



MINUTES

STRATEGIC AND GOVERNANCE COMMITTEE MEETING

9 NOVEMBER 2009



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LEGEND

To assist the reader, the following explains the method of referencing used in this document:

Item	Example	Description
Page Numbers	SGC1 NOVEMBER 2009 (SGC2, SGC3, etc)	Sequential page numbering of SGC Agenda or Minutes for November 2009
Item Numbers	8.1 (8.2, 8.3 etc)	Sequential numbering of reports under the heading "8.0 Reports of Officers and/or Committees"
Committee Recommendation Reference	SGC11.11.09	Committee Recommendation number 11 from SGC meeting November 2009
Committee Decision Reference	DSGC7.11.09	Committee Decision number 7 from SGC meeting November 2009

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**STRATEGIC AND GOVERNANCE COMMITTEE MEETING
COUNCIL CHAMBER – 6.30PM**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 6.30pm.

To be read out aloud by the Presiding Person

Members of Council and members of the gallery are advised that this meeting will be audio-recorded.

1.1 Announcement of Visitors

1.2 Record of Attendance/Apologies/Approved Leave of Absence

Councillors	<i>Cr P Bertola (Presiding Person)</i>	<i>East Ward</i>
	<i>Cr J Daw</i>	<i>East Ward</i>
	<i>Cr S Fox</i>	<i>East Ward</i>
	<i>Cr L Wysocki</i>	<i>Central Ward</i>
	<i>Cr A Pilgrim (Deputy Shire President)</i>	<i>Central Ward</i>
	<i>Cr J Johnson</i>	<i>Central Ward</i>
	<i>Cr D Jones</i>	<i>South Ward</i>
	<i>Cr C James</i>	<i>South Ward</i>
	<i>Cr H Dullard (Shire President)</i>	<i>West Ward</i>
	<i>Cr T Cuccaro</i>	<i>West Ward</i>
Staff	<i>Mr J Throssell</i>	<i>Chief Executive Officer</i>
	<i>Ms M Griffiths</i>	<i>Director Community Services</i>
	<i>Mr P O'Connor</i>	<i>Director Corporate Services</i>
	<i>Mr S Purdy</i>	<i>Director Infrastructure Services</i>
	<i>Mr M Welsh</i>	<i>Manager Library & Information Services</i>
	<i>Ms A Rodrigues</i>	<i>Minute Secretary</i>
Leave of Absence	<i>Nil</i>	
Apologies	<i>Cr E Marjanovic</i>	<i>South Ward</i>
	<i>Cr P Clark</i>	<i>West Ward</i>
Absent	<i>Nil</i>	
Guests	<i>3</i>	
Members of the Public	<i>1</i>	
Members of the Press	<i>Nil</i>	

2.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

Cr Bertola announced that Cr Cuccaro was recently elected deputy chair of the EMRC. Council expressed their congratulations to Cr Cuccaro.

2.1 Permission to Speak for Members of Public Present

[Standing Orders clause 1.4.1 (6)]

COMMITTEE DECISION	DSGC1.11.09
<i>Moved by: Cr Dullard</i>	<i>Seconded by: Cr James</i>

That, in accordance with clause 1.4.1 (6) of the Shire of Mundaring Standing Orders Local Law, members of the public in attendance be permitted to make comment in relation to a matter on the agenda of the meeting at the time the matter is discussed during the course of the meeting, where a member of the public has a demonstrated interest in a matter; and that such permission be subject to the ruling of the presiding person with regards to the duration of any comment, the number of speakers wishing to speak on a particular matter and the demonstrated interest.

CARRIED 10/0

3.0 RECOGNITION AND AWARDS

Nil.

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5.0 PUBLIC QUESTION TIME (MINIMUM OF 15 MINUTES)

Procedures for asking and responding to questions are determined by the Person Presiding. Questions must relate to a function of the Committee.

Note: This is not a verbatim record of questions asked and answers given. It is a summary only.

Nil.

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the minutes of the meeting of the Strategic and Governance Committee held 6.30pm, Monday 7 September 2009 be confirmed.

COMMITTEE DECISION		DSGC2.11.09	
<i>Moved by:</i>	<i>Cr Pilgrim</i>	<i>Seconded by:</i>	<i>Cr Dullard</i>

CARRIED 10/0

7.0 PRESENTATIONS

7.1 Shire of Mundaring Library Concept Plan

Sheevaun Gallacher from Aspire Performance Training will deliver a short presentation on the Shire of Mundaring Library Concept Plan which will be considered at Item 9.2

7.03pm Manager Library and Information Services left the Council Chamber.

7.05pm Manager Library and Information Services returned to the Council Chamber.

8.0 DISCLOSURE OF INTERESTS

8.1 Disclosure of Financial Interest and Proximity Interests

Members must disclose the nature of their interest in matters to be discussed at the meeting. (Sections 5.60B and 5.65 of the Local Government Act 1995).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the Local Government Act 1995).

Nil.

8.2 Disclosure of Interest Affecting Impartiality

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice. (Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C).

Cr Bertola declared a Disclosure of Interest Affecting Impartiality on Item 9.3; Mundaring Truffle Festival as he is the Treasurer of the Perth Hills Vignerons Association which is a body who uses the Shire facilities in the course of the weekend as part of its annual Perth Hills Wine Show.

9.0 REPORTS OF OFFICERS AND/OR COMMITTEES

9.1 Payment between Meetings

Date of Report	28 October 2009
Location / Address	N/A
Applicant	N/A
Author	Andrea Douglas, Personal Assistant to EMCORS
Senior Officer	Paul O'Connor, Executive Manager Corporate Services
Disclosure of Any Interest	Nil

SUMMARY:

A list of accounts paid from the municipal fund or trust fund under the Chief Executive Officer's delegation during the month of September 2009 is presented to Council to note.

BACKGROUND:

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations* a list of accounts paid by the Chief Executive Officer is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

STATUTORY / LEGAL IMPLICATIONS:

Regulation 13 of the Local Government (Financial Management) Regulations 1996 states –

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction

Item 9.1 cont'd 2

- (3) A list prepared under sub regulation (1) or (2) is to be –
- (a) presented to council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

All payments have been made in accordance with the approved budget and provides for the effective and timely payment of the Shire's contractors and other creditors.

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

Economic - making financial information available to Council and the community to keep them informed about the financial position of the Shire.

CONSULTATION:

Not applicable

COMMENT:

Nil

VOTING REQUIREMENT:

Simple Majority

<i>COMMITTEE AND OFFICER RECOMMENDATION</i>		<i>SGC1.11.09</i>	
<i>Moved by:</i>	<i>Cr Pilgrim</i>	<i>Seconded by:</i>	<i>Cr Johnson</i>

That Council notes the payments made between 1 September and 30 September 2009 included as **ATTACHMENT 1** and **ATTACHMENT 2**.

CARRIED 10/0

9.2 Library Concept Plan

Date of Report	9 October 2009
Location / Address	N/A
Applicant	N/A
Author	Mike Welsh, Manager Library & Information Services
Senior Officer	Megan Griffiths, Director Community Services
Disclosure of Any Interest	N/A

SUMMARY:

Aspire Performance Training (Aspire) were engaged in March 2009 to investigate and develop a Library Concept Plan (**ATTACHMENT 3**) in order to identify options and strategies to assist in the future provision of high quality library services. The brief for the study included making recommendations on the optimum number, size and makeup of each library, required staffing and service levels as well as to explore co-location possibilities.

The main recommendations from the Plan are that:

1. based on a population and service needs projected to 2021 the Shire should provide 2 library services, with a main branch in Mundaring and a second branch in Greenmount;
2. the Mundaring Library should have a footprint of between 1058 m² and 1098 m² (currently 278 m²) and Greenmount between 845 m² to 898 m² (currently 304 m²);
3. each library should have dedicated areas targeted at specific age groups (e.g. children, young adults) and specific functions (e.g. technology section, community meeting room, local history collection); and
4. staffing levels, which are currently below benchmark standards, should be increased.

BACKGROUND:

(N.B. The terms State Library of WA, Library Board of WA and Board are interchangeable).

The first Shire library was built at Greenmount in October 1966 when the Shire had a population in the vicinity of 10,000. Since that date, as the population and associated library patronage has increased, the Greenmount library has had 4 additions and its current footprint is approximately 304 m². The Mundaring library was opened in December 1967 and has had three additions to date. Its footprint is 278 m².

Item 9.2 cont'd 2

In WA, public libraries are a joint venture between the local and state governments. The model, which has remained virtually intact since the early 1950s, is for the local government to provide the building, staff and pay for associated running costs whilst the State Library provides the stock and other services (e.g. acquisitions, cataloguing, database maintenance, interlibrary loan scheme etc). The Board also used to provide a set of obligatory standards relating to the required floor space of a public library building and the prerequisite number of staff. This made it impossible for a local government to get stock for its new library if the proposed floor space was too small or if it did not have enough staff. The formula that was used for many years to determine how much stock to give a library was 1.25 items per head of population within the local government.

As the population increased in Mundaring, the Shire had to increase the floor space of its libraries to accommodate the extra stock. However, in the early 1980s the Board relaxed the floor space standard and relied on local government to self-regulate. Without this pressure to comply many local governments, including Mundaring, simply ignored the standard, a move which is responsible for the current scenario. Extra stock entitlements due to population increase was taken and crammed into existing floor space. Gaps between shelves were truncated, 2 metre high shelving was purchased (more items on the same floor space as before, a "solution" adopted at Greenmount) or areas dedicated to other functions (e.g. study areas, meeting areas, and lounge areas for quiet browsing) were filled with extra shelving.

All "solutions" had their drawbacks. By reducing the gap between shelving units library patrons were physically prevented from walking down the alleyway if another patron was bending to make a selection and it was impossible for a person using a wheelchair to turn around – they had to back out. Increasing the shelving height resulted in many not being able to reach items on the top shelf without using a step-up stool (refer to photos in **ATTACHMENT 4**).

Both Shire libraries are now so short of floor space they have actually had to reject some State Library entitlement simply because there is nowhere to shelve it. The situation may shortly be further exacerbated by an occupational safety and health (OSH) recommendation (already adopted by the Public Lending section of the State Library and many Perth public libraries) that no items be shelved below 500mm from floor level in order to prevent knee and neck injuries. Both libraries start their shelves at 100mm from floor level. If the OSH recommendation becomes mandatory each library will, if their current floor space remains unchanged, be required to send 20% of their holdings back to the State Library. If this is to occur, any other WA public library with enough floor space is at liberty to take this returned stock. This lack of floor space will result in residents having less of a range to choose from than other Perth libraries.

Item 9.2 cont'd 3

In 1986 a consultant was appointed by the Shire to investigate and recommend a development program for both libraries for the next decade. The report recommended in part that:

1. That by 1988 the Mundaring Library be relocated north of Great Eastern Highway in a new purpose-designed building incorporated into a proposed new shopping centre complex.
2. That the Greenmount Library remains on its present site but that it be extended by 1994 in order to accommodate population increases within its area.

Council accepted the report in February 1987, acknowledging the need for expansion and resolved that the recommendations from the report be listed for further considerations during budget deliberations. In the mid 90s an architect was appointed to draw up concept and working plans for extensions to Greenmount Library, effectively doubling the floor space by building back up onto the disused tennis courts. However this development did not proceed at the time as other capital projects were prioritised as more important and to date the development of neither library has occurred.

The redevelopment of the Greenmount Library is listed in the long term financial plan to occur during the years of 2010 to 2013 and the Mundaring Library between 2013 to 2019. Aspire have subsequently been engaged in 2009 to investigate and develop the Library Concept Plan to assist in identifying options for the upcoming redevelopment of both libraries.

STATUTORY / LEGAL IMPLICATIONS:

The Agreement that the Shire entered into with the Library Board of Western Australia when Greenmount and Mundaring were at the planning stage states that the Shire agrees "not to alter the location of the library ... without the prior approval of the [Library] Board [of Western Australia]". Experience from other local governments show that early consultation with the State Library, and keeping them informed of progress, ensures the Library Board's approval of final plans when submitted.

POLICY IMPLICATIONS:

Nil

Item 9.2 cont'd 4

FINANCIAL IMPLICATIONS:

Indicative costings have put the cost of community centre buildings at \$ 1,270 / m² but this does not include costs for architect, contingencies, car parking, landscape works or internal fit out.

The redevelopment of the Greenmount Library is now listed in the long term financial plan to occur during the years of 2010 to 2013 and the Mundaring Library between 2013 to 2019.

The indicative amounts in the long term financial plan are as follows:

Greenmount

2010/2011 \$50,000 (design brief, preliminary site works)

2011/2012 \$1.8 million (construction)

2012/2013 \$0.8 million (construction and fit out).

Mundaring

2013/2014 \$1.1 million

2014/2019 \$3.65 million

STRATEGIC IMPLICATIONS:

Direction on the future provision of library services assists council in its long term financial planning processes.

SUSTAINABILITY IMPLICATIONS:

□ Social

The adoption of the recommendations of Aspire's plan will provide support to the Council vision of creating "a vibrant community enjoying a rich mix of lifestyles" and of providing "quality services ... to all" as laid out in the Shire's Strategic Objectives: a plan for the future 2008-2012.

CONSULTATION:

After advertising for expressions of public interest Aspire consulted with a large cross section of the Shire's population including library members and non-members, seniors, youth and resident/rate payer groups. It also consulted all library staff and senior staff of the State Library of WA.

Item 9.2 cont'd 5

COMMENT:

It has been acknowledged for many years that the Shire's existing library facilities are quite unsatisfactory. Users and staff of both branches have complained about the extremely cramped nature of each building and the lack of services, amenities and qualified staff that is a minimum standard of service provision in most metropolitan public libraries (Refer to **ATTACHMENT 4** showing selected photos of the cramped conditions in both libraries).

Aspire Performance Training (Aspire) were engaged in March 2009 to investigate and develop a Library Concept Plan (**ATTACHMENT 3**) in order to identify options and strategies to assist in the future provision of high quality library services. The brief for the study included making recommendations on the optimum number, size and makeup of each library, required staffing and service levels as well as to explore co-location possibilities.

The recommendations from the Plan are that:

1. based on a population and service needs projected to 2021 the Shire should provide 2 library services, with a main branch in Mundaring and a second branch in Greenmount;
2. the Mundaring Library should have a footprint of between 1058 m² and 1098 m² (currently 278 m²) and Greenmount between 845 m² to 898 m² (currently 304 m²);
3. each library should have dedicated areas targeted at specific age groups (e.g. children, young adults) and specific functions (e.g. technology section, community meeting room, local history collection);
4. consideration should be given to co-locating other services with the libraries to leverage optimum social and user benefit;
5. staffing levels, which are currently below benchmark standards, should be increased, especially in line with anticipated population growth;
6. expansion of public computers is required along with the development of a technology plan to guide service development;
7. consideration should be given to extending library hours; and
8. consideration should be given to locating Customer Service Officers at the redeveloped sites.

Libraries are not just about the provision of library materials on shelves. They are also about the provision of special areas where:

- babies/children can play with educational toys, participate in craft activities and attend story time sessions without the rest of the public being inconvenienced by the inevitable noise
- young adults can congregate in an area as far removed as possible from both adults and children in a "cool and funky" environment with access to audio visual and computer technology and a collection of materials geared to their tastes and age

Item 9.2 cont'd 6

- the public can relax in comfortable arm chairs in a lounge-like environment and read the newspaper, magazines or books
- the public can select CDs by listening to them at "sound stations" before borrowing
- the resident/ratepayer can conduct Shire business out of normal office hours e.g. pay rates; licence the dog; lodge building applications etc.
- the public can get free access to the Internet/scanners/word processors without having to book way ahead due to the current limited provision of personal computers
- students can study in quiet areas
- the public can get help from a qualified librarian

In relation to the above both libraries currently have:

- cramped children's areas that are in the public eye and not "soundproofed" by distance or partitioning
- small young adult areas that are open to the public gaze and which have no access to the audio visual and computer technology which is becoming the norm in many libraries around Australia
- free Internet/word processing access to a limit of 4 PCs per library
- a few study carrels tucked away between the shelving or wherever a space can be found
- only 1 qualified librarian per branch which, given opening hours of 50.5 per week and the fact that the Manager Library Services' hours are not all spent at Greenmount, translates to a professional librarian being in the building for 75% of opening hours at Mundaring and only 50% at Greenmount

The Greenmount Library is currently listed for redevelopment in the long term financial plan ahead of the Mundaring Library. This is for several reasons. The current sites at which the library is located has potential options for redevelopment, which could fund some of the costs associated with the redevelopment of the libraries. In addition, the Mundaring Cultural and Civic Precinct development project, which will involve the Mundaring Library, is still some years away from completion and further work would need to be done on this project prior to the commencement of the Mundaring Library redevelopment.

It is proposed that Council adopt the plan entitled "Shire of Mundaring Library Concept Plan" as at **ATTACHMENT 3** and draw on the recommendations within the plan to drive the future development of the libraries.

It is also recommended that a report on potential sites in the Greenmount area, including the current site of the library, be developed by the Shire of Mundaring Investment Property Committee for further consideration by Council.

The CEO will give consideration to increasing staffing levels at the libraries to benchmark standards, subject to annual budget deliberations and current space limitations.

Item 9.2 cont'd 7

VOTING REQUIREMENT:

Simple Majority

OFFICER RECOMMENDATION

That -

1. Council adopts the plan entitled "Shire of Mundaring Library Concept Plan" as at **ATTACHMENT 3** and draw on the recommendations within the plan to drive the future development of the libraries
2. a report on potential sites in the Greenmount area, including the current site of the library, be developed by the Shire of Mundaring Investment Property Committee for further consideration by Council.

Preamble to Committee Recommendation

It was discussed that the word 'adopts' may be viewed as an indication Council intend to implement each recommendation as presented in the strategy, without further consideration. The Committee was also concerned that the potential site for a new library not be limited to the Greenmount area alone.

Council wished to commend the staff at the Shire of Mundaring library services for their fantastic work undertaken at both libraries.

COMMITTEE RECOMMENDATION

SGC2.11.09

Moved by: Cr James Seconded by: Cr Dullard

That -

1. Council **notes** the plan entitled "Shire of Mundaring Library Concept Plan" as at **ATTACHMENT 3** and **draws** on the recommendations within the plan to drive the future development of the libraries

CARRIED 10/0

7.27pm Manager Library & Information Services left the Council Chamber and did not return.

9.3 Mundaring Truffle Festival

Date of Report	28 October 2009
Location / Address	N/A
Applicant	N/A
Author	Megan Griffiths, Director Community Services
Senior Officer	As above
Disclosure of Any Interest	Nil

SUMMARY:

The third annual Mundaring Truffle Festival was held on the weekend 8-9 August 2009. The festival showcases the natural surroundings and unique village style atmosphere of Mundaring through the presentation of a world class gourmet food and wine festival themed around the truffle. Extremely positive feedback has been received from participants, sponsors, organisers and local businesses with the main areas identified for improvement being traffic management and increased signage. Several free events assisted in making the festival accessible to the broader community, and several local community organisations assisted in the delivery of the festival.

The 2009 festival has been highly successful in achieving its key outcomes and objectives (Refer to **ATTACHMENT 5** for event vision, purpose, objectives and outcomes).

The festival attracted more than 24,000 participants which is a significant increase on the estimated 2500 at the inaugural 2007 event and the 11,000 participants in 2008.

The economic impact from the festival has been estimated to be in the order of \$3.262 million, with the local economic value estimated to be \$1.251 million (refer to **ATTACHMENT 6** Visitor and Business Response and Analysis of the Economic Outcomes Report).

The festival gained significant media exposure in local, intrastate, interstate and international media with the minimum value of the media exposure estimated to be in excess of \$585,225.

Cash sponsorship of \$20,222 from businesses was secured and \$53,018 in income was generated towards the event from ticket sales and stallholder fees. An estimated \$72,600 in-kind sponsorship was also attracted towards the event.

Planning has commenced for the 2010 festival and work is currently underway to secure sponsorship with several organisations already expressing an interest. Interest is also being shown by local, national and overseas organisations and businesses for involvement in next year's event.

Item 9.3 cont'd 2

BACKGROUND:

A report was presented to the 13 September 2006 meeting of the Strategic Policy Committee in relation to holding the Mundaring Truffle Festival. The potential for the festival to provide a boost to economic development and tourism both in Mundaring and the Perth Hills was seen as significant.

In receiving the report Council subsequently resolved (C13.09.06) that –

“1. Council –

- 1.1 endorse the Mundaring Truffle Festival and the involvement of the Shire in it.**
 - 1.2 accept the lead role in organising the Mundaring Truffle Festival event.**
 - 1.3 develop the financial structure including the Business Plan for the Mundaring Truffle Festival event.**
- 2. a further report be presented to a future meeting of the Committee once the financial structure and Business Plan have been developed.**
 - 3. an informal working party be established with key participants to plan the event with a Councillor as a member of the Working Party.”**

STATUTORY / LEGAL IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

A Council contribution of \$28,000 is included within the 2009/2010 budget for the Mundaring Truffle Festival. This is quite separate to the contribution of \$51,636 that Council provides toward the running of Trek the Trail.

The Shire's financial contribution to the 2009 festival was \$37,055 (spread over the 2008/2009 and 2009/2010 financial years).

Item 9.3 cont'd 3

The estimated economic impact from the festival has been estimated to be in the order of \$3.262 million with the local economic value estimated to be \$1.251 million

This provides an economic return on investment of \$88 per dollar and a local economic return on investment of \$33.78 per dollar.

The festival gained significant media exposure in local, intrastate, interstate and international media with the minimum value of the media exposure estimated to be \$585,225. This provides a return on investment of \$15.80 per dollar.

Cash sponsorship of \$20,222 from businesses was secured and \$53,018 in income was generated by the event from ticket sales and stallholder fees. An estimated \$72,600 in-kind sponsorship was also received. Excluding the in-kind support, this provides a return on investment of \$1.98 per dollar.

The overall return on investment from the Shire's contribution to the 2009 festival is \$105.78 per \$1.

STRATEGIC IMPLICATIONS:

Major events have the ability to assist in branding a region, by attracting visitors to a region for the event and also by way of return visitation. This provides significant benefit to the local economy through way of visitor spend and also via raising awareness of the area.

The average spend of visitors to the Mundaring Truffle Festival was \$135.93 per person, with the overall visitor expenditure being in the order of \$3.262 million. This multi-million dollar event which attracts tens of thousands of big spending visitors has the potential to continue to deliver major economic benefits to the local community.

The delivery of the Mundaring Truffle Festival supports economic and cultural development initiatives identified in Shire's Strategic Plan, Economic Development Strategy and Cultural Plan. These initiatives focus strongly on the enhancement of cultural tourism in Mundaring.

SUSTAINABILITY IMPLICATIONS:

□ Social

The festival provides increased cultural activity and opportunities for social interaction. As identified in the Shire of Mundaring Cultural Plan, the community are keen to participate in more cultural activities such as those offered at the festival. The Mundaring Truffle Festival is an inclusive event offering something for everyone but with special care taken to consider the needs of families, young people and people with disabilities.

Item 9.3 cont'd 4

The Mundaring Truffle Festival assists in the enhancement of cultural identity by showcasing the Shire's history and natural environment and through the involvement of local groups also highlights the strong sense of community spirit that exists in the hills. It is not only "out of towners" that can benefit through participation in the various activities on offer. Locals also have the opportunity to learn more about their local history, environment, culture, cuisine and industry.

The festival supports the strengthening of community groups through providing opportunities for local groups to participate in the festival providing benefits such as increased exposure (recruitment of new members) as well as fundraising opportunities.

□ Economic

The Mundaring Truffle Festival has the capacity to draw significant numbers of visitors to the Shire to both participate in the festival and then by way of return visits. This in turn has an economic flow-on effect to the many small businesses within the shire including cafes, restaurants, service stations, arts and craft outlets, wineries and B&Bs.

One off Sunday trading was also held in conjunction with the festival which provided additional opportunities for local businesses to benefit from the event.

CONSULTATION:

Consultation has occurred with a range of organisations including the Mundaring Arts Centre, Perth Hills Vignerons Association, Mundaring Tourism Association, Mundaring Rotary, Tourism WA, EventsCorp and local businesses.

COMMENT:

Festival Summary

The 2009 Mundaring Truffle Festival was held on the weekend of 8 and 9 August. See **ATTACHMENT 7** for selected photos of the event.

A range of activities were on offer as part of the festival to highlight truffles, fine food, wine and the arts. A copy of the program is at **ATTACHMENT 8**. These included:

- Celebrity chef Peter Gilmore owner-chef of Quay restaurant in Sydney, the only restaurant to be named by Australian Gourmet Traveller and Sydney Morning Herald "Restaurant of the Year" in the same year (2008), presented two master classes on cooking with fresh truffle;

Item 9.3 cont'd 5

- A gourmet produce market offering the best of Mundaring and local regions was held on the weekend in Sculpture Park. The market attracted 51 stallholders. A range of truffle-themed fare was also on offer in the Food Piazza (Jacoby Street) where tables and chairs were set up and jazz music provided a festival atmosphere;
- The Perth Hills Wine Show was held at the Hub of the Hills and showcased more than 20 exhibitors and 120 local wines, as well as twice daily wine information events with a panel of experts. The show is an important event on the WA wine producers' calendar. Organisers noted a strong response with approximately 800 people participating;
- The Mundaring Art Centre ran a full program of workshops for children, paper making and fungi-dyed textiles workshops and an exhibition of textile pieces titled Eco Logika. The Mundaring Art Centre reported approximately 3000 people attended the centre on the weekend
- A series of food classes were provided including Food and Wine Matching with Kate Lamont and Making French Patisserie at Home with Emmanuel Mollois. Other classes included olive oil tasting and building a whole food pantry;
- Two long table lunches were held in Sculpture Park by the Loose Box and Slow Food Perth which provided further opportunities for people to sample truffle. Both lunches were booked out well in advance of the festival demonstrating the appeal of these types of activities;
- Free family activities included
 - Truffle dog demonstrations in the Sculpture Park amphitheatre
 - A brain food tunnel, blindfold food tasting, and pizza making for kids at the Slow Food Marquee
 - Truffle-themed art exhibitions, demonstration and artist talks at the Mundaring Arts Centre
 - Fungi walks with Perth Urban Bushland Volunteers; and
- A free Food Forum was held in the Mundaring Hall providing a range of educational talks and demonstrations by some of Western Australia's most respected food industry professionals.

Community Involvement

A particular emphasis was given to community involvement in the festival.

- Mundaring Art Centre provided a range of activities including workshops, demonstrations and exhibitions and reported strong numbers of visitors (over 3000) to the centre.

Item 9.3 cont'd 6

- ❑ Mundaring Rotary Sunday Markets were held over two days in conjunction with the festival. The markets normally attract an average of 1500 participants and the festival was able to deliver well in excess of this number. The number of stallholders participating increased, and as the markets were held over two days, increased revenue from stallholder fees was provided to Mundaring Rotary who use the funds raised for various community projects.
- ❑ Mundaring Tourism Association, who run the Mundaring Visitor Centre, was engaged to run the ticketing for the festival. The visitor centre reported an increase in visitor enquiries in the lead up to the festival with more than 1000 enquiries per month during July and August. The centre had an information stall at the festival entrance in Sculpture Park and reported a strong interest in the region from visitors.
- ❑ Mundaring and Hills Historical Society provided a small exhibition and information stand at the Mundaring Station Masters House which highlighted the historical significance of the area.
- ❑ Getaway Club at Hills Community Support Group provided Devonshire teas in conjunction with the monthly Rotary Sunday Markets. The festival was able to provide increased fundraising opportunities through the additional day's exposure as well as the increased numbers attending.
- ❑ Community groups were invited to assist in some of the tasks associated with running the festival including site set up and pull down and selling of raffle tickets. This provided the groups with opportunities to fundraise as fees and commissions were paid. Two community groups, Men's Shed Inc and Happy Wanderers Walking Group participated.
- ❑ More than \$4000 was paid to community groups and there is a great potential for community groups to become more involved in future events. This will assist in raising their profile, potentially recruiting members as well as providing fundraising opportunities.
- ❑ A 'Guess the Weight of the Truffle' competition held over the weekend succeeded in raising \$600 for the Chidlow Marsupial Hospital Inc.
- ❑ Fifteen event management students from TAFE participated on the weekend in a range of activities which provided them with valuable hands-on experience in the delivery a major festival. The students assisted in developing the participant survey and also assisted in gathering data. They have already committed to being involved in next year's festival.
- ❑ Several TAFE hospitality students were also provided with an opportunity to assist in the kitchen at the master class which allowed them to meet and learn from an acclaimed master chef.
- ❑ In addition many individual local volunteers assisted at the festival with several assisting over the whole weekend.

Item 9.3 cont'd 7

Media and Marketing

Extensive media and promotional opportunities were secured for the festival. Please refer to **ATTACHMENT 9** for a summarised media clipping report. The media clipping file will also be circulated at the SGC meeting.

These included:

- Media partnership with 720 ABC Perth on the Eoin Cameron Breakfast Show, which is the highest rating morning breakfast radio show in WA. The partnership included two weeks of promotion across 720 Perth and all seven regional stations.

720 ABC Perth have committed to being a media sponsor in 2010 which is a significant result;

- A media launch in June 2009 attended by media representatives from major publications in Perth;
- In August 2009, the Mundaring Truffle Festival assisted Tourism WA assisted in hosting Chubby Hubby – well-known food bloggers from Singapore*.

(*Singapore is considered to be a major potential market for the festival due to its proximity to Perth, and its high focus on fine food. The Festival coincides with a Singaporean public holiday which will be of benefit in attracting visitors. A promotional truffle festival video for the Singaporean market is currently being developed and negotiations are currently underway with Tourism WA regarding opportunities for developing and promoting packages for the 2010 festival);

- The festival committee also helped Tourism WA coordinate visits by
 - Natascha Mirosh – Courier Mail, Q Weekend
 - Matt Preston – Delicious;
- 15,000 copies of the festival brochure were printed and distributed throughout Western Australia;
- The festival website www.mundaringtrufflefestival.com attracted 16,141 hits;
- Features and articles appeared in the Bloomberg Market Magazine (New York), Weekend Australian newspaper, The Age, WA Business News, West Australian, Sunday Times , Cravings, Scoop and Menu magazines;
- To date 46 print articles and features have appeared in hardcopy Australian and overseas publications, with exposure on 12 prominent online websites, airplay on nine West Australian radio stations and exposure on one television program.

Item 9.3 cont'd 8

The festival gained significant media exposure in local, intrastate, interstate and international media with the minimum value of the media exposure estimated to be \$585,225*. This provides a return on investment of \$15.80 per dollar. It is also significant to note that \$0 was spent on paid advertising, so all media editorial has been achieved through public relations methods.

(* Without the services of a media monitoring company, the monitoring of these articles is done by festival staff. The actual amount of distribution and coverage is likely to be significantly greater.)

Outcomes

1. Attract 13,000 – 15,000 visitors in 2009.

Achieved: 24,000 visitors attended (7000 on Saturday and 17,000 on Sunday).

2. More than 40 gourmet food and wine producers attend the Gourmet Produce Markets in 2009 with 50% of these producers from the local region

Partially achieved: 51 stallholders with 31% from local region.

3. A minimum of two new sponsors (over \$20 000) are attracted in 2009

Achieved: Cash sponsorship of \$20,222 was achieved along with \$72,600 of in-kind sponsorship which included such things as truffles (\$12,000) truffle product, wine and catering for the launch.

4. Two chefs of international/national acclaim present Truffle Master Classes in 2009.

Achieved: Master Chefs Peter Gilmour from Quay restaurant in Sydney and Alain Fabregues from Loose Box in Mundaring presented two master classes.

5. A minimum of 10 free activities that showcase elements of the Mundaring environment and community are included on the event program for 2009.

Achieved: 24 free events included on the program.

6. A minimum of 50 media "hits" highlighting the food and wine elements of the festival are featured in international, national, state and local level media each year.

Achieved: To date 46 print articles and features have appeared in hardcopy Australian and overseas publications, with exposure on 12 prominent online websites, airplay on nine West Australian radio stations and exposure on one television program.

Item 9.3 cont'd 9

7. A minimum of 80% of attendees and stallholders indicate through evaluation surveys that they are "satisfied" or "very satisfied" with their experience of the Mundaring Truffle Festival each year.

Achieved: 99.6% indicated they were satisfied or very satisfied.

In relation to visitor responses a full report is available at (**ATTACHMENT 6** Visitor and Business Response and Analysis of the Economic Outcomes Report). It is also worth noting that return visitation from the festival is high. 23% of 2009 visitors (approx 5500 visitors) also came to the festival in 2008. This represents return visitation in the order of 50% from the estimated 10,000 visitors in 2008. Intended return visitation intentions indicate that 2010 numbers could be significantly higher than 2009. 84% of 2009 visitors (approximately 20,100 visitors) indicated an intention to return in 2010.

The estimated economic impact from the festival has been estimated to be in the order of \$3.262 million with the local economic value estimated to be \$1.251 million.

This provides an economic return on investment of \$88 per dollar and a local economic return on investment of \$33.78 per dollar.

Budget Summary

Mundaring Truffle Festival Budget 2009		
INCOME	Cash	Sponsorship / in kind
Shire of Mundaring	\$37,055	\$15,750
Sponsorship	\$20,222	\$72,600
Ticket /sales/fees	\$53,018	
TOTAL INCOME	\$110,295	\$88,350
OVERALL EVENT INCOME (Cash and Sponsorship)	\$198,645	
EXPENDITURE		
Program development	\$25,066	\$42,780
Sponsor servicing costs	\$1200	
Ticketing costs	\$3713	
Event coordination	\$18,800	\$5000
Event staffing	\$3056	
PR	\$22,031	\$40,570
Advertising	\$0	
Infrastructure	\$31,955	
Community payments	\$4079	
Volunteer servicing costs	\$395	
TOTAL EXPENDITURE	\$110,295	\$88,350
OVERALL EVENT EXPENDITURE (Cash and Sponsorship)	\$198,645	

Item 9.3 cont'd 10

The Shire's financial contribution to the 2009 festival was \$37,055 (spread over the 2008/2009 and 2009/2010 financial years).

Cash sponsorship of \$20,222 from businesses was secured and \$53,018 in income was generated by the event from ticket sales and stallholder fees. An estimated \$72,600 in in-kind sponsorship was also attracted towards the event. Excluding the in-kind support, this provides a return on investment of \$1.98 per dollar.

Future Planning

Planning has commenced for the 2010 festival and work is currently underway on securing sponsorship for the event with several organisations having already expressed an interest. Interest is also being shown by local, national and international organisations and businesses for involvement in next year's event. A major funding application will be submitted to EventsCorp who have expressed interest in the event. Unfortunately the outcome of this funding application will not be known until May 2010, well after the majority of the planning for the event needs to be concluded. Organisers are also looking at new and increased income streams for the festival, including increasing fees and offering more paid events. However this has to be balanced against providing a range of activities to suit a range of budgets.

Due to the higher than anticipated numbers and the expected growth of the festival, more planning will be done around logistics for the festival and in particular traffic management. Costs for logistics such as traffic management, toilets, cleaning and signage will also rise due to the increased demand.

Opportunities exist to increase local business involvement and several businesses have already expressed a desire to be more involved. A meeting with local businesses is being organised for early 2010 to discuss strategies to ensure that the event continues to deliver benefits to the local community.

Additional opportunities for local community groups to be involved are also being explored; especially those which will help deliver increased exposure and financial benefit to local community groups.

VOTING REQUIREMENT:

Simple Majority

Item 9.3 cont'd 11

OFFICER RECOMMENDATION

Moved by:

Seconded by:

That –

1. members of the 2009 Mundaring Truffle Festival working party be thanked for their contribution to and management of the event.
2. Cr [insert name of elected member] be appointed as a member of the Mundaring Truffle Festival working party.
3. subject to the outcomes of sourcing sponsorship, funding and additional revenue streams for the Mundaring Truffle Festival event an amount of \$45,000 be listed for consideration on the draft 20010/2011 budget.

Preamble to Committee Recommendation

Council recommended Cr Pauline Clark as member of the Mundaring Truffle Working Party and reworded point 3 to accommodate for any future sponsorship commitments.

COMMITTEE RECOMMENDATION

SGC3.11.09

Moved by:

Cr Dullard

Seconded by:

Cr Fox

That –

1. *members of the 2009 Mundaring Truffle Festival working party be thanked for their contribution to and management of the event.*
2. *Cr **Pauline Clark** be appointed as a member of the Mundaring Truffle Festival working party.*
3. *an amount of **up to** \$45,000 be listed for consideration **in** the draft 2010/2011 budget **subject to the outcomes of sourcing for alternative sponsorship.***

CARRIED 8/2

For

Cr Daw

Cr Fox

Cr Dullard

Cr Cuccaro

Cr Wysocki

Cr James

Cr Bertola

Cr Jones

Against

Cr Johnson

Cr Pilgrim

9.4 RLCIP Funding – Recommended Projects

Date of Report	28 October 2008
Location / Address	N/A
Applicant	N/A
Author	Megan Griffiths, Director Community Services Shane Purdy, Director Infrastructure Services
Senior Officer	As above
Disclosure of Any Interest	N/A

SUMMARY:

A second round of federal Regional and Local Community Infrastructure Program has been released. The Shire of Mundaring has been allocated a \$311,000 share of this funding. Council is asked to endorse the prioritised projects to which this funding can be applied.

BACKGROUND:

In an effort to stimulate additional growth and economic activity the Federal Government has announced funding through the Regional and Local Community Infrastructure Program (RLCIP).

There are two streams of this funding:

1. RLCIP
2. RLCIP – Strategic Projects

1. RLCIP

This funding is for additional and ready-to-proceed community infrastructure projects. Each Australian local government has been allocated a share of \$220 million. Using a predetermined methodology, it has been deemed that the Shire of Mundaring is eligible for a funding amount of \$311,000.

This is the second round of the RLCIP funding with a first round announced in late 2008. The Shire of Mundaring received \$716,000 in the first round of funding.

Funding will be provided to councils for community infrastructure including new construction and major renovations or refurbishment and fit out of assets. In order to be eligible, projects must be additional and ready-to-proceed or be additional stages of a project already underway. Additional projects are those which have not been included in the local government's financial budget for 2009/10 and can be brought forward as a result of RCLIP funding. Projects that are

Item 9.4 cont'd 2

ready to proceed are those that will begin construction within three months of signing the Funding Agreement.

Although application forms are not required, the Shire of Mundaring must provide details of the projects that will be funded to the Department of Infrastructure, Transport, Regional Development and Local Government by 20 November 2009. These projects must meet the program guidelines.

It is important to note that funds received through this grant must be expended by 31 December 2010.

2. RLCIP – Strategic Projects

The Federal Government has made \$120 million available for larger strategic projects. In order to be eligible, projects must be additional and ready-to-proceed or be additional stages of a project already underway.

The minimum allocation available per Council or group of Councils is \$1 million dollars. Some important points relating to this funding:

- Funding will be distributed on a nationally competitive basis
- Partnership projects are encouraged
- Local governments can apply on behalf of local community groups
- Only one application can be submitted from each local government area.

Applications must be developed and submitted by 15 January 2010. Announcement of successful projects will be made in by March 2010. If successful, construction projects funded through this program must be ready to proceed within six months of signing of the funding agreement (September 2010).

As the Shire of Mundaring has no suitable large scale projects that are ready to proceed within the timeframe required, the Shire will not make application to this funding pool.

However Shire staff are working with the EMRC and member councils to submit a proposal for funding addressing actions from the Swan and Helena River Management Study. Works would involve river bank and tributary restoration works within each member council area.

STATUTORY / LEGAL IMPLICATIONS:

Nil

Item 9.4 cont'd 3

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

The amount requested for the Mt Helena Aquatic Centre is based on one third of the project costs with one third of the costs currently being sought through the CSRFF, which is a state government funding round to which it is eligible. If this funding is successful, the Shire would be required to fund the remaining one third of the costs. If unsuccessful to the CSRFF, the Shire would need to fund two thirds of the costs.

STRATEGIC IMPLICATIONS:

Receipt of this funding will have an impact on the Shire's ability to meet goals outlined in the 20 year plan for the development, maintenance and replacement of Shire infrastructure (Strategic Objective 5).

SUSTAINABILITY IMPLICATIONS:

This funding will allow the Shire to make headway into a number of outstanding upgrade and maintenance projects and will free up Council funds already allocated to these projects. Completion of the suggested RLCIP funded projects will result in improved access to Shire facilities and will contribute to the amenity of local community buildings, parks and recreation areas.

CONSULTATION:

Due to the sudden nature of this grant announcement, the opportunity for consultation has been limited. Staff have provided a list of various projects that, according to the guidelines, would be eligible for funding. The Mt Helena Aquatic Centre upgrade and the toilet block/septic systems upgrades for four sites were discussed at the July 2009 Council Forum. The youth centre project has had a high level of community consultation and input however the car park around the building will require upgrading and improvements to ensure accessibility from the car park to the building. All are projects which the Shire has the capacity to implement within the specified timeframes.

COMMENT:

The guidelines for the second round of the RLCIP were announced on 9 October 2009 with applications due on 20 November 2009. As Council elections occurred during the month of October, the November Council meeting provides the first opportunity for Council to consider which projects to submit. The November Council meeting is on Tuesday 24 November, which is 4 days after the closing date for applications. As such, officers have selected projects which meet all the funding criteria and have already been prioritised by council through the adoption of the long term financial plan and have used this to guide which projects were applied for.

Item 9.4 cont'd 4

In accordance with the guidelines, these projects are:-

- additional
- ready to proceed
- have had some level of community consultation and input and
- can be completed by the specified timelines.

Project	Indicative Costing	Capacity to deliver on time?
Mount Helena Aquatic Centre toilet and change room	170,000	Yes
Accessible car parking at Swan View Youth Centre	\$91,000	Yes
Septic and toilet upgrades to recreation facilities	\$50,000	Yes
Total	\$311 000	

VOTING REQUIREMENT:

Simple Majority

<i>COMMITTEE AND OFFICER RECOMMENDATION</i>	<i>SGC4.11.09</i>
<i>Moved by: Cr Cuccaro</i>	<i>Seconded by: Cr Pilgrim</i>

That Council endorses the application of RLCIP funds to the projects listed, in priority order, below.

Project	Indicative Costing
Mount Helena Aquatic Centre toilet and change room	170,000
Accessible car parking at Swan View Youth Centre	\$91,000
Septic and toilet upgrades to recreation facilities	\$50,000
Total	\$311 000

CARRIED 10/0

7.59pm Cr Daw left the Council Chamber and did not return.

7.59pm Director Infrastructure Services left the Council Chamber and did not return.

9.5 Financial Activity Statement – September 2009

Date of Report	9 October 2009
Location / Address	N/A
Applicant	N/A
Author	Rod Moss, Manager Finance Services
Senior Officer	Paul O'Connor, Director Corporate Services
Disclosure of Any Interest	Nil

SUMMARY:

As at 30 September 2009, the financial forecast for 30 June 2010 is that income and expenditure will equal budget. The net difference between income and expenditure is therefore unfavourable by \$12,635,422.

The Net Current Assets position at 30 September 2009 is \$32,434,265 which is in line with expectations (refer **ATTACHMENT 10** page 8).

BACKGROUND:

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget.

A statement of financial activity and any accompanying documents are to be presented to the Council at the next ordinary meeting of the Council following the end of the month to which the statement relates, or to the next Ordinary meeting of Council after that meeting.

STATUTORY / LEGAL IMPLICATIONS:

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*.

POLICY IMPLICATIONS:

Nil.

FINANCIAL IMPLICATIONS:

Financial implications are in accordance with the approved reporting material variances of:

- (+) or (-) \$50,000 or 10%, whichever is the greater for Revenue; and
- (+) or (-) \$100,000 or 10%, whichever is the greater for Expenses

for each Service Group being reported for the 2009/10 financial year.

Item 9.5 cont'd 2

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

Economic - making financial information available to Council and the community to keep them informed about the financial position of the Shire (1.2.2 of Sustainability Guidelines).

CONSULTATION:

Nil

COMMENT:

The year to date position for the Shire is that the actual net income is less than budget by \$15,699.

- **ATTACHMENT 10** provides the Responsibility Reports for the year to 30 September 2009.
- **ATTACHMENT 10** shows the Net Current Assets and Unrestricted Funds position at 30 September 2009 and includes a graph comparing the current year month end position to the previous year.
- **ATTACHMENT 10** is a Rate Setting Statement explaining how Rate Funds received are accounted for.

Community Services:

Year to date income – favourable variance of \$193,851

Year to date expenditure – favourable variance of \$46,166

Year to date net income – favourable of \$240,017

Year to date variances are due to timing differences in Children's Services.

Governance

Year to date income – unfavourable variance of \$387,546

Year to date expenditure – unfavourable variance of \$33,647

Year to date net income – unfavourable variance of \$421,193

The variance in year to date income is primarily due to the receipt of the first quarter of the 2009/10 General Purpose grant amounting to \$569,766, in June of the old year. The remainder relate to timing differences.

Item 9.5 cont'd 3

Infrastructure Services

Year to date income – favourable variance of \$214,935

Year to date expenditure – favourable variance of \$323,172

Year to date net income – favourable variance of \$538,107

The variance in year to date income and expenditures are primarily due to timing differences.

Statutory Services

Year to date income – unfavourable variance of \$36,939

Year to date expenditure – favourable variance of \$153,491

Year to date net income – favourable variance of \$116,552

Differences in year to date income and expenditures are due primarily to timing differences.

Net Current Assets and Unrestricted Funds

Included at (page 8) in **ATTACHMENT 10** is the net current assets and unrestricted funds position at 30 September 2009. For comparison, the position at 30 June 2009 is also provided.

The Shire has \$18,913,714 (\$4,917,689 at 30 June 2009) of unrestricted funds as at 30 September 2009. The cash balance in the Municipal Fund is \$13,327,253 (\$6,054,728 at 30 June 2009).

Also attached is a graph comparing the unrestricted funds position at 30 September 2009 with a comparison to the previous year.

Rates Setting Statement

At page 10 in **ATTACHMENT 10** is a Rates Setting Statement documenting the 2009/10 Budget figures as compared to the latest actual year to date figures. This document is in a similar format to the document produced in the Statutory Budget and provides another view of the Shire's financial position at this particular point in time.

Item 9.5 cont'd 4

VOTING REQUIREMENT:

Simple Majority

<i>COMMITTEE AND OFFICER RECOMMENDATION</i>		<i>SGC5.11.09</i>	
<i>Moved by:</i>	<i>Cr James</i>	<i>Seconded by:</i>	<i>Cr Johnson</i>

That Council notes:

1. at 30 September 2009, the net difference between income and expenditure is unfavourable being \$473,483 above budget; and
2. the unrestricted funds position of the Shire at 30 September 2009 is \$18,913,714.

CARRIED 9/0

9.6 Annual Report

Date of Report	26 October 2009
Location / Address	N/A
Applicant	N/A
Author	Rebecca Noakes, Communications Advisor
Senior Officer	Paul O'Connor, Director Corporate Services
Disclosure of Any Interest	Nil

SUMMARY:

The Annual Report **ATTACHMENT 11** for the year ended 30 June 2009 has been prepared in accordance with Australian Accounting Standards and complies with the requirements of the *Local Government Act 1995* (as amended) and the Regulations under that Act.

The Audit Occasional Committee met on 30 September 2009 to review the annual financial report and subsequently recommended that:

“Council adopt the annual financial report for the year ended 30 June 2009 (ATTACHMENT 1)”

Council adopted the annual financial report at its ordinary council meeting on 6 October 2009 (C5.10.09).

The finalised Annual Report has been included in this agenda at **ATTACHMENT 11**.

No changes can be made to the Financial Reports from 16 September 2009 when the Shire's external auditors (Macri Partners) provided an Independent Audit Report.

BACKGROUND:

The Audit Occasional Committee met on 30 September 2009 to enable review of the draft financial statements for the year ended 30 June 2009 before the Annual Report for the year ended 30 June 2009 is presented to an Ordinary Meeting of Council for adoption in November 2009.

Item 9.6 cont'd 2

VOTING REQUIREMENT:

Absolute majority

COMMITTEE AND OFFICER RECOMMENDATION

SGC6.11.09

Moved by:

Cr Dullard

Seconded by:

Cr Johnson

That Council adopts the annual report for the year ended 30 June 2009
(**ATTACHMENT 11**).

CARRIED 9/0

9.7 Annual Meeting of Electors

Date of Report	26 October 2009
Location / Address	N/A
Applicant	N/A
Author	Paul O'Connor, Director Corporate Services
Senior Officer	As above
Disclosure of Any Interest	N/A

SUMMARY:

An annual electors' meeting is required to be held primarily to consider the Annual Report of the Shire for the year ended 30 June 2009.

BACKGROUND:

To comply with Section 5.27 of the *Local Government Act*, it is proposed that Council vote to accept the Annual Report for the year ended 30 June 2009 on 24 November 2009 and that an Electors' Meeting be held on 7 December 2009.

STATUTORY / LEGAL IMPLICATIONS:

The requirement to hold an Annual Electors' Meeting is contained in the *Local Government Act 1995*.

Section 5.27 states that –

- "(1) A general meeting of electors of the district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are those prescribed."

It should be noted that in this section "electors" includes ratepayers.

POLICY IMPLICATIONS:

Nil

Item 9.7 cont'd 2

FINANCIAL IMPLICATIONS:

Direct cost of meeting is approximately \$1,200 including advertising, catering and staff time to invite guests and attend the meeting.

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

Nil

CONSULTATION:

Nil

COMMENT:

The Annual Report for the year ended 30 June 2009 is to be presented to the Ordinary Meeting of Council meeting on 24 November 2009.

To comply with Section 5.27, the Annual Electors meeting must be held within 56 days of the Annual Report being accepted by Council.

The Chief Executive Officer is also required, by Section 5.55 of the *Local Government Act 1995*, to give local public notice of the Annual Report as soon as practicable after the report has been accepted by the local government. The earliest this could be achieved would be Wednesday 25 November 2009 and has to be exhibited for 14 days. It is therefore proposed to hold the Annual Electors Meeting on Monday, 7 December 2009.

VOTING REQUIREMENT:

Simple majority

<i>COMMITTEE AND OFFICER RECOMMENDATION</i>		<i>SGC7.11.09</i>	
<i>Moved by:</i>	<i>Cr Johnson</i>	<i>Seconded by:</i>	<i>Cr Fox</i>

That the Annual Meeting of Electors be held in the Civic Area at the Shire of Mundaring, 7000 Great Eastern Highway, Mundaring at 6.30pm on Monday, 7 December 2009.

CARRIED 9/0

10.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

11.0 NEW BUSINESS OF AN URGENT NATURE APPROVED BY PRESIDING PERSON OR BY DECISION OF MEETING

Nil.

11.1 Elected Members

Nil.

11.2 Officers

11.2.1 *Australia Day Shire of Mundaring Citizenship Awards 2010*

<i>Date of Report</i>	<i>6 November 2009</i>
<i>Location / Address</i>	<i>N/A</i>
<i>Applicant</i>	<i>N/A</i>
<i>Author</i>	<i>Megan Griffiths, Director Community Services</i>
<i>Senior Officer</i>	<i>As above</i>
<i>Disclosure of Any Interest</i>	<i>Nil</i>

SUMMARY:

As part of the Australia Day celebrations in 2010, awards for Citizen of the Year in the categories of youth, over 25 and senior will be presented. It is proposed to form a subcommittee of councillors to assess the awards and submit a recommendation on the winner of each award to Council for consideration.

BACKGROUND:

The annual Australia Day celebrations on 26 January are celebrated by the Shire of Mundaring with a morning ceremony at Sculpture Park. The ceremony in 2010 will include:

- o Citizenship Ceremony,*
- o High School Citizen Award*
- o Shire of Mundaring Citizenship Award for a person under 25 years (youth) a person of 25 years and over, and a person over 60 years (senior)*

Item 11.2.1 cont'd 2

STATUTORY / LEGAL IMPLICATIONS:

Nil

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

An amount of \$8,200 is included in the 2009/2010 budget for the 2010 Australia Day Ceremony.

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

Nil

CONSULTATION:

Nil

COMMENT:

In order to assist Council in determining the recipients of the Citizenship Awards it is proposed to form a subcommittee of councillors to assess the awards and submit a recommendation on the winner of each award to Council for consideration. It is proposed that the subcommittee be formed with one councillor representative from each ward. It is anticipated that the subcommittee will meet once per year to assess and make recommendations on the recipients to Council. This process was utilised for the 2009 awards and assisted Council in its decision making process.

Item 11.2.1 cont'd 3

VOTING REQUIREMENT:

Simple majority

OFFICER RECOMMENDATION

That Council appoints up to four elected members, with one representative from each ward, to form a subcommittee until the next ordinary election of Council in October 2011, to assess the Shire of Mundaring Australia Day Citizenship Award for

- a person under 25 years (youth);*
- a person of 25 years and over; and*
- for a person over 60 years (senior)*

and for the subcommittee to submit a recommendation on the winner of each award to Council for consideration.

Preamble to Committee Recommendation

Council wished to nominate Cr Jones, Cr Fox, Cr Dullard and Cr Wysocki to form the subcommittee to assess the application forms for the award, and reworded the recommendation so as to not stipulate the number of winners.

COMMITTEE RECOMMENDATION

SGC8.11.09

Moved by: Cr James Seconded by: Cr Pilgrim

*That Council appoints **Cr Jones, Cr Fox, Cr Dullard and Cr Wysocki** to form a subcommittee until the next ordinary election of Council in October 2011, to assess the Shire of Mundaring Australia Day Citizenship Award for*

- a person under 25 years (youth);*
- a person of 25 years and over; and*
- for a person over 60 years (senior)*

and for the subcommittee to submit recommendations to Council for consideration.

CARRIED 9/0

12.0 MATTERS BEHIND CLOSED DOORS

Nil.

13.0 CLOSING PROCEDURES

13.1 Date, Time and Place of the Next Meeting

The next Strategic and Governance Committee meeting will be held on Monday, 8 February 2010 at 6.30pm in the Council Chamber.

13.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 8.10pm.

14.0 ATTACHMENTS

ATTACHMENT NO.	ITEM NO.	SUBJECT
1	9.1	Cheque Listings
2	9.1	Payments between meetings
3	9.2	Library Concept Plan
4	9.2	Library Photos
5	9.3	Mundaring Truffle Festival – Event Vision
6	9.3	Mundaring Truffle Festival – Economic Report
7	9.3	Mundaring Truffle Festival – Photos
8	9.3	Mundaring Truffle Festival – 2009 Program
9	9.3	Mundaring Truffle Festival – Media Report
10	9.4	Cost Summary Report
11	9.6	Annual Report