



Shire of Cunderdin

Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on Thursday 16th June 2016 in the Council Chambers, Lundy Avenue Cunderdin commencing at 5:00pm.

A handwritten signature in black ink, appearing to read 'Peter Naylor'.

Peter Naylor
Chief Executive Officer

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AGENDA

1. Declaration of opening

The President declared the meeting open at 5.00pm

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

Response to previous public questions taken on notice

Declaration of public question time opened at

Declaration of public question time closed at

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 AE (Alison) Harris	
Cr TE (Todd) Harris	
Cr NW (Norm) Jenzen	
Cr DB (Doug) Kelly	
Cr DG (Dianne) Kelly	

Apologies

On Leave of Absence

Cr B (Bernie) Daly	Granted 19 th May 2016
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Staff

Peter Naylor	Chief Executive Officer
Paul Godfrey	Deputy Chief Executive Officer
Ian Bartlett	Manager Works & Services
Meredith Lee-Curtis	Governance/Compliance Officer (to 5.29pm)

Guests of Council

Members of the Public

Applications for leave of absence

Declaration of Members and Officers Financial Interests

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 19th May 2016

Location:	Cunderdin
Applicant:	Administration
Date:	19 th May 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	N/A
File Reference:	Nil
Attachment/s:	56 pages

Proposal/Summary

Council to confirm the minutes of the Ordinary Council Meeting held on Thursday 19th May 2016.

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 19th May 2016, be confirmed as a true and correct record.**

Moved: Cr Norm Jenzen

Seconded: Cr Alison Harris

Vote – Simple majority

Carried: 7/0

Note to this item:

The President will sign the minute declaration.

7. Finance & Administration

7.1. Financial Reports for May 2016

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	10 June 2016
Author:	Paul Godfrey
Item Approved by:	Chief Executive Officer
File Reference:	Nil
Attachment/s:	

Proposal/Summary

The financial position as at 31st May 2016 is presented for consideration.

Appendices - Financial Statements

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 receive the monthly financial reports to 31st May 2016.

Moved: Cr Dennis Whisson

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried: 7/0

7.2 Accounts Paid – May 2016

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Paul Godfrey
Report Date:	10 June 2016
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	19 Pages (2 attachments)

Proposal/Summary

Council is requested to confirm the payment of Accounts totalling \$765,228.96 for May 2016 as listed in the Warrant of Payments for the period 1st May to 31st May 2016.

Attachments

Warrant of Payments for 1st May to 31st May 2016.

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 \$ 765,228.96 for the month of May 2016, from the Municipal Fund be confirmed and noted.

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

Moved: Cr Doug Kelly

Seconded: Cr Todd Harris

Vote – Simple majority

Carried: 7/0

Listing of Accounts Paid During May 2016

Cheque /EFT No	Date	Name	Description	Amount
EFT611	06/05/2016	Covs Parts Pty Ltd	VARIOUS PARTS	145.26
EFT612	06/05/2016	Wurth	Cutting dsics and Engine Sealing compound	471.50
EFT613	06/05/2016	Avon Waste	rubbish charges	10,613.81
EFT614	06/05/2016	WA Contract Ranger Services	ranger services	631.12
EFT615	06/05/2016	Glenwarra Development Services	planning consultant fee	9,900.00
EFT616	06/05/2016	FILTERSPLUS	air and oil filters	258.06
EFT617	06/05/2016	Globe	Vectorforce 5L x3	796.40
EFT618	06/05/2016	Combined Tyres Cunderdin	tyres and disposal	1,141.80
EFT619	06/05/2016	Hitachi Construction Machinery (Aus) Pty Ltd	Strap	1,064.57
EFT620	06/05/2016	Shire of Northam	old quarry tipping fees	3,619.00
EFT621	06/05/2016	Leeson Haulage	washed granite cartage	7,388.77
EFT622	06/05/2016	Cr Dennis Whisson	Ordinary Council Meeting April 16	225.00
EFT623	06/05/2016	Cr Todd Harris	OCM April 2016	225.00
EFT624	06/05/2016	Cr Norm Jenzen	OCM April 2016	225.00
EFT625	06/05/2016	Regional Concrete & Plumbing	concrete sports centre	4,992.80
EFT626	06/05/2016	LGIS	Chemcert training	2,450.00
EFT627	06/05/2016	AMJ Industries	Inspect and Test MARCOMM @ Airfield	49.50
EFT628	06/05/2016	JR & A Hersey	white and red delineator and Sand Bags	874.28
EFT629	06/05/2016	Av-Sec Security	Montioring Quarter Fee	180.20
EFT630	06/05/2016	Cunderdin Community Resource Centre	advertising	20.00
EFT631	06/05/2016	Skipper Trucks	parts	1,799.53
EFT632	06/05/2016	Pestex Co	Bridge Maintenance	6,292.00

Cheque /EFT No	Date	Name	Description	Amount
EFT633	06/05/2016	Cr Alison Harris	OCM April 2016	225.00
EFT634	06/05/2016	Cr. Bernard Daly	OCM AND TRAVEL EXPENSES April 2016	357.00
EFT635	06/05/2016	Safegate Australia Pty Ltd	Lamp x 25 and frieght	151.25
EFT636	06/05/2016	IXOM	chlorine gas	81.84
EFT637	06/05/2016	Woonwooring Kelpies	Supply gravel	13,200.00
EFT638	06/05/2016	Alans Auto Electrics & Air Conditioning	Engel Cord	60.50
EFT639	06/05/2016	Australias Golden Outback	co op funding	500.00
EFT640	06/05/2016	Hanson Construction Materials Pty Ltd	GRANITE	12,666.46
EFT641	06/05/2016	Midalia Steel	colourbond	1,002.05
EFT642	06/05/2016	Data#3	Microsoft office Proffesional plus	1,604.68
EFT643	06/05/2016	Ausco Modular	disabled ablution	6,417.95
EFT644	06/05/2016	Solargain PV Pty Ltd	10% deposit	1,249.00
EFT645	06/05/2016	C.Y.O'connor Institute	provide first aid training for day care staff	367.28
EFT646	06/05/2016	Lloyds Earthmoving	compost	80.00
EFT647	06/05/2016	Momar Australia Pty Ltd	Twenty S 50 Litre	1,113.75
EFT648	06/05/2016	Baxters Rural Centre KB	canopy	2,485.99
EFT649	06/05/2016	DC & NK Beard	loader hire fire work	907.50
EFT650	06/05/2016	AIT Specialists Pty Ltd	proffesional service re fuel tax credits	2,573.45
EFT651	06/05/2016	Earthstyle Contracting Pty Ltd	Maintenance gradin Leeson Rd	8,398.50
EFT652	06/05/2016	Country Ford	30000km service	513.15
EFT653	06/05/2016	EASTWAYS	toilet paper and hand towels	642.18
EFT654	06/05/2016	Covs Parts Pty Ltd	globes and fuse blades	38.34
EFT655	06/05/2016	Regional Concrete & Plumbing	Install RPZ	4,342.80

Cheque /EFT No	Date	Name	Description	Amount
EFT656	06/05/2016	AMJ Industries	town hall meckering maintenance	171.60
EFT657	06/05/2016	Hanson Construction Materials Pty Ltd	granite	22,172.85
EFT658	12/05/2016	Cunderdin Co-Op	punnets and potted plants	3,329.58
EFT659	12/05/2016	Adam Takacs	Security System for pool	1,721.50
EFT660	18/05/2016	R.W.E Robinson & Sons Pty Ltd	Retention relating to Contract BCSF14 - Cunderdin Sporting Facility	119,942.90
EFT661	18/05/2016	Department of Human Services- Child Support	Payroll deductions	1,500.00
EFT662	18/05/2016	Colonial First State	Superannuation contributions	566.79
EFT663	18/05/2016	HOSTPLUS	Superannuation contributions	235.40
EFT664	18/05/2016	WA Super	Superannuation contributions	20,474.11
EFT665	20/05/2016	Covs Parts Pty Ltd	Autospec tyre shine 20L	105.60
EFT666	20/05/2016	Avon Waste	4 x weighted base bins	1,984.00
EFT667	20/05/2016	Ausrecord	Roll Alpha Labels A	41.80
EFT668	20/05/2016	WA Contract Ranger Services	Ranger Services	233.75
EFT669	20/05/2016	IT Vision	Monthly service fee	1,925.00
EFT670	20/05/2016	Colas	bitumen sealing work	165,962.05
EFT671	20/05/2016	George Johnson EHO Consultant	meat inspection	330.00
EFT672	20/05/2016	Hitachi Construction Machinery (Aus) Pty Ltd	cap	83.48
EFT673	20/05/2016	AMJ Industries	test and replace heating element	169.24
EFT674	20/05/2016	WALGA	Elected Member course	50.00
EFT675	20/05/2016	Thompsons Signs	metal sign for rec centre	82.50
EFT676	20/05/2016	Cunderdin Community Resource Centre	Advertising	24.00
EFT677	20/05/2016	Gary Horsfield	glass Cleaning @ the museum	1,460.00

Cheque /EFT No	Date	Name	Description	Amount
EFT678	20/05/2016	Hutton & Northey Sales	p8 sprayer	120.21
EFT679	20/05/2016	Baxters Rural Centre KB	flange and bearing	56.58
EFT680	20/05/2016	Downer EDI Works Limited	Supply and lay MRWA DG14 C320 @40mm	139,705.17
EFT681	20/05/2016	Total Green Recycling	E waste Recycling	4,213.01
EFT682	20/05/2016	Alloy & Stainless Products Pty Ltd	various parts	1,204.98
EFT683	20/05/2016	Avon Paper Shred	paper shredding	396.00
EFT684	20/05/2016	One Shadesails Pty Ltd	Supply and install sails	19,200.00
EFT685	20/05/2016	M2 Technology	Visit Programming and handsets	1,848.00
EFT686	20/05/2016	Australian Tax Office- FBT	FBT Return to March 2016	990.25
EFT687	20/05/2016	Australian Tax Office	Bas April 2016	29,941.00
EFT688	23/05/2016	Cunderdin Co-Op	purchase of Bulk Fuels	9,080.00
EFT689	25/05/2016	Avdata	Airfield charges	599.29
EFT690	25/05/2016	AIR LIQUIDE	Cylinder Fee	103.64
EFT691	25/05/2016	Avon Waste	Rubbish Service	10,845.14
EFT692	25/05/2016	Goodfield Quality Meats	water	37.50
EFT693	25/05/2016	Australia Post	post charges	132.05
EFT694	25/05/2016	FILTERSPLUS	various filters	641.42
EFT695	25/05/2016	Globe	fule cap	41.03
EFT696	25/05/2016	Cunderdin Elders Limited	Oil, Triclopyr, Lynx	737.00
EFT697	25/05/2016	Shire of Northam	Old Quarry Tipping Fees	3,598.10
EFT698	25/05/2016	Cr Dennis Whisson	OCM Sitting Fee 19th May	225.00
EFT699	25/05/2016	Cr Todd Harris	OCM Sitting Fee May 2016	225.00
EFT700	25/05/2016	Cr Norm Jenzen	OCM Sitting Fee May 2016	225.00
EFT701	25/05/2016	LGIS	Regional Risk Co ordinator Program 15/16	3,820.30
EFT702	25/05/2016	Plastic Card Customization	Rubbish Cards 16-17	1,081.80

Cheque /EFT No	Date	Name	Description	Amount
EFT703	25/05/2016	AMJ Industries	fix fault at meckering hall	335.61
EFT704	25/05/2016	Cr Alison Harris	OCM SITTING FEE MAY 2016	225.00
EFT705	25/05/2016	Cr. Bernard Daly	OCM Sitting Fee May 2016	225.00
EFT706	25/05/2016	Avon Paper Shred	shredding	66.00
EFT707	25/05/2016	Brake And Clutch Services Northam	Springbrake	163.00
EFT708	25/05/2016	Tutt Bryant Equipment	Spare Tyre and Rim	1,826.00
EFT709	25/05/2016	Earthstyle Contracting Pty Ltd	Various hire of earthmoving equipment	23,880.00
EFT710	25/05/2016	EASTWAYS	Spray and Wipe, superwipes and disinfectant	181.74
DD322.1	04/05/2016	Paul White	Rent 17 Marg ST	500.00
DD331.1	16/05/2016	SG Fleet	Cesm Vehicle	1,017.96
DD331.2	16/05/2016	Westnet	pauls internet	49.95
DD331.3	18/05/2016	Paul White	Rent 17 Marg ST	500.00
DD357.1	03/05/2016	Westpac Banking Corporation Visa	Credit card Statement 16 Mar - 17 Apr 2016	2,071.17
11004	06/05/2016	Water Corporation	sports ground water	22,441.39
11005	06/05/2016	Synergy	power lundy ave	2,359.60
11006	06/05/2016	Jason Signmakers	signs	403.88
11007	06/05/2016	Telstra	day care phone	99.22
11008	06/05/2016	SMJ United Pty Ltd	sandwiches and fruit platter	240.82
11009	06/05/2016	Cr Ronald Clive Gibsone	OCM April 2016	463.00
11010	06/05/2016	Cr Dianne Kelly	OCM april 2016	225.00
11011	06/05/2016	Cr Douglas Brian Kelly	OCM April 2016	225.00
11012	06/05/2016	Courier Australia	freight	231.13
11013	06/05/2016	Jason Signmakers	signs	610.50
11014	18/05/2016	Medical & Associated Professions	Superannuation contributions	1,390.89

Cheque /EFT No	Date	Name	Description	Amount
		Superannuation Fund		
11015	18/05/2016	MLC Nominees PTY LTD	Superannuation contributions	616.33
11016	18/05/2016	Australian Super	Superannuation contributions	357.72
11017	18/05/2016	BT Super for Llife	Superannuation contributions	3,557.96
11018	18/05/2016	Westscheme Superannuation	Superannuation contributions	1,146.46
11019	20/05/2016	Cunderdin Medical Practice	Ian Flu Shot	150.00
11020	20/05/2016	Shire of Jerramangup	LGMA Development Day	230.00
11021	25/05/2016	Water Corporation	Water At Airport	1,286.52
11022	25/05/2016	Synergy	Street Lights	5,873.85
11023	25/05/2016	Telstra	Phone bills	3,085.09
11024	25/05/2016	Cr Ronald Clive Gibsone	OCM Sitting Fee	463.00
11025	25/05/2016	Cr Dianne Kelly	OCM Sitting Fee May 2016	225.00
11026	25/05/2016	Cr Douglas Brian Kelly	OCM Sitting Fee May 2016	225.00
11027	25/05/2016	Perfect Computer Solutions	pre purchased hours	4,175.00
11028	25/05/2016	Courier Australia	freight	129.28
			TOTAL	

7.3 Council Investments – As at 31st May 2016

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Paul Godfrey
Report Date:	10 June 2016
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

To inform Council of its investments as at 31st May 2016.

Background

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

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

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

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

Commentary

COUNCIL INVESTMENTS				
Institution	Amount Invested	Investment type	Municipal Funds	Reserve Funds
Westpac Banking Corporation		Business Cash Reserve		
Westpac Banking Corporation	\$569,516.18	Reserves Term Deposit 24-1837 2.00% Expires : 24/06/2016		\$569,516.18
Westpac Banking Corporation	\$701,115.31	Business Cash Reserve 22-3647 1.30%	\$701,115.31	
TOTAL INVESTMENTS	\$1,270,631.49		\$701,115.31	\$569,516.18

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 May 2016 be received and noted.

Moved: Cr Dianne Kelly

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried: 7/0

7.4 Shire of Cunderdin Meeting Dates for 2016/2017

Location:	Shire of Cunderdin
Applicant:	Chief Executive Officer
Date:	10 June 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

For Council to consider the Council and Committee meetings dates and times for the 2016/2017 financial year.

Background

Each year Council is required to set the dates for their Ordinary and Committee meetings for the next financial year.

Currently Ordinary Meetings of Council are held on the third (3rd) Thursday of each month, with the exception of the month of January (when there is no scheduled meeting), commencing at 5:00pm.

Comments

The current meeting schedule has been in place for some time and appears to work well for the Council members, and provides reasonable opportunity for members of the community to attend the meetings if they desire.

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996, Council must give local public notice of the times, dates and place for Ordinary and Committee meetings.

Consultation

Nil

Statutory Implications

Local Government Act 1995 – section 5.3 Ordinary and Special Meetings of Council

5.3. Ordinary and special council meetings

- (1) *A council is to hold ordinary meetings and may hold special meetings.*
- (2) *Ordinary meetings are to be held not more than 3 months apart.*
- (3) *If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

Local Government (Administration) Regulations 1996 – Regulation 12 Public Notice of Council and Committee meetings

12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*
- (3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.*

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 adopts and provides Local Public Notice for the following Ordinary Council and Committee Meetings dates, time and places for the 2016/2017 financial year:

1. The date for Ordinary Council Meetings be as follows, commencing at 5:00pm and being held in the Council Chambers, Lundy Avenue, Cunderdin:

Month	Meeting Date
July 2016	Thursday 21 July 2016
August 2016	Wednesday 17 August 2016
September 2016	Thursday 15 September 2016
October 2016	Thursday 13 October 2016
November 2016	Thursday 17 November 2016
December 2016	Thursday 15 December 2016
January 2017	No meeting
February 2017	Thursday 16 February 2017
March 2017	Thursday 16 March 2017
April 2017	Thursday 20 April 2017
May 2017	Thursday 18 May 2017
June 2017	Thursday 15 June 2017

2. Cunderdin Museum Committee Meetings will be held on the third (3rd) Wednesday of each third month, four times per year (February, May, August & November) commencing at 7:30pm at the Cunderdin Museum, Forrest Street, Cunderdin.
3. Audit Committee meetings will be held as and when required with local public notice given on those occasions where the public are invited to attend.
4. Local Emergency Management Committee (LEMC) meetings are to be held four (4) times per year on the last Wednesday of each third (3rd) month, August, November, February & May, commencing at 5:00pm in the Council Chamber, Lundy Avenue, Cunderdin.

Moved: Cr Norm Jenzen

Seconded: Cr Alison Harris

Vote – Simple majority

Carried: 7/0

7.5 Application for Grant Funding – O’Connor Park Stage Upgrade

Location:	Cunderdin
Applicant:	Administration
Date:	10 June 2016
Author:	Kayla James
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	9 attachments (totalling 39 pages)

Proposal/Summary

Presenting for Council consideration an application for funding to the Department of Culture and the Arts, Regional Venues Improvement Fund for the installation of a dome shelter over the Stage located in O’Connor Park, Cunderdin. Also to be installed is a footpath and ramp to the staging area to enable people with disability to access this facility.

Background

Works of the proposed facility to commence in 2016/17 financial year, subject to successful grant funding application.

Comment:

A condition of the Application requires written support from the venue owner, in this case the Shire of Cunderdin, in the form of a formal letter and requires Council approval by ratification at an Ordinary Council Meeting.

Staff have consulted Advance Weather Protection (AWP) and are currently awaiting an updated Quote for the Dome structure.

Consultation:

- Advance Weather Protection (AWP), Cunderdin (design and manufacture)
- Tony Jasper (AMJ Industries)
- Ian Bartlett (Manager Works & Services)

Statutory Environment:

Nil

Policy Implications

Nil

Financial Implications

\$25, 215.00 requested from Council, including ‘in-kind’ works, of the \$75, 646 total cost of the project.

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 Application is designed to help create a culture of inclusion and universal access for people of all abilities.

Resolution 7.5

That Council endorse the Department of Culture and the Arts - Regional Venues Improvement Fund – Application, Attachment No. 7.5.1.

Moved: Cr Dennis Whisson

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 4/3

7.6 Community Strategic Plan – Desktop Review

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	10 June 2016
Author:	Meredith Lee-Curtis
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	CSP - 16 Pages

Proposal/Summary

Council is to consider the draft Desktop Review of the Community Strategic Plan prepared by the Compliance / Governance Officer, Meredith Lee-Curtis.

Background

Integrated planning and reporting gives local governments a framework for establishing local priorities and to link this information to operational functions. Three major parties are involved in the development of an integrated plan: the local government administration, the Council and the community. Each party has a unique role and responsibilities for effective and sustainable integrated planning and reporting, with the *Local Government (Administration) Regulations 1996* requiring each local government to adopt a Strategic Community Plan.

A successful integrated planning and reporting process will deliver the following outcomes:

- a Strategic Community Plan that clearly links the community's aspirations with the Council's vision and long term strategy
- a Corporate Business Plan that integrates resourcing plans and specific council plans with the Strategic Community Plan, and
- a clearly stated vision for the future viability of the local government area.

The Integrated Planning and Reporting Framework and Guidelines have been developed as part of the State Government's Local Government Reform Program. They reflect a nationally consistent approach to integrated planning as expressed by the Council of Australian Governments' Local Government Planning Ministers' Council.

The Framework:

- recognises that planning for a local government is holistic in nature and driven by the community
- builds organisational and resource capability to meet community need
- optimises success by understanding the integration and interdependencies between the components, and
- emphasises performance monitoring so that local governments can adapt and respond to changes in community needs and the business environment.

The Framework and Guidelines provide a process to:

- ensure community input is explicitly and reliably generated
- provide the capacity for location-specific planning where appropriate
- update long term objectives with these inputs
- identify the resourcing required to deliver long-term objectives, and
- clearly convey long term financial implications and strategies.

Comments

The amendments to the draft Desktop Review of the Shire of Cunderdin Strategic Community Plan have been developed in accordance with the guidelines and integrates the community's aspirations in its development, review and implementation.

The plan also takes into consideration previous research and planning documents, including the Shire of Cunderdin Plan for the Future, Revised Regional Business Plan Executive Summary and the recently completed Disability Access and Inclusion Plan.

Consultation

Not applicable

Statutory Implications

All local governments are currently required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995*. Regulations have been made under S5.56(2) of the Act to briefly outline the minimum requirements to achieve this.

The minimum requirement to meet the intent of the plan for the future is the development of a Strategic Community Plan and a Corporate Business Plan.

Local Government Act 1995 – Local Government (Administration) Amendment Regulations (No. 2) 2011– Section 19C – Planning for the future: strategic community plans – s. 5.56

- (1) A local government is to ensure that a Strategic Community Plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A Strategic Community Plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A Strategic Community Plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current Strategic Community Plan for its district at least once every 4 years.
- (5) In making or reviewing a Strategic Community Plan, a local government is to have regard to –
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its Strategic Community Plan, including extending the period the Plan is made in respect of.

- (7) A council is to consider a Strategic Community Plan, or modifications of such a Plan, submitted to it and is to determine* whether or not to adopt the Plan or the modifications.

*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a Strategic Community Plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the Plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a Strategic Community Plan and when preparing modifications of a Strategic Community Plan.
- (10) A Strategic Community Plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the Plan or the preparation of modifications of the Plan.

Policy Implications

Nil

Financial Implications

Local advertising of the Desktop Review of the Community Strategic Plan is required. These costs are included in the current budget.

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:

- 1. Adopt the draft Desktop Review of the Community Strategic Plan 2013-2022.**
- 2. Submit a copy of the Community Strategic Plan 2013-2022 to the Minister for Local Government and Communities for information.**

Moved: Cr Todd Harris

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 7/0

7.7 Shire of Cunderdin Delegations

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	10 June 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	86 Pages

Proposal/Summary

Council to review and adopt delegations to the Chief Executive Officer.

Background

Local Government Act 1995, section 5.42 provides for a local government to delegate some of its powers and duties to the Chief Executive Officer, section 5.46(2) states “that at least once in every financial year, delegations made under this Division are to be reviewed by the delegator”.

Comments

A comprehensive review was undertaken by the Chief Executive Officer in November 2015. The Delegations Register is to be reviewed each year.

All of the delegations are satisfactory and meet the legislative requirements; however Delegation 6 – Payments from Municipal Fund and Trust Fund needed to be amended to include purchase and payment authorities for the Deputy CEO and Manager Works and Services.

Consultation

Staff of the Shire of Cunderdin,
Relevant recent changes to Legislation.

Statutory Implications

Local Government Act 1995.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Resolution 7.7

That Council resolves that:

- 1. Pursuant to S5.42 of the *Local Government Act 1995* and other enabling legislation, Council by Absolute Majority delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations.**

Moved: Cr Doug Kelly

Seconded: Cr Dennis Whisson

Vote – Absolute majority

Carried: 7/0

7.8 Western Australian Local Government Association – Annual General Meeting and Annual 2016 WA Local Government Convention

Location:	Perth Convention and Exhibition Centre
Applicant:	Chief Executive Officer
Date:	1 st June 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	13 Pages (2 attachments)

Proposal/Summary

Invitation extended to Council to formally nominate its voting delegates (2) for the Western Australian Association (WALGA) Annual General Meeting to be held on Wednesday 3rd August 2016, during the 2016 Annual WA Local Government Convention.

Background

The 2016 Annual WA Local Government Convention is to be held at the Perth Convention & Exhibition Centre commencing on Wednesday 3rd August to Friday 5th August 2016 (inclusive).

The Annual General Meeting (AGM) will be held on Wednesday 3rd August commencing at 1:30pm.

Comment

Pursuant to the WALGA Constitution, Council is entitled to register two (2) voting delegates for the AGM. Voting delegates may be either elected members or serving officers. Council can also register proxy delegates in the event that a voting delegate is unable to attend the AGM.

In 2015 Council's Voting Delegates were Cr's Gibsone and Whisson, with the Chief Executive Officer as the Proxy Voting Delegate.

A copy of the 2016 Annual WA Local Government Convention Information & Registration Brochure is circulated as an electronic attachment with the Council Meeting Agenda, a hard copy can be provided on request.

As in previous years an invitation is extended to all Councillors and their partners to attend the Convention.

Accommodation has been reserved at the Adina Apartment Hotel for those attending the conference that requires accommodation. The Adina Apartment Hotel is adjacent to the Perth Convention & Exhibition Centre.

In addition to the Convention the Shire President and Chief Executive Officer have registered to attend the Special State and Local Government Forum to be held at 8:30am on Wednesday 3rd August 2016, prior to the Annual General Meeting.

Consultation

Nil

Statutory Implications

Local Government Act 1995 Part 5 Division 8

Section 5.98 (extract) Fees etc. for council members

- (2) A council member who incurs an expense of a kind prescribed as being an expense*
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).*
- (3) A council member to whom subsection (2) applies is to be reimbursed for the expense*
 - (b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the prescribed range (if any) of reimbursement, to that extent*

Local Government (Administration) Regulations 1996

Regulation 32 Expenses that may be approved for reimbursement

- (a) For the purposes of section 5.98(2) (b), the kinds of expenses that may be approved by any local government for reimbursement by the local government are*
 - (a) an expense incurred by a council member in performing a function under the express authority of the local government;*
 - (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.*
- (2) The extent to which an expense referred to in subregulation (1) can be reimbursed is the actual amount, verified by sufficient information.*

Council can resolve to reimburse Councillors for reasonable expenses associated with Local Government week. These expenses may include travel and meals.

Policy Implications

Nil

Financial Implications

Council makes provision on the annual budget for Councillors to attend the Local Government Convention.

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 7.8

That Council:

- 1. Supports Elected Members interested in attending the 2016 Annual WA Local Government Convention from Wednesday 3rd August to Friday 5th August 2016, inclusive.**
- 2. Registers Cr Clive Gibsone and Cr Dennis Whisson as the Voting Delegates for the Shire of Cunderdin at the Western Australian Local Government Association Annual General Meeting on Wednesday 3rd August 2016.**
- 3. Registers Cr Alison Harris and Chief Executive Officer Peter Naylor as the Proxy Voting Delegates to the WALGA AGM.**
- 4. Reimburse Councillors for reasonable out of pocket expenses relating to travel and meals associated with attending the Local Government Convention.**

Moved: Cr Todd Harris

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried: 7/0

5:29PM

Meredith Lee-Curtis left the meeting

8 Environmental Health & Building

Nil

9. Works & Services

9.1 Works & Services Report

Location:	Cunderdin
Applicant:	Manager Works and Services
Date:	May 2016
Author:	Manager works and Services
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachment/s:	Nil

Proposal/Summary

Council is to receive the Works and Services Report for May 2016

Construction

- Completed intersection works on Minnivale/Cunderdin-Wyalkatchem Roads.
- Completed asphalt work on the 'S' bends on Cunderdin-Quairading Road.

General Maintenance – Roads listed have had maintenance carried out on them:-

- Verge clearing on Cunderdin-Quairading, Cubbine and Quellington Roads.
- Checked and sprayed around Shire bridges.
- Replaced guide posts on Woonwooring and Quellington Roads.
- Tree mulching completed for road verge clearing on Loton, Fullers and Cousin Roads.
- Repaired a large pothole on Nambling Road.
- Removed burnt out car on Snooke Road.
- Fixed blow outs on Flowery Patch, Wilson, Scaddan, Fullers and Cousin Roads.
- Removed fallen tree from Cunderdin-Quairading Road.
- Patching of Cunderdin town streets.
- Winter grading carried out on Fulwood, Fullers, Coalling, RPF North, Cunderdin Hill, Main Street East, Henderson, Watercarrin, Hudson, Gangell, Beards, Adams and 17 Mile Gate Roads.

Replaced/Repaired the following signs:-

- Cunderdin-Wyalkatchem and Woonwooring Roads.

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 and the Recreation Centre

- Carried out general mowing, weeding, whipper-snipping and general clean-up of parks and oval.
- Planted annuals in gardens at Admin and along Main Street.

Building and Other Maintenance

- Constructed a roof over the oil storage area to keep pigeon droppings off the drums.

Road Side and Verge Spraying

- Commenced chemical spraying on Cunderdin town streets.

Cemeteries

- No funerals for May.

Airfield Maintenance

- Weekly reporting and checking water bombing building and plant.
- Weed spraying and runway inspections.
- No lights damaged.

Plant Maintenance

- No major breakdowns to report

Waste Services

- Both transfer stations are working well and no complaints received.
- Commenced carting out scrap metal again.

Works and Services Staff

- Nothing to report.

Traffic Counters

- Nothing to report.

Other Matters

Nil

Statutory Implications

Local Government Act 1995

Financial Implications

Nil

Resolution 9.1

That Council:

- 1. Receives the Works and Services Report for May 2016.**

Moved: Cr Alison Harris

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried: 7/0

9.2 Main Roads WA – Wheatbelt Freight Plan

Location:	Shire of Cunderdin
Applicant:	Main Roads WA
Date:	10 th June 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	33050
Attachment/s:	3 Pages (plus maps to be tabled)

Proposal/Summary

For Council to consider the assessment of a number of Shire of Cunderdin Roads in relation to the Main Roads WA Restricted Access Vehicle Network.

Background

In late 2014, the Main Roads Wheatbelt South Regional Road Group and WA Local Government Association hosted a workshop in Koorda to facilitate discussion to address a number of cross-Shire border RAV access issues.

The aim of the workshop was to try and identify where the cross-Shire border issues have arisen with a view to the Shires having a more consistent approach for the RAV assessment of roads to enable operators to travel the full length of the road/s without the possibility of the road changing RAV Network ratings as they cross Shire boundaries.

As a result of the workshop, Main Roads have commenced the assessment and reassessment of many roads within the Wheatbelt, however there is a significant back log to be addressed.

Comment

Main Roads have issued a series of maps for each local government area within the Wheatbelt.

The process is for each local government to provide comment on the existing RAV networks and proposed RAV networks within their district.

Councillors Doug Kelly, Todd Harris and Norm Jenzen met on Thursday 9th June 2016, to review the roads within the Cunderdin Shire, and will present a verbal report to Council whilst this item is being considered.

Consultation

Wheatbelt South Regional Road Group Member Shires, in particular neighbouring local governments.
WA Local Government Association.
Main Roads WA.

Statutory Implications

Road Traffic Act 1974
Road Traffic (Vehicle) Regulations 2014

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Resolution 9.2

That Council requests Main Roads WA to provide an assessment on all roads within the Shire of Cunderdin to the standard of Restricted Access Vehicle (RAV) 4 Network rating.

Moved: Cr Doug Kelly

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 7/0

10 Planning & Development

10.1 Statutory Planning Fees & Charges 2016/17

Location:	Cunderdin
Applicant:	N/A
Date:	9 June 2016
Author:	Jacky Jurmann
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1

Proposal/Summary

The Department of Planning have notified local governments that the statutory planning fees and charges for local government will remain unchanged for the 2016/17 financial year.

The purpose of this Report is resolve to lobby WALGA and local politicians to direct the State to undertake a review of the statutory planning fees and charges to enable local government part or full cost recovery in undertaking statutory planning duties.

Background

The statutory planning fees and charges that local governments can charge are regulated under the provisions of Schedule 2 of the *Planning and Development Regulations 2009* and have remained unchanged for the past three years. The fees and charges have not been the subject of any CPI or other increases.

Notwithstanding this, the Department of Planning have increased their statutory planning fees and charges over the past few years by almost 90% and will increase their fees again in the 2016/17 financial year.

Consultation with WALGA has revealed that they have been advocating for a review of the local government statutory planning fees and charges since 2012, including commissioning a Report (attached).

The Economic Regulation Authority (ERA) has agreed to WALGA's Terms and Conditions for a full review of local government planning and building charges in 2013, however the review has not commenced and appears to be a low priority for the Premier and Minister for Finance.

WALGA has requested that local government support their request for a full review by lobbying their local politicians in the lead up to the next election.

Comment

WALGA's Report recommends that it would be appropriate to introduce a base application fee of \$50.00 for minor compliant applications and a minimum fee of \$680.00 for developments under \$50,000 in value in lieu of the current flat rate of \$147.00 for all developments under \$50,000.

At present, the majority of development applications received by the Shire are of a value under \$50,000 and would be considered minor compliant applications, and therefore if the WALGA recommendations were adopted, the fee for Applicants would be reduced. However, there are also some applications that

can involve 2 to 3 hours assessment and a site inspection where the costs of processing the application greatly exceed the application fee received. The proposed application fee of \$680.00 would enable the Shire to recover the costs associated with more involved development applications.

In total, there are 11 recommendations in the Report that would provide an improved situation for local government in the interim until a full review of the framework is conducted.

Statutory Implications

Planning and Development Regulations 2009, Schedule 2

Financial Implications

A review of the statutory planning fees and charges would have positive financial implications for the Shire.

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 SCP as it will provide better governance and improved economic viability of planning services.

Resolution 10.1

That Council:

- 1. Support WALGA's request for a full review of the local government statutory planning fees and charges.**
- 2. Request the Ministers for Local Government, Planning and Finance to commission a full review the local government statutory planning fees and charges.**
- 3. Request the local members of parliament to support a full review of the local government statutory planning fees and charges.**

Moved: Cr Todd Harris

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried: 7/0

10.2 Cunderdin Age Appropriate Accommodation Project

Location:	Lot 50 Lundy Avenue, Cunderdin
Applicant:	In-Transition Age Appropriate Accommodation Working Group
Date:	15 th June 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	10 Pages (2 attachments)

Proposal/Summary

For Council to endorse the Draft Functional Brief document prepared for the Cunderdin Age Accommodation project and the Draft Terms of Reference for the Cunderdin Age Appropriate Accommodation Project Management Committee.

Background

The In-Transition Working Group, which consisted of the Shire of Cunderdin Audit Committee, (Crs Gibsone, Whisson & Doug Kelly) and the Chief Executive Officer, and members of the WA Country Health Service have been meeting since early 2016 in relation to the Cunderdin Age Appropriate Accommodation project.

The role of the working group was to initially finalise a Financial Agreement on behalf of the Shire of Cunderdin with the WA Country Health Service for the funding allocation for the project, and then prepare a Draft Functional Brief for the project to progress to the tender stage, and Draft Terms of Reference for the Age Appropriate Accommodation Project Management Committee.

The Financial Agreement was endorsed by Council in February 2016.

The Draft Functional Brief and Draft Terms of Reference are presented for Council consideration.

Comment

The endorsement of the Functional Brief will enable the project to progress to the tender stage.

The initial tender will be for the services of an architect and / or others to work with the Project Management Committee to design and cost the project in line with required universal design standards for Aged Care and Accommodation.

Consultation

In-Transition Working Group.
WA Country Health Service.

Statutory Implications

Accommodation design must be compliant with all relevant acts and legislation including, but not limited to:

- National and State Construction and Building Codes (NCC) noting that they include the requirement for compliance with the Occupational Safety and Health Act and the Disability Discrimination Act.
- Plumbers Licensing and Plumbing Standards Regulations 2000 and Australian Standards AS 3500.
- Principles of Universal design as well as Dementia Enabling design (Refer to section 4.1).
- Livable Housing Design Guidelines 2012 and National Livable Housing Design Guidelines.

Policy Implications

Nil

Financial Implications

Nil, project funded under the Royalties for Regions Southern Inland Health Initiative Stream 6 Funding Program.

Strategic Implications

Cunderdin Community Strategic Plan

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Social

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- 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.

In deliberation on this item, Council expressed that there are two areas within the draft document that need some clarification.

1. Item 2, sub heading “Mandatory Project Specification”, dot point four (4) “Be free of known environmental hazards”.

It was noted that the proposed location for the Age Appropriate Accommodation is close to the CBH Reveal Site, Swimming Pool, and Co-op Fuel Depot, and these sites may be deemed as providing an environmental hazard.

2. Item 4, heading “Accommodation Design Requirements”, dot point four (4) “a ‘high care’ unit is required for palliative and respite care for short stay use with 3 to 4 bed occupancy designed to deliver high end care and be located nearest to the Cunderdin Health Centre”.

The wording needs to be clarified as to how long short stay is intended and as to the flexibility of this as some palliative and / or respite patients may need to be in care for an unlimited period of time.

Resolution 10.2

That Council:

1. **Endorses the Draft Functional Brief for the Cunderdin Age Appropriate Accommodation project, subject to clarification of the two (2) matters raised pertaining to:**
 - a. **“Be free of known environmental hazards”; and**
 - b. **A ‘high care’ unit is required for palliative and respite care for short stay use with 3 to 4 bed occupancy designed to deliver high end care and be located nearest to the Cunderdin Health Centre.**
2. **Endorses the Draft Terms of Reference for the Cunderdin Age Appropriate Accommodation Project Management Committee.**

Moved: Cr Doug Kelly

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 7/0

11 Urgent Items

Prior to closing the meeting, Council had a brief discussion on the correspondence received from Mr John Snooke in relation to the condition of the roads within the Shire, and the Shire Presidents response to Mr Snooke.

12. Matters for which the meeting may be closed

Nil

Following the closure of the meeting Council will be meeting with Joshua and Modupe Olanrewaju of the Karis Medical Group to have informal discussions in relation to their concerns on the Cunderdin Primary Health Care Demonstration Site project.

13. Closure of meeting

There being no further business the Shire President declared the meeting closed at 6.23pm.