain bikes), walkers and horse riders.

The first stage of the project is a trail feasibility study and trail development plan. This will determine the practicalities of developing the rail-trail, the construction works required and the cost estimates.

h) Existing Trails Upgrading Program

Most trails assessed during the preparation of this Trails Master Plan were inadequate in some respect (inadequate signage; overgrown vegetation; erosion; lack of trailside furniture; poor mapping, etc). All trails inspected required some degree of improvement.

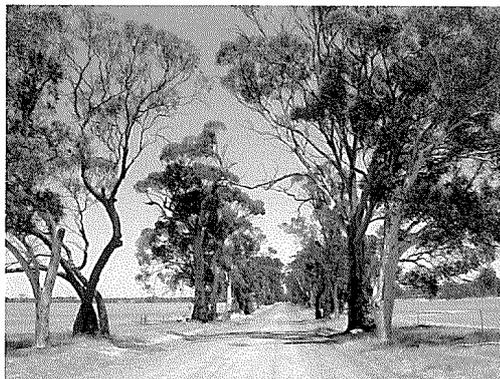
The range of improvements required on the existing trails would include:

- promotional signage
- interpretation (both at trailhead, and along the trail)
- on-trail directional signage
- warning signage
- trail surfacing improvements
- additional trail clearing and trail realignment
- infrastructure/amenities (seats, tables, shelters, etc)

i) Drive Trails Project

Recognising the geographically dispersed nature of the attractions of any Shire, this project proposes two drive trails that will take future visitors to a wide range of attractions throughout the Shire of York and in particular to the walk trails network.

The major cost components of this project are the writing and installation of interpretive signage, directional signposting and the map/trail guide.



The beautiful scenery and vegetation along the back roads of the York Shire provide an added attraction to the routes of the proposed drive trails, which will take visitors to historic locations and the sites of a number of existing (and proposed) walk trails.

In addition to the trails development/upgrading projects listed above, another important task (or trails-related project) for the York Shire Council is a Marketing and Promotion Program.

A series of walk and drive trails will be developed or upgraded through the programs set out above. When in place, they will need to be better promoted. This is best achieved through a concerted effort at compiling information, and publishing it in the form of simple but aesthetically-pleasing brochures/maps.

This project will focus on collating, producing and disseminating information regarding the range of trail opportunities within the York Shire.

In proposing a total of just 9 projects this Trails Master Plan recognises the limited capacity of the Shire of York – which is a small local government with limited financial resources. It is more appropriate to embark upon a restricted program of activity – but one that is *achievable* – rather than a ‘pie in the sky’ list of projects that could well seem too daunting to even attempt.

A Program of Delivery

This Trails Master Plan suggests a five-year initial implementation program for the 9 projects, bearing in mind that a number of them will flow on into trail development programs which may extend beyond that time frame. Estimates in the body of this Report suggest that Year 1 will require \$192,200, \$156,700 in Year 2, \$152,600 in Year 3, \$159,400 in Year 4 and \$44,150 in Year 5.

Most of the priority projects will result in the need for substantial implementation and marketing funding – sourcing these funds should be a priority action for the York Shire Council. A range of grant programs are outlined in the report, which appear strong prospects for various elements of the program.

Marketing and Promotion

The brief for the project sought advice on marketing and promotion of the Shire’s trails network. Attracting users to trails is a competitive business. Numerous local governments, and not-for-profit organisations, are now beginning to realise the tremendous benefits that trails can bring to a community. Across Western Australia there are nearly 500 trails, most of which are poorly built, poorly signposted, poorly maintained and poorly promoted. With this in mind, this Trails Master Plan strongly recommends that the Shire of York strive to attain a competitive edge in its supply and marketing of its trails. To this end, the provision of a small suite of quality trails, rather than numerous ‘ordinary’ trails, be the primary objective. With the implementation of the trails projects developed in this Trails Master Plan, the Council will be able to attract visitors to the Shire and be able to keep them in the region for a full weekend – or longer.

Summary

In summary, the Shire of York is blessed with an enviable array of physical and geographical attributes – including the Avon River, the Wandoo National Park, wildflowers, the heritage buildings of the town and the indigenous history of the area. It is just over one hours drive from Perth.

In addition, the quiet scenic back roads offer much to those visiting and touring the area by car. Taken together, these factors create an ideal climate for a carefully targeted, well coordinated and achievable trail development program.

This Trails Master Plan sets out a simple project-focussed program of activity designed to deliver the maximum benefits to the widest cross-section of the community. It does not focus solely on developing new trails, but recognises the existence of a number of trails already in the municipality. It will support the upgrading of a number of these, and enshrines the requirement for quality (and carefully targeted) marketing and promotion.

Recommendations

It is recommended that the York Shire Council:

- Resolve to endorse the York Trails Master Plan and seek to implement the recommendations contained therein.
- Refer this Trails Master Plan to the Department of Environment and Conservation and seek the continued assistance of the DEC with respect to the development of trails within the Wandoo National Park in accordance with this plan.
- Make an annual budget allocation of \$100,000 cash and/or in-kind contribution to implement the projects contained within the York Trails Master Plan.
- Establish a local Trails Management Group, to oversee the implementation of this Trails Master Plan.
- Immediately seek funds from other sources and funding programs for the projects contained within the York Trails Master Plan.
- Make arrangements for a portion of the work time of an officer of the Shire of York to be dedicated to trails and implementation of this Trails Master Plan.

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.4 SEAVROC Strategic Waste Management Plan

FILE NO: HS.WDL.3.1
COUNCIL DATE: 16 March 2009
REPORT DATE: 9 March 2009
LOCATION/ADDRESS: N/A
APPLICANT: N/A
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Peter Stevens, EHO
DISCLOSURE OF INTEREST: Cr Fisher
APPENDICES: SEAVROC Strategic Waste Management Plan
2009 - 2013
DOCUMENTS TABLED: Nil

Summary:

The South East Avon Voluntary Regional Organisation of Councils (**SEAVROC**) Strategic Waste Management Plan (**SWMP**) (**Appendix A**) has been developed in accordance with the Department of Environment and Conservations (**DEC**) guidelines on developing strategic waste management plans. The plan has been developed to progress strategic waste management within the SEAVROC region for the next 5 years. The plan will guide the regions overall waste management direction and aims to reduce waste going to landfill.

Background:

In April 2007 DEC introduced Phase 1 of the Zero Waste Plan development scheme. Local governments were advised that if they did not choose to participate in this scheme then future funding opportunities for waste management initiatives may not be available to them. Phase 1 of the process involved submitting data on current waste services provided by individual shires. Each Shire received funding of \$5000 to participate in this phase.

Later in 2007 Phase II of the scheme was introduced this scheme encouraged local shires to work collaboratively to develop regional SWMP plans and granted each shire \$15,000 toward the planning process. Councils were provided with the \$15,000 financial incentive of working collaboratively or working alone and receiving \$7000.

The SWMP plans are designed to provided regional strategic direction for waste management in this state and provide a framework to reduce waste to landfill. The plans will be used as a basis for applying for future funding for waste management projects.

The SEAVROC plan has been successful in bringing together the 5 Shires to think about common issues with municipal waste. It has also allowed SEAVROC the opportunity to think about where future services may be shared to reduce costs and improve service delivery.

Some of the issues which are addressed in the plan are reducing organic waste to landfill, diverting electronic waste (e-waste), increasing community awareness of waste issues and developing a SEAVROC landfill and waste management facility.

The draft plan was introduced to SEAVROC in February 2009 and advertised for public comment at the end of February in the West Australian newspaper.

Consultation:

SEAVROC member councils
SEAVROC Executive Officer
DEC
State wide public advertising (West Australian newspaper)

Statutory Environment:

Waste Avoidance and Resource Recovery Act 2007

Policy Implications:

Nil

Financial Implications:

Waste management services are a significant cost to Council, increasing longer term strategic planning on a regional basis may assist in reducing costs and help identify possible areas for revenue.

Strategic Implications:

Key Result Area 6: The Environment - Focusing on environmental sustainability in all Council's activities, and working with the community and other groups to manage the environment and redress degradation.

Key Result Area 7: Community Services - Direct provision of community services by council. Council's role in working with the community, other levels of government and the private sector to ensure the total range of appropriate facilities, services and services are available to the York community

Key Result Area 8: Resource Management -The management of council staff, income and expenditure, assets and technology.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Yes various - EHO

Triple bottom Line Assessment:**Economic Implications:**

The efficient provision of waste management services is essential in containing the financial burden of municipal waste management to ratepayers.

Future waste infrastructure and service provision in the SEAVROC region may be more economically sustainable if undertaken on a regional basis.

Without a SWMP future funding opportunities from the state and federal governments will be extremely limited.

Social Implications:

The provision of municipal waste management service is an essential part of local government services.

Environmental Implications:

The SWMP plan aims to reduce waste to landfill which increases the reuse of resources and reduce overall emissions from landfill.

Comment:

The SEAVROC SWMP has been developed in accordance with state guidelines and under the broad 2020 Zero Waste state policy. Since the introduction of the Zero Waste policy in 2002 there has been very little reduction in landfill tonnages. DEC has introduced the SWMP development scheme and the recent Waste Avoidance and Resource Recovery Act to progress the reduction in landfill waste.

The state government has made it clear that it wishes local governments to work together on waste management as can be seen from the financial incentives provided in the development of this plan. Working strategically across the SEAVROC region also fits with the core objectives of SEAVROC which are *“to enhance service delivery and infrastructure for the collective and individual communities”* and *“to achieve a sustainable, cost effective model for the sharing of resources”*. This plan will assist in both of these objectives.

The SWMP will be reviewed annually for performance against the action plan and the whole plan will be reviewed every 2 years.

Cr Fisher declared an interest and left the room at 4:19pm.

OFFICER RECOMMENDATION

**RESOLUTION
120309**

MOVED: Cr Boyle SECONDED: Cr Lawrance

“That Council:

- 1. Adopt the SEAVROC Strategic Waste Management Plan 2009-2013;***
- 2. Submit the plan to the Department of Environment and Conservation, once all SEAVROC member Councils have been given the chance to formally adopt the SWMP plan at their March Council meetings, prior to the 31 March 2009;***
- 3. Progress the actions in the plan subject to funding and agreements with SEAVROC member Councils; and***
- 4. Formally thank Peter Stevens for preparing the Strategic Waste Management Plan for SEAVROC.”***

CARRIED (6/0)

Cr Fisher returned at 4:24pm.

SEAVROC

Strategic Waste Management Plan

2009-2013



South East Avon Voluntary Regional Organisation of Councils
Representing the Shires of Beverley, Brookton, Cunderdin, Quairading and York

"Creating our Region's future together"

Executive Summary

The South East Avon Voluntary Regional Organisation of Councils (**SEAVROC**) Strategic Waste Management Plan has been developed in alignment with the Waste Management Board of Western Australia's Zero Waste Plan Development Scheme.

Future Possible Proposed Resource Sharing:

- Kerbside Collection Services
- Bulk Waste Collection Services
- E-Waste
- Greenwaste and Organics
- Human Resources
- Regional landfill operations
- Liquid waste disposal facilities
- Community waste education and waste reduction programs

This plan has been developed in consultation with the 5 member Shires of SEAVROC Beverley, Brookton, Cunderdin, Quairading and York. The plan has considered current infrastructure and services and identified areas where services may be improved and waste to landfill reduced. The plan also gives due regard to the Department of Environment and Conservation's (**DEC**) feedback in response to phase 1 of the Zero Waste planning process.

The 5 member Councils currently provide various levels of service in relation to waste management services. The plan recognises that each Council is independent however it provides the scope to align and provide additional services to SEAVROC residents. This may involve the alignment of contracts, joint tendering and equipment purchase.

There are clearly gaps in data identified in the plan. These gaps can be addressed only if the financial and human resources are available. Most of the member Councils do not have accurate figures for landfill quantities or volumes. These figures can only be obtained through regular weighing of materials and or auditing. Recycling data is also estimated and will require more human and financial resources if accurate data is to be obtained. Accurate data collection is essential if improvements in resource recovery are to be monitored and measured accurately.

The member council's would like to achieve greater resource recovery rates and reduce waste to landfill. In order to achieve this SEAVROC has to overcome issues relating to distance to markets for recyclables and distance between shires. A new regional facility may overcome some of these issues by creating greater economies of scale and partial or full processing to value add.

It is also recognised in the plan that one of the key elements in reducing waste is by targeting at source recovery. This will involve greater education of the community on waste issues and ways to improve recycling at home where possible.

The plan has developed some key actions (Part 4) and targets which are;

1. Greenwaste & Organics – Improve reuse by composting mulching and at source processing.
2. E- Waste – Initiate E-waste recovery points for residents to reduce e-waste to landfill.
3. SEAVROC Regional Waste Management Officer – To employ a dedicated officer to assist in implementing this plan.

4. Human Resource Training – Seek out training for current staff to improve landfill and transfer station management practices.
5. Data collection and reporting – Develop & introduce standard reporting and data collection format for SEAVROC and identify equipment needs.
6. SEAVROC Regional Landfill Facility – Part A Feasibility study regional waste management facility including landfill. Part B Acquisition and development of landfill site.
7. Community waste minimisation programme- Develop SEAVROC community waste minimisation programme

The plan has identified these actions as priorities and appropriate funding is required in order to implement the plan. It is intended to review the plan periodically to ensure the objectives met are achievable and relevant

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1. VISION, GOALS, PURPOSE AND OBJECTIVES

1.1 Vision

1.1.1 Towards Zero Waste

Provide efficient, practical waste management options to the community whilst sustainably increasing recovery of all waste streams across the SEAVROC region.

1.2 Goals

- Minimisation of the direct and indirect environmental impacts of waste management over the next five years.
- Waste to be managed in an environmentally, economically and socially sustainable manner.
- Increase community education on waste reduction strategies whilst raising awareness of the impact of waste issues on the environment.

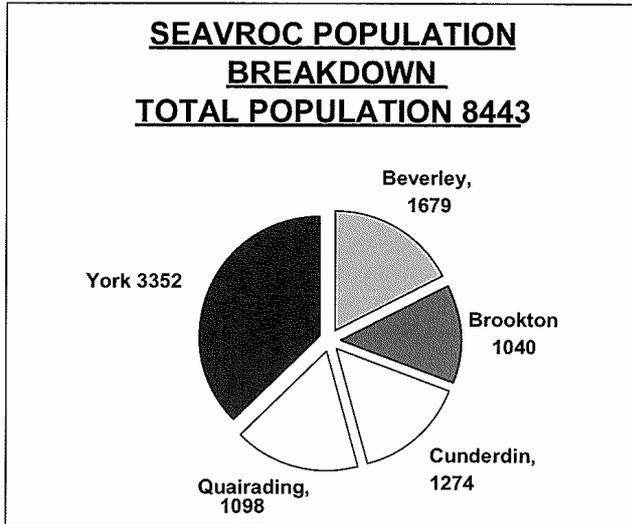
1.3 Purpose and Objectives

- To protect human health and the environment.
- To define levels of service for waste management.
- Quantify environmental and economic costs associated with identified priority actions,
- Identify obstacles and resources to improve waste management within the SEAVROC Region.
- To assign timelines and set measurable targets to incrementally improve waste management and resource recovery within the SEAVROC region.
- To form partnerships with other local or regional governments, business and industry to achieve economies of scale where feasible.
- To increase community awareness, appreciation and responsiveness to waste related issues.
- To define a performance monitoring and review schedule.

2. PHASE 1 ANALYSIS EXISTING WASTE SERVICES AND INFRASTRUCTURE

2.1 Regional Profile

2.1.1 Demographics



- Total average annual growth rate of 1.7% for the region (Source ABS June 2007 Estimated Population Figures)

2.2 Municipal Waste Generation

2.2.1 Major waste sources and generators

Beverley	Brookton	Cunderdin	Quairading	York
Household	Household	Household	Household	Household
Agricultural	Agricultural	Agricultural	Agricultural	Agricultural
C&D	C&D	C&D	C&D	C&D
C&I	C&I	C&I	C&I	C&I

2.2.2 Estimated annual tonnages of waste generated for 2008.

Beverley	Brookton	Cunderdin	Quairading	York
995	750	900	950	2152

2.2.3 Estimated percentage composition of waste.

Composition	Beverley	Brookton	Cunderdin	Quairading	York
Household	75%	74%	72%	75%	75%
C&D	2%	2%	2%	2%	2.5%
C&I	1%	1%	1%	1%	1.5%

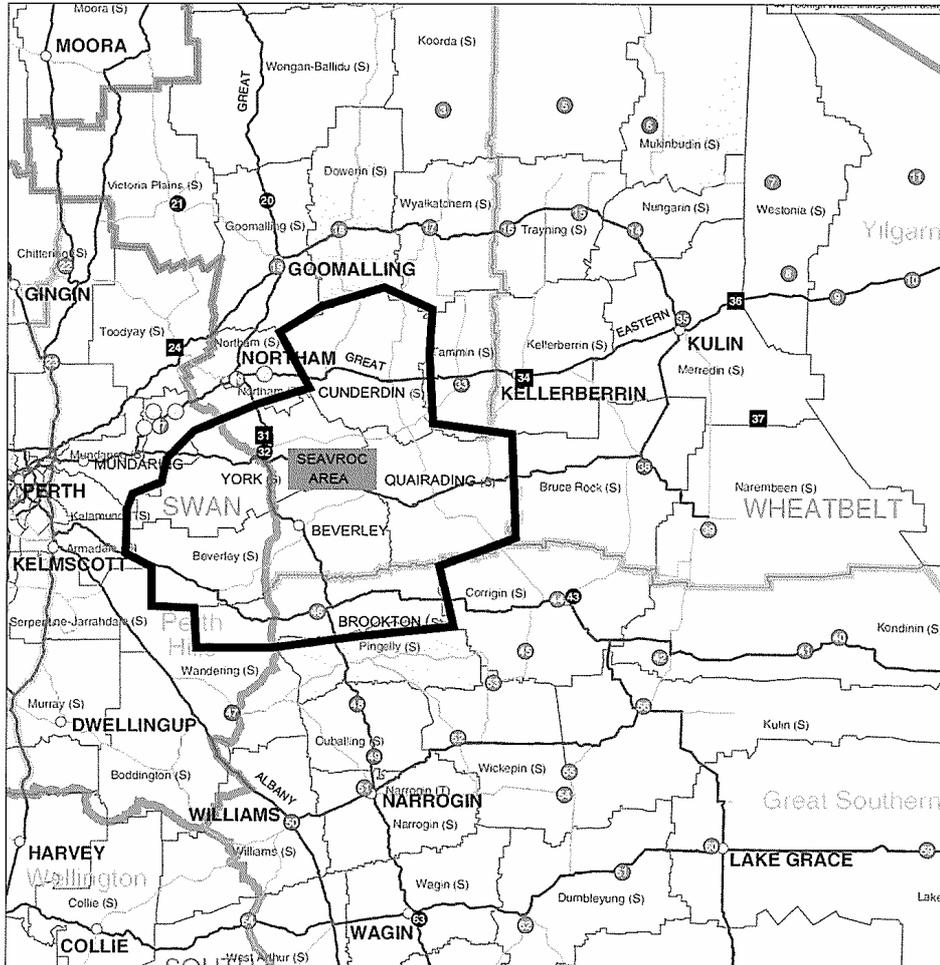
2.2.4 Priority wastes identified

- Greenwaste and organics;
- Electronic waste, including batteries;
- Plastics (plastic furniture, toys, polypipe etc.)

2.2.5 Government policy/regulatory implications

- Waste Avoidance and Resource Recovery Act 2007
- Waste Avoidance and Resource Recovery Regulations 2008

2.4 Infrastructure – by Regional Grouping and/or Local Government Area
2.4.1 SEAVROC Area Map



2.4.2 Details of waste infrastructures & Location

2.4.2 (a) Licensed and Registered landfills & Location

Existing

- Shire of Beverley,
Reserve Class 3 current projected life – current projected life 10 years
- Shire of Brookton
Lot 7857 Brookton Highway Class 3 - current projected life 20 years
- Shire of Cunderdin
No landfill, waste transferred to Tammin
- Shire of Quairading
Lot 333, Reserve No. 16735 Quairading – Cunderdin Road - Class 3 current projected life 10 years
- Shire of York
No landfill, waste transferred to Northam Colebatch Road

2.4.2 (b) Transfer Stations & Location

Existing

- Shire of Beverley
No dedicated Transfer Station but recycling available at land fill.
- Shire of Brookton
No dedicated Transfer Station but recycling available at land fill
- Shire of Cunderdin
Cunderdin Transfer Station – Centenary Place
Meckering Transfer Station – Vancetti Street
- Shire of Quairading – Jennaberring Rd
No dedicated Transfer Station but recycling available at Recycling Centre, Loudon Street and at landfill site.
- Shire of York– Spencer Brook Road
Waste Oil Collection
Recycling Bins 2x 1100 litre
Scrap Metal Separation
Automotive Battery Separation

2.4.2 (c) Recycling Drop off Facilities

Beverley	Brookton	Cunderdin	Quairading	York
Landfill site	Lot 7857 Brookton Hwy	Centenary Place – Cunderdin Vancetti Street – Meckering	Jennabaring Rd & Cunderdin Road – Quairading	Spencer Brook Road Transfer Station
	Mobile Phones at Shire Office	Mobile Phones at Post Office	Mobile Muster – Shire Admin Office	Mobile Phones At Shire Office
Drum Muster at Landfill	Paper & Cardboard at Ambulance Station	Drum Muster at Depot	Also accepts steel, oil and tyres for recycling. Glass – bulk recycling bins, cardboard, paper, plastic containers, steel & aluminium, e-waste – Landfill Site	Drum Muster at Transfer Station
	Drum Muster at		Drum Muster –	

	Depot		Top Works Depot Recycling also available at recycling centre on Loudon Street	
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2.4.3 Data Gaps

All of the waste tonnage data currently provided is based on estimates and extrapolation due to a lack of human resources, weigh bridges and audit facilities at landfills and transfer stations.

2.5 Resource Recovery

2.5.1 Kerbside

- Estimated recycling participation rate ranges from 51-65% and is currently in place in Cunderdin, York & Quairading and Brookton.

2.5.2 Kerbside Resource Recovery Type

- Cunderdin & York
Kerbside recycling fortnightly using 240 ltr MGB's –
- Brookton
Kerbside Collection fortnightly using fertiliser bags
- Quairading
Does not have any kerbside recycling service but local Contractor has many recycling wool packs at businesses, sporting facilities and residences upon request.

2.5.3 Estimated (based on Perth metropolitan research) Recycling compositional analysis (%)

Type	Beverley	Brookton	Cunderdin	Quairading	York
Paper & Cardboard	57%	57%	57%	57%	57%
Glass	16%	16%	16%	16%	16%
Metal	20%	20%	20%	20%	20%
Plastic	3.4%	3.4%	3.4%	3.4%	3.4%
Oil	4.5%	4.5%	4.5%	4.5%	4.5%

2.5.4 Bulk Greenwaste/hardwaste verge side collections

- Beverley – nil
- Brookton- nil
- Cunderdin – nil
- Quairading– nil
- York – 2 per year introduced in 2007 Bulk Household waste and green waste

2.5.5 Data Gaps

All of the waste tonnage data currently provided is based on estimates and extrapolation due to a lack of human resources, weigh bridges and audit facilities at landfills and transfer stations.

2.6 Current SEAVROC Municipal Waste Services

2.6.1 Kerbside waste collection

- Beverley Weekly collection using 240lt MGB's
- Brookton Weekly collection using 240lt MGB's

- Cunderdin Weekly collection using 240lt MGB's
- Quairading Weekly collection using 240lt MGB's
- York Weekly collection using 140lt MGB's

2.6.2 Bulk Vergeside Collections

- Beverley N/A
- Brookton N/A
- Cunderdin N/A
- Quairading N/A
- York Twice Yearly Greenwaste and Bulkwaste

2.6.4 Commercial and Industrial

- Beverley 240 MGB (Large commercial bins arranged privately)
- Brookton 240 MGB (Large commercial bins arranged privately)
- Cunderdin 240 MGB (Large commercial bins arranged privately)
- Quairading 240 MGB (Large commercial bins arranged privately)
- York 1100 Litre as required

2.6.5 Construction and Demolition

- Beverley N/A
- Brookton N/A
- Cunderdin N/A
- Quairading N/A
- York N/A

2.6.6 Human Health Implications

Municipal waste collection developed from a need to protect public health in the community and is still one of the primary factors in providing a waste management service. SEAVROC is committed to providing efficient and sustainable waste management services to its community to protect public health.

3. Phase 1 Analysis – Issues and Recommendations

3.1 Data Gaps

Data Gaps	Issues
Greenwaste and Organics	There is a need to identify the amount of domestic organic waste and greenwaste generated and identify opportunities for composting.
E waste	Data gap – However e-waste is identified as a problem waste. Proposed to introduce pilot e-waste drop off facility. Continue lobbying State and Federal Government for EPR scheme for E-waste.
Household Hazardous Waste	There is currently no household hazardous waste drop off facility provided within the region. No data available for likely contamination rates, no local audit facilities. Not identified as a major problem in region due to lack of enquiries from the public and monitoring at transfer stations and landfills.
Cardboard and paper processing	Currently the highest recovered waste. Paper and cardboard still found in general waste. Education of community and require more drop off points.
Regional landfill and waste committee	There is a need to combine resources and investigate the feasibility of a regional landfill and collection service. Accurate life spans for current landfill capability needs to be determined. Potential for income generation if waste is exported to SEAVROC region from other LG's particularly metro. As all the local governments detailed in this plan are members of SEAVROC this initiative to be explored by the organisation.
Information and education	Currently limited and irregular, some waste information updates are provided to the community. Opportunities to generate greater community participation in waste reduction programs through information sharing, current issues and regional education programs.
Human resources and officer training	Lack of available human resources across the region. To continually advance waste management services there is a need to improve skills of those involved by participating in ongoing training, identifying funding opportunities and collecting data. The engagement of a waste management officer would facilitate the coordination of waste services in the region as well as the collection of data and identifying funding opportunities.

3.2 DEC Recommendations for SEAVROC- Beverley, Brookton, Cunderdin, Quairading, York – Regional Response – Proposed Actions

Issue	DEC Recommendation	Regional Response	Action
<p>Collaboration</p>	<p>Rationalisation of waste management services and infrastructure within a regional grouping might include consideration of the following examples:</p> <ul style="list-style-type: none"> Investigate opportunities to jointly tender contracts for the provision of waste services. Enabling joint contracting of waste management services can increase market power and enable resource sharing across the region. This could promote economies of scale and could lead to greater efficiencies in purchasing, resourcing and better waste management practices. Where external contractors are used to handle wastes and recyclables, consider aligning the timing of new waste contracts as existing contracts expire. Consider sharing infrastructure and plant between local governments, for example: <ul style="list-style-type: none"> mulchers/chippers crushers for glass and construction and demolition waste compactors/balers Where possible, share human resource skills on a regional basis through professional forums, site visits, formal training or the implementation of waste management programs etc. Consider working with other local governments and DEC to promote and invigorate recycling. Contact your DEC Regional Coordinator who can assist in the development and delivery of consistent waste education and promotion material for Western Australia. 	<ul style="list-style-type: none"> SEAVROC to investigate opportunities and impediments to joint tendering and issuing of contracts for waste management services and identify services that can be jointly contracted or operating the services in house. An assessment of current infrastructure to be undertaken to promote the sharing of infrastructure. Plant and equipment purchases to be considered on a regional basis with multipurpose equipment purchase where possible. Human resource employment and training for current staff to be considered on a regional basis. Consider wider regional waste management issues and options particularly in regard to resource sharing major joint infrastructure needs and regional education and awareness programs. 	<ul style="list-style-type: none"> Co-ordinate tenders for waste management contracts to expire at the same time to allow joint tendering for provision of waste management services. Introduction of competitive tendering Plant, machinery & equipment purchase to be undertaken on a regional basis with as much sharing of resources as possible. Consideration needs to be given to mobility of equipment so stockpiles of waste can be dealt with at source where possible. Mulchers, balers, shredders and crushers to be targeted to increase cost efficiencies with transport of waste. Undertake training of current staff and engagement of additional human resources in the area of waste management on a regional basis subject to funding. Instigate discussions with surrounding regional groups and local governments to identify risks and opportunities for major infrastructure projects and wider resource sharing and contracting.

<p>Kerbside Services</p>	<p>(a) Where no kerbside recycling service is provided within the local government area consider investigating the feasibility and value of providing such service.</p> <p>(b) Where a kerbside recycling service is provided, consider opportunities to improve recycling volumes and/or participation rates.</p> <p>(c) Commercial and industrial waste typically comprises up to one third of the solid waste stream to landfill and is generally high in recyclable content such as cardboard, steel and non-ferrous metals. Where suitable facilities exist, other items such as cooking fats and oils may be considered for collection and processing.</p> <p>(d) Where C&I recycling and/or waste services are not available, consider working with stakeholders to develop program(s) for the separation and reuse/recycling of suitable commercial and industrial materials and the management of residual wastes. Consider including in the program a waste audit through liaison with local business enterprises to identify quantity and type of wastes produced. Recognition can be given to participating businesses through, for example, awards scheme or the promotion of case studies.</p> <p>It is suggested that local governments contact small and medium enterprise support entities such as the Green Stamp Program, Amcor Recycling "Recycle@Work" recycling collection program or the Swan Catchment Council (SCC) regarding their programs to support SME's to increase the collection and recycling of C&I materials.</p>	<p>(a) Commence investigations for introducing kerbside recycling in Beverley.</p> <p>(b) Increase targets for recycling participation.</p> <p>(c) C&D & C&I waste is considered to be much lower than DEC has identified in the SEAVROC region and is not considered to be a problem waste.</p> <p>(d) C&I services in the region are considered adequate.</p>	<p>(a) Member Councils to introduce kerbside recycling.</p> <p>(b) Promote and educate the community to increase participation rates and set specific participation rate.</p> <p>(c) No further action.</p> <p>(d) No further action.</p>
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	<p>there may be an issue relating to weed and disease contamination within the mulch. Councils are to consider and where necessary address this issue prior to distributing the mulch.</p> <p>(c) Consider introducing a staff training program to increase the awareness and skills of Local Government personnel in respect to all aspects of waste management and recycling.</p> <p>(d) Conduct a waste audit of Local Government activities. An audit can then lead to the establishment of a suitable, waste and recycling data management system.</p> <p>To compliment auditing activities, an environmental achievement report can be included in a Local Government annual performance report to its ratepayers.</p> <p>(e) Develop and implement sustainable procurement policies and programs, based on the purchase and use of recycled and/or recycled content products.</p>	<p>(c) Recommend regional training to be provided by DEC.</p> <p>(d) Not considered necessary as member Councils are small and create small amounts of waste. All Shire offices currently recycle paper and cardboard and very little other waste is created.</p> <p>Greenwaste from parks and gardens is stockpiled at local transfer stations for further processing.</p> <p>(e) Where products are available and price competitive preference is already given.</p>	<p>(c) Recommend regional training to be provided by DEC.</p> <p>(d) No action required.</p> <p>(e) Formal policy is not considered necessary.</p>
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3.2 Minimising Direct and Indirect Environmental Impacts

- E-waste resource recovery through strategically placed collection point(s) ,
- Consolidation of landfills to reduce localised environmental impacts and to investigate provision of a regional landfill facility.

3.3 Improving Existing Service Efficiencies

- **Human Resources**, SEAVROC is committed to improving the skills of those involved with waste management by participating in any training that is necessary. There may be greater opportunities for training if Councils in the whole of the wheatbelt area combined their training needs to encourage training service providers from Perth to come out to the regional areas.
- **Greenwaste and Organics**, there are great opportunities in the SEAVROC area to use composted greenwaste and putrescibles waste in the broadacre agricultural industry, particularly with the rapid increase in price of fertilisers. Investigations of potential to mulch and compost municipal waste, greenwaste, and agricultural waste should be initiated to ascertain the potential for possible markets and quantities available.
- **Contract Alignment**, SEAVROC is actively working to align various contracts within its service provision and this will include waste management services. Consolidation of all waste managements services in the region is the key driver for improving service efficiencies

3.4 Raising Community Awareness of Waste Management Issues

3.4.1 Public participation in developing plan

- The Strategic Waste Management Plan will be subject to consideration by the SEAVROC member councils.
- The Strategic Waste Management Plan will be subject to consultation for a period of 14 Days whereby the community will be invited to submit responses to the plan for consideration by each member council.

3.4.2 Action for Raising Community awareness

- The Strategic Waste Management Plan has allowed for a community education program through the production of promotional materials and the conduct of workshops subject to funding.

4. Action Planning
 4.1 Table 1: Issues, Actions & Outcomes 2008-2013

ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		EVENT	DATE			
Greenwaste and organics	Identify opportunities for composting mulching or third party processing Greenwaste Pilot Program - identify local operators who may have equipment and infrastructure to process green waste. If no local services exist seek funding for equipment to process greenwaste and investigate low energy low tech composting methods for large quantities of materials.	Reduce greenwaste through reuse and or reprocessing.	September 2009	SEAVROC member Councils	\$50 000	Waste Management Fund Federal or State regional funding programs
E-Waste	E-waste resource recovery through strategically placed collection point(s) and transport to metro recycler	Reduce electronic waste products entering landfill.	September 2009	SEAVROC member Councils	5 Sea Container Purchase and Signwriting -\$25 000 \$5000 promotional material and \$5000 toward transport costs	Waste Management Fund - SEAVROC already allocated \$34,500
Regional Waste Management Officer	Implement SEAVROC Waste Management Plan and coordinate waste services within the region.	Streamline and improve SEAVROC member council waste management services	December 2009 for a 2 year period	SEAVROC member Councils	\$250 000 (inclusive of vehicle)	Waste Management Fund

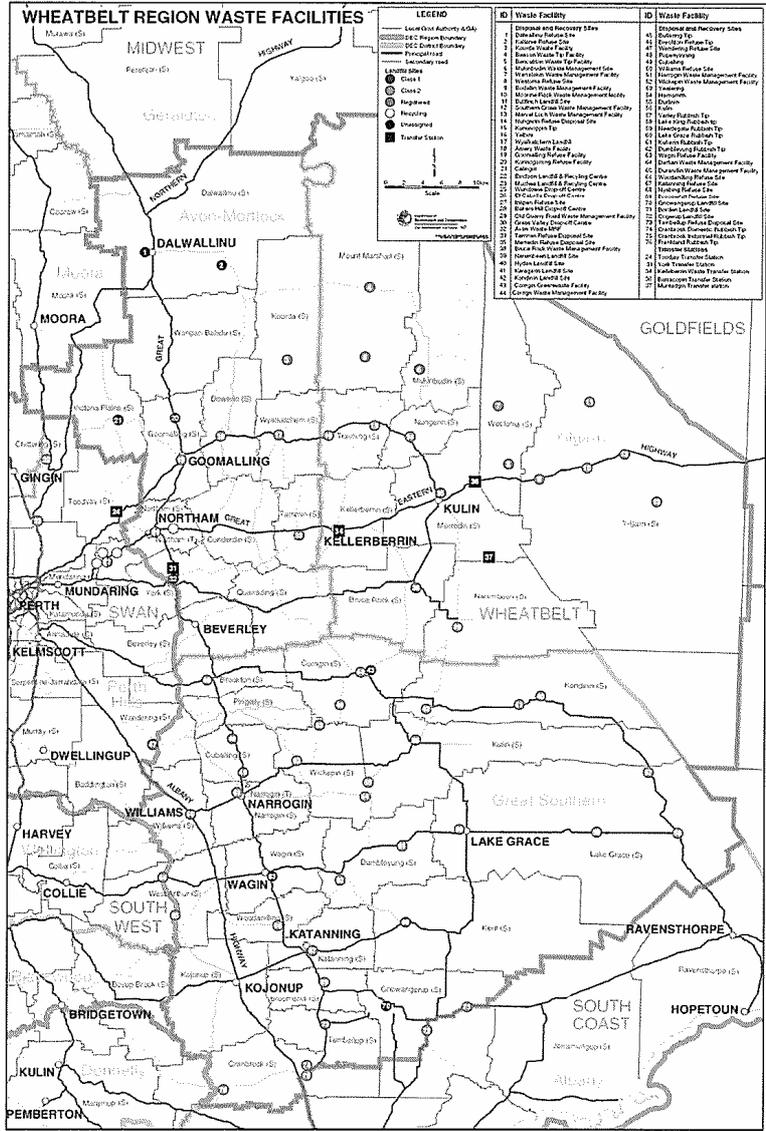
ISSUE	ACTION/RESPONSE	OUTCOMES		RESPONSIBILITY	ESTIMATED COST	POTENTIAL FUNDING
		EVENT	DATE			
Human Resource Training	Improve skills in landfill operations and transfer station management	Improved skills in waste management	Ongoing	SEAVROC member Councils & DEC	\$20,000	Waste Management Fund
Data collection and reporting	Implement data collection and reporting procedures.	Waste characterisation and reporting standards adopted. SEAVROC commence implementation of data collection and reporting standards.	3 years 3 years	SEAVROC member Councils	Unknown at this stage, further investigation required to determine costs and infrastructure requirements.	Waste Management Fund National Packaging Covenant Fund
Regional Landfill Facility	a) Feasibility study – Regional waste management facility including landfill b) Acquisition and development of landfill site.	a) To determine the viability of the project b) Acquisition and development of a suitable waste management	December 2009 July 2010 To June 2011	SEAVROC	a) \$50 000 b) \$1.5 million subject to feasibility	(a) Waste Management Fund (b) Royalties for Regions (c) Infrastructure Australia
Waste Minimisation	Community Education Programme	a) Promotional materials b) Conduct workshops	Ongoing for the term of the plan	SEAVROC	\$30,000	National Packaging Covenant Lotteries West Waste Management fund

5. Budget

ACTION	TIME FRAME	BUDGET (CAPITAL)	POSSIBLE SOURCES OF FUNDING	BUDGET (EXPENDITURE)	POSSIBLE SOURCES OF FUNDING
Mulching and composting of Greenwaste	September 2009		Waste Management Fund Federal or State regional funding programs	\$50 000	Waste Management Fund
Human Resource Training	Commence September 2009 Ongoing		Waste Management Fund	\$20 000	Waste Management Fund
Data Collection Equipment & Audits	September 2009 Ongoing	\$35 000 for mobile weighing equipment	Waste Management Fund Infrastructure Australia	\$35 000	Waste Management Fund Infrastructure Australia
Implement E-waste Service	September 2009	Purchase 5 sea containers and associated promotion etc. \$25,000	Waste Management Fund	\$10000	Waste Management Fund (SEAVROC allocated \$34500)
Engagement of Regional Waste Officer	December 2009 2 year programme	Motor vehicle \$35,000	Waste Management Fund	Salary Package \$215,000	Waste Management Fund
Development of Regional Landfill Facility incorporating liquid waste	December 2009 To June 2011	Land purchase and construction of Infrastructure \$1.5m to \$2.0m	Waste Management Fund Infrastructure Australia Royalties For Regions	Feasibility Study \$50,000	Waste Management Fund Infrastructure Australia Royalties For Regions
Community Education Programme	Ongoing for the term of the plan		Waste Management Fun National Packaging Covenant	Promotional materials and conduct workshops \$30,000	Waste Management Fund National Packaging Covenant
Total		\$1.590m to \$2.1m		\$410,000	

- 6. **Monitoring and Review**
- 6.1 **Periodic Performance Monitoring**
 - Every 12 months
- 6.2 **Waste Management Plan Review Processes**
 - Every 2 years

APPENDIX A – Wheatbelt Waste Sites 2007



Appendix B - Matrices of infrastructure and service provided SEAVROC Region

MATRIX 2 - Existing Services available within the SEAVROC Group Local Governments in a Matrix of Services Currently Practiced in WA as at 8 April 2008 (From DEC)

Reference	Beverly	Brookton	Cunderdin	Quairading	York
1	Regional centre dealing with its material only	Information not provided	Information not provided	Regional centre dealing with its material only	Partial collaboration, e.g. taking some material from neighbouring areas, Exporting materials to another council area.
2A	MGB	MGB	MGB	MGB	MGB
2B	No	MGB	MGB	No	MGB
2C	Weekly	Weekly	Weekly	Weekly	Weekly
2D	No	Fortnightly	Fortnightly	No	Fortnightly
2E	No	51 - 65%	51 - 65%	No	51 - 65%
2F	No	LG or Contractor	LG or Contractor	LG or Contractor	LG or Contractor
3A	No	No	No	No	No

3B	Bulk waste	Yes	No	No	No	No regular kerbside bulk waste collection but collection arranged every 2 or 3 years as needed.	Yes
4A	Waste Collection	Yes	Information not provided	Yes	Yes	Yes	Yes
4B	Public Place Recycling	No	Information not provided	Yes	Yes	Yes	Yes
5A	Waste Transfer Station	No	Information not provided	Yes	No	No	Yes
5B	Paper/cardboard	No	Information not provided	Yes	Yes	Yes	Yes
5C	Glass container	Yes	Information not provided	Yes	Yes	Yes	Yes
5D	Plastics	Yes	Information not provided	Yes	Yes	Yes	Yes
5E	Metal (ferrous)	Yes	Information not provided	Yes	Yes	Yes	Yes
5F	Metal (non-ferrous)	Yes	Information not provided	No	No	Yes	Yes
5G	Aluminum	Yes	Information not provided	Yes	Yes	Yes	Yes
5H	E-waste	Yes	Information not provided	No	No	Yes	Yes
5I	Greenwaste	No	Yes	Yes	Yes	Sorted Greenwaste dropped at Landfill Site for mulching or burning.	Yes
	Public Place / Recycling Event						
	Drop off centers						

5J	Oil	Yes	Yes	Yes	Yes	Yes	Yes
5K	Batteries	Yes	Yes	Yes	Yes	Yes	Yes
5L	HHW facility	No	Yes	No	No	No	Yes
6A	Number/Status	Single, Limited Management	Single, Limited Management	Single, Limited Management	Single, Limited Management	Single, Limited Management	Single, Limited Management
6B	Operational staff	Yes	Yes	No	Yes	Yes	Yes
6C	Fenced	Yes	No	Yes	Yes	Yes	Yes
6D	Lined	No	No	Information not provided	No	No	Information not provided
6E	Data collection	No	Information not provided	Yes	No	No	Information not provided
6F	Gas recovery	No	No	No	No	No	Information not provided
7A	Transfer Station(s)	No	No	Yes	No	No	Yes
7B	Access to MRF	No	No	Yes	No	No	Yes
7C	AWT facility for organics from MSW	No	No	No	No	No	No
7D	Green Waste facility	No	No	Yes	Yes	Yes	Yes
8A	Education centre (or have access to)	No	No	No	No	No	No
8B	Publications/Flyers	Ad-hoc publications	Information not provided	Regular, targeted information	Regular, targeted information	Regular, targeted information	Regular, targeted information
8C	Waste Wise Schools	No	No	Yes	No	No	No

Local Government's own activities	9A	C&D Waste	No	Information not provided	Information not provided	No	No	Yes	Yes	No	Yes
	9B	Green Waste	No	No	No	No	Sorted Greenwaste dropped at Landfill Site for mulching or burning.	No	Yes	No	Yes
	9C	Office Waste	No	Yes	Yes	Yes	No	No	Yes	No	Yes
	9D	Data Collection and Reporting	No	Level Unknown	Yes	Yes	No	Level Unknown	Yes	No	Level Unknown
	9E	Sustainable procurement Policy	No	No	No	No	No	No	No	No	No
	10A	DrumMUSTER	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	10B	ChemClear	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes
	10C	Mobile Muster	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes
	10D	Tidy Towns- sustainable communities	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes
	Participation in waste management related programmes										

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.5 Portion of Road Reserve Closure

FILE NO: Mo 4
COUNCIL DATE: 16 March 2009
REPORT DATE: 9 March 2009
LOCATION/ADDRESS: Road Reserve – off Morris Edwards Drive
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, MATS
DISCLOSURE OF INTEREST: Nil.
APPENDICES: Appendix A – Map
DOCUMENTS TABLED: Nil

Summary:

To close a portion of the road reserve that is not constructed and detailed on Appendix A.

Background:

Council became aware of the status of the road through a subdivision application and then further research was undertaken when a development application was received in the area.

Consultation:

Mark Burgess organised Horizon Surveyors to undertake the surveying works.

In relation to the road closure consultation will be carried out and Government Departments notified of Council's intent for a period of 35 days.

Statutory Environment:

Land Administration Act.

Land Administration Act, 1997 (as amended) Section 58.

"Closure of roads

58.

- (1) *When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.*
- (2) *When a local government resolved to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.*
- (3) *A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.*
- (4) *On receiving a request delivered to him or her under subsection (2), the Minister may, if he or she is satisfied that the relevant local government has complied with the requirements of subsections (2) and (3) -*
 - (a) *by order grant the request;*
 - (b) *direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or*

- (c) *refuse the request.*
- (5) *If the Minister grants a result under subsection (4) -*
- (a) *the road concerned is closed on and from the day on which the relevant order is registered;*
 - (b) *any rights suspended under section 55 (3) (a) cease to be so suspended; and*
 - (c) *the Minister must cause notice of the registration of the relevant order to be published in a newspaper circulating in the district of the relevant local government.*
- (6) *When a road is closed under this section, the land comprising the former road -*
- (a) *becomes unallocated Crown land; or*
 - (b) *if a lease continues to subsist in that land by virtue of section 57 (2), remains Crown land.”*

Land Administration Regulations, 1998 (as amended), Part 2 – General, Regulation 9 – Preparation and Delivery by Local Government of Request to close a road permanently.

“9. Preparation and delivery by local government of request to close a road permanently

For the purposes of preparing and delivering under section 58(2) of the Act a request to the Minister to close a road permanently, a local government must include with the request;

- (a) *written confirmation that the local government has resolved to make the request, details of the date when the relevant resolution was passed and any other information relating to that resolution that the Minister may require;*
- (b) *sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed;*
- (c) *copies of any submissions relating to the request that, after complying with the requirement to publish the relevant notice of motion under section 58(3) of the Act, the local government has received, and the local government's comments on those submissions;*
- (d) *a copy of the relevant notice of motion referred to in paragraph (c);*
- (e) *any other information the local government considers relevant to the Minister's consideration of the request; and*
- (f) *written confirmation that the local government has complied with section 58(2) and (3) of the Act.”*

Policy Implications:

Nil.

Financial Implications:

The road closure will incur administration costs associated with staff time and advertising.

Strategic Implications:

Community Services – Key Result Area 7 – Objective 1 states:

“To meet community needs in terms of physical infrastructure and overall community services.”

Voting Requirements:
Absolute Majority Required: No

Site Inspection:
Site Inspection Undertaken: Yes – Mark Burgess and Tyhscha Cochrane

Triple bottom Line Assessment:

Economic Implications:

If the Minister agrees to the closure, the road reserve becomes Crown land and then negotiations may begin regarding the purchasing of the land.

Social Implications:

The road closure would not appear to impact on future developments within this area, however an advertising period will flush out any concerns.

Environmental Implications:

Nil.

Comment:

This procedure will provide a correct record and all plans will be completed in due course if the recommendation is accepted.

OFFICER RECOMMENDATION

RESOLUTION

130309

MOVED: Cr Lawrance SECONDED: Cr Boyle

“That Council:

- 1. accede to the proposed road closure of a portion of the road reserve known as Un-named Road, as shown on the attached map labelled “Appendix A”, for the purpose of facilitating public advertising in accordance with Section 58 of the Land Administration Act 1997 (as amended); and***
- 2. in the event that no adverse submissions are received during the advertising period, delegate authority to the Chief Executive Officer to finalise the road closure.***

Advice Note:

A 35 day advertising period is relevant to this process.”

CARRIED (6/0)

9.3 Finance Reports

9. OFFICER'S REPORTS

9.3 FINANCE REPORTS

9.3.1 Community Co-location/ Resource Centre Business Plan

FILE NO:	CCP.41
COUNCIL DATE:	16 March 2009
REPORT DATE:	6 March 2009
LOCATION/ADDRESS:	N/A
APPLICANT:	N/A
SENIOR OFFICER:	Ray Hooper, CEO
REPORTING OFFICER:	Peter Stevens ,EHO
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	A - Draft Business Plan
DOCUMENTS TABLED:	Nil

Summary:

This report introduces the business plan (**Appendix A**) for the proposed community co-location/ resource centre planned for Joaquina Street. The business plan has been developed to satisfy the requirements of the Local Government Act 1995 (the **Act**) in regards to accountability and general good governance. It also provides an in depth analysis of the financial implications of construction and ongoing costs associated with the facility.

It is necessary to advertise the plan for public comment for a period of 42 days prior to final adoption of the plan in accordance with s.3.59 (4) (iii) of the Act.

Background:

Council through its strategic planning process has identified the need to provide upgraded facilities for a number of community services and functions including the Telecentre, library, Council Chambers, community radio and community meeting rooms. These services would better provide for the community be more convenient and be more sustainable if they could be located in the same area which would also reduce maintenance costs and increase the sharing of common areas.

The business plan identifies a number of potential tenants for the building and details of revenues, levels of subsidy, and realisable income. The floor plan attached to the document is a broad concept of a potential layout for the building and provides a guide to the size requirements of individual spaces. The estimated cost of construction of the facility was undertaken by a quantity surveyor using the concept floor plan.

Consultation:

Councillors
Dominic Carbone
York Community Radio
Ian Beresford Peirse
Leo Pendergrast
Department of Local Government
Wheatbelt Development Commission

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial Implications:

The financial implications are outlined in the business plan and have been calculated to be an annual cost of \$127 000 of which \$28 000 is the actual cash cost the rest being the level of subsidy for users of the facility.

The capital expenditure over 4 years is \$3,545, 586. This amount is made up of a combination of grant subsidies to the value of \$3.15 million and Council contribution of \$405, 586.

Strategic Implications:

Key Result Area 3, Community Development - Council's role in fostering a vibrant and inclusive community.

Key Result Area 7, Community Services - Direct provision of community services by Council. Council's role in working with the community, other levels of government and the private sector to ensure the total range of appropriate facilities, services and services are available to the York community.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Yes

Triple bottom Line Assessment:**Economic Implications:**

The economic implications of the plan if implemented are fully outlined in the business plan and can be summarised as capital expenditure over 4 years of \$3, 545, 586 with an annual cash operating cost of \$28 000. The capital expenditure is made up of \$3.15 million in grant funding with a Council cash contribution of \$405,586.

Social Implications:

The provision of a multipurpose community resource centre for the York community will assist in building social capital by providing a central location for a broad range of services and facilities.

Environmental Implications:

The building will be planned to be as environmentally sustainable as possible and will conform to all current building codes. The scope of the project will include as many water and energy saving devices as possible within budget limits. The provision of onsite renewable power generation will also be investigated in order to reduce the buildings environmental footprint.

Comment:

This business plan has been developed as the first step in proceeding with the construction of a new community resource centre for York. The planning for this building commenced in 2007 and is planned to provide a number of community facilities including a new library, Telecentre, meeting rooms and radio station. The new library will also allow Council Chambers to be relocated into the current administration building.

The building will allow Council to consolidate its current community buildings into a central location which will assist in lowering maintenance costs whilst also providing modern convenient premises in a central location.

OFFICER RECOMMENDATION

RESOLUTION

140309

MOVED: Cr Fisher SECONDED: Cr Randell

“That Council:

- 1. Place an advert in the West Australian newspaper on the 21 March 2009 giving notice that it intends to adopt and implement the York Co-location/ Community Resource Centre Business Plan and invite public comment on the plan to be submitted in writing to the Shire of York by 9.00 am on 4 May 2009; and***

- 1. Place a copy of the business plan on the Shire of York website and make a copy of the business plan available at the Shire of York administration office in Joaquina Street, York”***

CARRIED (6/0)



York Community Resource Centre/ Co-location Facility

Business Plan

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EXECUTIVE SUMMARY

As a result of a strategic planning forum conducted by the Shire of York in Dalwallinu in 2007 it was identified that there was a need to provide council chamber facilities within the current administration centre. The business plan (Plan) gives consideration to the current library and licence facilities located in the administration centre which would be used for this purpose and a co location facility would house a new library and licensing facility. The current buildings accommodating the telecentre, playgroup, toy library, community radio station, York Archives and art and dance facilities and autumn centre are in need of an upgrade and have been incorporated in the co location proposal.

The cost of constructing the co location facility to be located at Lot 24, 25 and 26 Joaquina Street is estimated at \$3.45 million. It is proposed that funding for its construction would be subject to making application to the Federal and State Governments for \$3.15 million with the Shire contributing \$405 586.

The financial implications in relation to the operations of the facility are estimated at \$127,000 per annum inclusive of depreciation, management and supervision costs and transfer to reserve fund. In cash terms the amount of short fall is estimated at \$28,000 per annum.

The facility will enable a number of community organisations to be jointly accommodated in a modern facility thus bringing certain efficiencies relating to cost. The facility also includes a shop and offices space to be leased which underpins the viability of the facility.

It is proposed that the completion of the construction of the co location facility is September 2010.

The Plan is subject to consideration by the Council and further consultation with the community.

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PURPOSE OF THE PLAN

The Local Government Act 1995 and accompanying legislation places great emphasis upon the accountability of local government.

In the area of the provision of services and facilities the Council of the local government must satisfy itself that the services and facilities it provides integrate and are co-ordinated with any provided by governments or public bodies; avoid unnecessary duplication with those provided by governments, any other body or person be they public or private; and are managed efficiently and effectively.

This Plan is designed to ensure the Council of the Shire of York can satisfy itself that these matters are addressed.

When setting fees and charges for the provision of services and facilities Council must be satisfied that the fees and charges proposed meet the requirements set out in the Local Government Act 1995 and other legislation.

This Plan addresses these matters.

In some instances involving entering defined undertakings or transactions a local government is required to provide an overall assessment of the services and facilities it may provide and undertake cause and effects analyses of its proposals.

Whilst the proposal presented does not require this scrutiny the Plan does address the issues outlined in the Act for the reasons that it makes common sense to do so.

Finally, the Plan addresses many of the requirements of Clause 7 of the National Competition Policy (NCP) so as to ensure that the Council of the Shire of York can satisfy itself that it is meeting the essential criteria of that policy.

PROPOSAL

As a result of a strategic planning forum by the Shire of York which was conducted in Dalwallinu in 2007 it was identified that there was a need to provide council chamber facilities within the current administration centre. The current library and licensing facilities would be utilised for this purpose with a new library and licensing facility to be subject to a co-location.

Further investigation revealed that the telecentre, playgroup, toy library, community radio station, York Archives, art and dance facilities, and autumn centre also required updated or extensively renovated facilities. It was also identified that an office, meeting and convention space areas should be incorporated to service government agencies/ departments or other commercial tenancies in order to underpin the financial viability of the facility and provide much needed community meeting rooms.

This Plan will investigate a co-location proposal to accommodate the above mentioned facilities and services.

Proposals to be investigated by the Plan.

To build a facility to incorporate the following:

- Library
- Licensing
- York FM Community Radio Station
- Toy library/ playgroup/ crèche
- Art and Dance Facilities
- Telecentre
- Archival storage to accommodate York Society and Shire of York historical records
- Offices
- Community meeting/ conference facility incorporating a commercial kitchen

BACKGROUND

The current council chamber is housed in the town hall which does not have universal access. In order to provide universal access to Council Chambers a lift is required which is further complicated by the fact that the building is heritage listed.

The library and licensing facilities are located in the administration centre and it is proposed that this area would accommodate the new council chamber and allow for additional office space to provide for the current and future needs of the shires administration.

The York FM community radio station, established in 1996 and providing a 24 hour broadcast service to the shire and surrounds, since 2003 has been located in a shire owned asbestos clad house which is in need of major repair or demolition.

The playgroup/ toy library/ autumn centre/ dance and art groups have operated out of various council owned buildings over the years but more recently have been co-located in the shire owned old fire station. This building is heritage listed and is limited by its layout size and age.

From inception until April 2006 the Telecentre was housed in a commercial building in the main street paying substantial rent at which time the shire provided premises at a peppercorn rental however the building is limited by its size and layout and does not allow for expansion of facilities and services. The Telecentre provides information, training and community access to the internet and computers, printing and desktop publishing, secretarial services and other matters. It is also a Centrelink contact point, booking service for TransWA, access point to TAFE accredited courses and provides equipment hire services.

The Shire of York records are housed in various locations including the Shire Depot. This situation is unsatisfactory as it creates problems when documents are required by Council or the community. The York Society also are the guardians of important heritage documents and provide a service to the local and wider community in the form of family and local history. The Society currently operates a local history and archive centre that is open to the public 1 day per week and by appointment and provides assistance to the WA Heritage Commission on historical buildings. This is located in a private rental location with a limited term.

The shire sports pavilion is utilised for the purpose of providing meeting and conference room facilities. This facility is considered to be sub-standard and is limited by its size.

LEGAL STRUCTURE

The Shire of York has mutual partnerships with the York Telecentre, York Society, York FM Community Radio, York Family Playgroup Inc., York Toy Library involving the use of Council owned facilities and buildings.

CORE ACTIVITIES

- **Shire of York**
 - Library Services
 - Department of Planning and Infrastructure Licensing services
 - Medicare service point
 - Provide occasional crèche service.
 - Senior citizen social network service.
 - Dance, arts and crafts classes
 - Storage, management, restoration and research of records. (Anticipated to be shared with York Society.)
 - Lease of commercial office space to government departments and businesses.
 - Provision of office space to Shire of York employees.
 - Meeting, function and conference facility hire.
- **York FM Community Radio Station**
 - Community broadcasting service
- **York Family Playgroup**
 - Playgroup activities
- **York Toy Library**
 - Toy loan service
- **Telecentre**
 - Computer course
 - TAFE accredited course
 - Video conferencing
 - Equipment hire
 - Centrelink agent
 - Desktop publishing
 - Print services
 - TransWA ticketing services
 - Local business directory
 - Job Board including vacancy list from Max Employment

OPERATING LOCATION

The proposed site for the building is Lot 24, 25 and 26 Joaquina (Attachment A) with the land area totalling approximately 3750m². The land forms are part of Peace Park.

KEY VALUES

- **Clients**
All customers are highly valued and recognised as having specific requirements.
- **Services**
The Shire of York is committed to providing a well maintained facility and to ensure the operations are conducted efficiently and effectively.

KEY PLAYERS

- Chief Executive Officer
- Environmental Health Officer and Building Surveyor

ANALYSIS OF PROPOSAL

The statement that follows reflect what services and facilities will be provided for the next 4 years.

Co-location Facility

The Shire of York is planning to build a co-location facility to house various community based services in one building. The proposal will ensure that each user group can have individual access to its component whilst allowing integration and flexibility. Common areas are to be shared in order that duplication is minimised.

Site

The proposed site for the building is Lot 24, 25 and 26 Joaquina Street, York with the land area totalling approximately 3750m². The land forms part of Peace Park and is owned by Shire of York in fee simple and is zoned for Public Purpose.

The proposed site of the facility adjoins a public park and fronts Joaquina Street opposite the Shires administration building.

Proposed Building Requirements

The following table details the proposed users and their space requirements.

Facility	Required Area
Telecentre	91sqm
Plus Storage	10sqm
Plus Teleconferencing	49sqm
Archives Storage and Research	145sqm
Meeting/ Conference/ Function Room	90sqm
Playgroup/ Dance class/ Art Class	101sqm
Plus Child Sanitary facilities	12sqm
Library/Licensing	180sqm
Plus storage	10sqm
Leased Offices and Retail	146sqm
Shire of York Office Requirement	16sqm
York FM Community Radio Station	42sqm
Common Shared Areas	
Sanitary Facilities	45sqm
Kitchen/ Dining Facility	58sqm
Cleaners Storage	8sqm
TOTAL FLOOR AREA (Not Including Passages)	1003sqm

Note: The above required area excludes the following:
Access corridors / Verandahs / Outside waste compound.

Cost of Development

The cost of the development in this business plan is based on a concept plan developed in June 2008 (Attachment B). The cost estimates detailed below are based on information provided from Davies Langdon Quantity Surveyors on the 21 November 2008.

No.	Description	Elemental Rate	Total	\$/m2 GFA
1	Preliminaries	14.00	319,602	313.34
2	Substructure		153,000	150.00
3	Columns		34,650	33.97
4	Upper Floors			
5	Staircases			
6	Roof		305,250	299.26
7	External Walls		219,315	215.01
8	Windows		57,120	56.00
9	External Doors		43,250	42.40
10	Internal Walls		51,660	50.65
11	Internal Screens		31,970	31.34
12	Internal Doors		14,500	14.22
13	Wall Finishes		116,190	113.91
14	Floor Finishes		76,330	74.83
15	Ceiling Finishes		125,520	123.06
16	Fitments		60,000	58.82
17	Special Equipment		3,500	3.43
18	Sanitary Fixtures		19,750	19.36
19	Sanitary Plumbing		35,000	34.31
20	Water Supply		27,300	26.76
21	Gas Service			
22	Space Heating			
23	Ventilation		3,500	3.43
24	Evaporative Cooling			
25	Air Conditioning		270,750	265.44
26	Fire Protection		8,670	8.50
27	Light and Power		188,700	185.00
28	Communications		66,500	65.20
29	Transportation Systems			
30	Special Services			
31	Centralised Energy Systems			
32	Alterations and Renovations			
33	Site Preparation		67,200	65.88
34	Roads, Footpaths and Paved Areas		72,250	70.83
35	Boundary Walls, Fencing and Gates			
36	Outbuildings and Covered Ways			
37	Landscaping and Improvements		75,000	73.53
38	External Stormwater Drainage		30,000	29.41
39	External Sewer Drainage		30,000	29.41

40	External Water Supply		15,000	14.71
41	External Gas			
42	External Fire Protection		16,000	15.69
43	External Light and Power		65,000	63.73
44	External Communications			
45	External Special Services			
46	External Alterations and			
47	Renovations			
48	Contingencies	10.00	260,248	255.14
49	Provision for Escalation to tender to September 2009	5%	143 000	
50	Professional Fees Architects and Consultants		294 861	
51	Furniture & Equipment		150 000	
52	Fencing Gates		30 000	
53	PABX & Audio Visual Equipment		50 000	
54	Compactus		15 000	
	Total	Excl. GST	3, 545, 586	

Funding

It is proposed that the funding for the project will be over three financial years and is detailed below:

	Financial Years			TOTAL
	2008/09	2009/10	2010/11	
Shire of York allocation in the annual budget.		200, 000	205, 486	405, 586
Federal Grant (Infrastructure Australia)		1, 500,000		1,500,000
State Royalties For Regions (Regional Infrastructure Program)	308, 000	500, 000	452, 000	1, 260,000
State Co-location Grant		100,000		100,000
Department for Culture and the Arts		25,000		25,000
Community Broadcasting Fund		5,000		5,000
Lotteries Commission Grant		250,000		250,000
TOTAL Funding	308,000	2,580,000	657,486	3,545,586

Note: It is anticipated that the funding proposal detailed above would be subject to the construction of the facility commencing in 2010 allowing for a construction period of 9 months.

This proposal was formulated using the Australian Community Infrastructure fund and the Royalty for Regions Infrastructure Fund criteria being available in March 2009 with funding announcements by 30 October 2009.

Estimated Revenues & Subsidies

The estimated earning capacity of the facility is based on the average rental rate of \$80 per square metre.

Rental Space	Area	Rate	Anticipated Leased Area Income	Level of Subsidy	Realisable Rental Income
VC/ Gift Shop	88m2	\$80/m2	\$7040	Nil	\$7040
York FM	42m2	\$80/m2	\$3360	75%	\$840
Telecentre	150m2	\$80/m2	\$12000	75%	\$3000
Office Space	58m2	\$80/m2	\$4640	Nil	\$4640
Meeting Room/ Conference Hire					
- Hourly Rate Social / Private Hire	90m2	\$60/Hr	\$2000	Nil	\$2000
- Hourly Rate Community Organisations	90m2	\$20/Hr	\$2000	Nil	\$2000
- Hourly Rate Commercial	90m2	\$40/Hr	\$1200	Nil	\$1200
Shire of York Library & Other Users 351m2		\$28,080/yr		100%	\$0
Playgroup/Dance/ Art Classes Hire 113m2					
- York Toy Library		\$260/yr	\$260		\$260
- York Playgroup		\$260/yr	\$260		\$260
<i>Casual Hire</i>					
- Hourly Rate (Child Activities)		\$15/ Hr	\$1125		\$1125
- Hourly Rate (Adult Activities)		\$25/ Hr	\$1875		\$1875
- Business Activities (50% Discount for not for profit)		\$40/ Hr	\$2000		\$2000
Total Floor Area 892m2					\$26,240

The estimated earning capacity of the facility amounts to \$71 360 based on the lettable area of 892sqm at \$80 sqm. The value of the lettable area to be utilised by the Shire of York in the provision of services is estimated at \$28 080 per annum and the amount of subsidy for community use is estimated at \$17,050 per annum of which York FM, Telecentre and other uses will receive a subsidy of \$2520, \$9000 and \$5530 respectively.

STAFFING

Position	Forecasts (Equivalent full time Employment)			
	2008/09	2009/10	2010/11	2011/12
Environmental Health Officer/ Building Surveyor	.01	.10	.05	.01
Cleaner	.00	.00	.50	.50
Building Maintenance Officer	.00	.00	.05	.05
Library Officer	.20	.20	.50	.50
Customer Service Officer	2.00	2.00	2.00	2.00
Casual	.00	.00	.25	.25
Total	2.21	2.30	3.35	3.31

MARKETING

Research Conducted

In compiling this plan the following research was conducted:

1. Ascertained needs of local community groups.
2. Research of similar co-location facilities and management structures.
3. Investigated funding opportunities.
4. Called for expression of interest for design and construct option.
5. Employed the services of Force 10 to develop the concept plan.
6. Employed a Quantity Surveyor to provide a preliminary cost estimate based on the concept plan.
7. Obtained a rental valuation for office space from local real estate valuers.
8. Obtained quotation from local contractors for site-works, plumbing and labour costs for construction.
9. Called tenders for the final design and construction of the building. Council at its meeting held on 21 November 2008 resolved not to award the contract to any tenderer.

Analysis

Consultation with Local Community Groups affected by the proposal indicated their current and future needs, these were incorporated in the development. The local groups were in support of the development of the facility. The concept plan was developed in line with the documented requirements of the affected local groups. The estimate of cost for the development has taken into account information provided by the Quantity Surveyor and local contractors.

The tenders received for the final design and construction of the co-location facility were submitted to Council for consideration in November 2008. It was deemed that no tenders be accepted and further investigation be undertaken.

Target Clientele

It is anticipated that the following groups will predominantly use the services and facilities:

- o Families and individuals
- o Children for the library and playgroup.
- o Local businesses
- o Local community groups
- o State government departments and agencies
- o Visitors
- o Tourists
- o Individuals utilising government services
- o Festival organisers
- o Seniors

Services Offered

- Library
- Vehicle and driver licensing
- Internet access
- Printing and publishing
- TAFE training
- Computer courses
- Local community radio
- Historical records inquiries
- Function, conference and meeting facilities
- Offices
- Arts, crafts and dance classes
- Toy library
- Playgroup
- Seniors Autumn Club

Promotion and Advertising

The following promotion and advertising are likely to be undertaken:

- Open day
- Production of brochures
- Website
- Notification to school, community groups and businesses.
- Press releases
- Paid advertising

FINANCIAL ANALYSIS

Capital

The capital costs of developing the co-location facility are detailed on pages 10 & 11.

Operating Income and Expenditure Over Four Years

The operating income and expenditure is summarised as follows:

Income	2009	2010	2011	2012
Lease/ Rental Income	\$	\$	\$	\$
-Visitor Centre	0	0	5280	7040
- York FM	0	0	630	840
- Telecentre	0	0	2250	3000
- Office Space	0	0	3480	4640
Hire Charges				
- Meeting / Conference Facility	0	0	3900	5200
- Playgroup/Dance/Art Facility	0	0	4140	5520
Reimbursements				
- Building Insurance	0	0	1125	1800
- Electricity	0	0	2250	3600
- Water	0	0	675	900
- Waste Management	0	0	270	435
- Cleaning	0	0	6750	9000
TOTAL \$	0	0	30,750	41,975

Expenditure	2009	2010	2011	2012
	\$	\$	\$	\$
Cleaning	0	0	22,500	30,000
Maintenance & Repairs	0	0	2250	4500
Telephone/Internet	0	0	2250	3000
Electricity	0	0	7500	12 000
Insurance	0	0	3750	6000
Car Park Maintenance	0	0	750	1000
Pest Control	0	0	263	350
Water Charges	0	0	2250	3000
Window Cleaning	0	0	750	1000
Air Conditioning Maintenance	0	0	1875	2500
Waste Disposal	0	0	900	1450
Depreciation	0	0	65,625	87,500
Transfer To Reserve Fund	0	0	7500	10,000
Shire Supervision & Management	0	0	3000	800
Garden Maintenance	0	0	1875	2500
Centre Promotion	0	0	750	1000
Sundry	0	0	1500	2000
TOTAL \$			125,288	168,600

Operating Surplus \$ (Deficit)	0	0	(94,538)	(126,625)
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Cash Subsidy by Shire of York	0	0	(18,413)	(28,325)
Non-Cash Items				
-Depreciation	0	0	(65,625)	(87,500)
-Shire Supervision & Management	0	0	(3000)	(800)
Transfer To Reserve Fund	0	0	(7500)	(10,000)
Total			(94,538)	(126,625)

Fee Structure

Schedule of Fees:

The figures below exclude GST

Facility	Amount/ Hour
Meeting Room/ Conference Hire - 90m2	
- Social / Private Hire	\$60
- Community Organisations	\$20
- Commercial / Business	\$40
Playgroup/Dance/ Art Class Room Hire - 113m2	
- Children Activities	\$15
- Adult Activities	\$25
- Business Activities	\$40
- Not For Profit Organisations	\$20

* A bond fee of between \$100 - \$500 will apply dependant on function and use.

COSTS AND BENEFITS

The Shire of York is classified as a Category 1 local government under the National Competition Policy. Under this policy, a business activity is defined as one that generates an annual income from fees and charges exceeding \$200 000. The Co-location facilities annual income is less than this amount and therefore the Council is not required to implement the principles of National Competition Policy to the activity.

The principles of the National Competition Policy have been applied to this plan.

The inclusion of all costs associated with neutrality reveals the Council will subsidise the facility to the extent of \$94,538 in the first year and this will increase to \$126,625 in subsequent years. In cash terms the Shire will subsidise the facility to the extent of \$18,413 in the first year and \$28,325 in subsequent years. The difference between full subsidisation and cash relates to non- cash items such as depreciation, supervision and management and transfer to a reserve fund. The capital expenditure over the 4 years is \$3,545,586. The development will be subject to the Shire being successful in a number of Government grant applications for funding to the extent of \$3.15 million.

The implementation of competitive neutrality principles to the operations of the co-location facility demonstrate that the small subsidy provided by the Shire will be offset by the benefits this facility will bring to this community.

EVALUATION

The object is to ensure that the facility will provide the residents of the Shire with a modern building from which community groups can operate and the Shire provide its library, licensing and archiving service. An income stream will be generated from the lease, rental and hire from some components of the facility and this will offset the cost of operating the facility.

The Local Government Act indicates those matters that the Council should concern itself about in relation to services and facilities.

This section answers the questions raised.

Operations

- Do the services and facilities integrate and coordinate with those by governments and public bodies.

The services and facilities provided by the complex will integrate and coordinate with those provided by governments or public bodies in relation to its service, tourism and business potential.

- Do the services and facilities duplicate, to an inappropriate extent, those provided by governments, any body or person, whether public or private?

The services and facilities do not duplicate, to an inappropriate extent, those provided by governments or others when one takes into account the community benefit and upgrading of the current operating facilities.

- How can the Council itself be satisfied that the services and facilities are managed efficiently and effectively?

Annual performance reviews will be undertaken by appropriately qualified and experienced personnel in relation to the operation and financial activities of the facility to ensure it is managed in an effective and efficient manner.

Causes and Effects

- What is the expected effect of the proposal on the provision of services and facilities provided by the Shire?

To continue to improve the existing services and facilities and promote the tourism and business potential of the area.

- What is the expected effect of the proposals on other persons providing services and facilities in the Shire?

No effect, as no similar facilities exist within the area.

- What is the expected financial effect on the Shire?

The Shire will subsidise the operation of the facility in terms of total cost to the extent of approximately \$127, 000 per annum and in cash terms by \$28,000. The negative financial result is outweighed by the advantage the community will derive through the use of the facility. Every step was taken in the preparation of this business plan to ensure that the net operation costs were kept to a minimum.

- What is the expected effect of the proposals in relation to the Plan for the Future?

The Plan for the Future will incorporate the capital expenditure required to develop and maintain the facility.

- Has the Shire the ability to manage the services and facilities?

The Shire has the ability and expertise on its staff to manage, promote and conduct the service and facilities of the centre.

ASSESSMENT

The provision of the co-location facility will allow a number of community based organisations to be housed and operate in a modern building. It will serve to provide not only local government services but to generate an income stream through the lease, rental and hire of some component parts of the building, thus reducing the subsidy required in its operation. Additional benefits will be gained through the co-location of the various groups resulting in a greater use and sharing of facilities.

PERFORMANCE MEASURES

The successful achievements of the aspirations contained within this plan, is dependant upon ensuring that the operations and development phases are accomplished. The following indicators have been set to test whether or not these critical factors are achieved:

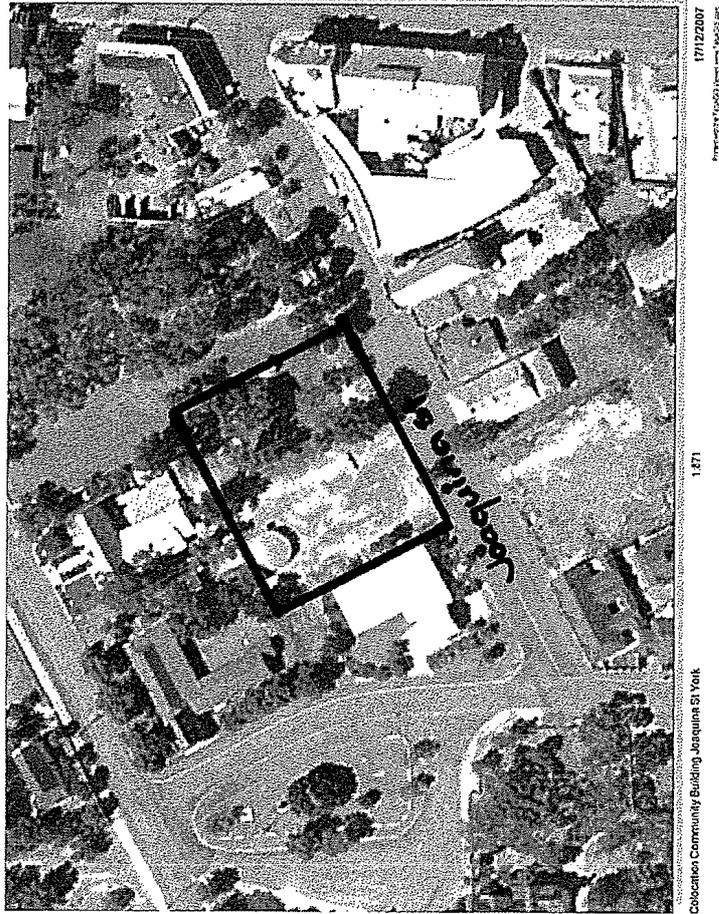
- o Undertake further community consultation by January 2009.
- o Formal adoption of the business plan March 2009.
- o Prepare and submit funding applications to the State and Federal Governments by March 2009.
- o Approval from the Heritage Council of WA by March 2009.
- o The tender for design and construction of the facility will be awarded by December 2009.
- o Preparation and finalisation of lease agreements with prospective tenants of the building by March 2010.
- o Completion of new co-location facility by 30 September 2010.

ATTACHMENTS

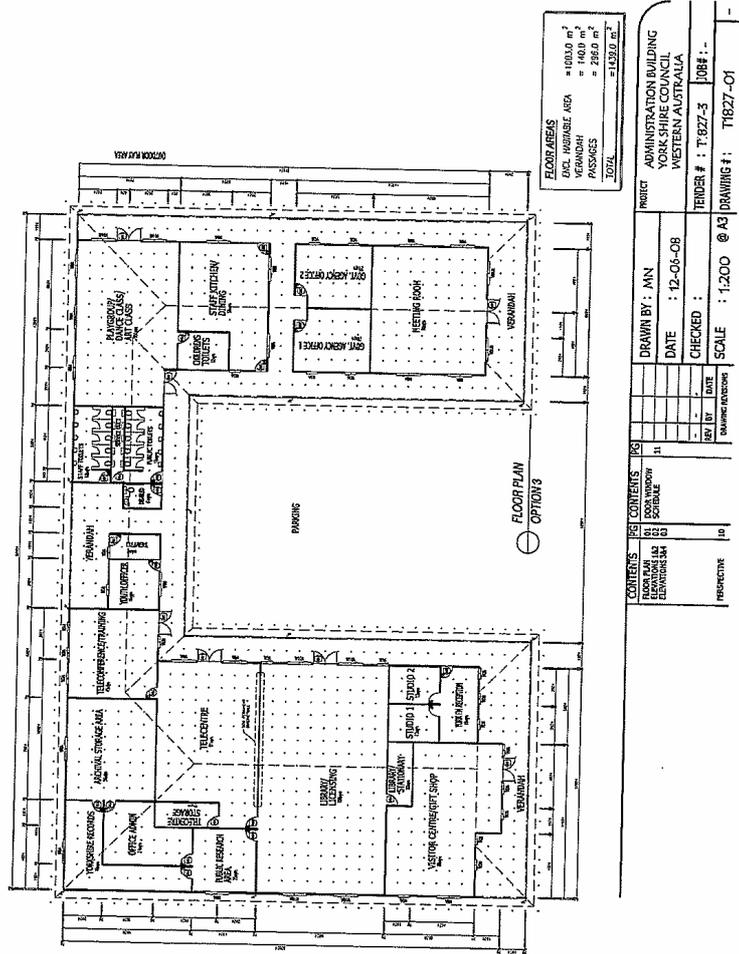
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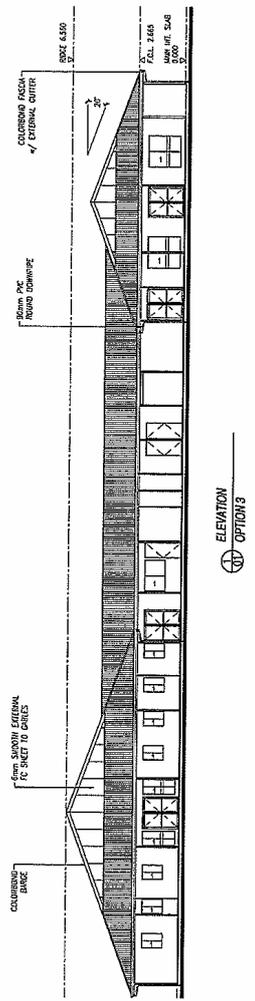
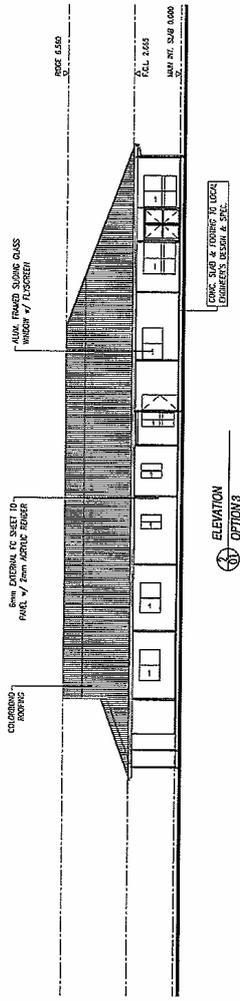
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1. Site plan



2. Concept Plan

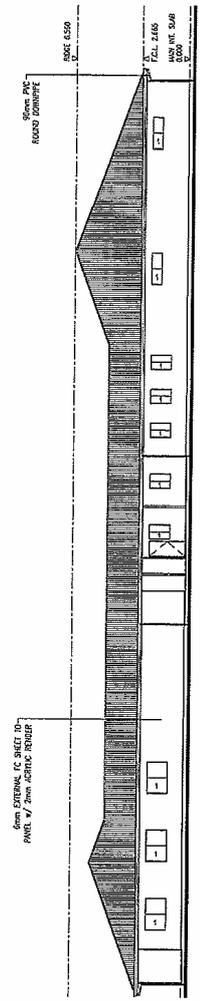




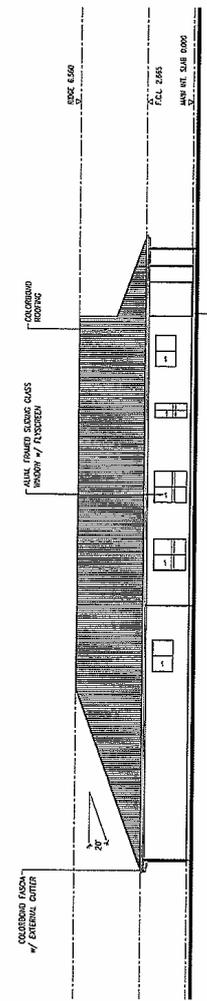
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CONTENTS	PC1	CONVENTS	101
FLOOR PLAN	01	DOWN WINDOW	11
ELEVATIONS	02	SCHEDULE	
SECTION	03		
DETAILS	04		
APPENDICES	05		
INDEX	06		
RESERVE	07		

PROJECT	ADMINISTRATION BUILDING
CLIENT	YORK SHIRE COUNCIL
LOCATION	WESTERN AUSTRALIA
TENDER #	T1027-3
JOB#	-
DRAWING #	T1027-O2

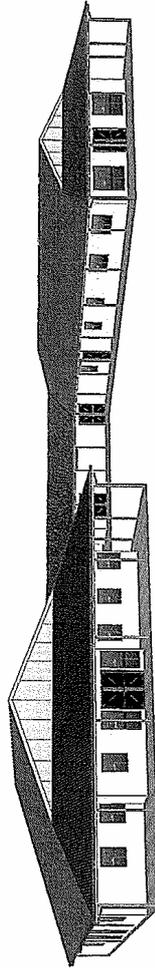


ELEVATION OPTION 3



ELEVATION OPTION 3

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1.00	ADMIN PLAN	11	ADMINISTRATION BUILDING
1.01	ELEVATIONS	12	YORK SHIRE COUNCIL
1.02	SECTION	13	WESTERN AUSTRALIA
1.03	DETAILS	14	
1.04	ROOF PLAN	15	
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PERSPECTIVE
OPTION 2

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FLOOR PLAN	11	SECTION	11
ELEVATIONS	12	SECTION	12
PERFORMANCE	13	SECTION	13
PERSPECTIVE	14	SECTION	14

PROJECT	ADMINISTRATION BUILDING YORK SHIRE COUNCIL WESTERN AUSTRALIA
TENDER #	T1827-3
JOB #	1
SCALE	n.t.s. @ A3
DRAWING #	T1827-PERS

DRAWN BY	MIN
DATE	12-06-08
CHECKED	
BY	
DATE	

11

Shire of York Administration Building				DAVIS LANGDON 		
Estimate : Feasibility Estimate						
Stage : Estimate No. 1				Building Works		
No.	Description	Unit	Elemental Qty	Elemental Rate	Total	\$/m2 GFA
1	Preliminaries			14.00	319,602	313.34
2	Substructure				153,000	150.00
3	Columns				34,650	33.97
4	Upper Floors					
5	Staircases					
6	Roof				305,250	299.26
7	External Walls				219,315	215.01
8	Windows				57,120	56.00
9	External Doors				43,250	42.40
10	Internal Walls				51,660	50.65
11	Internal Screens				31,970	31.34
12	Internal Doors				14,500	14.22
13	Wall Finishes				116,190	113.91
14	Floor Finishes				76,330	74.83
15	Ceiling Finishes				125,520	123.06
16	Fitments				60,000	58.82
17	Special Equipment				3,500	3.43
18	Sanitary Fixtures				19,750	19.36
19	Sanitary Plumbing				35,000	34.31
20	Water Supply				27,300	26.76
21	Gas Service					
22	Space Heating					
23	Ventilation				3,500	3.43
24	Evaporative Cooling					
25	Air Conditioning				270,750	265.44
26	Fire Protection				8,670	8.50
27	Light and Power				188,700	185.00
28	Communications				66,500	65.20
29	Transportation Systems					
30	Special Services					
31	Centralised Energy Systems					
32	Alterations and Renovations					
33	Site Preparation				67,200	65.88
34	Roads, Footpaths and Paved Areas				72,250	70.83
35	Boundary Walls, Fencing and Gates					
36	Outbuildings and Covered Ways					
Carry Forward					2,371,477	2,324.95
Base Date : 4th Qtr 2008						
Location Factor : 1.00						
DL Project No. 51102			21-Nov-2008		Page 2 of 33	

Shire of York Administration Building		DAVIS LANGDON 			
Estimate : Feasibility Estimate					
Stage : Estimate No. 1		Building Works			
No.	Description	Unit	Quantity	Rate	Total
1	Internal Walls Fastwall or similar	m2	574	90.00	51,660
	Total				51,660

Base Date : 4th Qtr 2008
 Location Factor : 1.00
 DL Project No. 51102 21-Nov-2008 Page 10 of 33

Shire of York Administration Building		DAVIS LANGDON 			
Estimate : Feasibility Estimate					
Stage : Estimate No. 1		Building Works			
No.	Description	Unit	Quantity	Rate	Total
Ceiling Finishes					
1	Suspended flush plasterboard ceilings	m2	996	120.00	119,520
2	Acoustic ceiling to studios	m2	24	250.00	6,000
	Total				125,520

Base Date : 4th Qtr 2008
 Location Factor : 1.00
 DL Project No. 51102 21-Nov-2008 Page 15 of 33

Shire of York Administration Building		DAVIS LANGDON 			
Estimate : Feasibility Estimate					
Stage : Estimate No. 1		Building Works			
No.	Description	Unit	Quantity	Rate	Total
1	Sanitary Plumbing Soil, wastes, vents, etc	No	175	200.00	35,000
	Total				35,000
Base Date : 4th Qtr 2008 Location Factor : 1.00 DL Project No. 51102 21-Nov-2008 Page 19 of 33					

Shire of York Administration Building		DAVIS LANGDON 			
Estimate : Feasibility Estimate					
Stage : Estimate No. 1		Building Works			
No.	Description	Unit	Quantity	Rate	Total
	Light and Power				
1	Light and power installation	m2	1,020	185.00	188,700
	Total				188,700
Base Date : 4th Qtr 2008					
Location Factor : 1.00					
DL Project No. 51102		21-Nov-2008		Page 24 of 33	

Shire of York Administration Building		DAVIS LANGDON 			
Estimate : Feasibility Estimate					
Stage : Estimate No. 1		Building Works			
No.	Description	Unit	Quantity	Rate	Total
1	Site Preparation Clear site and allow 300 thick sand pad	m2	4,800	14.00	67,200
	Total				67,200
Base Date : 4th Qtr 2008 Location Factor : 1.00 DL Project No. 51102 21-Nov-2008 Page 26 of 33					

4. Rental assessment



25 November 2008

YORK BRANCH
125 Avon Terrace York WA 6302
Telephone: (08) 9641 1587
Facsimile: (08) 9641 1875
Email: yorkelders@wn.com.au
Licensee: Brian Woolcock
Real Estate Agent & Business Broker

Mr Peter Stevens
Environmental Health Officer / Building Surveyor
Shire of York
1 Joaquina Street
YORK WA 6302



Dear Peter,

RE: PROPOSED ADMINISTRATION BUILDING
Joaquina Street, York WA

Further to our discussion in regard to anticipated rentals for the proposed new administration building, we are pleased to report as follows;

The current average rental rate per square metre in Avon Terrace is \$100.00 per sqm plus outgoings for ground floor retail space.

Given that the building in question will not be in a prime CBD location and therefore, although brand new, will not command similar retail rates.

It is our opinion that a realistic rate in the current market conditions would be in the vicinity of \$80.00 per sqm plus outgoings.

We trust the foregoing is of assistance to you.

Yours faithfully,

MICHAEL WATTS
Licenced Real Estate Agent
Elders Real Estate, York

Disclaimer: This information is a market opinion only and not a sworn valuation and is for use only by the party to whom this letter is addressed.

Licensee: Elders Real Estate (WA) Pty Ltd trading as Elders Real Estate A.B.N. 64 008 670 719



YORK BRANCH
 125 Avon Terrace York WA 6302
 Telephone: (08) 9641 1687
 Facsimile: (08) 9641 1875
 Email: yorkelders@wn.com.au
 Licensee: Brian Woolcock
 Real Estate Agent & Business Broker

PROPOSED ADMINISTRATION BUILDING YORK SHIRE COUNCIL

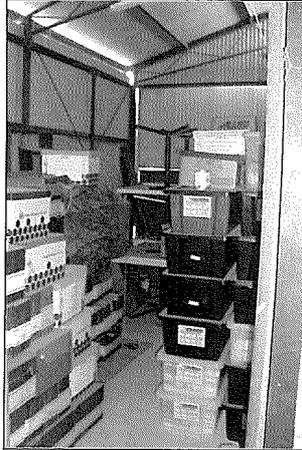
York Visitors Centre / Gift Shop	88sqm	88sqm /
York FM – Reception	18sqm	
York FM – Studio 1	12sqm	
York FM – Studio 2	12sqm	42sqm /
Library / Licensing	180sqm	
Library / Stationery	10sqm	
Public Research Area	25sqm	
Shire Records	40sqm	
Office Admin	24sqm	
Archival Storage Area	56sqm	335sqm
Telecentre	91sqm	
Telecentre Storage	10sqm	
Telecentre Conference/Training	49sqm	150sqm
Youth Officer	16sqm	16sqm
Play Group / Dance Class / Art Class	101sqm	
Childrens Toilets	12sqm	113sqm
Staff Kitchen / Dining	58sqm	58sqm
Govt Agency Office 1	29sqm	
Govt Agency Office 2	29sqm	58sqm
Meeting Room	90sqm	90sqm
	950sqm	950sqm

Licensee: Elders Real Estate (WA) Pty Ltd trading as Elders Real Estate A.B.N. 64 008 670 719

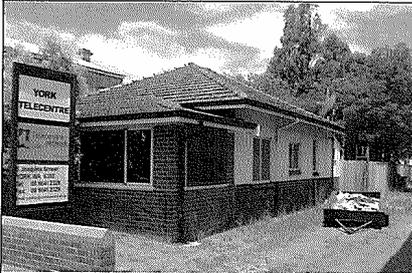
5. Pictures of current facilities

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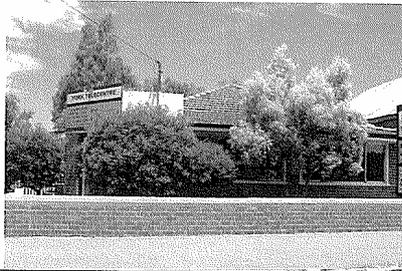
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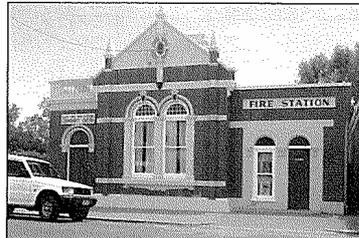


**Shire of York Records
Storage at Shire Depot**

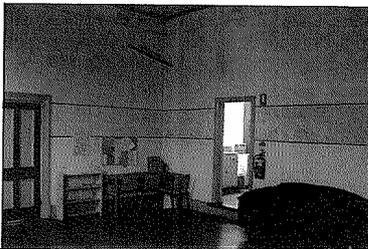
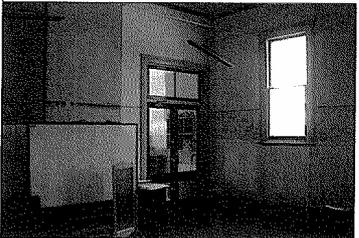
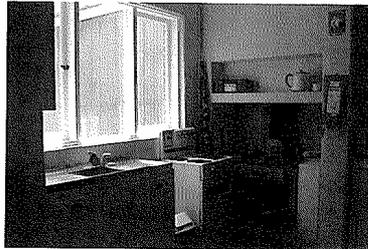
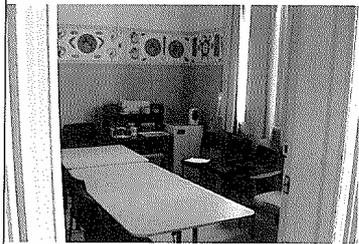
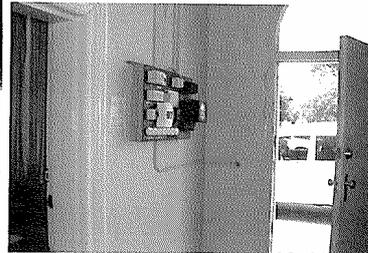


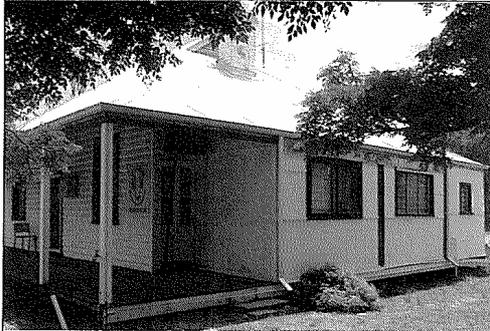
Telecentre



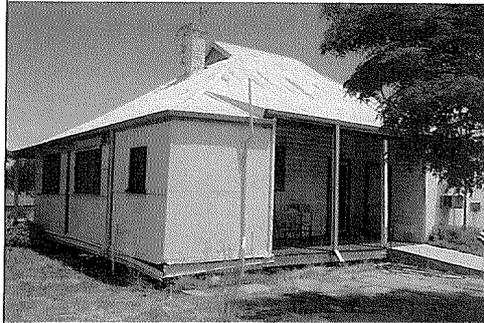


Old Fire Station Community Centre—Play Group, Toy Library





**York FM
Community
Radio**



9. OFFICER'S REPORTS
9.3 FINANCE REPORTS
9.3.2 Finance Report February 2009

FILE NO: FI.FRP
COUNCIL DATE: 16 March 2009
REPORT DATE: 10 March 2009
LOCATION/ADDRESS: Not Applicable
APPLICANT: Not Applicable
SENIOR OFFICER: Graham Stanley, Deputy Chief Executive Officer
REPORTING OFFICER: Tabitha Bateman, Administration Officer
DISCLOSURE OF INTEREST: Nil
APPENDIX: A – As listed in Summary below
DOCUMENTS TABLED: Nil

Summary:

The Financial Report for the period ending 28 February 2009 is hereby presented for the consideration of the Council.

Appendix A includes the following:

- Statement of Financial Position
- Statement of Financial Activity
- Variance Report
- Bank Account Reconciliations
- Cheque drawings on the Municipal Account
- EFT drawings on the Municipal Account
- Cheque drawings on the Trust Account
- Reserve Accounts Balances Summary
- Payroll Direct Debits Summary
- Corporate Credit Card & Fuel Card Summary

Consultation:

Nil.

Statutory Environment:

Local Government Act 1995 (As Amended).

Local Government (Financial Management) Regulations 1996 (As Amended).

Policy Implications:

Nil.

Financial Implications:

The following information provides balances for key financial areas for the Shire of York's financial position as at 28 February 2009;

Sundry Creditors as per General Ledger	\$	306,001.41
Sundry Debtors as per General Ledger	\$	368,880.19
Unpaid rates and services current year (paid in advance inc ESL)	\$	434,672.37
Unpaid rates and services previous years (incl ESL)	\$	131,506.40

Strategic Implications: Nil

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: **Not applicable**

Triple bottom Line Assessment:

Economic Implications:

A zero balance or surplus end of year financial position will increase community confidence and cohesion and provide an opportunity for improved community benefits in future years.

Social Implications:

Not applicable.

Environmental Implications:

Not applicable.

Comment:

The attached variance report provides explanations of the variances. Many variances are due to timing issues such as delays to jobs commencing or the budget being allocated on a pro-rata basis but the majority of the income or expense being received or incurred over only a few months. A mid-year budget review is currently being undertaken. The mid-year review will be a comprehensive look at the accounts to 31st December 2008 with projections to 30th June 2009. A report on the review along with recommended budget amendments, arising from the review will now be presented to a Special Meeting of Council which is proposed to be held on Monday 23rd March 2009. The proposed meeting will deal with the Budget Review, Annual Compliance Return and other matters.

OFFICER RECOMMENDATION

**RESOLUTION
150309**

Moved: Cr Randell SECONDED: Cr Lawrance

“That Council:

Receive the Monthly Financial Report and ratify payments drawn from the Municipal and Trust accounts for the period ending 28 February 2009:

	<u>VOUCHER</u>	<u>AMOUNT</u>
MUNICIPAL FUND		
Cheque Payments	28072-28111	\$ 101,005.38
Electronic Funds Payments	5346-5423	\$ 202,269.98
Direct Debits Payroll		\$ 103,894.18
Bank Fees		\$ 622.65
Corporate Cards		\$ 4,971.17
Photocopier Lease		\$ 1,037.22
Shell Cards		<u>\$ 65.38</u>
TOTAL		<u>\$ 413,865.96</u>
TRUST FUND		
Cheque Payments	3570-3586	\$ 10,067.95
Direct Debits Licensing		<u>\$ 158,287.30</u>
TOTAL		<u>\$ 168,355.25</u>
TOTAL DISBURSEMENTS		<u>\$ 582,221.21</u>

CARRIED (6/0)

Note to this item

The Chief Executive Officer has delegated authority under Delegation DE1 (Council Meeting 22 September 2008) to make payments from the Municipal and Trust accounts.

**ITEM 9.3.2
APPENDIX A**

**SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
AS AT THE 28 FEBRUARY 2009**

2007/08 ACTUAL		2008/09 ACTUAL 31-Jan-09
\$		\$
563,946	CURRENT ASSETS	
2,034,539	Cash	2,062,326
675,758	Cash Restricted	2,104,546
33,549	Receivables	1,019,171
0	Stock on Hand	12,414
	Prepaid Expenses	0
3,307,792	TOTAL CURRENT ASSETS	5,198,456
	CURRENT LIABILITIES	
(429,984)	Accounts Payable	(396,536)
0	Income Received in Advance	0
(397,042)	Provision for Leave	(397,042)
(7,799)	Interest Bearing Liabilities	(7,799)
(834,825)	TOTAL CURRENT LIABILITIES	(801,377)
	NET ASSETS	
2,472,968		4,397,080
	Less Items	
(2,034,539)	Cash Restricted	(2,104,546)
7,799	Interest Bearing Liabilities Included in Budget	7,799
(7,799)	Self Supporting Loan Income	(7,799)
105,636	Add Back LSL	109,565
544,065	TOTAL EQUITY	2,402,099

SHIRE OF YORK STATEMENT OF FINANCIAL ACTIVITY AS AT 28 FEBRUARY 2009						
	2008/09 ADOPTED BUDGET	2008/09 Amended Budget	2008/09 Budget Year to Date	2008/09 Actual	Variance % Budget to Actual	Variance \$ Budget to Actual
OPERATING REVENUE						
General Purpose Funding	(1,340,874)	(1,340,874)	(851,710)	(989,447)	16%	137,737
Governance	(221,970)	(221,970)	(163,812)	(219,633)	34%	55,821
Law, Order, Public Safety	(123,326)	(123,326)	(61,368)	(42,912)	(30%)	(18,456)
Health	(23,000)	(23,000)	(16,636)	(23,336)	40%	6,700
Education and Welfare	(25,000)	(25,000)	(16,664)	(12,324)	(26%)	(4,340)
Housing	-	-	-	-	-	-
Community Amenities	(586,056)	(586,056)	(525,786)	(511,216)	(3%)	(14,570)
Recreation and Culture	(998,749)	(998,749)	(568,493)	(56,067)	(90%)	(512,426)
Transport	(1,522,704)	(1,522,704)	(930,632)	(658,689)	(29%)	(271,943)
Economic Services	(101,200)	(101,200)	(67,464)	(29,587)	(56%)	(37,877)
Other Property and Services	(129,406)	(129,406)	(86,524)	(42,738)	(51%)	(43,786)
	(5,072,285)	(5,072,285)	(3,289,089)	(2,585,949)	(21%)	(703,140)
LESS OPERATING EXPENDITURE						
General Purpose Funding	196,698	196,698	83,443	73,955	(11%)	9,488
Governance	652,106	652,106	450,885	249,924	(45%)	200,961
Law, Order, Public Safety	326,949	326,949	231,242	206,086	(11%)	25,156
Health	192,581	192,581	126,797	120,725	(5%)	6,072
Education and Welfare	59,578	59,578	42,866	36,844	(14%)	6,022
Housing	-	-	0	-	-	-
Community Amenities	1,186,685	1,186,685	714,071	519,986	(27%)	194,085
Recreation and Culture	1,119,253	1,119,253	747,536	646,500	(14%)	101,036
Transport	4,270,822	4,270,822	2,836,164	2,827,253	(0%)	8,911
Economic Services	415,896	415,896	283,053	214,646	(24%)	68,407
Other Property & Services	102,000	102,000	71,355	67,125	(6%)	4,230
	8,522,568	8,522,568	5,587,412	4,963,043	(11%)	624,369

SHIRE OF YORK STATEMENT OF FINANCIAL ACTIVITY AS AT 28 FEBRUARY 2009						
	2008/09	2008/09	2008/09	2008/09	2008/09	Variance %
	ADOPTED BUDGET	Amended Budget	Budget Year to Date	Actual	Budget to Actual	Variance \$
	3,450,283	3,450,283	2,298,323	2,377,094	3%	(78,771)
<i>Increase/(Decrease)</i>						
ADD						
Proceeds on Sale of Assets		-	0	-		
Profit/Loss on Sale of Assets	(665,310)	(665,310)	(37,423)	(21,888)		
Increase/(Decrease) Non Current Debtors Rates	-	-	6,000	(26,064)		
Increase/(Decrease) Non Current Debtors S/S Loan	242,221	242,221	(5,184)	-		
Change Employee Leave Provisions				-		
Long Service Leave Cash at Bank (Increase)/(Decrease in Balance)	(7,395)	(7,395)	-	(3,929)		
Depreciation Written Back	(4,027,368)	(4,027,368)	(2,684,912)	(2,685,006)		
Book Value of Assets Sold Written Back	(475,625)	(475,625)	(189,330)	(40,584)		
	(4,933,477)	(4,933,477)	(2,910,849)	(2,777,471)	(5%)	(133,378)
<i>Sub Total</i>	(1,483,194)	(1,483,194)	(612,526)	(400,377)	(35%)	(212,149)
LESS CAPITAL PROGRAMME						
Purchase Tools	-	-	0	-		
Purchase Land & Buildings	2,184,002	2,184,002	495,501	183,085	(63%)	312,416
Purchase Plant & Equipment	768,201	768,201	587,201	251,713	(57%)	335,488
Purchase Furniture & Equipment	93,375	93,375	66,175	40,216	(39%)	25,959
Infrastructure Assets - Roads	2,390,862	2,390,862	1,080,449	860,232	(20%)	220,217
Infrastructure Assets - Recreation Facilities	40,000	40,000	0	-		
Infrastructure Assets - Other	30,000	30,000	10,000	-	(100%)	10,000
Repayment of Debt - Loan Principal	14,871	14,871	7,799	7,799	(0%)	0
Transfer To Reserves	1,176,785	1,176,785	0	70,006		(70,006)
Transfer to Other Funds	-	-	0	-		
	6,698,096	6,698,096	2,247,125	1,413,052	(37%)	834,073

SHIRE OF YORK STATEMENT OF FINANCIAL ACTIVITY AS AT 28 FEBRUARY 2009						
	2008/09 ADOPTED BUDGET	2008/09 Amended Budget	2008/09 Budget Year to Date	2008/09 Actual	Variance % Budget to Actual	Variance \$ Budget to Actual
ABNORMAL ITEMS	-	-	0	-		-
Plus Rounding	-	-	0	-		-
	6,698,096	6,698,096	2,247,125	1,413,052	(37%)	834,073
Sub Total	5,214,902	5,214,902	1,634,599	1,012,675	(38%)	621,924
LESS FUNDING FROM						
Reserves	(816,085)	(816,085)	0	-		-
Other Funds	-	-	0	-		-
Loans Raised	(950,000)	(950,000)	(200,000)	-	(100%)	(200,000)
Opening Funds	(565,736)	(565,736)	(565,736)	(544,065)	(4%)	(21,671)
Sundry Adjustments				(50)		50
Closing Funds	(2,331,821)	(2,331,821)	(765,736)	(544,115)	(29%)	(221,621)
Total To Be Made up from Rates	(2,883,081)	(2,883,081)	(2,873,079)	(2,870,660)	(0%)	(2,419)
Net (Surplus) / Deficit	-	-	(2,004,216)	(2,402,099)	20%	397,884

**SHIRE OF YORK
VARIANCE REPORT
AS AT 28 FEBRUARY 2009**

OPERATING REVENUE

General Purpose Funding

Budget timing of grants received - untied grant received in Feb but budgeted for March.

Governance

Higher sundry reimbursements received to date than anticipated eg. Insurance claims

Law, Order Public Safety

Firebreak reimbursements to be raised, less Ranger duties to other Councils than budgeted,
Fire break infringements down

Health

Income from health prosecutions higher than anticipated

Education and Welfare

Increased Centennial Units rent income yet to come into effect

Housing

No material variance to report

Community Amenities

No material variance to report

Recreation and Culture

Budgeted co-location facility grants not received

Transport

Roads to Recovery grants not received until March 2009/ Timing of Regional Road Group & Black Spot Grants

Economic Services

Building permits much lower than expected / Standpipe water charges to be raised/ Community Bus income down

Other Property and Services

Private works income lower than expected / Claim for workers' comp reimbursement to be issued

**SHIRE OF YORK
VARIANCE REPORT
AS AT 28 FEBRUARY 2009**

OPERATING EXPENDITURE

General Purpose Funding

Lower admin allocations & debt collection expenses than budgeted. This should rectify as year progresses.

Governance

Less CRS conferences to date / AROC subscription not paid / No community project claims received / Strategic planning expenses down / SEAVROC expenses lower than expected by approximately \$111,000

Law, Order, Public Safety

Firebreak and Fire Control expenses down. Lower admin allocations

Health

No material variance to report

Education and Welfare

Centennial Units maintenance down / Invoice to be received YDHS

Housing

No material variance to report

Community Amenities

Waste Management costs down/ Lower Town Planning expenses due to time taken to find new planner/
Cemetery mtc down

Recreation and Culture

Parks & Gdns mtc lower than anticipated / Swimming Pool expenses down - timing issue/ Forrest Oval Planning lower - timing issue / Budget timing - Colocation facility/ Greenhills Hall Committee yet to claim/ Community Rec Officer Exp Down

Transport

No material variance to report

Economic Services

Building control expenses down / Standpipe mtc down/ Tourism & Area promotion expenses down due to timing issues

Other Property & Services

No material variance to report

**SHIRE OF YORK
VARIANCE REPORT
AS AT 28 FEBRUARY 2009**

CAPITAL PROGRAMME

Purchase Land & Buildings

Collocation & Youth Building yet to proceed/ Timing of expenditure Public Toilets & Records shed

Purchase Plant & Equipment

No admin of health vehicle changeovers/ Kubota tractor not replaced/ Waiting on Fire Truck replacement

Purchase Furniture & Equipment

Timing of computer replacements, office furniture and hall furniture

Infrastructure Assets Roads

Timing of works programme - sealing invoices outstanding

Infrastructure Assets Other

Timing of entry statement works

Transfers to Reserves

Interest on reserves received - budgeted as end of year transfer.

LESS FUNDING FROM

Loans Raised

CBH dam land purchase loan not taken out as purchase did not proceed

Opening Funds

Opening funds were lower than budgeted due to changes to end of year accruals requested by Council's auditors

BANK RECONCILIATION				
FEBRUARY 2009				
		MUNICIPAL	TRUST	RESERVE
Balance as previous reconciliation		1,800,994.81	484,441.62	2,104,545.70
Receipts as per daily cash book		\$ 668,207.24	165,081.38	
Muni Interest NCD 49052		\$ 408.53		
Muni Interest NCD 723909		\$ 5,400.65		
Muni Interest NCD 48641		\$ 330.25		
Reserve Interest 119521748				0.04
Total Receipts		674,346.67	165,081.38	0.04
Payment as per schedule cheques	28072 - 28111	(101,005.38)		
EFT Direct payments	5346 - 5423	(202,269.98)		
Payment as per schedule chqs - Trust	3570 - 3586		(10,067.95)	
Direct Debt Licensing			(158,287.30)	
Direct Debit Payroll		(103,894.18)		
Bank fees Bendigo Trust		(110.60)		
Bank fees Bendigo Muni		(150.55)		
Bank fees Bendigo Reserve				
Business Cards Bank Fees		(8.00)		
Dishonour Cheque Fee		(30.00)		
Eftpos Bank Fee Trust		(189.13)		
Eftpos Bank Fee Muni		(134.37)		
TOTAL BANK FEES	(622.65)			
Business Card Bendigo - CEO		(4,727.87)		
Business Card Bendigo - DCEO		(243.30)		
TOTAL BUSINESS CARDS	(4,971.17)			
Lease photocopier		(1,037.22)		
Shell Card		(65.38)		
Rounding		(0.02)		
TOTAL EXPENDITURE		(413,865.98)	(168,355.25)	0.00
TOTAL RECONCILIATION		2,061,475.50	481,167.75	2,104,545.74
BALANCES AS PER BANK STATEMENTS				
BENDIGO MUNICIPAL 118630623		112,885.13		
BENDIGO MUNICIPAL NCD 45508	15/04/2009	507,952.05		
BENDIGO MUNICIPAL NCD 49050	20/04/2008	500,000.00		
BENDIGO MUNICIPAL AT-CALL ACCT 61158		410,616.75		
BENDIGO MUNICIPAL NCD 36488	2/04/2009	202,921.18		
BENDIGO MUNICIPAL NCD 723909	19/03/2009	355,843.08		
BENDIGO TRUST 13074174			301,871.23	
BENDIGO TRUST NCD 52172 Open space	6/04/2009		124,295.91	
BENDIGO TRUST NCD 42170 Defects liability	6/04/2009		70,090.21	
BENDIGO RESERVE 119521748				1,011.08
BENDIGO RESERVE NCD 709194	2/04/2009			560,153.14
BENDIGO RESERVE NCD 42174	6/04/2009			1,543,381.52
		2,090,218.19	496,257.35	2,104,545.74
TOTALS				
Plus Outstanding Deposits		4,159.15	11,054.05	
Less Outstanding cheques		(25,094.82)	(7,670.00)	
Outstanding Licence Debts			(18,483.35)	
February credits - receipted March		(7,748.83)		
Unidentified Direct Credit - Nov 07		(346.83)		
O/bank - unidentified money order 27/11/08		(250.00)		
Dishonoured Cheque - 9/2/09		538.75		
Adjustments 7/12/07 - Police Licensing			(0.30)	
Underbank 27/2/08			10.00	
Adjustments		(0.11)		
TOTAL RECONCILIATION		2,061,475.50	481,167.75	2,104,545.74
		0.00	0.00	0.00

Date: 09/03/2009
Time: 4:40:16PM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
FEBRUARY 2009**

USER:Tabitha Bateman
PAGE:1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
28072		PATRICIA FRANCES MOGRIDGE		
INV RECOG		RECOGNITION OF SERVICE 25 YEARS - P MOGRIDGE	300.00	300.00
			300.00	
28073		YORK NEWSAGENCY		
INV 2217		PAPERS / STATIONERY - JAN 09	141.55	141.55
			141.55	
28075		SYNERGY		
INV 4690614		STREET LIGHTING 24/1/08-24/1/09		13,436.00
INV 1023938		ELECTRICITY 21/1/08-23/1/09 75 OSNABURG RD	22.85	
INV 9815007		ELECTRICITY 19/11/08-21/1/09 - FORREST OVAL	169.75	
INV 9539156		ELECTRICITY 19/11/08-21/1/09 - CENT UNITS	72.15	
INV 0762568		ELECTRICITY 19/11/08-21/1/09 - REC CENTRE	1,597.75	
INV 2837726		ELECTRICITY 20/11/08-22/1/09 - FIRE STN COMMUNITY CENT	141.10	
INV 5129015		ELECTRICITY 19/11/08-21/01/09 - CRICKET CLUB ROOMS	97.45	
INV 7492374		ELECTRICITY 19/11/08-21/01/09 - FORREST OVAL BORE PUMP	17.25	
INV 5183365		ELECTRICITY 29/10-30/12/08 - MT BAKEWELL REPEATER STN	16.45	
INV 640233C		ELECTRICITY 19/11/08-21/1/09 - ADMIN/T HALL/ TOURIST BUI	3,694.60	
INV 2543224		ELECTRICITY 19/11/08-21/01/09 - RAILWAY MEMORIAL	16.70	
INV 4675683		ELECTRICITY 19/11/08-21/01/09 - DEPOT	256.20	
INV 3140037		STREET LIGHTING 24/1/08-24/1/09	5,070.55	
INV 1087613		ELECTRICITY 25/11/08-28/1/09 CEMETERY	17.00	
INV 5732035		ELECTRICITY 20/11/08-28/1/09 SWIMMING POOL	1,708.30	
INV 5842381		ELECTRICITY 25/11/08-28/1/09 RES MUS	138.20	
INV 5225153		ELECTRICITY 24/11/08-27/1/09 AVON PARK - RETIC PUMP	18.55	
INV 4686635		ELECTRICITY 24/11/08-27/1/09 AVON PARK	134.20	
INV 3699816		ELECTRICITY 24/11/08-27/1/09 SECURITY LIGHTING STEPHEN	113.40	
INV 4301537		ELECTRICITY 24/11/08-27/1/09 CANDICE BATEMAN PARK	116.55	
		ELECTRICITY 25/11-28/1/09 OLD CEMETERY	17.00	
28076		BRIAN LAWRANCE		
INV ALLOW		ALLOWANCE 1/1-31/3/09	527.50	527.50
			527.50	
28077		PATRICIA WALTERS		
INV ALLOW		ALLOWANCE 1/1-31/3/09	1,755.00	1,755.00
			1,755.00	
28078		ANTHONY STEPHEN BOYLE		
INV ALLOW		ALLOWANCE 1/1-31/3/09	1,755.00	1,755.00
			1,755.00	
28079		TREVOR WILLIAM JOHN RANDELL		
INV ALLOW		ALLOWANCE 1/1-31/3/09	1,755.00	1,755.00
			1,755.00	
28080		ASHLEY JAMES FISHER		
INV ALLOW		ALLOWANCE 1/1-31/3/09	1,755.00	1,755.00
			1,755.00	
28081		YORK VOLUNTEER EMERGENCY		
INV 79		CONTROLLED BURNING VARIOUS PROPERTIES 08/09	350.00	350.00
			350.00	
28082		DEPARTMENT OF ENVIRONMENT AND CONSERVATION		
INV ILS08-7		WASTE TRANSFER STATION LICENCE FEE	205.94	205.94
			205.94	
28083		WESTSCHEME SUPERANNUATION		
INV SUPER		SUPERANNUATION CONTRIBUTIONS	144.56	289.12
INV SUPER			144.56	
28084		AMP CORPORATE SUPERANNUATION		
		SUPERANNUATION CONTRIBUTIONS		234.00

Date: 09/03/2009
Time: 4:40:16PM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
FEBRUARY 2009**

USER:Tabitha Batemar
PAGE:2

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		AMP CORPORATE SUPERANNUATION		
INV SUPER		SUPERANNUATION CONTRIBUTIONS	117.00	
INV SUPER			117.00	
		PRIME SUPER		
28085		SUPERANNUATION CONTRIBUTIONS		165.65
INV SUPER			165.65	
		YORK SHIRE COUNCIL (payroll only)		
28086		PAYROLL DEDUCTIONS		2,080.00
INV DEDUC			440.00	
INV DEDUC			600.00	
INV DEDUC			440.00	
INV DEDUC			600.00	
		LLOYD'S LANDCARE		
28087		COMPLETE PENALTY FIREBREAKS 08/09		1,298.00
INV 49366			1,298.00	
		CENTRELINK		
28088		PAYROLL DEDUCTIONS		200.00
INV DEDUC			100.00	
INV DEDUC			100.00	
		MLC MASTERKEY SUPERANNUATION		
28089		SUPERANNUATION CONTRIBUTIONS		157.50
INV SUPER			78.75	
INV SUPER			78.75	
		IMPACT SWEEPING		
28090		STREET SWEEPING - DEC 08		4,598.00
INV 29			2,618.00	
INV 34		STREET SWEEPING - JAN 09	1,980.00	
		AUSTRALIAN SERVICES UNION		
28091		UNION FEES		322.20
INV DEDUC			161.10	
INV DEDUC			161.10	
		LANDGATE		
28092		GRV INTERIM VALAUATIONS - COUNTRY SHARED/ FESA		148.53
INV 237631			84.83	
INV 237596		RURAL UV INTERIM VALAUATIONS - SHARED	63.70	
		COMMISSIONER OF POLICE		
28093		CORPORATE RIFLE FIREARM LICENCE FEE 08/09 - RANGER		96.00
INV 9990704			96.00	
		NORM REYNOLDS RETRAVISION		
28094		DIGITAL CAMERA - PANASONIC LUMIX LS80 - OFFICE		138.00
INV 54619			138.00	
		TELSTRA		
28095		TELEPHONES 25/12-24/1/09		1,421.99
INV BP0271-		INTERNET ACCESS 26/12/08-25/1/09 CEO	59.95	
INV 9436723		TELEPHONE 29/12-28/1/09 RES MUS	37.72	
INV 9434252		TELEPHONES 25/12-24/1/09	1,324.32	
		HERITAGE COUNCIL OF WESTERN AUSTRALIA		
28096		MUSEUM INTERPRETATION MASTERCLASS - C LITTLEFAIR		55.00
INV 1138			55.00	
		WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0		
28098		SUPERANNUATION CONTRIBUTIONS		20,006.24
INV SUPER			6,678.48	
INV DEDUC			380.05	
INV DEDUC			576.83	
INV DEDUC			311.05	
INV DEDUC			46.54	

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**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
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		WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0		
		SUPERANNUATION CONTRIBUTIONS		
INV DEDUC			180.16	
INV DEDUC			245.87	
INV DEDUC			33.95	
INV DEDUC			135.82	
INV DEDUC			147.18	
INV DEDUC			841.12	
INV SUPER			284.00	
INV DEDUC			101.43	
INV SUPER			207.61	
INV SUPER			6,520.46	
INV DEDUC			576.83	
INV DEDUC			311.05	
INV DEDUC			46.54	
INV DEDUC			180.17	
INV DEDUC			245.87	
INV DEDUC			33.95	
INV DEDUC			135.82	
INV DEDUC			147.18	
INV DEDUC			841.12	
INV DEDUC			393.49	
INV SUPER			403.67	
		WORLD VISION		
28099		RAG BAGS X 4		40.00
INV 68			40.00	
		DEPARTMENT OF ENVIRONMENT		
28100		APPLICATION TO AMEND CLEARING PERMIT CPS 1042/2		50.00
INV CLEAR			50.00	
		AUSTRALIAN TAXATION OFFICE		
28101		BAS PAYMENT - JANUARY 2009		27,136.00
INV JAN 09			27,136.00	
		WESTSCHEME SUPERANNUATION		
28102		SUPERANNUATION CONTRIBUTIONS		144.56
INV SUPER			144.56	
		AMP CORPORATE SUPERANNUATION		
28103		SUPERANNUATION CONTRIBUTIONS		117.00
INV SUPER			117.00	
		YORK SHIRE COUNCIL (payroll only)		
28104		PAYROLL DEDUCTIONS		1,067.00
INV DEDUC			440.00	
INV DEDUC			27.00	
INV DEDUC			600.00	
		CENTRELINK		
28105		PAYROLL DEDUCTIONS		100.00
INV DEDUC			100.00	
		MLC MASTERKEY SUPERANNUATION		
28106		SUPERANNUATION CONTRIBUTIONS		81.01
INV SUPER			81.01	
		AUSTRALIAN SERVICES UNION		
28107		UNION FEES		161.10
INV DEDUC			161.10	
		WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0		
		SUPERANNUATION CONTRIBUTIONS		
28108				9,825.88
INV SUPER			6,753.71	
INV DEDUC			576.83	
INV DEDUC			457.22	
INV DEDUC			46.53	

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		WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0		
		SUPERANNUATION CONTRIBUTIONS	180.17	
INV DEDUC			249.86	
INV DEDUC			35.95	
INV DEDUC			143.82	
INV DEDUC			147.18	
INV DEDUC			841.12	
INV DEDUC			393.49	
		YORK SHIRE COUNCIL (payroll only)		
28109		PAYROLL DEDUCTIONS		721.49
INV RDO PA			721.49	
		DOMINIC CARBONE		
28110		SEAVROC MANAGMENT SERVICES 27/11-27/1/09		8,170.12
INV 3			8,170.12	
		SOLARIS CARE CANCER SUPPORT CENTRES		
28111		DONATION - RED SKY RIDE 1-8/3/09		200.00
INV DONAT			200.00	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	101,005.38
TOTAL		101,005.38

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
MOTORCHARGE LTD				
EFT5346		GULL CARD		841.18
INV 310109			841.18	
YORK IT & COMMUNICATION				
EFT5347		COMPUTER DATA RECOVERY - RES MUS		1,117.00
INV 0811-15		PRINTER REPAIRS - RES MUS - SAMSUNG CLP300	25.00	
INV 847		TONER PRINT CARTRIDGES - RES MUS - SAMSUNG CLP300	267.00	
INV 0810-45		COMPUTER DATA RECOVERY - RES MUS	495.00	
INV 0810-82		EMAIL DATA RECOVERY - RES MUS	187.00	
INV 0810-11		COMPUTER VIRUS REPAIR/ ANTIVIRUS INSTALLATION - RE	88.00	
INV 1425		MOSAIC SOFTWARE RESET - RES MUS	55.00	
A BALANCED VIEW LEISURE CONSULTANCY SERVICES				
EFT5348		FORREST OVAL RECREATION PRECINCT MASTER PLAN - 2N		11,429.00
INV 830			11,429.00	
MAINSTREET CONFERENCE 2009				
EFT5349		NATIONAL MAINSTREET CONFERENCE REGISTRATION - P R		1,870.00
INV 168			1,870.00	
EASTERN HILLS SAWS AND MOWERS				
EFT5350		PURCHASE / TRADE CHAINSAWS, BRUSHCUTTERS & BLOWI		2,886.00
INV 19139			2,886.00	
LGIS INSURANCE BROKING				
EFT5351		WORKERS COMPENSATION INSURANCE - SECOND INSTALA		27,333.90
INV 107187			27,333.90	
AVON WASTE				
EFT5352		RECYCLING SERVICES		34,492.49
INV 4080		DOMESTIC RUBBISH COLLECTION TO 2/1/08	5,301.87	
INV 4081		RECYCLING SERVICE	2,839.64	
INV 4112		RUBBISH SERVICE	5,805.13	
INV 4113		RECYCLING SERVICE	2,842.48	
INV 4142		RUBBISH SERVICE	5,884.06	
INV 4143		RECYCLING SERVICES	11,819.31	
HOME HARDWARE				
EFT5353		ELECTRICAL TAPE/ DUCT TAPE		88.08
INV 334696		KEY TAGS X 6	3.90	
INV 335800		ELECTRICAL TAPE/ DUCT TAPE	45.72	
INV 335801		CLOTH TAPE	3.60	
INV 335984		WALLPLUG	4.25	
INV 336100		NYLON CORD X 20 MTRS	12.20	
INV 332311		BBQ TOOL SET/ KEY TAGS	18.41	
YORK TELECENTRE				
EFT5354		ADVERT YORK BUSINESS DIRECTORY 08/09		104.50
INV 1211			104.50	
FUEL DISTRIBUTORS				
EFT5355		DISTILLATE X 4630 LTRS/ PETROL X 1500 LTRS		7,283.56
INV 86051			7,283.56	
PRITCHARD BOOKBINDERS				
EFT5356		BINDING COUNCIL MINUTES X 5		209.00
INV 760			209.00	
CELLARBRATIONS DUKE OF YORK				
EFT5357		REFRESHMENTS		197.95
INV 187407			197.95	
DUSTRY PTY LTD				
EFT5358		BACKHOE HIRE - CEMETERY/ DEPOT		2,035.00
INV 524			1,375.00	
INV 525		BACKHOE HIRE - TOP BEVERLEY RD CULVERTS	660.00	

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EFT5359 INV 66073		COOL CLEAR WATER BEVERAGES LTD WATER FILTRATION UNIT FEB 09	66.00	66.00
EFT5360 INV 15337		WESTARP RESTICH/ REPAIR SHADE CLOTH - SWIMMING POOL	506.00	506.00
EFT5361 INV 13596 INV 13729 INV 13868 INV 13909 INV 13922 INV 13504		YORK BUILDING SUPPLIES FAST SETTING CONCRETE - HELENA RD PINE TIMBERS X 3 - GWAMBY FAST SETTING CONCRETE - DEPOT FAST SETTING CONCRETE - JOAQUINA ST FAST SETTING CONCRETE - HELENA RD PVC STORMWATER COUPLING NUTS & BOLTS - Y711	35.31 14.74 14.74 36.85 12.10 2.40	116.14
EFT5362 INV 3800 INV 3792 INV 3863		YORK AUTO ELECTRICS SUPPLY & FIT ELECTRIC BRAKES/ REDUCER - Y641 FIT BUSH FIRE RADIO - L FAIRCLOUGH SUPPLY & FIT FUEL PUMP REDUCER - Y397	433.18 132.00 357.37	922.55
EFT5363 INV ACCOM		THE NOSH & NOD ACCOMMODATION - SEAVROC STRATEGIC WASTE - D CARE	80.00	80.00
EFT5364 INV ALLOW		JOHN PATRICK HOOPER ALLOWANCE 1/1-31/3/09	5,107.50	5,107.50
EFT5365 INV 245		JOHNS LOCAL CLEANING SERVICE CLEANING RES MUS - JAN 09	125.00	125.00
EFT5366 INV SUPER INV SUPER		NAVIGATOR PERSONAL RETIREMENT PLAN STAFF SUPERANNUATION	184.39 111.37	295.76
EFT5367 INV 6		TATTY PARROT BAKERY MORNING TEA/ LUNCH - SEAVROC FESABILITY STUDY 22 &	297.60	297.60
EFT5368 INV 76481		4 FARMERS CHEMICALS - WEED SPRAYING	660.00	660.00
EFT5369 INV 157684		CONPLANT RADIATOR RESERVOIR/ COOLANT - Y830	313.19	313.19
EFT5370 INV 570		M & R MACHINING REPAIR LOADER STEPS - Y600	176.00	176.00
EFT5371 INV 430136C		RURAL ROAD SERVICES ENGINEER CONSULTANCY 5-15/1/09	5,648.50	5,648.50
EFT5372 INV DEDUC INV DEDUC		CHILD SUPPORT AGENCY SUPPORT PAYMENT	213.62 230.08	443.70
EFT5373 INV 1010		ALLROUND CONCRETE FOOTING INSTALLATION - BANNER POLES - HENRIETTA ST	924.00	924.00
		WESTNET PTY LTD		

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		WESTNET PTY LTD		
EFT5374		INTERNET CONNECTION - SWIMMING POOL 1/2/09-1/2/10		237.07
INV 1205128		INTERNET CONNECTION 1/2-1/3/09	27.12	
INV 1205453		INTERNET CONNECTION - SWIMMING POOL 1/2/09-1/2/10	209.95	
		YORK & DISTRICTS COMMUNITY MATTERS		
EFT5375		ADVERTISING		1,139.60
INV 1308			1,139.60	
		HENDERSON, PJ & KD		
EFT5376		GAS HOT WATER UNIT REPLACEMENT - PIONEER LODGE		3,770.80
INV 2332			3,528.80	
INV 2326		WATER METER REPAIRS - 36 AVON TCE/ R121 SPENCERS BR	242.00	
		LOCAL GOVERNMENT MANAGERS AUSTRALIA		
EFT5377		LGMA PROFESSIONAL DEVELOPMENT CONFERENCE REGIS'		622.00
INV 13434			622.00	
		NATIONAL TAX MANAGER		
EFT5378		2009 FBT ORGANISER & SALARY PACKAGING PLANNER		214.50
INV 1261			214.50	
		RAYMOND DELICH		
EFT5379		LABOUR - ROOF CONSTRUCTION - HOWICK ST TOILET BLOC		2,500.00
INV 25			2,500.00	
		DARRY'S PLUMBING AND GAS		
EFT5380		WATER PIPE REPAIRS PEACE PARK		113.30
INV 168			113.30	
		TREVS TRANSPORT		
EFT5381		FREIGHT STREET SIGNS		22.00
INV 133			22.00	
		COUNTRY METAL RECYCLERS		
EFT5382		SIDE TIPPER SEMI HIRE - DOODENANNING RD		4,488.00
INV 49			4,488.00	
		INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA		
EFT5383		SEMINAR - ROMAN RD MAINTENANCE - CEO, DCEO, M BURK		59.99
INV 974			59.99	
		THE LAKES RESORT HOTEL		
EFT5384		ACCOMMODATION - COMPUTER ASSESSMENT - CEO		1,238.60
INV 294023			683.60	
INV 294024		ACCOMMODATION - COMPUTER ASSESSMENT - FINANCE OI	555.00	
		HORIZON SURVEYS PTY LTD		
EFT5385		FEATURE & CONTOUR SURVEY - AVON TCE		4,070.00
INV 1097-08			4,070.00	
		AUSTRALIA POST		
EFT5386		POSTAGE - JAN 09		635.27
INV 090131C			635.27	
		AVON TRACTOR & IMPLEMENT		
EFT5387		HYDRAULIC HOSE/ FITTINGS - Y600		138.93
INV 75318			138.93	
		COURIER AUSTRALIA		
EFT5388		FREIGHT		71.81
INV TRANSI			28.22	
INV TRANSI			15.09	
INV 0482931			28.50	
		JR & A HERSEY		
EFT5389		GLOVES/ FLAG TAPE/ MARKING PAINT		349.80
INV K2172			349.80	
		KW MOORFIELD		

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EFT5390 INV 2480		KW MOORFIELD TRUCK SERVICE - Y4099/ RADIATOR REPAIRS - Y830	836.72	836.72
EFT5391 INV 13872		PERFECT COMPUTER SOLUTIONS PTY LTD COMPUTER SUPPORT JAN 09	530.00	530.00
EFT5392 INV 2258 INV 2259 INV 2289		AVON VALLEY TYRE SERVICE SUPPLY & FIT TYRES/ O-RINGS - Y205 TYRE PUNCTURE REPAIR - Y345 TYRE PUNCTURE REPAIR - Y387 SUPPLY & FIT TYRES/ O-RINGS - Y205	48.00 30.00 5,265.00	5,343.00
EFT5393 INV 340294 INV 343323 INV 340594 INV 340656 INV 340915 INV 341514 INV 341531 INV 341629 INV 341724 INV 342509 INV 339798 INV 339912 INV 342899 INV 340477 INV 341564 INV 341888 INV 342476 INV 343411		HOME HARDWARE SHOVELS SCREWS/ BRACKET/ PLATE CABLE TIE/ BASKET SEAL BRUSH/ BASKET/ CONE PAN SCREEN DOOR CLOSER GAS REFILL/ GRAFFITI REMOVER/ ACETONE/ BRUSHES ANT DUST/ BROOM/ TAPE/ TAP VALVE RETIC ELBOW/ RISER/ BUSH SPRING/ HOSE COCK DRILL BIT/ CUT OFF WHEEL ROPE WIRE GRIPPLE PICTURE WIRE/ SCREWS HOSE/ CONNECTOR ACCOUNT REPRINT FEE SPRAYPAINT/ MITRE BOX ROPE/ SQUEEGEE/ BUCKET/ METHYLATED SPIRITS GAS REFILL - STREET SWEEPER SHOVELS PLANTS - AUSTRALIA DAY 09	25.69 5.40 48.09 31.50 44.95 16.18 9.70 9.18 14.90 3.46 18.10 62.70 2.00 21.71 75.37 35.00 131.61 119.60	675.14
EFT5394 INV 01/4791 INV 02/6391		YORK IGA MILK/ BISUITS - RES MUS	8.07 7.75	15.82
EFT5395 INV 8276		MAL AUTOMOTIVES VEHICLE SERVICE DR CAR Y211 - 20,000KM	218.00	218.00
EFT5396 INV 1150		AVON EXPRESS FREIGHT - POOL CHEMICALS	121.00	121.00
EFT5397 INV 2069317 INV 207454C INV 2077138 INV 2080165 INV 2086254 INV 2089241 INV 2098325 INV 2113325		RURAL PRESS REGIONAL MEDIA (WA) PTY LTD TP ADVERT - 2 OSNABURG RD/ 82 AVON TCE TP ADVERT - ASSESSMENT OF DA'S HERITAGE PRECINCT TP ADVERT - AMENDMENT 38 TP ADVERT - 7 PELHAM ST TP ADVERT - EXTRACTIVE INDUSTRY 787 MOKINE RD TP ADVERT - 12 AVON TCE/ 70 CARDWELL RD/ 112 ATTFIELI TP ADVERT - 187 SEES RD	183.19 166.54 166.54 183.19 133.23 116.58 166.54 166.54	1,282.35
EFT5398 INV 706052		LANDMARK FENCE DROPPER	296.32	296.32
EFT5399 INV 07		AAMOT, ARTHUR HANS COMPLETE PENALTY FIREBREAKS 08/09	4,455.00	4,455.00

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EFT5400 INV 552417		YORK QUALITY BUTCHERS BBQ SAUSAGES - AUSTRALIA DAY BREAKFAST	150.00	150.00
EFT5401 INV 8887		PETER SPECIALE SMASH REPAIRS BUMPER BAR REPAIRS Y000 - TOYOTA AURION	220.00	220.00
EFT5402 INV WKI301 INV WKI298		CORPORATE EXPRESS TONER CARTRIDGES STATIONERY/ TONERS/ OFFICE SUPPLIES	350.92 313.62	664.54
EFT5403 INV 28232		DIRECT COMMUNICATIONS PTY LTD SUPPLY & REPAIRS TWO WAY TAIT RADIOS	1,419.00	1,419.00
EFT5404 INV YO0209		GEMINI MEDICAL SERVICES PL PAYMENT IN LEIU OF DOCTOR'S VEHICLE -	497.60	497.60
EFT5405 INV C182		PARS RURAL PTY LTD GREASE CARTRIDGES X 18	126.00	126.00
EFT5406 INV 66 INV 67		L J'S CAFE REFRESHMENTS COUNCIL BRIEFING 16/2/09 REFRESHMENTS - SEAVROC EXECUTIVE OFFICER MTG 17/2/	148.83 86.47	235.30
EFT5407 INV 3438		VALUE TISSUE PAPER TOWELS, TOILET TISSUE, CLEANING PRODUCTS	1,069.75	1,069.75
EFT5408 INV SUPER		NAVIGATOR PERSONAL RETIREMENT PLAN STAFF SUPERANNUATION	222.73	222.73
EFT5409 INV 21880		MACRI PARTNERS AUDIT YEAR END 30/6/08	4,950.00	4,950.00
EFT5410 INV 4301366		RURAL ROAD SERVICES ENGINEERING CONSULTANCY 26/1-6/2/09	5,434.00	5,434.00
EFT5411 INV DEDUC		CHILD SUPPORT AGENCY SUPPORT PAYMENT	230.08	230.08
EFT5412 INV 1111 INV 1112		WESTERN STABILISERS WET MIX - DOODENANNING RD/ STABILISATION WET MIX - TOP BEVERLEY RD/ STABILISATION WET MIX - DOODENANNING RD/ STABILISATION	6,778.02 7,227.00	14,005.02
EFT5413 INV 4310795 INV 4316658		SPECTRUM DISTRIBUTORS (ORICA AUSTRALIA PTY LTD) CHLORINE GAS 70KG X 2 CHLORINE SERVICE FEE - SWIMMING POOL/ FORREST OVAL CHLORINE GAS 70KG X 2	154.24 609.40	763.64
EFT5414 INV HICN48		WA HINO VEHICLE SERVICE 5000KM - Y397	278.10	278.10
EFT5415 INV I268017		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ADVERT - WEST AUST 17/12/08 - SEAVROC TREE CROPPING I	345.07	345.07
		JETPAVE		

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EFT5416		JETPAVE		
INV 2767		ROAD PATCHING	12,328.80	12,328.80
EFT5417		ALLPACK SIGNS		
INV 2037		SIGNS - NO THROUGH RD - BADGIN RD	85.80	85.80
EFT5418		MIKE HOPKINS OFFICE FURNITURE		
INV 64677		STATIONERY - DESK, DRAWER	975.00	975.00
EFT5419		HYDRAMET PTY LTD		
INV 44153		ENCORE DIAPHRAGM METERING PUMP	3,032.04	3,032.04
EFT5420		AVON WASTE		
INV 4201		RUBBISH SERVICE		8,735.90
INV 4200		RECYCLING SERVICES	2,846.74	
		RUBBISH SERVICE	5,889.16	
EFT5421		YORK IGA		
INV 01/6308		REFRESHMENT - SEAVROC ASSET MANAGEMENT & SCOPIN		416.25
INV 02/2698		MILK/ BISCUITS	8.79	
INV 02/2981		MILK/ COFFEE/ REFRESHMENTS	30.16	
INV 04/7429		CARPET CLEANER	7.04	
INV 01/9089		MILK/ COFFEE/ BISCUITS	39.09	
INV 02/5892		MILK/ BISCUITS	14.81	
INV 02/6412		BUCKET/ SPONGE	8.27	
INV 02/6906		MILK/ BISCUITS	18.93	
INV 01/1068		TISSUES	9.95	
INV 01/1450		MILK/ BISCUITS	19.89	
INV 02/9157		MILK/ COFFEE/ BISCUITS	27.88	
INV 02/9557		REFRESHMENT - SEAVROC ASSET MANAGEMENT & SCOPIN	66.72	
INV 02/9989		MILK/ BISCUITS	10.57	
INV 02/9227		MILK/ COFFEE/ BISCUITS	27.47	
INV 02/9928		EUCALYPTUS OIL	20.36	
INV 01/3901		MILK/ BISCUITS	18.17	
INV 02/0678		MILK/ COFFEE/ SUGAR/ BISCUITS	41.73	
INV 01/4545		DUSTPAN & BRUSH	5.96	
INV 03/7326		MILK/ COFFEE	24.24	
		MILK/ SUGAR/ BISCUITS	16.22	
EFT5422		FUEL DISTRIBUTORS		
INV 76044		DISTILLATE X 6000 LTRS	7,036.20	7,036.20
EFT5423		BURGESS RAWSON (WA) PTY LTD		
INV 246870		STANDPIPE WATER USAGE - BURGESS SDG - 11/9/08-12/1/09	34.54	34.54

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	202,269.98
TOTAL		202,269.98

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SHIRE OF YORK
TRUST CHEQUE PAYMENTS
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WA COUNTRY BUILDERS				
3578		KERB BOND REFUND - 29 BOUVERIE RD - RECEIPT 132593		500.00
INV T4			500.00	
RUSSELL & ROSLYN MARTIN				
3579		RESITED HOUSE BOND REFUND - 347 ASHWORTH RD - RECE		5,000.00
INV T7			5,000.00	
BUILDERS REGISTRATION BOARD				
3580		BRB LEVY JANUARY 09		401.50
INV BRB LE		BRB LEVY UNDERPAYMENT NOVEMBER 08	100.00	
INV BRB LE		BRB LEVY JANUARY 09	301.50	
D & J BROWN				
3581		KERB BOND REFUND - 58 HENRY RD - RECEIPT 122964		500.00
INV T4			500.00	
W & M COLLINS				
3582		KERB BOND REFUND - 60 COWAN RD - RECEIPT 128793		500.00
INV T4			500.00	
R & M PARKER				
3583		KERB BOND REFUND - 23 CARDWELL RD - RECEIPT 132029		500.00
INV T4			500.00	
BUILDING CONSTRUCTION INDUSTRY TRAINING FUND				
3584		BCITF LEVY JANAURY 09		2,530.75
INV BCITF I			2,530.75	
SHIRE OF YORK				
3585		BRB COMMISSION JANAURY 09		95.70
INV BRB CC			49.50	
INV BCITF C		BCITF COMMISSION JANAURY 09	46.20	
SIDS AND KIDS				
3586		REIMBURSE MONEY - SIDS & KIDS FUNDRAISING RAFFLE FI		40.00
INV T1			40.00	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	TRUST FUND BANK	10,067.95
TOTAL		10,067.95

TOTAL RESERVES	
28-Feb-09	
Reserve Name	Current Balance
4. Plant Reserve	291,693.54
6. Staff Leave Reserve	109,565.38
7. Town Planning Reserve	11,604.94
8. Recreation Complex Reserve	274,145.47
9. Avon River Maintenance Reserve	18,967.79
14. Industrial Land Reserve	86,781.10
15. Refuse Site Development Reserve	184,137.66
22. Centennial Gardens Reserve	101,944.14
23. Public Open Space Cont Reserve	294.66
24. Community Bus Reserve	32,790.72
25. Pioneer Memorial Lodge Reserve	142,711.91
26. Residency Museum Reserve	18,707.97
27. Carparking Reserve	55,404.81
30. Building Reserve	56,559.25
35. Disaster Reserve	22,448.59
37. Archives Reserve	46,535.73
38. Water Supply Reserve	6,778.29
40. Tied Grant Funds Reserve	147,353.49
42. Main Street (Town Precinct) Update Reserve	110,527.32
43. Strategic Planning Reserve	18,236.21
44. Cemetery Reserve	25,427.79
45. York Town Hall Reserve	38,149.85
46. RSL Memorial Reserve	18,518.91
47. Greenhills Townsite Development Reserve	20,400.96
48. Youth Capital Works	21,712.97
49. Roads	56,105.20
50. Land & Infrastructure	187,041.09
TOTAL RESERVE FUNDS	2,104,545.74
Funded by	
Bendigo Reserve 119521748	1,011.08
Bendigo NCD	560,153.14
Bendigo NCD	1,543,381.52
Total Cash Funding	2,104,545.74
Comment	
The Local Government Act 1995 Part 6 Division 4 Section 6.11 requires the reserves to be fully funded. The reserves are fully funded.	

**STATEMENT OF PAYROLL DIRECT DEBITS
FOR THE MONTH ENDING FEBRUARY 2009**

4 February 2009	\$	2,085.67
12 February 2009	\$	49,488.96
13 February 2009	\$	3,841.93
26 February 2009	\$	48,168.83
27 February 2009	\$	1,030.28
PAYROLL TOTALS	\$	104,615.67
LESS PAYMENTS BY CHEQUE	\$	721.49
TOTAL PAYROLL DIRECT DEBITS AS PER BANK REC	\$	103,894.18

**STATEMENT OF CREDIT CARD PAYMENTS
FOR THE MONTH ENDING FEBRUARY 2009**

REFRESHMENTS	\$	500.80
TRAINING & CONFERENCES	\$	4,017.82
SEAVROC	\$	94.50
FUEL	\$	-
HOUSING MAINTENANCE	\$	333.05
LIBRARY SUPPLIES	\$	25.00
TOTAL PURCHASES	\$	4,971.17
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PAYMENTS TO C/C IN ADVANCE	\$	-
LESS PREVIOUSLY PAID IN ADVANCE	\$	-
TOTAL PAYMENTS TO C/C AS PER BANK REC	\$	4,971.17

**STATEMENT OF SHELL CARD PURCHASES
FOR THE MONTH ENDING FEBRUARY 2009**

0 Y - CEO	\$	-
Y 00 - DCEO	\$	-
Y 000 - EHO	\$	57.88
CARD FEES	\$	7.50
TOTAL PURCHASES	\$	65.38
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TOTAL PAYMENTS TO SHELL AS PER BANK REC	\$	65.38

9.4 Confidential Reports

9.5 Late Reports

10. NEXT MEETING

RESOLUTION

160309

MOVED: Cr Boyle SECONDED: Cr Lawrance

“That Council

- 1. hold the next Ordinary Meeting of the Council on Monday April 20, 2009 commencing at 3.00pm in the Talbot Hall, York; and*
- 2. hold a Special Meeting of the Council at 3pm on Monday March 23, 2009, to conduct the Mid Year Budget Review, Annual Compliance Audit and any other matters of urgent business.”*

CARRIED (6/0)

11. CLOSURE – 4.34pm