



## Shire of Cunderdin

### Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Thursday 15<sup>th</sup> October 2015** in the Council Chambers, Lundy Avenue Cunderdin commencing at **5:00pm**.

A handwritten signature in black ink, appearing to read 'Peter Naylor', is positioned above the printed name.

Peter Naylor  
**Chief Executive Officer**

## Table of Contents

<b>1.</b>	<b>Declaration of opening</b> .....	<b>3</b>
<b>2.</b>	<b>Public Question Time</b> .....	<b>3</b>
<b>3.</b>	<b>Record of Attendance, Apologies and Approved Leave of Absence</b> .....	<b>4</b>
<b>4.</b>	<b>Petitions, Deputations, Presentations</b> .....	<b>4</b>
<b>5.</b>	<b>Announcements by President without discussion</b> .....	<b>4</b>
<b>6.</b>	<b>Confirmation of the Minutes of Previous Meetings</b> .....	<b>5</b>
6.1	Ordinary Meeting of Council held on Thursday 17 <sup>th</sup> September 2015 .....	5
6.2	Shared Chief Executive Officer Resource Sharing Committee Meeting on Tuesday 6 <sup>th</sup> October 2015.....	7
<b>7.</b>	<b>Finance &amp; Administration</b> .....	<b>11</b>
7.1.	Financial Reports for September 2015.....	11
7.2	Accounts Paid – September 2015 .....	13
7.3	Council Investments – As at 30 <sup>th</sup> September 2015 .....	20
7.4	Shire of Cunderdin Administration Office Closure over Christmas / New Year Period .....	22
7.5	WA Local Government Association Policy Discussion Paper on Elected Member Training .....	24
7.6	Shire of Cunderdin Common Seal .....	27
7.7	Purchasing Authority – Deputy Chief Executive Officer and Manager of Works and Services	29
<b>8</b>	<b>Environmental Health and Building Services</b> .....	<b>32</b>
<b>9</b>	<b>Works &amp; Services</b> .....	<b>32</b>
9.1	Works & Services Report.....	32
9.2	Application to keep three (3) Dogs .....	35
<b>10</b>	<b>Planning &amp; Development</b> .....	<b>39</b>
10.1	Proposed 2UP Games – Meckering Hall.....	39
10.2	Proposed Local Planning Policy – Outbuildings .....	44
<b>11</b>	<b>Urgent Items</b> .....	<b>47</b>
<b>12.</b>	<b>Matters for which the meeting may be closed</b> .....	<b>47</b>
12.1	Manager Works & Services – Contract of Employment Extension .....	47
<b>13.</b>	<b>Closure of meeting</b> .....	<b>49</b>

## **AGENDA**

### **1. Declaration of opening**

**The President declared the meeting open at 5.00 pm**

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

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

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

### **2. Public Question Time**

**Declaration of public question time opened at 5.01pm**

Mr David Beard in his capacity as President of the Cunderdin Sports and Recreation Centre Management Committee raised concerns and frustration at the ongoing delay with maintenance and rectification of faults at the Centre. A number of matters have been raised on several occasions however they have not been attended to and the Management Committee requests that they be rectified as soon as possible. Mr Beard requested Council advise of what the process and timeline will be for the matters to be attended to.

The Shire President and Chief Executive Officer advised that most urgent matters have been attended to however apologised for the ongoing delay with the other repairs. It was explained that due to the building company going into administration it has been necessary to receive confirmation from the Administrators prior to proceeding. The CEO further advised that correspondence was received from the Administrators and Architects on Wednesday 14<sup>th</sup> October 2015 which will allow the repairs to be progressed. Unfortunately as quotes for repairs will need to be authorised by the Administrators prior to commencement Council is unable to provide a timeline but will endeavour to have the works effected as soon as possible.

On a separate matter Council congratulated the Cunderdin Sports & Recreation Centre Management Committee and Management on their efforts during the recent “On Your Bike 2015 Tour” which visited and stayed overnight in Cunderdin.

**Declaration of public question time closed at 5.29 pm**

5:29pm Mr David Beard departed the Council Chamber

5:29pm Cr Harris departed the Council Chamber

### **3. Record of Attendance, Apologies and Approved Leave of Absence**

#### **Record of attendances**

##### **Councillors**

Cr RC (Clive) Gibsone	Shire President
Cr DA (Dennis) Whisson	Deputy President
Cr TE (Todd) Harris	
Cr NW (Norm) Jenzen	
Cr DB (Doug) Kelly	
Cr DG (Dianne) Kelly	

#### **Apologies**

#### **On Leave of Absence**

#### **Staff**

Peter Naylor	Chief Executive Officer
Paul Godfrey	Deputy Chief Executive Officer
Ian Bartlett	Manager Works & Services

#### **Guests of Council**

#### **Members of the Public**

Mr David Beard (from 5:00pm to 5:29pm)

#### **Applications for leave of absence**

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

Item 6.2	Chief Executive Officer
Item 7.7	Deputy Chief Executive Officer and Manager Works & Services
Item 12.1	Manager Works & Services

### **4. Petitions, Deputations, Presentations**

#### **Deputations**

#### **Presentations**

### **5. Announcements by President without discussion**

## 6. Confirmation of the Minutes of Previous Meetings

### 6.1 Ordinary Meeting of Council held on Thursday 17<sup>th</sup> September 2015

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Date:</b>	2 <sup>nd</sup> October 2015
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### **Proposal/Summary**

Council to confirm the minutes of the Ordinary Council Meeting held on Thursday 17<sup>th</sup> September 2015.

#### **Background**

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

#### **Comment**

No business arising.

#### **Consultation**

Nil

#### **Statutory Environment**

*Local Government Act 1995 Part 5 Division 2 Subdivision 3 - Section 5.22 (2)*

The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

#### **Policy Implications**

Nil

#### **Financial Implications**

There are no financial implications in considering this item.

#### **Strategic Implications**

Nil

**Resolution 6.1**

**That:**

- 1. The minutes of the Ordinary Council Meeting held on Thursday 17<sup>th</sup> September 2015, be confirmed as a true and correct record.**

**Moved: Cr Dennis Whisson**

**Seconded: Cr Doug Kelly**

**Vote – Simple majority**

**Carried: 5/0**

**Note to this item:**

The President will sign the minute declaration.

## 6.2 Shared Chief Executive Officer Resource Sharing Committee Meeting on Tuesday 6<sup>th</sup> October 2015

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	7 <sup>th</sup> October 2015
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Yes
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	81 Pages (2 documents)

The Chief Executive Officer, Mr Peter Naylor, declares an Interest in this item.

### **Proposal/Summary**

Council to consider receiving the minutes of the Shared Chief Executive Officer Resource Sharing Committee Meeting held on Tuesday 6<sup>th</sup> October 2015, and adopting the recommendations contained therein.

### **Background**

The minutes of the meeting have been circulated to all Councillors along with a copy of the Draft Shared CEO Proposal Business Plan.

The CEO Resource Sharing Proposal between the Shires of Cunderdin and Tammin has previously been considered by Council at the June 2015, July 2015 and August 2015 Ordinary meetings of Council.

Council has resolved to support the proposal and at the July 2015 meeting also supported the formation of the Resource Sharing Committee and appointed the Shire President and Deputy Shire President as its representatives to the Committee.

### **Comment**

The Shire of Tammin has been successful in obtaining grant funding through the Department of Local Government & Communities to enable required Plans to be carried out to fully consider the proposal.

The resultant Business Plan was presented to the inaugural meeting on the Resource Sharing Committee on 6<sup>th</sup> October for consideration.

The Committee has resolved to recommend to both the Shires of Cunderdin and Tammin as follows:

*That the Shires of Cunderdin and Tammin Chief Executive Officer Resource Sharing Committee recommends to the Shire of Cunderdin and the Shire of Tammin that:*

- 1. The Draft Shared CEO Proposal Business Plan be adopted, including Section 11.0 incorporating Recommendations 1 to 10, and including Appendices 1 & 2 pertaining to the Resource Sharing Committee Terms of Reference and Resource Sharing Agreement.*
- 2. The preferred days for the CEO to be in attendance at each local government be:*

<i>Monday</i>	<i>Cunderdin</i>
<i>Tuesday</i>	<i>Tammin</i>
<i>Wednesday</i>	<i>Cunderdin</i>
<i>Thursday</i>	<i>Tammin</i>
<i>Friday</i>	<i>Either Cunderdin or Tammin as required</i>

3. *Funding to be allocated from the Department of Local Government & Communities Grant Funds to conduct an internal review of the financial functions / operations of each of the Shires of Cunderdin and Tammin to assist with determining the most appropriate future shared service arrangement between the two Council offices.*

### **Consultation**

Darren Long Consulting.  
Shires of Cunderdin and Tammin, Councillors and staff.

### **Statutory Environment**

*Local Government Act 1995 Part 5 Division 2 Subdivision 3 - Section 5.22 (2)*

#### **Local Government Act 1995**

#### **Division 4 - Local government employees**

##### **5.36. Local government employees**

- (1) *A local government is to employ —*
  - (a) *a person to be the CEO of the local government; and*
  - (b) *such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.*
- (2) *A person is not to be employed in the position of CEO unless the council —*
  - (a) *believes that the person is suitably qualified for the position; and*
  - (b) *is satisfied\* with the provisions of the proposed employment contract.*

*\* Absolute majority required.*
- (3) *A person is not to be employed by a local government in any other position unless the CEO —*
  - (a) *believes that the person is suitably qualified for the position; and*
  - (b) *is satisfied with the proposed arrangements relating to the person's employment.*
- (4) *Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (5A) *Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (5) *For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.*

##### **5.39. Contracts for CEO and senior employees**

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*
  - (1a) *Despite subsection (1) —*
    - (a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
    - (b) *a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*
- (2) *A contract under this section —*
  - (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
  - (b) *in every other case, cannot be for a term exceeding 5 years.*
- (3) *A contract under this section is of no effect unless —*
  - (a) *the expiry date is specified in the contract; and*
  - (b) *there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*
  - (c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*



- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
- (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.
- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.
- (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

### **Local Government (Administration) Regulations 1996**

#### **Part 4 — Local government employees**

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —
  - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
  - (b) a person who will be acting in the position for a term not exceeding one year.
- (2) An advertisement referred to in subregulation (1) is to contain —
  - (a) the details of the remuneration and benefits offered; and
  - (b) details of the place where applications for the position are to be submitted; and
  - (c) the date and time for the closing of applications for the position; and
  - (d) the duration of the proposed contract; and
  - (e) contact details for a person who can provide further information about the position; and
  - (f) any other information that the local government considers is relevant

#### **Policy Implications**

Nil

#### **Financial Implications**

The financial considerations for both the Shires of Cunderdin and Tammin are included in the draft Business Plan and should be of long term benefit to both Councils.

#### **Strategic Implications**

##### Cunderdin Community Strategic Plan

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

##### Social

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

##### Environmental

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

Economic

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

The proposal is consistent with the goals of the Community Strategic Plan as it will strengthen the Council and community's relationship with neighbouring community of Tammin.

5:37pm Cr Harris returned to the Council Chamber

Recommendation 6.2

That:

1. The minutes of the Shared Chief Executive Officer Resource Sharing Committee Meeting held on Tuesday 6<sup>th</sup> October 2015, be received.
2. The Recommendation contained within the Minutes (and as detailed in this report) be adopted.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_/\_\_

Resolution 6.2

That:

1. **The minutes of the Shared Chief Executive Officer Resource Sharing Committee Meeting held on Tuesday 6<sup>th</sup> October 2015, be received.**
2. **Acknowledges and is generally satisfied with the content of the Draft Shared CEO Proposal Business Plan.**
3. **The Draft Shared CEO Proposal Business Plan be referred to a joint meeting of the Shires of Cunderdin and Tammin for formal consideration and endorsement.**
4. **Council authorises the Chief Executive Officer to commence advertising the position of Governance and Compliance Officer as per recommendation 11(9) of the Draft Shared CEO Proposal Business Plan, noting that the position will not be finalised until final endorsement of the Business Plan by both the Shires of Cunderdin and Tammin.**

Moved: Cr Dennis Whisson

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 6/0

In working through the Draft Shared CEO Proposal Business Plan with Darren Long Consulting Council noted that whilst they were generally satisfied with the content of the Plan there are some areas still to be finalised prior to formal adoption of the document.

## 7. Finance & Administration

### 7.1. Financial Reports for September 2015

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	9 <sup>th</sup> October 2015
<b>Author:</b>	Paul Godfrey
<b>Item Approved by:</b>	Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Pages

#### Proposal/Summary

The financial position as at 30<sup>th</sup> September 2015 is presented for consideration.

#### Appendices - Financial Statements

- Statement of Financial Activity
- Reserves Account Summary
- Financial Activity Statement
- Municipal Bank Account Statement & Reconciliation 036-102 00-0030
- Municipal Business Cash Reserve Statement & Reconciliation 036-107 22-3647
- Reserves Business Cash Reserve Statement & Reconciliation 036-107 22-3639
- Reserves Term Deposit Statement & Reconciliation 036-107 24-1837
- Working Trust Account Statements & Reconciliations 036-172 12-2981
- REBA Trust Account Statements & Reconciliations 036-172 12-3001

#### Statutory Environment

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

#### Commentary

Nil

#### Policy Implications

Nil

#### Financial Implications

All financial implications are contained within the reports

#### Strategic Implications

Nil

**Resolution 7.1**

**That Council receives the monthly financial reports to 30<sup>th</sup> September 2015.**

**Moved: Cr Norm Jenzen**

**Seconded: Cr Doug Kelly**

**Vote – Simple majority**

**Carried: 6/0**

## 7.2 Accounts Paid – September 2015

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Paul Godfrey
<b>Report Date:</b>	9 <sup>th</sup> October 2015
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	5 Pages

### **Proposal/Summary**

Council is requested to confirm the payment of Accounts totalling \$ 309,079.57 for August 2015 as listed in the Warrant of Payments for the period 1<sup>st</sup> September to 30<sup>th</sup> September 2015.

### **Attachments**

Warrant of Payments for 1<sup>st</sup> September – 30<sup>th</sup> September 2015.

### **Statutory Environment**

Financial Management Regulations 12 & 13

### **Commentary on Statutory Environment**

In accordance with Financial Management Regulations 12 & 13, a List of all accounts paid or payable shall be presented to Council (Refer Warrant of Payments attached).

### **Policy Implications**

Nil

### **Financial Implications**

All financial implications are contained within the reports

### **Strategic Implications**

Nil

**Resolution 7.2**

**(a) That Council's payment of accounts amounting to \$ 309,079.57 for the month of September 2015, from the Municipal Fund be confirmed and noted.**

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

**Moved: Cr Todd Harris**

**Seconded: Cr Dianne Kelly**

**Vote – simple majority**

**Carried: 6/0**

Cheque /EFT No	Date	Payee	Invoice Description	Amount
1	01/09/2015	Westpac Banking Corporation Visa	Credit Card Statement 30 JUN 2015	6,189.95
2	08/09/2015	Westnet	Pauls Internet	94.90
3	08/09/2015	Paul White	rent 17 Margaret st cunderdin	1,000.00
4	08/09/2015	SG Fleet	Cesm Vehicle Leases and Charges	1,150.80
66	23/09/2015	Australian Tax Office	BAS August	15,147.00
EFT121	01/09/2015	Landgate	Valuation Rolls Mining Tenements	156.85
EFT122	01/09/2015	Avdata	Avdata Charges	1,486.49
EFT123	01/09/2015	Avon Waste	waste	11,035.57
EFT124	01/09/2015	WA Contract Ranger Services	Ranger services	677.87
EFT125	01/09/2015	George Johnson EHO Consultant	meat inspection ag college	660.00
EFT126	01/09/2015	Cr Dennis Whisson	Special Council Meeting 4/8/2015	225.00
EFT127	01/09/2015	Cr Todd Harris	Special Council Meeting 4/8/2015 Sitting Fee	225.00
EFT128	01/09/2015	Cr Terri Anne Jasper	Special Council Meeting 4/8 Sitting fee	225.00
EFT129	01/09/2015	Cr Norm Jenzen	Special Council Meeting 4/8	225.00
EFT130	01/09/2015	Shire of Quairading	Training	384.00
EFT131	01/09/2015	Cunderdin Panelbeaters	CMT 221	539.00
EFT132	01/09/2015	WALGA	Consultancy Service Subscription	8,163.51
EFT133	01/09/2015	ELWA Pty Ltd	Verlindens	1,965.24
EFT134	01/09/2015	Cunderdin Community Resource Centre	Hire function room screen and projector	150.00
EFT135	01/09/2015	Local Health Authorities Analytical Committee	15/16 fee	495.00

EFT136	01/09/2015	Rose Crane	2 picninc packs for local staff	40.00
EFT137	08/09/2015	Colonial First State	Superannuation contributions	959.44
EFT138	08/09/2015	HOSTPLUS	Superannuation contributions	267.15
EFT139	08/09/2015	WA Super	Superannuation contributions	26,774.99
EFT140	10/09/2015	Landgate	Rural Uv Interim Valuation Shared	381.82
EFT141	10/09/2015	Glenwarra Development Services	town planning consultancy services	9,487.50
EFT142	10/09/2015	Crowe Certification	health services	3,037.76
EFT143	10/09/2015	Cr Dennis Whisson	ocm sitting fees	225.00
EFT144	10/09/2015	Cr Todd Harris	ocm sitting fees	225.00
EFT145	10/09/2015	Cr Norm Jenzen	OCM sitting fees	225.00
EFT146	10/09/2015	Triset Boss	rates notices	803.00
EFT147	10/09/2015	Western Australian Treasury Corporation	Loan 67 and 68	62,012.87
EFT148	10/09/2015	Cunderdin Community Resource Centre	BINDING FOR MICHELLE	168.00
EFT149	10/09/2015	Shire of Merredin	Wheatbelt visitors Guide	350.00
EFT150	10/09/2015	Meckering Action Group	magnets and badges	55.00
EFT151	10/09/2015	Museums Australia	membership fee	187.00
EFT152	10/09/2015	JUMBO VISION	labour and freight	274.04
EFT153	15/09/2015	Cunderdin Co-Op	Public toilets cleaning supplies	945.18
EFT154	15/09/2015	Avdata	AIRFIELD LEASES AND CHARGES	384.09
EFT155	15/09/2015	AIR LIQUIDE	cylinder rental	303.39
EFT156	15/09/2015	Avon Waste	rubbish charges	13,068.34
EFT157	15/09/2015	Goodfield Quality Meats	water	39.50
EFT158	15/09/2015	WA Contract Ranger Services	ranger services	584.37
EFT159	15/09/2015	George Johnson EHO Consultant	meat inspection	990.00
EFT160	15/09/2015	FILTERSPLUS	various parts	379.61



EFT161	15/09/2015	Cunderdin Elders Limited	Boots	1,540.88
EFT162	15/09/2015	Shire of Northam	tipping fees	3,659.70
EFT163	15/09/2015	Shire of Quairading	food handling training	239.15
EFT164	15/09/2015	Cunderdin Nippers	netball	70.00
EFT165	15/09/2015	JR & A Hersey	guide posts	3,239.50
EFT166	15/09/2015	Thompsons Signs	signs for rec centre	2,992.00
EFT167	15/09/2015	Cunderdin Community Resource Centre	Library service fees	3,500.00
EFT168	15/09/2015	Star Track Express PTY Limited	freight	841.53
EFT169	15/09/2015	Advanced Autologic PTY LTD	Solvent	855.00
EFT170	15/09/2015	Skipper Trucks	Air dryer, Freight insurance	570.13
EFT171	15/09/2015	Eastern Hills Saws and Mowers	Various parts	861.10
EFT172	15/09/2015	Avon Community Development Foundation Inc	Annual Subscription	550.00
EFT173	15/09/2015	LG SYSTEM INC	Conversion Support charges for the year 2015/2016	11,687.50
EFT174	15/09/2015	Kleenheat Gas Pty Ltd	gas charges	101.50
EFT175	15/09/2015	Baxters Rural Centre KB	lift sea container onto truck and unload at depot	231.00
EFT176	23/09/2015	Shire of York	TBS Equipment	510.96
EFT177	23/09/2015	Griffin Valuation Advisory	Asset report	7,920.00
EFT178	23/09/2015	Country Ford	Service as scedule	2,523.40
EFT179	23/09/2015	Department of Fire and Emergency Services	ESLB 1st Qtr Contribution	15,659.10
EFT180	23/09/2015	Fulwood Grain Company	September newsletter	240.00
EFT181	30/09/2015	Itvision	Monthly SynergySoft Fee	4,675.00
EFT182	30/09/2015	Cr Dennis Whisson	Members Expense Claim	225.00
EFT183	30/09/2015	Cr Todd Harris	Members Expenses	225.00
EFT184	30/09/2015	Cr Terri Anne Jasper	Members Expense Claim	225.00

EFT185	30/09/2015	LGIS	Property adjustment - CSR building, green, tennis court	5,295.50
EFT186	30/09/2015	Great Eastern Country Zone of WALGA	Convention Breakfast - Todd Harris	1,003.00
EFT187	30/09/2015	WALGA	Convention - Norm Jenzen	6,820.02
EFT188	30/09/2015	T.A. Strategic Safety Alliance	Annual Approach Survey for Shire	3,135.00
10804	01/09/2015	Water Corporation	toilets at gabbedy pl meckering	1,109.00
10805	01/09/2015	Synergy	power CSRC	10,469.55
10806	01/09/2015	Cunderdin Newsagency	Stationery Suuplies	875.71
10807	01/09/2015	Bunnings Group Limited	Insulation Batts	1,425.02
10808	01/09/2015	Telstra	Day Care Phone	161.14
10809	01/09/2015	Cr Ronald Clive Gibsone	SPECIAL CM 4/8/2015	463.00
10810	01/09/2015	Cr Douglas Brian Kelly	Special Cm 4/8	225.00
10811	01/09/2015	Local Government and Communities	Cunderdin Early Learning Centre Annual Service fee	225.40
10812	01/09/2015	Dougies Roadhouse	Sandwiches for first aid course	110.00
10813	01/09/2015	Stratco	Clearspan Gable 3m x 4m	3,358.00
10814	01/09/2015	Windsor Lodge Como	Training Accomodation	330.00
10815	01/09/2015	Courier Australia	JR Hersey	143.39
10816	08/09/2015	MLC Nominees PTY LTD	Superannuation contributions	980.57
10817	08/09/2015	BT Super for Llife	Superannuation contributions	949.90
10818	08/09/2015	Westscheme Superannuation	Superannuation contributions	1,609.40
10819	10/09/2015	Water Corporation	standpipe goldfields	5,719.69
10820	10/09/2015	Synergy	street lights	4,013.65
10821	10/09/2015	Cunderdin Newsagency	stationery	293.93
10822	10/09/2015	Telstra	phone Bill	2,056.01
10823	10/09/2015	Cr Ronald Clive Gibsone	OCM sitting fee	463.00
10824	10/09/2015	Cr Douglas Brian Kelly	council meeting sitting fee	225.00
10825	10/09/2015	Petty Cash	PETTY CASH MUSEUM	49.80

10826	10/09/2015	National Trust of Australia	various books and items	185.74
10827	15/09/2015	Cunderdin Newsagency	day care stationery	502.48
10828	15/09/2015	Australia Post	postage fees	409.06
10829	15/09/2015	Daves Tree Service	trees trimmed and shaped at air field	5,280.00
10830	15/09/2015	Courier Australia	Freight major Motors	81.48
10831	23/09/2015	Water Corporation	Airport Water	2,087.46
10833	30/09/2015	Water Corporation	Sports Ground Lundy Ave	792.39
10834	30/09/2015	Synergy	Streetlights	7,119.40
10835	30/09/2015	Telstra	Cunderdin Day Care	129.61
10836	30/09/2015	Cr Ronald Clive Gibsone	Members Expense Claim	463.00
10837	30/09/2015	Cr Dianne Kelly	Members Expenses Claim	225.00
10838	30/09/2015	Cr Douglas Brian Kelly	Members Expense Claim	225.00
10839	30/09/2015	Cunderdin Medical Practice	Medical Check	198.00
10840	30/09/2015	Perfect Computer Solutions	Prepurchased hours	4,175.00
10841	30/09/2015	Meckering Sporting Club	Fire Brigade AGM Refreshments	99.30
10842	30/09/2015	Courier Australia	freight	90.29
		TOTAL		309,079.57

### 7.3 Council Investments – As at 30<sup>th</sup> September 2015

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Author:</b>	Paul Godfrey
<b>Report Date:</b>	9 <sup>th</sup> October 2015
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### Proposal/Summary

To inform Council of its investments as at 30<sup>th</sup> September 2015.

#### Background

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

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

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

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

#### Commentary

<b>COUNCIL INVESTMENTS</b>				
<b>Institution</b>	<b>Amount Invested</b>	<b>Investment type</b>	<b>Municipal Funds</b>	<b>Reserve Funds</b>
Westpac Banking Corporation	\$0.00	Business Cash Reserve Bonus	\$0.00	\$0.00
Westpac Banking Corporation	\$562,048.63	Reserves Term Deposit 24-1837 2.80% Expires : 24/12/2015	\$0.00	\$562,048.63
Westpac Banking Corporation	\$1,261,564.82	Business Cash Reserve Bonus 22-3647 2.10%	\$ 1,261,564.82	\$0.00
<b>TOTAL INVESTMENTS</b>	<b>\$ 1,823,613.45</b>		<b>\$ 1,261,564.82</b>	<b>\$562,048.63</b>

**Statutory Implications**

Financial Management Regulation 19.

**Policy Implications**

Delegation #18 – Investments.

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

There are no strategic implications in considering this item.

**Resolution 7.3**

**That the report on Council investments as at 31st August 2015 be received and noted.**

**Moved: Cr Dennis Whisson**

**Seconded: Cr Todd Harris**

**Vote – Simple Majority**

**Carried: 6/0**

## 7.4 Shire of Cunderdin Administration Office Closure over Christmas / New Year Period

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	7 <sup>th</sup> October 2015
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### **Proposal/Summary**

For Council to consider the closure of the Shire Administration Office over the Christmas / New Year period.

This report recommends Council endorsement of the proposal as in recent years.

### **Background**

In the past five (5) years Council has authorised the closure of the Administration Office as follows:

2010/11	23 <sup>rd</sup> December 2010, returning on Tuesday 4 <sup>th</sup> January 2011
2011/12	24 <sup>th</sup> December 2011, returning on Tuesday 3 <sup>rd</sup> January 2012
2012/13	24 <sup>th</sup> December 2012, returning on Wednesday 2 <sup>nd</sup> January 2013
2013/14	24 <sup>th</sup> December 2013, returning on Thursday 2 <sup>nd</sup> January 2014
2014/15	24 <sup>th</sup> December 2014, returning on Monday 5 <sup>th</sup> January 2015

No complaints and / or adverse comments have been received in relation to the office closure over the periods mentioned.

### **Comment**

As a general rule no significant business is conducted between the Christmas and New Year period, therefore it is considered an ideal time to close the office and allow staff to clear some of their accrued leave entitlements, and enjoy a relaxed festive period with their families.

It is proposed the office be closed from the close of business on Thursday 24<sup>th</sup> December 2015 to Monday 4<sup>th</sup> January 2016 inclusive, reopening on Tuesday 5<sup>th</sup> January 2016.

During the proposed seven (7) business day closure period staff time will be allocated to public holidays (4 days) and annual leave entitlements (3 days).

Notification of the office closure will be displayed in the Avon Advocate, Bandicoot, on local notice boards and the Shire website.

### **Consultation**

Nil

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

#### **Cunderdin Community Strategic Plan**

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

#### **Social**

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

#### **Environmental**

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

#### **Economic**

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

### **Resolution 7.4**

**That Council resolves to:**

- 1. Approves the closure of the Shire of Cunderdin Administration Office during the Christmas / New Year period from close of business on Thursday 24<sup>th</sup> December 2015 to Monday 4<sup>th</sup> January 2016, inclusive, reopening on Tuesday 5<sup>th</sup> January 2016.**
- 2. Advertises the Administration Office closure in the Avon Advocate, Bandicoot, on local notice boards and the Shire website.**

**Moved: Cr Dennis Whisson**

**Seconded: Cr Doug Kelly**

**Vote – Simple majority**

**Carried: 6/0**

## 7.5 WA Local Government Association Policy Discussion Paper on Elected Member Training

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	WA Local Government Association (WALGA)
<b>Date:</b>	7 <sup>th</sup> October 2015
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	34 Pages

### Proposal/Summary

Council is invited to provide feedback to WALGA on future Association Policy on Elected Member Training.

### Background

WALGA has prepared and circulated a Discussion Paper titled "Policy Options to Increase Elected Member Training Participation".

WALGA invites Member Councils to provide comment back on the six (6) Policy Options offered in the discussion paper.

### Comment

The six (6) Policy Options aimed at increasing the participation rate of Elected Members in Training include:

**1. Enhance desirability of training offerings**

This may not achieve the desired results as some Elected Members may not pursue training if funding for subsidised training is not forthcoming, however no action may result in further Government intervention in the future.

**2. Best Practice Induction Programs**

Does Council support Local Governments adopting and delivering a structured and thorough Council induction program?

- a. If so, should legislation be changed for this to be a requirement, or should it remain voluntary?

**3. Training and Development Policy**

Does Council support legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election?

**4. Candidate Requirements**

Does Council support legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election?

**5. Incentivised Training**

Does Council support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken?



- a. If so, how should the fees and allowances framework be structured? I.e. should Elected Members be paid a specified annual amount, a percentage bonus or using some other method?

## **6. Mandatory Training**

Does Council support legislative amendment to require Elected Members to be required to undertake foundation training (such as the Elected Member Skill Set or equivalent)?

- a. Should mandatory training be applied to all Elected Members or only to newly elected Elected Members?
- b. For newly elected Elected Members, what is the appropriate timeframe within which training should be completed?
- c. What is the appropriate penalty for non-completion of the required training?

Specific feedback is sought on the Questions noted on Pages 30 & 31 of the Discussion Paper.

The deadline for comments from Member Councils is Friday 30<sup>th</sup> October 2015.

### **Consultation**

Nil

### **Statutory Implications**

*Local Government Act 1995*

### **Policy Implications**

Nil

### **Financial Implications**

Nil at present (however there could be training costs involved if elected member training becomes mandatory on a fee for service basis).

### **Strategic Implications**

#### **Cunderdin Community Strategic Plan**

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

#### **Social**

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

#### **Environmental**

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

#### **Economic**

- Strengthen local business and employment capacity.

- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

### **Resolution 7.5**

**That Council provides the following response to the WA Local Government Association on the Discussion Paper “Policy Options to Increase Elected Member Training Participation”:**

- 1. Best Practice Induction Program: Council supports Local Governments adopting and delivering a structured and thorough Council induction program however believes that it should just be encouraged as Best practice and not be legislated.**
- 2. Training and Development Policy: Council supports legislative amendments to require all Councils to review and adopt an Elected Member Training and Development Policy following every biennial election.**
- 3. Candidate Requirements: Council supports legislative amendment to require candidates to attend an information session or complete an equivalent online information session prior to nominating for election, but should only apply to first time candidates (not those who are renominating).**
- 4. Incentivised Training: Council does not support legislative amendments to enable Elected Members to be paid additional allowances commensurate with the level of training undertaken. Council believes that this process may encourage persons to nominate for Council for the wrong reasons and also benefit those that are prepared to attend training but not necessarily be a productive Council member.**
- 5. Mandatory Training: Other than as in dot point 3 (Candidate Requirements), Council does not support legislative amendment to require Elected Members to be required to undertake Mandatory Training. The difficulty being that unless training is provided within the regional areas it is not always possible for members to attend.**

**Moved: Cr Todd Harris**

**Seconded: Cr Dennis Whisson**

**Vote – Simple majority**

**Carried: 6/0**

## 7.6 Shire of Cunderdin Common Seal

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	9 <sup>th</sup> October 2015
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### Proposal/Summary

Seeking Council endorsement for the affixing of the Shire of Cunderdin Common Seal on various documents in accordance with Council Policy #12 adopted 19<sup>th</sup> April 2007.

### Background

Shire of Cunderdin Policy #12 authorises the Chief Executive Officer to affix the common seal to documents to be executed by the Shire where such documents are consistent and in accord with Council resolution.

Council is then to be notified of executed documents via a report to be submitted to a Council meeting.

### Comments

During the previous month the Shire President and / or Chief Executive Officer witnessed the affixing of the Shire of Cunderdin Common Seal to the following document(s):

1. 11<sup>th</sup> September 2015 – Memorandum of Understanding – Shire of Cunderdin and Meckering Men’s Shed re the utilisation of Lot 13 Gabbedy Place, Meckering.
2. 7<sup>th</sup> October 2015 – Contract for the Provision of Medical Services – Shire of Cunderdin and Dr Modupe Oluyomi Olanrewaju.

### Consultation

Nil

### Statutory Implications

*Local Government Act 1995.*

#### **9.49A. Execution of documents**

- (1) *A document is duly executed by a local government if –*
  - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
  - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of –*
  - (a) *the mayor or president; and*
  - (b) *the chief executive officer or a senior employee authorised by the chief executive officer,*

*each of whom is to sign the document to attest that the common seal was so affixed.*

- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*
- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) *When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.*

### **Policy Implications**

Finance Policy #12.

### **Financial Implications**

Nil

### **Strategic Implications**

#### **Cunderdin Community Strategic Plan**

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

#### **Social**

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

#### **Environmental**

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

#### **Economic**

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

### **Resolution 7.6**

**That Council endorses the affixing the Shire of Cunderdin Common Seal to the following documents(s):**

- 1. 11<sup>th</sup> September 2015 – Memorandum of Understanding – Shire of Cunderdin and Meckering Men's Shed re the utilisation of Lot 13 Gabbedy Place, Meckering.**
- 2. 7<sup>th</sup> October 2015 – Contract for the Provision of Medical Services – Shire of Cunderdin and Dr Modupe Oluyomi Olanrewaju.**

**Moved: Cr Dianne Kelly**

**Seconded: Cr Norm Jenzen**

**Vote – Simple majority**

**Carried: 6/0**

## 7.7 Purchasing Authority – Deputy Chief Executive Officer and Manager of Works and Services

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	9 <sup>th</sup> October 2015
<b>Author:</b>	Paul Godfrey
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

Deputy Chief Executive Officer and Manager Works & Services Declare a Financial Interest.

### **Proposal/Summary**

For Council consideration to endorse the Chief Executive Officers recommendation to increase the purchasing and payment authority for the Deputy Chief Executive Officer (DCEO) and the Manager of Works and Services (MWS).

### **Background**

#### ***Delegation 1 – Payments from Municipal Fund and Trust Fund***

<b>Date Adopted:</b>		<b>Delegate:</b>	CEO
<b>Date Last Reviewed:</b>		<b>Sub-Delegated:</b>	Yes
<b>Policy Reference:</b>		<b>Chief Executive Instruction/Procedure:</b>	

<b>Legal (Parent):</b>  1. <i>Local Government Act 1995, Section 5.42.</i>	<b>Legal (Subsidiary):</b>  1. <i>Local Government Act 1995, Section 6.7(2)</i> 2. <i>Local Government Act 1995, Section 6.8</i> 3. <i>Local Government Act 1995, Section 6.10</i> 4. <i>Local Government Act 1995, Section 3.1</i> 5. <i>Local Government (Financial Management) Regulations, Regulations 5, 11, 12 and 13.</i>
--	--

Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 *Sign and issue purchase orders to incur liabilities from the Municipal Fund or the Trust Fund on behalf of the Shire, subject to:*
- (a) *Compliance with Council Purchasing Policy; and*
  - (b) *Purchase orders only being issued for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency.*

1.0 Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund, subject to:

- (a) The payment(s) only being for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency; and
- (b) The Chief Executive Officer and the Deputy Chief Executive Officer jointly signing payments made by cheque, or jointly authorizing payments made by EFT; and
- (c) Compliance with the requirements of Regulation 13 of the Local Government (Financial Management) Regulations 1996.

In the aforementioned Delegation, Council provides the Chief Executive Officer with the authority to purchase goods and services and expend funds on behalf of the Shire. The Delegation also provides the CEO to Sub-Delegate this responsibility as required.

### **Comments**

Currently the Deputy Chief Executive Officer and the Manager Works & Services have been delegated authority to sign purchase orders and authorise payments to the value of \$5,000 and \$15,000 respectively, adopted by Council on 23<sup>rd</sup> August 2012..

With the CEO currently also providing CEO services to the Shire of Tammin it is proposed to increase the purchase and payment authority for both the DCEO and MWS to \$20,000 each.

The aforementioned changes increase the authority for the DCEO and MWS to implement works and services to a slightly higher capacity in the absence of the Chief Executive Officer.

### **Consultation**

Nil

### **Statutory Implications**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

### **Policy Implications**

Finance Delegation 6 – Payments from Municipal Fund and Trust Fund.

### **Financial Implications**

Nil

### **Strategic Implications**

#### **Cunderdin Community Strategic Plan**

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

### Social

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

### Environmental

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

### Economic

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

#### **Resolution 7.7**

**That Council endorses the Chief Executive Officers recommendation to increase the purchase and payment authority, in accordance with Shire of Cunderdin Finance Delegation 6, for both the Deputy Chief Executive Officer and Manager Works and Services to \$20,000 each.**

**Moved: Cr Dennis Whisson**

**Seconded: Cr Todd Harris**

**Vote: Absolute Majority**

**Carried: 6/0**

## 8 Environmental Health and Building Services

Nil

## 9 Works & Services

### 9.1 Works & Services Report

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Manager Works & Services
<b>Date:</b>	7 <sup>th</sup> October 2015
<b>Author:</b>	Ian Bartlett
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### PROPOSAL/SUMMARY

Council is to receive the Works and Services Report for September 2015.

#### CONSTRUCTION

- The culverts on Loton Road were replaced by Earthstyle Contracting, quality of work is of a high standard.
- Commenced upgrade of the narrow section of Woonwooring Road.

#### GENERAL MAINTENANCE

- Routine maintenance works being carried out throughout the Shire and on a as needs basis.
- Shoulder repairs on Doodenanning and Moore Roads.
- Pot-hole patching on Pemberton, Devenish, Meckering-Dowerin, Meckering-Goomalling, Cunderdin-Wyalkatchem, Goldfields, and Cunderdin-Quairading Streets & Roads.
- Replaced and / or repaired signage on Harris, Adams and Whites Roads.
- Graded Pearse and Main Street West Roads.
- Replaced guide posts throughout the Shire, 20 on Cunderdin-Wyalkatchem and Minnivale Roads.
- Installed new kerbing at Recreation Centre and on Hodgson, Mitchell and Pemberton Streets.
- Continuation of bridge maintenance and chemical spraying.
- Repair blow outs on Whites and Sermon Roads.
- Continuation of roadside and verge spraying.

#### PARKS AND GARDENS MECKERING

- Carried out general mowing, slashing, whipper snipping and clean-up of all parks gardens and public open space.



### **PARKS AND GARDENS CUNDERDIN**

- Carried out general mowing, slashing, whipper snipping and general clean-up of public open space.
- Continuing works for installation of playground at Recreation Centre

### **BUILDING AND OTHER MAINTENANCE**

- General maintenance carried out to Shire buildings.
- Replaced damaged doors at Meckering toilets.
- Maintenance to the roof and broken seats at the change rooms.
- Carried out requested jobs at the Cunderdin Early Learning Centre.
- Maintenance to O'Connor Park toilets.
- Paving repairs at CEO's house.

### **CEMETERIES**

- One funeral in Cunderdin.

### **AIRFIELD MAINTENANCE**

- Routine inspections carried out no problems to report.
- Carrying various works in accordance with recent CASA Report.

### **PLANT MAINTENANCE**

- Carried out general servicing and minor repairs to all plant and equipment.
- No major breakdowns to report.

### **WASTE SERVICES**

- General upkeep of the Cunderdin and Meckering Waste Transfer Stations, everything running okay.

### **WORKS AND SERVICES STAFF**

- Nil

### **TRAFFIC COUNTERS**

<b>Road</b>	<b>Dates</b>	<b>VPD</b>
Cousin	27/8/15 – 3/9/15	0.38
Flowery Patch		6.00
Fullers		2.00
Scaddan		4.00
Wyola	26/9/15 - 2/10/15	2.00
Wilson		0.38
Donovan		11.25
Harris		2.50

### **OTHER MATTERS**

Nil

### **Statutory Implications**

*Local Government Act 1995*

### **Financial Implications**

Nil

**Strategic Implications**

Nil

**Resolution 9.1**

**That Council receives the Works and Services Report for September 2015.**

**Moved: Cr Dianne Kelly**

**Seconded: Cr Norm Jenzen**

**Vote – Simple majority**

**Carried: 6/0**

## 9.2 Application to keep three (3) Dogs

<b>Location:</b>	22 Byfield Street, Meckering
<b>Applicant:</b>	Brendan & Lani Kelly
<b>Date:</b>	8 <sup>th</sup> October 2015
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	32372
<b>Attachment/s:</b>	8 Pages

### Proposal/Summary

An application has been received from Brendan & Lani Kelly requesting permission to keep three (3) dogs on their property at 22 Byfield Street, Meckering.

### Background

It is a requirement of the Shire of Cunderdin Dogs Local Law 2015 that the maximum number of dogs that can be kept on a premise within a townsite is two (2) unless an exemption is granted by Council under the provisions of section 26(3) of the *Dog Act 1976* (as amended).

### Comment

The Manager Works & Services has inspected the property of 22 Byfield Street and has found the fences to be adequate and in a suitable state of repair to contain the 3 dogs.

All three (3) dogs are currently registered with the Shire and have been microchipped.

Should Council be in favour of granting an exemption it may be appropriate for certain conditions to be imposed to provide an opportunity for the exemption to be revoked or varied, in accordance with the provisions of the *Dog Act 1976*, as mentioned above.

### Consultation

Nil

### Statutory Implications

#### ***Dog Act 1976 (as amended)***

#### **Part V — The keeping of dogs**

##### **6. *Limitation as to numbers***

- (1) *A local government may, by a local law under this Act —*
  - (a) *limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district; or*
  - (b) *limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government's district.*
- (2) *A local law mentioned in subsection (1) —*
  - (a) *may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only; and*

- (b) cannot prevent the keeping in or at premises of one or 2 dogs that have reached 3 months of age and any pup of either of those dogs under that age; and
  - (c) cannot apply to dogs kept at premises that are licensed under section 27 as an approved kennel establishment; and
  - (d) cannot apply to dangerous dogs (declared) or dangerous dogs (restricted breed).
- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
  - (b) cannot authorise the keeping in or at those premises of —
    - (i) more than 6 dogs that have reached 3 months of age; or
    - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption;
 and
  - (c) may be revoked or varied at any time.
- (4) A person must not keep in or at any premises, not being licensed under section 27 as an approved kennel establishment —
- (a) in the case of dogs that have reached 3 months of age, other than dangerous dogs (declared) or dangerous dogs (restricted breed), more than the number of dogs than the limit imposed under —
    - (i) a local law mentioned in subsection (1); or
    - (ii) an exemption granted under subsection (3);
 or
  - (b) more than —
    - (i) 2 dangerous dogs (declared); or
    - (ii) 2 dangerous dogs (restricted breed); or
    - (iii) one of each of those kinds of dangerous dogs, that have reached 3 months of age; or
  - (c) any pup, of a dangerous dog (restricted breed), that is under 3 months of age.
- Penalty:
- (a) for an offence relating to a dangerous dog —
    - (i) a fine of \$10 000, but the minimum penalty is a fine of \$500;
    - (ii) for each separate and further offence committed by the person under the Interpretation Act 1984 section 71, a fine of \$500;
  - (b) for an offence relating to a dog other than a dangerous dog —
    - (i) a fine of \$5 000;
    - (ii) for each separate and further offence committed by the person under the Interpretation Act 1984 section 71, a fine of \$100.
- (5) Any person who is aggrieved —
- (a) by the conditions imposed in relation to any exemption under subsection (3); or
  - (b) by the refusal of a local government to grant such an exemption, or by the revocation of an exemption, may apply to the State Administrative Tribunal for a review of the decision.
- (6) An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.

**PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS**

**3.1 Dogs to be confined**

- (1) An occupier of premises within a townsite on which a dog is kept must -
- (a) cause a portion of the premises on which the dog is kept to be fenced or walled in a manner capable of confining the dog;
  - (b) ensure the fence or wall used to confine the dog and every gate or door in the fence or wall is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
  - (c) ensure that every gate or door in the fence or wall is kept closed at all times when the dog is on the premises, unless the gate or door is temporarily opened in a manner that ensures that the dog remains confined;
  - (d) maintain the fence or wall and all gates and doors in the fence or wall in good order and condition; and
  - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.

- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

**Penalty:** Where the dog kept is a dangerous or restricted breed dog, \$2,000; otherwise \$1,000.

**3.2 Limitation on the number of dogs**

- (1) This clause does not apply to premises which have been-
- (a) licensed under Part 4 as an approved kennel establishment; or
  - (b) granted an exemption under section 26(3) of the Act.
- (2) On land within a townsite, or zoned "rural residential" under a local planning scheme, the limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act, 2 dogs over the age of 3 months and the young of those dogs under that age.
- (3) On land zoned "rural" under a local planning scheme, the limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act, 4 dogs over the age of 3 months and young of those dogs under that age.

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

Cunderdin Community Strategic Plan

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

Social

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

Environmental

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

Economic

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

**Resolution 9.2**

**That Council approves the application to keep three (3) dogs at 22 Byfield Street, Meckering, subject to the following conditions:**

- 1. The applicant must maintain and hold valid registrations for each of the dogs kept at the premises.**
- 2. The exemption is only valid for the life of these three (3) dogs, should one (1) of the dogs become deceased it cannot be replaced prior to seeking further approval from Council.**
- 3. Should there be any significant breach of the *Dog Act 1976* then the exemption may be withdrawn at any time.**

**Moved: Cr Norm Jenzen**

**Seconded: Cr Dennis Whisson**

**Vote – Simple majority**

**Carried: 6/0**

## 10 Planning & Development

### 10.1 Proposed 2UP Games – Meckering Hall

<b>Location:</b>	Meckering Hall
<b>Applicant:</b>	Daniel Sheehan
<b>Date:</b>	8 <sup>th</sup> October 2015
<b>Author:</b>	Jacky Jurmann – Planner
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	2015/16 - 6
<b>Attachment/s:</b>	Nil

#### **Proposal/Summary**

An application has been received by the Shire to obtain planning approval to use the Meckering Hall initially once a month to conduct 2UP games as a community fundraising activity.

Council considered the proposal at its Ordinary Meeting held on 17<sup>th</sup> September 2015 and decided to defer the determination to conduct further public consultation.

The purpose of this Report is for Council to make a determination on the application and the relevant provision of the Shire of Cunderdin Local Planning Scheme No. 3, which is being recommended for refusal for the reasons outlined in the Report.

#### **Background**

The Meckering (Town) Hall is located at 2-4 Snook Street, Meckering and is accessed from Kelly Street off the Great Eastern Highway.

The application for planning approval proposes to conduct 2UP games as a community fundraising activity once a month on a Friday night from 7.00 pm to 1.00 am catering for approximately 30 persons and if successful would be every Friday night.

The Applicant has advised that no alcohol would be available during the games and that no amplified music or similar would be played.

Following receipt of the initial application, additional information was requested from the Applicant regarding the purpose of the games; the community benefit; and clarification of details of patrons, hours of operation, noise and traffic management, and crime prevention. The response from the Applicant did not provide any further tangible information.

#### **Comment**

The Meckering (Town) Hall is reserved for ‘Public Purposes’ under the provisions of the Shire of Cunderdin Local Planning Scheme NO. 3. Clause 3.4 of LPS3 does not permit the use of reserved land without first obtaining planning approval and the local government must consider the matters set out in Clause 10.2 and the ultimate purpose intended for the Reserve (i.e. Public Purposes).

‘Public purposes’ is not defined in LPS3, though the recently gazetted *Planning and Development (local Planning Schemes) Regulations 2015* defines the purpose of a reserve for public purposes as: “To provide for a range of essential physical and community infrastructure”. The Regulations will come into

force on 19 October 2015 and will automatically introduce the purposes for all reservations, and therefore it is best practice to use this purpose when considering this application.

The primary purpose of the Meckering (Town) Hall, when constructed originally in 1892 and then reconstructed following the earthquake, was to provide a meeting place for the community. It has continued to be used as a meeting place for the community and also as a place for local celebrations.

As the community grew and the needs diversified, the Country Club became the primary social venue and a venue for sporting activities. As indicated from the discussions with the Department of Racing, Wagin and Liquor, premises such as the Country Club are generally utilised as the venue for gaming events.

In this case, from a premises suitability point of view, it would be preferable to use the Country Club. The use of the Meckering Hall could be seen by the community as competition, which would not be acceptable in such a small community. In addition, the hall may not have suitable amenities or disabled accessible facilities to be deemed suitable for the proposal.

### **Consultation**

The Applicant initially advised that he had contacted local community groups but had not received any interest in the activity and suggested, similar to his start up in Kalgoorlie, that non-local community groups could be approached.

During the assessment of this application, an Officer from the Department of Racing, Gaming and Liquor with Council's Planner to provide clarification on the approval process and was advised as follows:

- Premises approval from the local government is required under Section 55 of the *Gaming and Wagering Commission Act 1987* prior to a permit being issued. The premises approval states that the premise is fit to be used as a gaming venue, including suitable toilet facilities.
- Usually licensed premises, such as bowling clubs, are used in regional and rural areas for gaming activities.
- Premises must be a minimum of 100km from the Crown Casino in Perth.
- Gaming activities can only be organised by community groups and conducted by an approved person, such as the Applicant.
- Generally the community group that will benefit from the fundraising will drive the application process.

At the Ordinary Meeting of Council held on 17<sup>th</sup> September 2015, the application was deferred by Council for further consultation. Councillors Kelly and Kelly advised that they would approach their community contacts to gauge the interest in the activity. Feedback from the Councillors to date is that the community has no interest in conducting such an activity.

### **Statutory Implications**

The Shire of Cunderdin Local Planning Scheme No. 3 and the *Gaming and Wagering Commission Act 1987* apply.

#### *Shire of Cunderdin Local Planning Scheme No. 3*

The purpose of the Reserve is discussed in the Comments section of this Report and in accordance with Clause 3.4 of LPS3, the relevant matters in Clause 10.2 have been considered as follows:

- (a) The aims and provisions of the Scheme and any other relevant local planning schemes operating within the Scheme area. *Comment* – the aims of LPS3 include securing the amenity, health and



convenience of the Shire's inhabitants. There are too many unknown aspects of this proposal to determine whether it is consistent with the aims and provisions of the Scheme.

- (b) The requirements of orderly and proper planning .... *Comment* – as indicated in this Report, the lack of tangible information raises concerns regarding the intent of the proposal and therefore approval of the application could not be considered orderly or proper planning.
- (e) Any relevant policy or strategy of the Commission and any relevant policy adopted by the Government of the State. *Comment* – The Gaming and Wagering Commission have adopted a Two-Up Policy to assist in the interpretation of the provisions of the *Gaming and Wagering Commission Act 1987*. The Act and Policy only permits 2UP games to be conducted for the purposes of raising money for the active promotion, support or conduct of any sporting, social, political, literary, artistic, scientific, benevolent, charitable or other like activity. The funds cannot be used for commercial or private gain. Private gain is defined as anything that will benefit an individual rather than the community. The Applicant has not provided any evidence that the activity will be conducted for the community and therefore the proposal is inconsistent with the provisions of the Policy.
- (g) In the case of reserved land under the Scheme, the ultimate purpose intended for the reserve. *Comment* – as discussed earlier in this Report, it is considered that the proposal is inconsistent with the purpose of the reserve (i.e. Public Purpose).
- (i) The compatibility of a use or development with its setting. *Comment* – it is considered that the proposed use could be incompatible with the Meckering townsite, primarily residential with a small town centre.
- (j) Any social issues that have an effect on the amenity of the locality. *Comment* – there are possible adverse social impacts due to potential for consumption of alcohol, increase in crime, noise and traffic. The Applicant was given the opportunity to provide additional details regarding these issues, but again did not provide sufficient detail to enable a comprehensive assessment.
- (n) The preservation of the amenity of the locality. *Comment* – there is potential for the activity to adversely affect the amenity of the locality due to the type of activity and the hours proposed.
- (q) The amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety. *Comment* – there are no details of traffic generation included in the application. Due to the hours of operation proposed, the traffic could adversely affect the amenity of the locality.
- (r) Whether public transport services are necessary and, if so, whether they are available and adequate for the proposal. *Comment* – there are no public transport services available to the participants.
- (u) Whether adequate provision has been made for access by disabled persons. *Comment* – no information provided. Access is required.
- (x) The potential loss of any community service or benefit resulting from the planning approval. *Comment* – the proposal has been submitted on the pretence of benefitting the community, however, it is possible that the activity could impact on the activities of the Country Club, which would be an unacceptable impact on the Meckering community.
- (y) Any relevant submissions received on the application. *Comment* – it was considered that there is insufficient information provided to consult the community on the application.
- (z) The comments or submissions received from any authority consulted under clause 10.1.1. *Comment* – as indicated earlier in this Report, consultation with an Officer from the Department of Racing, Wagering and Liquor has occurred.

Clauses 10.5 and 10.6 of LPS3 enable Council to issue a planning approval on a time limited or temporary basis, respectively and if Council were of the mind to approve the application, then it would be recommended that the approval be granted on a trial basis to enable a better assessment of any potential adverse impacts and positive outcomes.

#### *Gaming and Wagering Commission Act 1987*

The Act provides for the issue of a two-up permit to country race clubs and other organisations, which are located outside a 100km radius of Crown Perth, provided it is not promoted or conducted for private gain or commercial undertaking. The application for a permit under the Act must be made on behalf of a community organisation.

The Applicant is not making the application on behalf of a community organisation and has not demonstrated the proposal is not for private gain or commercial undertaking, and has indicated in his application that he will collect an undefined percentage of the takings (a maximum of 10% under the Act).

#### **Policy Implications**

The proposal is inconsistent with the Shire of Cunderdin Local Planning Scheme No. 3 and the *Gaming and Wagering Commission Act 1987*.

#### **Financial Implications**

There are no financial implications for the Shire of Cunderdin.

#### **Strategic Implications**

##### Cunderdin Community Strategic Plan

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

##### Social

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

##### Environmental

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

##### Economic

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

The proposal is considered inconsistent with the aims of the Plan, particularly as a local community beneficiary has not been obtained.

**Resolution 10.1**

**THAT Council resolves to:**

**Refuse the application for planning approval to conduct two-up games as a community fundraising activities at the Meckering Hall in accordance with Clause 10.3(b) of the Cunderdin Local Planning Scheme No. 3, for the following reason:**

- 1. The proposed use of the Meckering Hall for 2UP games is not consistent with the purpose of the Reserve for Public Purposes in accordance with Clause 3.4.1 of the Cunderdin Local Planning Scheme No. 3.**
- 2. The Applicant has failed to demonstrate that the proposed 2UP games will be of benefit to the Meckering community, which is inconsistent with Clause 3.4.1 of the Cunderdin Local Planning Scheme No. 3.**
- 3. The application does not include sufficient information to demonstrate that activity will not affect the amenity of the locality and residents, as required by Clause 10.2 (i), (j) and (n) of the Cunderdin Local Planning Scheme No. 3.**
- 4. The proposed landfill is ad-hoc and is not consistent with the requirements of orderly and proper planning, as required by Clause 10.2(b) of the Cunderdin Local Planning Scheme No. 3.**

**Moved: Cr Dianne Kelly**

**Seconded: Cr Doug Kelly**

**Vote – Simple majority**

**Carried: 6/0**

## 10.2 Proposed Local Planning Policy – Outbuildings

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Shire of Cunderdin
<b>Date:</b>	8 <sup>th</sup> October 2015
<b>Author:</b>	Jacky Jurmann – Planner
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	
<b>Attachment/s:</b>	Proposed Policy

### Proposal/Summary

It is proposed to resolve to adopt for the purposes of advertising the Draft Local Planning Policy (as attached to this Report) to improve regulation and simplify approval processes relating to the construction of outbuildings.

### Background

Residents of the Shire of Cunderdin have different needs to those in Metropolitan Perth, therefore this Policy recognises the need to vary the usual Residential Design Code recommendations by increasing outbuilding space (areas and heights) for garaging of vehicles, storage of boats, caravans and other items, domestic workshops, games rooms, studios, stables, etc. As a general rule people expect to be able to have larger outbuildings on larger lots.

Many local residents are downsizing and/or moving from farms and require larger and higher storage needs, as long as there are no adverse impacts on neighbours, the streetscape or amenity of the area, it is acceptable for Council to vary the provisions of the R-Codes that is a one-size fits all State-wide policy.

The currently Planning Policy No. 2 adopted 21<sup>st</sup> November 2003 is as follows:

- 2.1 All sheds, outbuildings or ancillary buildings within a residential zone over 60m<sup>2</sup> in area or with an overall 3000mm wall height are to be referred to Council for their specific approval in the first instance.
- 2.2 All proposed house dwellings within a residential area over 3000mm in effective height must gain the approval of Council.
- 2.3 Applications for ancillary buildings outside the aforesaid limitations must be accompanied with justification for the area of the ancillary outbuildings, or justifications for any features which cause the wall height to exceed 3000mm.

The current policy is inconsistent with Council's recently adopted Delegations and State Planning Policy 3.1 – Residential Design Codes. It has been varied numerous times, as it does not meet the current needs of the residents, which consequently decreases significantly the Policy's weight when considering applications for planning approval.

### Comment

This is the first step in the process for the adoption of a new policy to improve the regulation of outbuildings in the Shire of Cunderdin.

The new policy will reduce the application requirements for landowners, enabling most applications to avoid the additional time and costs associated with the planning application process.

Currently the delegations to the Chief Executive Officer enable variation of policy where it is considered appropriate and where no objections have been received. It is intended to use as a guide a 10% variation of the proposed Policy's floor area and height provisions as appropriate in most circumstances. Any greater variations will be referred to Council for determination.

### **Consultation**

Clause 2.4.1 of the Cunderdin Local Planning Scheme No. 3 sets out the requirements for Community consultation for adopting, amending and rescinding local planning policies.

### **Statutory Implications**

#### **State Planning Policy 3.1 – Residential Design Codes**

Clause 7.3, enables the Shire to adopt a local planning policy, if it is consistent with the provisions of the R-Codes, to provide local objectives for housing design and development to guide the consideration of the decision-maker to judge proposals.

#### **Shire of Cunderdin Local Planning Scheme No. 3**

Part 2 of the Cunderdin Local Planning Scheme No. 3 sets out the provisions for making, amending and revoking local planning policies, including the advertising and community consultation requirements.

Local planning policies are not binding and should be used by Council to make informed decisions when considering applications for planning consent.

### **Policy Implications**

The adoption of a local planning policy will provide Council a basis in which to make informed and consistent decisions for the construction of outbuildings within the Shire.

### **Financial Implications**

There are minor costs associated with the advertising of the Draft and Final Local Planning Policy.

### **Strategic Implications**

#### **Cunderdin Community Strategic Plan**

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

##### **Social**

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

##### **Environmental**

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

Economic

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

The adoption of policies to provide a basis for consistent decision making will assist Council in achieving the community's objectives for the Shire.

**Resolution 10.2**

**THAT Council:**

- 1. Adopt the Local Planning Policy – Outbuildings (as attached to this Report) for the purposes of advertising.**
- 2. Advertise the Local Planning Policy – Outbuildings in accordance with the provisions of Clause 2.4.1 of the Cunderdin Local Planning Scheme No. 3.**
- 3. Receive a further report following the Community consultation period to consider adoption of the Local Planning Policy – Outbuildings.**

**Moved: Cr Todd Harris**

**Seconded: Cr Norm Jenzen**

**Vote – Simple majority**

**Carried: 6/0**

## 11 Urgent Items

Nil

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

### 12.1 Manager Works & Services – Contract of Employment Extension

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	8 <sup>th</sup> October 2015
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Yes
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

Mr Ian Bartlett, Manager Works & Services, declares a Financial Interest in this item.

6:49pm Mr Ian Bartlett departed the Council Chamber.

#### **Proposal/Summary**

To endorse the Employment Contract Extension for an additional period of two (2) years for Mr Ian Bartlett in the position of the Manager Works and Services, under the terms and conditions of his current contract of employment.

#### **Background**

Mr Bartlett commenced employment with the Shire of Cunderdin in the capacity of Manager Works & Services on Monday 11 February 2013.

During his current tenure of Employment he has proven to be a very worthy Shire Manager.

#### **Comment**

Ian attends to all aspects of Council's Works and Services in a professional and competent manner. He also demonstrates a willingness to engage with the local community and plays an important advocacy role for the Shire in this regard.

I have no hesitation in recommending to Council that Ian's contract of employment be extended for an additional two (2) year period to 11<sup>th</sup> February 2018.

#### **Consultation**

Mr Ian Bartlett

#### **Statutory Implications**

*Local Government Act 1995, s5.37 Senior employees*

- (1) A local government may designate employees or persons belonging to a class of employee to be senior employees.
- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

#### **Cunderdin Community Strategic Plan**

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

#### **Social**

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

#### **Environmental**

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

#### **Economic**

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

### **Resolution 12.1**

#### **That Council:**

- 1. Endorses the two (2) year Contract Employment Extension, to 11<sup>th</sup> February 2018, for Mr Ian Bartlett in the position of Manager Works and Services with the Shire of Cunderdin, in accordance with the terms and conditions of his current contract of employment.**

**Moved: Cr Doug Kelly**

**Seconded: Cr Dennis Whisson**

**Vote – Simple majority**

**Carried: 6/0**



**13. Closure of meeting**

There being no further business the Shire President declared the meeting closed at 6.54pm.