



Shire of Cunderdin

Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Thursday 21st July 2016** in the Council Chambers, Lundy Avenue Cunderdin commencing at **5:03pm**.

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 5:03pm

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 B (Bernie) Daly	
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

Staff

Peter Naylor	Chief Executive Officer
Paul Godfrey	Deputy Chief Executive Officer
Ian Bartlett	Manager Works & Services
Meredith Lee-Curtis	Governance/Compliance Officer (to 5:24pm)

Guests of Council

Members of the Public

3.1 Applications for leave of absence

Resolution 3.1

That Leave of Absence be granted to:

Councillor Dianne Kelly for the Ordinary Meeting of Council scheduled to be held on Wednesday 17th August 2016.

Moved: Cr Doug Kelly Seconded: Cr Bernie Daly

Vote: Simple Majority Carried: 7/0

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 16th June 2016

Location:	Cunderdin
Applicant:	Administration
Date:	11 th July 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	N/A
File Reference:	Nil
Attachment/s:	46 pages

Proposal/Summary

Council to confirm the minutes of the Ordinary Council Meeting held on Thursday 16th June 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 16th June 2016, be confirmed as a true and correct record, subject to the inclusion of the following statement prior to the close of the meeting:**

“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.”

Moved: Cr Alison Harris

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried: 8/0

Note to this item:

The President will sign the minute declaration.

7. Finance & Administration

7.1. Financial Reports for June 2016

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	14 th July 2016
Author:	Paul Godfrey
Item Approved by:	Chief Executive Officer
File Reference:	Nil
Attachment/s:	** Pages

Proposal/Summary

The financial position as at 30th June 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 receives the monthly financial reports to 30th June 2016.

Moved: Cr Dennis Whisson

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 8/0

7.2 Accounts Paid – June 2016

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Paul Godfrey
Report Date:	14 th July 2016
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

Council is requested to confirm the payment of Accounts totalling \$ 596,313.37 for June 2016 as listed in the Warrant of Payments for the period 1st June to 30th June 2016.

Attachments

Warrant of Payments for 1st June to 30th June 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 \$ 596,313.37 for the month of June 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 Dianne Kelly

Seconded: Cr Bernie Daly

Vote – simple majority

Carried: 8/0

Listing of Accounts Paid During June 2016

Cheque /EFT No	Date	Supplier	Description	Amount
EFT711	01/06/2016	Michelle Samson	Reimbursement for costs incurred to undertake training	283.22
EFT712	03/06/2016	Cunderdin Co-Op	Various supplies	1,550.60
EFT713	03/06/2016	Glenwarra Development Services	Town Planning Consultancy	4,400.00
EFT714	03/06/2016	Combined Tyres Cunderdin	tyres repairs and fit	752.60
EFT715	03/06/2016	Cunderdin Elders Limited	pesticides for spraying	4,615.60
EFT716	03/06/2016	Regional Concrete & Plumbing	Eye wash installation	4,503.80
EFT717	03/06/2016	CDA Air & Solar	winter close down	352.00
EFT718	03/06/2016	Cunderdin Nippers	kidsport payments	265.00
EFT719	03/06/2016	AMJ Industries	sports ground hot water repairs	2,102.38
EFT720	03/06/2016	APRA AMCOS	Cunderdin Hall Licence	69.56
EFT721	03/06/2016	Cunderdin Community Resource Centre	advertising	68.00
EFT722	03/06/2016	Eastern Hills Saws and Mowers	Air Filter	54.00
EFT723	03/06/2016	Marketforce	advertising	1,264.49
EFT724	03/06/2016	Gary Horsfield	window cleaning	300.00
EFT725	03/06/2016	Cunderdin Roadhouse	meeting refreshments for the month of march april and may	416.00
EFT726	03/06/2016	Hisconfe	repair ice machine	866.25
EFT727	03/06/2016	IXOM	chlorine cylinder fee	46.38
EFT728	03/06/2016	Moore Stephens	financial reporting	2,090.00

Cheque /EFT No	Date	Supplier	Description	Amount
			workshop 23-24/5/2016	
EFT729	03/06/2016	Westrac	cap screw and washer	382.80
EFT730	03/06/2016	Baxters Rural Centre KB	PTO	3,930.86
EFT731	03/06/2016	Executive Media	advertising in caravanning australia	550.00
EFT732	03/06/2016	QK technologies	qk support to 30.6.2017	1,216.00
EFT733	03/06/2016	Fulton and Hogan	BULK BAG AND IBC	3,278.00
EFT734	03/06/2016	Beaurepaires	tyre fitting and balancing	976.40
EFT735	03/06/2016	Earthstyle Contracting Pty Ltd	hire of plant for wyola roads and shoulders	9,042.00
EFT736	03/06/2016	Courier Australia	freight	50.93
EFT737	03/06/2016	Department of Fire and Emergency Services	2015/16 ESL Quarter 4	6,421.22
EFT738	16/06/2016	Landgate	Rural UV Interim Valuation Shared	197.50
EFT739	16/06/2016	Avdata	airfield charges	1,146.81
EFT740	16/06/2016	Covs Parts Pty Ltd	Superwash, Battery and Loctite	315.50
EFT741	16/06/2016	AIR LIQUIDE	Gas Cylinder Fee	107.10
EFT742	16/06/2016	Avon Waste	rubbush services	13,377.26
EFT743	16/06/2016	Goodfield Quality Meats	Water	52.00
EFT744	16/06/2016	WA Contract Ranger Services	Ranger Services performed 25/5-3/6-8/6/2016	981.75
EFT745	16/06/2016	Australia Post	postal charges	78.85
EFT746	16/06/2016	Wattleup Tractors	Various Parts	1,295.40

Cheque /EFT No	Date	Supplier	Description	Amount
EFT747	16/06/2016	Cunderdin Elders Limited	Triasulfuron and Cohort	192.50
EFT748	16/06/2016	Hitachi Construction Machinery (Aus) Pty Ltd	water pump, pulley and gasket	1,353.39
EFT749	16/06/2016	Peak Transport	Chlorine Cylinder return	111.65
EFT750	16/06/2016	Shire of Quairading	CESM Costs	5,437.25
EFT751	16/06/2016	Macri Partners	Attending Interim Audit and Travel Reimbursement	9,076.10
EFT752	16/06/2016	Museums Australia	museums Australia Membership	179.40
EFT753	16/06/2016	Advanced Autologic PTY LTD	solvent, carby cleaner and coolant	1,158.00
EFT754	16/06/2016	HILLS CONCRETE PRODUCTS	375mm x2500mm pipes	1,600.00
EFT755	16/06/2016	Twinkarri	Tree Pruning and Mulching in various roads	26,400.00
EFT756	16/06/2016	Meredith Lee-Curtis	Reimbursement for Kms Travelled to attend training	240.16
EFT757	16/06/2016	Baxters Rural Centre KB	Fuel Hose and Hose Clamp	22.81
EFT758	16/06/2016	Uniform Fashions	Unifomrs for Admin Staff Deposit	1,608.00
EFT759	16/06/2016	Meryl Robertson	Reimbursement for travel and costs incurred to attend training	308.72
EFT760	16/06/2016	Courier Australia	freight	36.17
EFT761	16/06/2016	Country Ford	glow plugs and air filters	333.30

Cheque /EFT No	Date	Supplier	Description	Amount
EFT762	22/06/2016	Department of Human Services	Payroll deductions	1,000.00
EFT763	22/06/2016	Ausco Modular	Ablutoin Meckering Fire Shed	11,919.05
EFT764	22/06/2016	Ampac Debt Recover Pty Ltd	Debt recovery Costs	440.00
EFT765	22/06/2016	HOSTPLUS	Superannuation contributions	137.70
EFT766	22/06/2016	WA Super	Superannuation contributions	13,573.66
EFT767	29/06/2016	Colas	Bitumen Sealing Work	137,670.61
EFT768	29/06/2016	Landgate	Aerial Imagery and Service	785.40
EFT769	29/06/2016	Covs Parts Pty Ltd	oil and air filters	156.07
EFT770	29/06/2016	IT Vision	Rates Training	1,347.50
EFT771	29/06/2016	Wattleup Tractors	Parts	1,200.45
EFT772	29/06/2016	FILTERSPUS	various parts	512.38
EFT773	29/06/2016	Combined Tyres Cunderdin	TYRES AND REPAIRS	3,839.50
EFT774	29/06/2016	Cunderdin Elders Limited	METSULFRON 600 WG 500GM TITAN AG	33.00
EFT775	29/06/2016	Hitachi Construction Machinery (Aus) Pty Ltd	Various Parts	500.60
EFT776	29/06/2016	Daves Tree Service	Trim and Shape Trees	2,860.00
EFT777	29/06/2016	Cr Dennis Whisson	Council Member Sitting fee	225.00
EFT778	29/06/2016	Cr Todd Harris	Council Member Sitting fee	225.00
EFT779	29/06/2016	Cr Norm Jenzen	Council Meeting Sitting Fee	225.00

Cheque /EFT No	Date	Supplier	Description	Amount
EFT780	29/06/2016	Argent Electrical	Install pwer point for electric doors drs surgery	489.50
EFT781	29/06/2016	LGIS	Actual Wages Adjustment	9,226.84
EFT782	29/06/2016	Claw environmental	Recycle Chemical Drums (DrumMuster)	1,949.09
EFT783	29/06/2016	AMJ Industries	inspect switchboard in generator room at airfield	49.50
EFT784	29/06/2016	LGMA	Workshop rego non member	90.00
EFT785	29/06/2016	Country Copiers	copier contract	1,207.89
EFT786	29/06/2016	Cunderdin Community Resource Centre	function room hire	127.00
EFT787	29/06/2016	Star Track Express PTY Limited	Freight	211.08
EFT788	29/06/2016	Cr Alison Harris	Council Meeting Sitting Fee	225.00
EFT789	29/06/2016	Macs Agencies	4 Bags of White Rags	180.00
EFT790	29/06/2016	Donovans Engineering	4 x Mtrs 40-40-2 Angle	38.50
EFT791	29/06/2016	Kiamia Pty Ltd	Supply Gravel	14,701.50
EFT792	29/06/2016	Adam Takacs	Reimbursement for panels	261.69
EFT793	29/06/2016	Ausco Modular	Disabled Public Toilet	13,046.00
EFT794	29/06/2016	Solargain PV Pty Ltd	Solar Panels and Installation	21,202.00
EFT795	29/06/2016	Beaurepaires	Tyres Fitted and balanced	567.80
EFT796	29/06/2016	Rob's Auto Electrics	Repairs to ISEKI Mower , Isuzu Truck and Volvo Backhoe	1,494.40

Cheque /EFT No	Date	Supplier	Description	Amount
EFT797	29/06/2016	Diamler Trucks Perth	Fuso Heavy Prime Mover	184,583.30
EFT798	29/06/2016	Courier Australia	freight	42.90
EFT799	29/06/2016	EASTWAYS	Public Toilet Supplies	852.47
EFT800	29/06/2016	HOSTPLUS	Superannuation contributions	68.85
EFT801	29/06/2016	WA Super	Superannuation contributions	6,709.39
EFT802	29/06/2016	WA Super	Super Antoinette Gibson from PE 1/7/2015-PE18/5/2016	4,576.56
DD353.1	01/06/2016	Westnet	Westnet Museum	44.95
DD353.2	01/06/2016	Paul White	Rent 17 Margaret St	500.00
DD363.1	15/06/2016	Paul White	Rent 17 Margaret st	500.00
DD363.2	15/06/2016	SG Fleet	Cesm Vehicle	1,336.17
DD363.3	15/06/2016	Westnet	Staff Internet	49.95
DD408.1	30/06/2016	Paul White	Rent 17 Margaret St	500.00
11029	01/06/2016	Petty Cash	Petty cash recoup for the Museum	86.19
11030	03/06/2016	Water Corporation	water standpipe rabbit proof fence	613.10
11031	03/06/2016	Synergy	power	104.55
11032	03/06/2016	Cunderdin Newsagency	Stationery	918.05
11033	03/06/2016	Telstra	day care phone	73.91
11034	03/06/2016	Cunderdin Medical Practice	Meryl Flu Shot	25.00
11035	03/06/2016	HCT Rural Agencies 2015	safety clothing	886.75
11036	03/06/2016	Government of WA	rego CM4904	50.40

Cheque /EFT No	Date	Supplier	Description	Amount
		Department of Transport		
11037	03/06/2016	Farmways-Cunderdin	insecticides for spraying	562.10
11038	03/06/2016	Canning Bridge Auto Lodge	accomodation for training	640.00
11039	16/06/2016	Synergy	street lights	8,288.90
11040	16/06/2016	Cunderdin Newsagency	Stationery Supplies	522.70
11041	16/06/2016	Telstra	Phone bills for Office , Museum, Depot and Pool	2,044.93
11042	16/06/2016	Government of WA Department of Transport	Rego CM1222	99.10
11043	22/06/2016	Medical & Associated Professions Superannuation Fund	Superannuation contributions	262.26
11044	22/06/2016	MLC Nominees PTY LTD	Superannuation contributions	406.75
11045	22/06/2016	Australian Super	Superannuation contributions	238.48
11046	22/06/2016	BT Super for Life	Superannuation contributions	716.50
11047	22/06/2016	Westscheme Superannuation	Superannuation contributions	732.82
11048	22/06/2016	MTAA Superannuation Fund	Superannuation contributions	3,432.37
11049	29/06/2016	Water Corporation	Water	8,485.16
11050	29/06/2016	Telstra	Day Care Phones	74.07
11051	29/06/2016	SMJ United Pty Ltd	Cleaning Meckering Toilets year	7,645.00

Cheque /EFT No	Date	Supplier	Description	Amount
11052	29/06/2016	Cr Ronald Clive Gibsone	Council Meeting Sitting Fee	463.00
11053	29/06/2016	Cr Dianne Kelly	Council Meeting Sitting Fee	225.00
11054	29/06/2016	Cr Douglas Brian Kelly	Council Meeting Sitting Fee	225.00
11055	29/06/2016	Farmways-Cunderdin	Airr Axeman Triclopyr 10L	352.00
11056	29/06/2016	Medical & Associated Professions Superannuation Fund	Superannuation contributions	126.78
11057	29/06/2016	Australian Super	Superannuation contributions	119.24
11058	29/06/2016	BT Super for LIfE	Superannuation contributions	356.34
11059	29/06/2016	Westscheme Superannuation	Superannuation contributions	356.47
11060	29/06/2016	One Path Superannuation Fund	Superannuation contributions	53.65
11061	29/06/2016	MTAA Superannuation Fund	Superannuation contributions	185.84
			TOTAL	596,313.37

7.3 Council Investments – As at 30th June 2016

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Paul Godfrey
Report Date:	14 th July 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 30th June 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	\$775,226.94	Reserves Term Deposit 24-1837 2.00% Expires : 24/06/2016		\$775,226.94
Westpac Banking Corporation	\$20,653.69	Business Cash Reserve 22-3647 1.30%	\$20,653.69	
TOTAL INVESTMENTS	\$795,880.63		\$20,653.69	\$775,226.94

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 30th June 2016 be received and noted.

Moved: Cr Doug Kelly

Seconded: Cr Dianne Kelly

Vote – Simple Majority

Carried: 8/0

7.4 Shire of Cunderdin Annual Budget 2016/2017 Financial Year

Location:	Shire of Cunderdin
Applicant:	Chief Executive Officer
Date:	14 th July 2016
Author:	Peter Naylor / Paul Godfrey
Item Approved by:	Chief Executive Officer
File Reference:	Nil
Attachment/s:	38 Pages (2 documents)

Proposal/Summary

For Council to consider and adopt the Annual Budget for the 2016/2017 financial year.

Background

Informal Budget meetings / workshops have been held during the Ordinary Council meeting on 16th June and the Budget Workshop on 9th June 2016.

The various amendments have been made to the draft Budget document in accordance with discussions at Council Budget workshops, and the document has been prepared based on a 5% rate increase as per Council direction.

Comment

The Shire of Cunderdin Budget for the 2016/2017 financial year has been prepared in the required Australian Accounting Standard format (in accordance with the provisions of the *Local Government Act 1995*, and the Local Government (Financial Management) Regulations 1996), and is presented for Council adoption. A copy of the budget has been circulated to all Councillors prior to the Ordinary Council Meeting.

As in 2015/16, Council has identified the need for a 5% rate increase in accordance with the Long Term Financial Plan and also due to significant changes in allocation of Local Government Grants Commission Financial Assistance Grants and with the State to Local Government Roads Agreement. Both of the grants have had an indexation freeze placed on by the Federal and State Governments, respectively, which has significantly impacted on local government income over the next two years.

The draft Budget has been prepared based on a zero opening balance other than amounts that have been prepaid through the Emergency Service Levy program, and grant funding that has been received in advance for projects included on the draft budget.

As previously discussed with Council the items and fund transfers excluded and / or included on the budget, as identified in the Capital Works Projects spreadsheet, can be reconsidered at a special budget review meeting following the completion of the annual audit process in October 2016 and / or during the annual budget review in February / March 2017.

Consultation

Nil

Statutory Implications

Local Government Act 1995, s.6.2(1) requires that by 31 August in each year each local government is to adopt a budget for the Shire's Municipal Fund for the financial year ending on the next 30 June.

Local Government Act 1995, s.6.2(2) requires that in preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future of the District.

Local Government (Financial Management) Regulations 1996, Part 3, regulations 22-32 prescribe the form in which the Budget is to be prepared and the information which is to be included.

Local Government (Financial Management) Regulations 1996, r.33 requires that a copy of the Budget is to be submitted to the Department of Local Government within 30 days of being adopted by Council.

Policy Implications

Nil

Financial Implications

The Shires operations and functions for the 2016/2017 financial year will be directed by the revenues and expenditures itemised in the 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 7.4.1

That Council adopts the Shire of Cunderdin Budget, as presented and showing increase of 5% for rates to be levied on all Gross Rental Value, Unimproved Value, Mining and Minimum Category properties for the 2016/2017 Financial Year.

Adoption of Rates

That the rates and minimum rates to be levied on all rateable property within the Shire of Cunderdin for the financial year ending 30 June 2016 be as follows:

Gross Rental Value	\$ 0.0975
Gross Rental Value Minimum	\$ 642
Unimproved Value	\$ 0.0096
Unimproved Value Mining	\$ 642
Unimproved Value Minimum	\$ 0.0096
Unimproved Value Mining Minimum	\$ 642

Discounts/Penalties/Administration Fee for Instalments

That in accordance with s.6.51 of the *Local Government Act 1995*, an 11% interest charge be levied on all rates outstanding, deferred pensioner's rates excluded.

That in accordance with s.6.45 of the *Local Government Act 1995*, an administration charge of \$7.50 for the second and each of the subsequent rates instalment be levied in connection with each formal rate instalment program.

That in accordance with s.6.45 of the *Local Government Act 1995*, an interest charge of 5% be applied for the second and each of the subsequent rates instalment in connection with each formal rate instalment program.

That in accordance with s.6.50 of the *Local Government Act 1995*, the due dates of instalments under the formal rate instalment program be:

Four Instalments:

1st instalment	5 th September 2016
2nd instalment	30 th October 2016
3rd instalment	2nd January 2017
4th instalment	28 th February 2017

Adoption of the 2016/2017 Annual Budget

That the operating and capital revenues and expenditures as detailed in the Budget by Program report as attached be adopted as the Budget revenues and expenditures for the 2016/2017 financial year.

Material Variance Threshold

In accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, as amended, the Shire of Cunderdin has adopted the percentage of 10% or \$10,000, whichever is the greater, to be used to report material variances in the statement of financial activity for the 2016/2017 financial reporting period.

Transfer from Reserve Accounts

That in accordance with s.6.11(3) of the *Local Government Act 1995*, the amount of \$40,000 be transferred from the following Reserve Accounts:

Asset Replacement Reserve \$40,000

Moved: Cr Doug Kelly Seconded: Cr Dennis Whisson

Vote - Absolute majority Carried: 8/0

Resolution 7.4.2

Adoption of Schedule of Fees and Charges

That the attached Schedule of Fees and Charges be adopted for the 2016/2017 financial year, with minor amendments to be effected in accordance Council direction from the Budget Workshop held prior to the Council meeting.

Moved: Cr Dianne Kelly Seconded: Cr Bernie Daly

Vote: Absolute majority Carried: 8/0

Cr Doug Kelly requested it be recorded, that although he supports the adoption of the proposed Schedule of Fees and Charges he does not support the increase in fees for the Cunderdin Early Learning centre.

7.5 Corporate Business Plan – Desktop Review

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	13 th July 2016
Author:	Meredith Lee-Curtis
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	58 Pages

Proposal/Summary

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

Background

The Corporate Business Plan is an internal business planning tool that translates council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the cost associated.

The Shire of Cunderdin Corporate Business Plan 2014 – 2017 was adopted on 19th December 2013 and a desktop review was due to be conducted in January 2016. The Plan requires a full review in early 2017, as does the Community Strategic Plan involving community consultation to ensure that community priorities and aspirations are kept up-to-date and remain relevant.

Currently, the Corporate Business Plan has 77 actions listed. Accordingly, the progress of the projects and program areas covering the strategic actions for 2015/16 are tracked with the Corporate Business Plan. This is because:

- This plan has the projects or actions the Shire is required to achieve over a four year period to meet the objectives listed in the Strategic Community Plan;
- This approach will also ensure that there is a cross link with the Status Report where Council has made a decision regarding the projects listed in the Corporate Business Plan from time to time; and
- The Corporate Business Plan also acknowledges the key operating costs for each program area and the external stakeholders.

Informing Strategies

Other reports that need consideration in terms of their impact on the Corporate Business Plan include the following informing strategies:-

Long Term Financial Plan

The long term financial plan was adopted on 18th September 2013 with a desktop review to have been conducted in September 2015 and a full review due in September 2017. With the preparation and finalisation of the 2016/2017 Budget, the long term financial plan will be fully reviewed by staff in July 2016 with a view to extending the 10 year outlook to a 15-year outlook in line with budgeting requirements.

Asset Management Plan

The asset management plan was adopted on 6th March 2012. This plan requires a full review and will be undertaken at the same time as the LTFP review in July 2016. A review of the road infrastructure condition and fair values has already recently been carried out.

Workforce Plan

The workforce plan was adopted on 18th July 2013 with a desktop review to have been conducted in July 2015 and a full review due in July 2017. The workforce plan is monitored by the Department of Local Government and Communities. This plan requires an assessment by staff. A desktop review is now required.

Information Communication and Technology (ICT) Plan

Although the ICT is not a formal requirement, the Department of Local Government and Communities highly recommends that such a plan is developed and implemented and provides the appropriate framework for such a plan on its website.

It should be noted that the Shire of Cunderdin does not have a current ICT Plan. A draft Plan was developed in 2008 as part of the SEAVROC Memorandum of Understanding.

Development of such a plan is required in line with the Local Government Audit Regulations – Regulation 17. The DCEO will discuss with the Shire's IT contractor.

Risk Management Framework and Compliance Plan

A Risk Management Governance Framework, encompassing a Risk Management Policy, Risk Management Procedures and Risk Dashboard Report was prepared by the LGIS Risk Management in September 2014. These documents are due for a full review.

Comment

The Shire of Cunderdin Strategic Community Plan drives the development of the Corporate Business Plan and is integrated with the Asset Management, Workforce and Long Term Financial Plans. The integration of asset, service and financial plans means the Shire's resource capabilities are matched to the community's needs.

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.

Consultation

Not applicable for this desktop review, but community consultation workshops will be required in mid-2017 to review the Community Strategic Plan and the Corporate Business Plan. The information and results gleaned from these workshops will be used to conduct a full review of the other integrated planning documents: Asset Management Plan, Long Term Financial Plan and the Workforce Plan.

Statutory Implications

Local Government Act 1995 –section 5.56

Local Government (Administration) Regulations 1996

Policy Implications

Nil

Financial Implications

There will be ongoing implications to Council in relation to this item as the Corporate Business Plan outlines actions to be funded. To achieve these outcomes necessary resources will be identified in the Shire’s Long Term Financial Plan and as determined during annual budget deliberations.

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:

- 1. Adopt the Desktop Review of the Corporate Business Plan 2014 – 2017, as presented.**
- 2. Submit a copy of the adopted Desktop Review of the Corporate Business Plan 2014 – 2017 to the Minister for Local Government and Communities for information.**

Moved: Cr Alison Harris

Seconded: Cr Norm Jenzen

Vote – Absolute Majority

Carried: 8/0

7.6 Western Australian Local Government Association – Annual General Meeting Agenda

Location:	Perth Convention & Exhibition Centre
Applicant:	Chief Executive Officer
Date:	13 th July 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	83 Pages (1 attachment)

Proposal/Summary

For Council to discuss and provide guidance to the voting delegates attending the WA Local Government Association Annual General Meeting on how to vote on the various matters for consideration.

Background

The 2016 WA Local Government Annual General Meeting (AGM) will be held at the Perth Convention & Exhibition Centre on Wednesday 3rd August 2016 commencing at 1:30pm.

Whilst Council will be represented by Councillors Gibsone, Whisson, A Harris, T Harris, Jenzen, and Kelly (Doug) at the Local Government Week Convention, Councillors Gibsone and Whisson have been nominated by Council as the voting delegates at the AGM. Cr A Harris and the Chief Executive Officer are the proxy voting delegates.

Comments

The following motions from the AGM Agenda are summarised for Council to consider. Council appointed Delegates attending the Annual General Meeting of the WA Local Government Association are required to vote according to the indicative determinations from the Council, however it should also be recognised that additional information on each item may be brought forward at the AGM whilst the matters are being deliberated on and these may in the end have an impact on how the Council delegates cast their votes.

A full copy of the AGM with the Member Motions is attached to this Agenda Item for detailed Council reading and direction to appointed Delegates;

Agenda Item	Local Government Proponent	Motion Title
4.1	WA Local Government Association	Amendments to the WALGA Constitution

MOTION

That the WALGA Constitution be amended as follows:

1. In Clause 5(7)(b) of the Constitution for
“sub-clause 5(9)” read “sub-clause 5(11)”.
2. Clause 10 (2) of the Constitution be amended with the last sentence to read:
The President shall exercise a casting vote only, in the event of there being an equality of votes in respect of a matter considered by the State Council but excluding an election held in accordance with Clause 16.”
3. Clause 10 of the Constitution be amended by inserting as sub-clause (9):
“(9) State Council shall adopt Standing Orders that will apply to all meetings.”

4. Clause 14(4a) and Clause 20 of the Constitution be amended by inserting as sub-clause (h) and sub-clause (j), respectively:
 “is a Councillor of an Ordinary Member that has been peremptorily suspended under Section 8.15C (2)(c) of the Local Government Act 1995”
5. Clause 16(2)(b) of the Constitution be amended to read:
 “(b) representatives are to vote on the matter by secret ballot.”
6. Clause 17 of the Constitution be amended by inserting as sub-clause (5):
 “(5) Where the incumbent President seeks and is re-elected for a consecutive term, that person shall not hold office beyond two (2) full consecutive terms.”

Agenda Item	Local Government Proponent	Motion Title
4.2	Shire of Dardanup	Natural Disaster Recovery Support Funding

MOTION

Request that WALGA State Council investigates the development and implementation of Natural Disaster Recovery Support Funding that will provide advice and financial support for Local Governments affected by the impacts of natural disasters that meet the Western Australia Natural Disaster and Recovery Arrangements (WANDRRA) criteria.

Agenda Item	Local Government Proponent	Motion Title
4.3	Shire of Bridgetown-Greenbushes	Non Operational Rail Corridors

MOTION

That the Public Transport Authority and Brookfield Rail work with WALGA and any interested Local Governments in developing a policy and/or procedures in order to facilitate third party use of non-operational rail corridors, in particular uses that demonstrate a clear community benefit.

Agenda Item	Local Government Proponent	Motion Title
4.4	City of South Perth	Planning Systems Review

MOTION

1. Request the Western Australian Local Government Association to advocate for an independent review of decision making in the Western Australian Planning System, including the roles of local government, delegated authorities, Joint Development Assessment Panels and State Administrative Tribunal appeal processes that gives consideration to:
 - 1.1 How the aspirations or values of the community are incorporated into the decision making framework;
 - 1.2 Improvements to the statutory framework, including Local Planning Schemes, that would improve the transparency, certainty and consistency of the decision making process;
 - 1.3 Ensure that decision making occurs at appropriate levels that promotes good and efficient decisions for the community;
 - 1.4 Ensure that Local Governments have a third party right to present local community views to the State Administrative Tribunal;
 - 1.5 The erosion of the roles of Local Government in planning for their communities.
2. In the event that the State Government is unwilling to pursue an independent review of the decision-making process, request the Western Australian Local Government Association to engage with members and advocate for practical reforms that will ensure greater accountability, transparency and procedural fairness for ratepayers through the Joint Development Assessment Panel’s decision making processes.

Agenda Item	Local Government Proponent	Motion Title
4.5	City of Subiaco	Abolitions of DAPS

MOTION

That WALGA:

1. Advocates for the abolition of Development Assessment Panels (DAPs) on the basis that:
 - 1.1. DAPs by means of their majority unelected membership are not democratic bodies representing the ratepayers and accordingly do not reflect the aspirations or values of the community;
 - 1.2. DAPs represent a significant erosion of planning powers by elected representatives who have been given a mandate by ratepayers to make these decisions; and
 - 1.3. Previous decisions made by the Joint Development Assessment Panel have gone well beyond the purpose, intent and application of relevant Local Planning Scheme and Policies adopted by each local council; and
2. Advocates for consideration of the following reforms, in the event that DAPs remain in place, to ensure greater accountability, transparency and procedural fairness for ratepayers through the Panel's assessment and decision making processes:
 - 2.1. Abolishing the current opt-in mechanism which allows applicants to choose either elected Councils or the DAP as the decision maker in favour of a Ministerial call-in power for projects of state or regional significance, with a minimal value of \$20 million, as has been adopted in the eastern states;
 - 2.2. Requiring equal membership on the DAP between Local Government and Appointed Specialist members with an independent chair approved by both State and Local Governments;
 - 2.3. Requiring the DAP to set the meeting date for consideration of the development applications no later than five working days after the application being received to enable inclusion within the community consultation process;
 - 2.4. Requiring the DAP agenda and local government report and recommendation to be published no less than ten business days prior to the scheduled meeting date;
 - 2.5. Requiring a minimum of five business days between publishing the DAP agenda and the date by which ratepayers can make public presentations to the DAP, to provide more time to prepare a formal response;
 - 2.6. Mandating that respondents to the development application can nominate e-mail or Australia Post as their preferred contact method for information and requiring the local government to contact registered respondents throughout the process as deadlines are reached;
 - 2.7. Providing a public template for ratepayers to assist with the preparation of feedback as part of the Community consultation process;
 - 2.8. Requiring any changes to a development application between the community consultation period and final proposal for decision by the DAP to be published on the local government's website and to notify all respondents to the original community consultation of those changes;
 - 2.9. Removing the need for the local government to obtain the applicant's consent for further consultation or an extension of time to report the applicant's development proposal to a DAP meeting for determination; and
 - 2.10. Providing a Local Government aggrieved by a DAP decision a right of review at the State Administrative Tribunal.
3. Advise the Minister for Planning of its concerns with the actions and decisions of the Development Assessment Panels.

Agenda Item	Local Government Proponent	Motion Title
4.6	Shire of Dandaragan	Introduction of Container Deposit Scheme

MOTION

That WALGA:

1. Continue to actively advocate for the implementation of a Container Deposit Scheme in Western Australia; and
2. Include the implementation of a Container Deposit Scheme in the Association's Election Platform.

Agenda Item	Local Government Proponent	Motion Title
4.7	Shire of Dardanup	Declared Pest Plant C3 Review by DAFWA

MOTION

Request that WALGA lobby the Minister for Agriculture and Food WA to ensure that the Biosecurity and Agriculture Management Act 2007 (BAM Act) review results in the Act giving the Department of Agriculture and Food WA the responsibility to control, manage and facilitate the eradication of pest plants and weeds, including Cotton Bush, and that the Department be adequately funded to undertake eradication programs for all species that have the potential to negatively impact on the production of agriculture in Western Australia, including but not limited to Cotton Bush, wild dogs, cane toads, skeleton weed, Blackberry and Patterson's Curse.

Agenda Item	Local Government Proponent	Motion Title
4.8	City of Bunbury	Renewable Energy

MOTION

That the Western Australian Local Government Association advocates for reforms to the parameters applied by the WA Government regarding generation of energy through renewable sources by local governments, either individually or in partnership with private sector specifically seeking a fixed feed in tariff for extended periods to enable effective business planning and funding arrangements.

Agenda Item	Local Government Proponent	Motion Title
4.9	Shire of Toodyay	Reducing Regulatory Burden on Local Government

MOTION

That all new legislation, regulation or quasiregulation imposed on Local Government be accompanied by an independent regulatory impact assessment including the opportunity for input from the Local Government sector.

Agenda Item	Local Government Proponent	Motion Title
4.10	City of Bunbury	Most Accessible Regional City in Australia Awards

MOTION

That the Western Australian Local Government Association:

1. Develop assessment criteria to formally recognise the contribution that Western Australian local governments are taking to promote and improve accessibility within their jurisdictions.
2. Conduct an annual awards process coinciding with Local Government Week to recognise local governments nominated for work undertaken in no. 1 above based on metropolitan, Regional and remote categories.
3. Nominate the winning local government from each category for the National Awards for Local Government – Disability Access and Inclusion Awards conducted by the Department of Infrastructure and Regional Development.

Agenda Item

4.11

Local Government Proponent

Shire of Bridgetown-Greenbushes

Motion Title

Discussion Paper Excessive Force

MOTION

That WALGA, recognising that a significant role of local government is to lobby and advocate to higher levels of government on matters of concern to local constituents, advocate to the State Government for a discussion paper to be prepared on the issue of decriminalising the use of excessive force by members of the public when such force is effected in the course of defending family and property from intruders.

Consultation

Nil

Statutory Implications**Policy Implications**

Nil

Financial Implications

Nil

Strategic Implications

Nil

5:24pm Meredith Lee-Curtis departed the meeting.

Resolution 7.6**That Council:**

- 1. Acknowledges that additional information on each item may be brought forward at the AGM whilst the matters are being deliberated and this additional information may have an impact on how the Council delegates, in consultation, cast their final votes.**

Moved: Cr Doug Kelly**Seconded: Cr Dennis Whisson****Vote – Simple Majority****Carried: 8/0**

7.7 Staff Policy: Drugs and Alcohol Policy

Location:	Cunderdin
Applicant:	Administration
Date:	13 th July 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	5 Pages (1 attachment)

Proposal/Summary

A revised and updated Drugs and Alcohol policy is presented for Council consideration.

Background

The Shire of Cunderdin recognises that the inappropriate use of drugs and/or alcohol can affect a workers performance and can jeopardise their own health, safety and wellbeing, as well as that of others around them.

The Shire of Cunderdin is committed to meeting its obligations in accordance with the *Occupational Safety & Health Act 1984* and accepts responsibility for providing a safe working environment in which the employee is not exposed to hazards.

The purpose of this policy is to ensure a safe workplace free from the effects of drugs and alcohol and is directed towards the welfare of the individual and the safety and health of other people in the workplace. Although disciplinary action may be necessary, the focus is on preventative measures such as utilising the Employee Assistance Program, counselling options and information sessions. A range of factors, both at the workplace and in peoples personal lives, impact on the ability to work safely. The use of alcohol and/or other drugs may only be one of them.

For employers, alcohol and other drugs can cause a range of problems. In some cases, their use may lead to loss of life, injury and damage to plant or equipment. Employers have a general 'duty of care' obligation to ensure that, as far as practicable, workers are not exposed to hazards and risks that could arise from workers being impaired by alcohol and/or other drugs and, where they may arise, address them through a systematic risk management process.

Workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace and all employees should present themselves' for work and remain, while at work, capable of performing their work duties safely. The consumption of alcohol and illicit drugs while at work is therefore unacceptable, except in relation to any authorised and responsible use of alcohol at the workplace social functions.

Comment:

The proposed policy was prepared following an examination of a number of policies in place at other Shires and relevant legislation. The proposed policy addresses the use of alcohol and drugs by employees, councillors, volunteers and contractors and proposes a regime of testing where appropriate, as well as processes to deal with issues arising from the testing.

If adopted the policy will be presented to new employees, councillors, volunteers and contractors as a part of their induction. It will also be presented to existing employees, councillors, volunteers and

contractors, who will be required to sign the policy before commencing work to acknowledge that they understand the expectations of the Shire of Cunderdin when they are working for the Shire.

Consultation:

Senior staff of the Shire of Cunderdin.

Statutory Environment:

OCCUPATIONAL SAFETY AND HEALTH ACT 1984 - SECT 20

20. Duties of employees

(1) An employee shall take reasonable care —

(b) to avoid adversely affecting the safety or health of any other person through any act or omission at work.

(2) Without limiting the generality of subsection (1), an employee contravenes that subsection if the employee —

(a) fails to comply, so far as the employee is reasonably able, with instructions given by the employee's employer for the safety or health of the employee or for the safety or health of other persons; or

(b) fails to use such protective clothing and equipment as is provided, or provided for, by his or her employer as mentioned in section 19(1)(d) in a manner in which he or she has been properly instructed to use it; or

(c) misuses or damages any equipment provided in the interests of safety or health; or

(d) fails to report forthwith to the employee's employer —

(i) any situation at the workplace that the employee has reason to believe could constitute a hazard to any person that the employee cannot correct; or

(ii) any injury or harm to health of which he or she is aware that arises in the course of, or in connection with, his or her work.

(3) An employee shall cooperate with the employee's employer in the carrying out by the employer of the obligations imposed on the employer under this Act.

Policy Implications

Revoke Policy: Drug and Alcohol Testing Policy: Health Policy Number 1 (First Adopted 15th September 2005 Resolution Number 9.6).

Financial Implications

The financial implications will be to conduct alcohol and drug testing on all/select employees by a registered authorised agency. The cost for this service is currently being investigated.

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:

Civic Leadership

'Our community can be assured that we will undertake the civic duties of Council with the highest degree of ethics and sustainable, accountable governance.

CL6.1.1 Governance Framework

Provide a fully integrated robust governance framework with annual reviews of the Shire's governance framework, policies, management practices, delegations, risk management framework and periodic reviews of the Code of Conduct and Local Laws.

CL6.4.3 Develop a Human Resource Plan and update Policy Manual

Undertake the development of a Human Resource Plan and Policy Manual.

Resolution 7.7

That Council:

- 1. Revokes the Drug and Alcohol Testing Policy: Health Policy Number 1 (First Adopted 15th September 2005 Resolution Number 9.6); and**
- 2. Adopts the proposed Drugs and Alcohol Policy as presented.**

Moved: Cr Dennis Whisson

Seconded: Cr Bernie Daly

Vote – Simple majority

Carried: 8/0

7.8 Resource Sharing Committee Minutes 28th June 2016

Location:	Shires of Cunderdin & Tammin
Applicant:	Chief Executive Officer
Date:	13 th July 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	22 Pages (2 attachments)

Proposal/Summary

For Council to receive the Minutes of the Resource Sharing Committee Meeting held on Tuesday 28th June 2016, and endorse the recommendation from the Committee to Council.

Background

The Resource Sharing Committee, at the meeting held in Tammin on Tuesday 28th June 2016, considered a Business Plan prepared by Darren Long Consulting on a “Shared Services Proposal for Rating Services” for the Shires of Tammin and Cunderdin.

Further to the Shared Chief Executive Officer (CEO) arrangement in place, it has been identified that there is an opportunity to share further staff resources and improve the efficiency and effectiveness of rating services within the two local governments. Particularly now with the imminent departure of the current Shire of Tammin Acting Deputy Chief Executive Officer whose duties include the rates functions at the Tammin Shire.

The Business Plan proposes that the Rates Officer from the Shire of Cunderdin provide the Shire of Tammin with a rating service for one day per week. The use of a specialised rates officer to fulfil the rating function at the Shire of Tammin will enable the Manager of Finance and Administration to assist the CEO with other administrative arrangements.

At the meeting the Committee resolved as follows:

“that the Resource Sharing Committee recommends to the Shires of Cunderdin and Tammin that the Draft “Shared Services Proposal for Rating Services” Business Plan be endorsed.”

Comment

A copy of the meeting minutes and the “Shared Services Proposal for Rating Services” Business Plan are circulated as attachments with the agenda item.

Consultation:

Shire of Cunderdin & Shire of Tammin Staff

Statutory Environment:

Nil

Policy Implications

Nil

Financial Implications

Nil

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. Receives the Minutes from the Resource Sharing Committee Meeting held on Tuesday 28th June 2016.**
- 2. Endorses the recommendation at item 5.2.1 of the Minutes.**

Moved: Cr Doug Kelly

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 8/0

8 Environmental Health & Building

8.1 Cunderdin, Tammin, Quairading Well-Aged Precinct

Location:	Cunderdin
Applicant:	Cunderdin-Meckering Cottage Homes
Date:	15 th July 2016
Author:	Kayla James, CDO
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	10 Pages (1 attachment)

Proposal/Summary

Council to consider approving the development of a Project Execution Strategy (PES) relating to the Cunderdin, Tammin, Quairading Well-Aged Precinct (“the Precinct”) project. If the PES is supported by Council, staff will continue to work with the Wheatbelt Development Commission (WDC) to progress the project to the final business case stage.

Background

The Shires of Cunderdin, Tammin and Quairading have been discussing with the Development Commission the opportunity to work collaboratively in progressing the development of Aged Support and Care Solutions within the three Shires. The PES is to formalise a strategy for a business case to seek funding for the delivery of additional Age Friendly Accommodation (Cottage Homes) units across the three Shires.

Comment:

The Cunderdin-Meckering Cottage Homes Committee have been considering for some time to increase the number of cottage homes available within the Shire of Cunderdin to meet the demands of the growing waiting list.

This is an ideal opportunity for the three local governments to work together, and with the Wheatbelt Development Commission, in a regional capacity for the future delivery of additional aged accommodation within our respective districts and to help retain the aging population within their local communities.

Consultation:

Cunderdin-Meckering Cottage Homes
Shires of Tammin and Quairading
Wheatbelt Development Commission
Heartlands WA

Statutory Environment:

Nil

Policy Implications

Nil

Financial Implications

Nil at this time, however it is envisaged that the Shire of Cunderdin will be required to make a financial contribution to the Well Aged Precinct 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:

1.0 SOCIAL/COMMUNITY

S1.2 Assist the facilitation of regional health services and develop aged care services.

S1.2.1 Participate in a regional plan to facilitate and develop a regional health service and aged care facility.

- a) Partner with the Western Australian Country Health Service (WACHS) for the provision of a pilot regional health centre in Cunderdin.
- b) Partner with the Western Australian Country Health Service (WACHS) and Southern Inland Health Initiative (SIHI) to investigate and facilitate the delivery of a future aged accommodation cluster.
- c) Assist the Wheatbelt Development Commission (WDC) to prepare a regional aged accommodation study for the Wheatbelt Region.
- d) Partner with aged care providers to develop ageing in place accommodation.

3.0 HOUSING AND FACILITIES

HF3.1 Review land use strategy to provide for diverse housing needs, considering affordability, lifestyle and Independent Living Units (ILU's) for the aged.

HF3.1.1 Participate in a regional plan to develop aged care.

Partner with aged care providers to develop ageing in place accommodation.

- a) Partner with the Western Australian Country Health Service (WACHS) and Southern Inland Health Initiative (SIHI) to investigate and facilitate the delivery of a future aged accommodation cluster.
- b) Assist the Wheatbelt Development Commission (WDC) to prepare a regional aged accommodation study for the Wheatbelt Region.

Resolution 8.1

That Council

- 1. Supports a regional approach for the construction of dedicated aged persons independent living units;**
- 2. Endorses the development of a Project Execution Strategy (PES) to prepare a comprehensive business case with assistance from the Wheatbelt Development Commission for the purpose of attracting State and/or Federal funding to construct additional aged person independent living units (cottage homes) in the Shires of Cunderdin, Tammin and Quairading a part of a regional initiative and alliance;**
- 3. Subject to the Business Case, in the future agrees to contribute in-kind support by allocating land, contributing to earthworks and landscaping for the construction of aged persons independent living units located in the Shire of Cunderdin; and**
- 4. Subject to the Business Case, in the future may agree to a cash contribution for the construction of aged persons independent living units in Cunderdin with the contribution amount being allocated on the completion of a detailed project costings report.**

Moved: Cr Dianne Kelly

Seconded: Cr Bernie Daly

Vote – Absolute majority

Carried: 8/0

8.2 Structural Inspection Report – Cunderdin Hospital and Former Incorporated Club Buildings

Location:	Cunderdin
Applicant:	Chief Executive Officer
Date:	13 th July 2016
Author:	Peter Naylor
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	80 Pages (1 attachment)

Proposal/Summary

For Council to consider the Structural Inspection Report prepared by Structerre Consulting Engineers for the Cunderdin Hospital and Former Incorporated Club Buildings.

Background

As part of the new Primary Health Care Demonstration Site process Council has reached an agreement with WA Country Health for a land swap for the proposed Health Care site and the current Cunderdin Hospital Site. WA Country Health has approached Council with an option that the hospital site could either include the hospital building or they will demolish the building leaving Council with a vacant lot.

Whilst Council and staff have previously carried out some site inspections of the hospital and gained access to a summary of a previously prepared Building Condition Report carried out on the hospital for the Southern Inland Health Initiative, unless a person is a qualified structural engineer the report is difficult to assess to its full capacity.

Council has also been considering as part of the new proposed Aged Care Solutions project utilising all or part of the former incorporated club as a community centre for the aged. However there have been concerns expressed about the suitability and sound structural capacity of the building to be utilised for this purpose. It may very well be that allocating substantial funds to the renovation of the building to meet the requirements for an aged community centre may not be cost effective.

In addition, for the buildings to be fit for purpose structurally, it must also be determined if they will meet the current standards under the National Construction Code 2016, the Building Act 2011 and the Health Act 1911.

In considering this matter at the Ordinary Meeting of Council held on Thursday 19th May 2016, Council resolved:

That Council engages the services of Structerre Consulting Engineers to carry out a structural assessment and building report on the Cunderdin Hospital and the former Incorporated Club Building, at an estimated cost of \$6,500.

Comment

Mr Rafael Chinchilla from Structerre visited Cunderdin on 8th June 2016 and carried out a site inspection of the properties.

The Structural Inspection Report prepared by Mr Chinchilla is provided for Council consideration.

Consultation

Mr Rafael Chinchilla, Structerre Consulting Engineers.

Statutory Environment:

National Construction Code 2016

The Building Act 2011

The Health Act 1911

Policy Implications

Nil

Financial Implications

The financial implications will depend on Councils final decision on this matter.

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 8.2

That Council:

- 1. Forms a Working Group to review the "Due Diligence Structural Inspection Report" prepared by Structerre Consulting Engineers on the Hospital and former Incorporated Club Buildings and prepare a recommendation on the future use of the buildings for Council consideration.**
- 2. Appoints Cr's Clive Gibsone, Todd Harris and Norm Jenzen to the Working Group.**

Moved: Cr Bernie Daly

Seconded: Cr Dianne Kelly

Vote – Simple majority

Carried: 8/0

9. Works & Services

9.1 Works & Services Report

Location:	Cunderdin
Applicant:	Manager Works and Services
Date:	11 th July 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 June 2016

Construction

- Nil

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

- Installed new culverts at Smith's driveway on Meckering-Goomalling Road, culverts were completely blocked.
- Removed trees from Flowery Patch Road.
- Gravel deliveries Cunderdin and Meckering.
- Shoulder clearing on Wilding Road and removed old Roads to Recovery signs.
- Mulch deliveries Cunderdin and Meckering.
- Repaired blowouts and re-sheeted 1km on Hagboom Road.
- Traffic Control for mock LEMC Exercise.
- Cleaned culverts on Cunderdin-Quairading Road.
- Commenced re-sheeting works on Fiegert Road.
- Winter Grading completed on the following roads: Reynolds, McWaters, Coleman, Doodenanning, Greens, Stubbs, Wilding, Moore, Nambling, Hills, Braods, Warding, Hardy, Burges, Hopkins, Bulgin, Collins, Leeman, Dempster, Loton, Stewart, Snooke, Wilson, Bourke, Hackett, Mitchell, Combley, Slolman Back, Taylor South, Mills, Gimble, Throssell, Antonio, Hitchcock, Lallys, Dennis, Baxter, Coline, Burges North, Carter, Wilson, Youndegin-Kelkering, and Beebering.
- Crossovers and footpath repairs on Forrest, Kennedy, Mitchell, Bedford, Spear, Pemberton, and Island.

Replaced/Repaired the following signs:-

- Replaced road signs on Meckering-Goomalling Road.
- New signs erected on Dempster, Mussared and Stewart.
- Erected new bridge sign at the Loton Road and Dunlop Street intersection.

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, slashing, whipper snipping and clean-up of all parks, gardens and public open space.
- Planted lawn sprigs in centre of oval in preparation of the WA Football League game on Saturday 23rd July 2016.
- Telephone line to Time keepers / commentators box being installed.

Building and Other Maintenance

- Repaired broken window and brick work on west side of Cunderdin Town Hall.
- Replaced timber bridge on equipment at the skate park.

Road Side and Verge Spraying

- Ongoing spraying and slashing of Shire land and verges within Cunderdin townsite.

Cemeteries

- No funerals in June.
- Cemetery Road shoulder clearing.

Airfield Maintenance

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

Plant Maintenance

- UD Truck freighted to Perth for quote to repair body and cab damage due to side tipping body releasing from hydraulic ram ball when in tipping motion.
- New FUSO Truck has arrived and is in service.
- No other major breakdowns to report.

Waste Services

- Both transfer stations are working well and no complaints received.
- Two loads of scrap steel removed.

Works and Services Staff

- Rob Glover has resigned from Councils employment and family have relocated back to Tasmania. A small farewell function was held for Rob at the Works Depot on Wednesday 6th July at the completion of his final work day.

Traffic Counters

- Traffic counters have been placed on the Doodenanning and Moore Roads.

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 June 2016.**

Moved: Cr Dianne Kelly

Seconded: Cr Todd Harris

Vote – Simple majority

Carried: 8/0

9.2 Main Roads WA - Wheatbelt Regional Plan

Location:	Shire of Cunderdin
Applicant:	Main Roads WA / Chief Executive Officer
Date:	15 th July 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 endorse the actions of Councillors Doug Kelly, Daly & Jenzen in their re assessment of roads to be submitted to Main Roads WA for Restricted Access Vehicle Standard 4 Rating.

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.

This matter was presented to the 16th June 2016 Ordinary Meeting of Council for consideration. At the meeting Council resolved:

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.

Comment

Subsequent to the 16th June Council Meeting, Councillor and staff have attended Local Government Information Sessions conducted by Main Roads. The information sessions were aimed at providing local governments with a better understanding of their role and responsibilities associated with applications to approve or downgrade access for restricted access vehicles (RAV) on roads under their control.

The Chief Executive Officer and Manager Works & Services attended an information session in Merredin on Monday 27th June, and Cr Daly attended an information session in Northam on Friday 1st July.

Following the information sessions the three attendees expressed concern that the actual requirements for approval for RAV vehicles within the Shire is far more complex than initially thought and therefore the matter needed to be pursued with Main Roads WA. After being briefed on the matter Cr Doug Kelly contacted Main Roads Heavy Vehicle Services to discuss further.

As a result of these discussions it was agreed that rather than the Shire simply applying for all roads within the Shire to be assessed for RAV Standard 4 Rating Council needed to be more strategic in its

approach and to provide Main Roads with a more clear objective to assess roads within the Shire as they do not have the personnel and / or resources to assess every road.

On Friday 8th July on return from the Great Eastern Country Zone meetings in Merredin, Cr's Doug Kelly, Daly and Jenzen, reviewed the roads within the Shire with a view to providing Main Roads with a priority listing for RAV 4 Assessment. This needed to be done as a matter of urgency to enable Main Roads to place on its RAV Assessment Program.

It was agreed that the following roads be submitted to Main Roads as the priority roads within the Shire of Cunderdin:

Coalling, Fulwood, Flowery Patch, Ygnattering, and Dennis Roads – north of Cunderdin
Beebering Road – north of Meckering
Burges Road – south of Meckering
Vanzetti & Johnston Streets – Meckering townsite.

This information was forwarded to Main Roads via email on Monday 11th July 2016.

Consultation

Main Roads WA.
Local Transport Operators.

Statutory Environment:

Road Traffic Act 1974
Road Traffic (Vehicle) Regulations 2014

Policy Implications

Nil

Financial Implications

Nil

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 endorse the actions of Councillors Doug Kelly, Bernie Daly and Norm Jenzen in their re-assessment of priority roads within the Shire of Cunderdin (as listed hereunder) for Main Roads WA assessment for RAV Standard 4 Network Rating.

- Coalling, Fulwood, Flowery Patch, Ygnattering, and Dennis Roads – north of Cunderdin
- Beebering Road – north of Meckering
- Burges Road – south of Meckering
- Vanzetti & Johnston Streets – Meckering townsite.

Moved: Cr Doug Kelly

Seconded: Cr Dennis Whisson

Vote – Simple majority

Carried: 8/0

10 Planning & Development

10.1 License Renewal – Ettamogah Pub Alfresco Dining Area

Location:	Main Street, Cunderdin
Applicant:	Greg Fulwood, Ettamogah Pub
Date:	14 th July 2016
Author:	Jacky Jurmann – Planner
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

The existing license held by the owners of the Ettamogah Pub to occupy the footpath for the purposes of an alfresco dining/smoker's area will expire on 26 July 2016.

Since the original approval was granted for the use of the area in 2006, new Local Laws applying to Thoroughfares have been gazetted and accordingly, the license must be considered under the provisions of the new laws.

The purpose of this Report is for Council to determine the application under the provisions of the Thoroughfares and Public Places Local Law 2015 (as amended 2016).

It is also requested that Council consider an amendment to the Delegations to enable the Chief Executive Officer to determine applications for the renewal of approvals relating to the use of footpath areas for the purposes of alfresco dining under delegation by amending current Delegation No. 42.

Background

Shire records indicate that the Ettamogah Pub's alfresco dining area was converted to a 'Smoker's Breakout Area' with approval from Council granted at an Ordinary Meeting held on 24 August 2006 following legislation being passed prohibiting smoking in enclosed areas.

The Report presented to Council indicates that the Pub held an 'Extended Trading Permit' for the use of the footpath as an alfresco dining area and that the purpose of the Report was to alterations needed to ensure compliance with the new 'Breakout Area' guidelines published by the Department of Racing, Gaming and Liquor.

Additional conditions were imposed on the approval by Council when considering the renewal at its Ordinary Meeting held on 19 July 2007 in accordance with the provisions of the previous Local Laws.

Comment

Research into the application and renewal process for applications for permits for outdoor eating facilities and establishments has revealed that the Chief Executive Officer does not have delegation to consider applications under delegation.

Consultation

Not required.

Statutory Environment:

Shire of Cunderdin Thoroughfares and Public Places Local Laws 2015 (as amended 2016)

- Division 2 of the Local Laws enables permits to be issued to use a public place for outdoor eating facilities/establishments.
- Persons must not use a public place for this purpose without a permit.
- Clause 6.9 sets out the matters for considering when determining an application as follows:
 - The facility is conducted in conjunction and as an extension of an approved and registered food establishment.
 - The continued use of the facility can comply with the provisions of the Local Laws.
 - Users will have access to proper ablution facilities.
 - The facility does not impede or obstruct pedestrian or sight lines for drivers.
 - Tables and chairs will not obstruct or impede the public place.
- Clause 6.10 sets out the obligations of the permit holder, which will form the conditions of approval.
- Clause 6.11 enables Council to remove the facility.
- Part 7 of the Local Laws relates to applying and issuing permits.
- Clause 7.2 enables Council to impose conditions on a permit.
- Clause 7.4 provides the parameters for conditions on a permit.

Policy Implications

As mentioned early in this Report, it is recommended that Delegation 42 be amended to enable the Chief Executive Officer to consider new applications and applications for renewal of permits for alfresco dining to be determined under delegation, which will improve the efficacy of the process for Applicants.

Financial Implications

The 2016/17 Fees and Charges are proposed to be amended to include an application/renewal fee for permits for outdoor eating facilities.

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:

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- 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 use of the footpath area for outdoor dining provides a positive social outcome for the community and enables the Applicant to provide an area catering for patrons who wish to smoke.

Resolution 10.1

1. Council APPROVE the application for a permit to conduct an outdoor eating facility at the front of the Ettamogah Pub on Main Street, Cunderdin, in accordance with the provisions of the Cunderdin Thoroughfares and Public Places Local Law 2015 (as amended), subject to the following conditions:

- (a) This permit is valid for 12 months from the date of determination.**
- (b) Operation of the area shall not impede the use of the footpath.**
- (c) The area shall be kept clean and tidy at all times.**
- (d) Chairs and tables shall be kept in a good, clean and serviceable condition.**
- (e) The operator is responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the facility.**
- (f) A copy of the Operator's public liability insurance to a minimum value of \$10 million shall be provided to the Shire within fourteen (14) days from the date of determination indemnifying the Shire of Cunderdin in respect to any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.**

2. AMEND Delegation 42 to read as follows:

"Council delegates its authority and power to the Chief Executive Officer to determine new applications for permits and to renew existing permits for Stallholders, Street Traders, Outdoor Eating Facilities/Establishments and Hawkers under the Shire of Cunderdin Thoroughfares Local Laws, subject to:

1.0 Compliance with the Shire of Cunderdin Thoroughfares Local Laws; and

2.0 The Applicant providing evidence of a minimum of \$10 million Personal Liability Insurance Cover."

Moved: Cr Doug Kelly

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 8/0

11 Urgent Items

Nil

12. Matters for which the meeting may be closed

Nil

13. Closure of meeting

There being no further business the Shire President declared the meeting closed at 6.19pm

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