



Shire of Cunderdin

Notice of an Ordinary Council Meeting

Dear Council Member,

The next Ordinary Meeting of the Cunderdin Shire Council will be held on **Thursday 19 September 2019** in the Meckering Sporting Club, Meckering, WA, 6405 **commencing at 3.00pm**

Stuart Hobley
Chief Executive Officer
13 September 2019

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AGENDA

1. Declaration of Opening

The President declared the meeting open at 03:04 pm.

The Shire of Cunderdin disclaimer will be 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. Record of Attendance, Apologies and Approved Leave of Absence

2.1 Record of attendances

Councillors

Cr DA (Dennis) Whisson	Shire President
Cr AE (Alison) Harris	Deputy President
Cr DB (Doug) Kelly	
Cr TE (Todd) Harris	
Cr NW (Norm) Jenzen	
Cr D (Di) Kelly	
Cr B (Bernie) Daly	

In Attendance

Stuart Hobley	Chief Executive Officer
Hayley Byrnes	Manager of Corporate Services and Finance
Lauren Cole	Governance and Compliance Officer
Michelle Samson	Museum Manager (for item 9.4)

Guests of Council

Members of the Public

Neville Burges
Sam Stewart

2.2 Apologies

2.3 Leave of Absence Previously Granted

Cr J (Jayson) Goldson

3. Public Question Time

There were no questions from the public.

4. Petitions, Deputations & Presentations

Mr. Neville Burges – Chair of Meckering Action Group

Mr. Burges wanted to raise several issues concerning Meckering and the surrounding areas.

- The amount of time the gardener spends in Meckering.
- If the road sweeper could come to Meckering.
- The entrance to the Pioneer Cemetery at the Golf Course needs to be completed.
- If Mosquito fogging can be completed in and around the Meckering town site.
- Meckering Action Group are investigation wanting controlled fire pit that can be removed out of the fire burning season, they has been looking into designs and will get back to the Shire

The CEO and President responded to each of Mr. Burges questions and the President thanked him for his attendance.

The President thanked Mr. Burges and the Meckering Action Group for all the work they do in and around the Meckering town site.

The CEO encouraged Mr. Burges to contact the office if he had any further issues or concerns.

Mr. Neville Burges exited the room at 3:17pm and did not return.

Michelle Samson
Presentation

Ms. Samson explained her proposal to Council and provided Council with additional information and designs for the layout of the proposed storage areas.

5. Applications for Leave of Absence

Nil

6. Confirmation of the Minutes of Previous Meetings

6.1 Ordinary Meeting of Council held on 15 August 2019

Resolution 6.1 September 2019

That the Minutes of the Ordinary Council Meeting held on Thursday 15 August 2019 be confirmed as a true and correct record.

Moved: Cr Alison Harris

Seconded: Cr Bernie Daly

Vote – Simple Majority

Carried: 7/0

Note to this item:

The President will sign the minute declaration on the previous minutes.

7. Declaration of Members and Officers Interests

- Cr A Harris declared an financial interest on item 10.2 Cunderdin Primary Health Centre as she is employed by Karis medical group.
- Cr T Harris declared an financial interest on item 10.2 Cunderdin Primary Health Centre as he is closely associated with someone employed by Karis medical group.

8. Announcements by President without Discussion

The President welcomed Ms. Michelle Samson, Mr. Sam Stewart as witness to the meeting and Mrs. Lauren Cole to her first meeting as Governance and Compliance Officer.

Resolution 8.1 September 2019

That item bring “9.4 Cunderdin Museum Collection Management and Storage Refit” be brought forward as the first item of business.

Moved: Cr Alison Harris

Seconded: Cr Doug Kelly

Vote – Simple Majority

Carried: 7/0

9.4 Cunderdin Museum Collection Management and Storage Refit

Location:	Cunderdin Museum
Applicant:	Cunderdin Museum Management Committee
Date:	7 th August 2019
Author:	Michelle Samson
Item Approved by:	Chief Executive Office
File Reference:	Nil
Attachments:	2 attachments - layout plan and details of storage

Proposal/Summary

To refurbish current onsite facilities to provide suitable storage conditions for the Cunderdin Museum's collection. The storage refit requires refurbishment and some modification of the museum office and work room spaces to accommodate the purchase and installation of a compactus, map drawer and relocation of current storage furniture.

The Cunderdin Historical Society has offered the museum \$6,500 in funds to address collection storage issues and maximise available onsite space in an effective and economical manner. Additional funding from the Cunderdin Museum's annual budget will need to be allocated to this project to cover additional costs.

Background

Cunderdin Museum collection contains between 3,500 and 5,000 individual items in its collection. The collection consists of items ranging in size from thimbles to heavy farm machinery. There are 2,874 items listed on Mosaic Catalogue database. These items often comprise of multiple items listed under one Mosaic Identification reference number.

In October 2018, with funding from the National Library of Community Heritage Grants Program, Cunderdin Museum engaged Prue Griffin, Hocking Heritage Studio to undertake a Significance Assessment of the collection. The assessment also considered collection management practises and storage facilities. The report provided 10 recommendations for the museum which are being implemented and addressed where practicable.

In 2018 the Cunderdin Historical Society transferred their archive collection to the Cunderdin Museum. The archives were not included in the significance assessment. The archives have been housed in the museum for many years.

Storage is limited, cluttered and overcrowded and unable to meet current and future storage requirements. Items are stacked on top of each other in dusty environments which impacts on their integrity and longevity as collection pieces.

Comment

Nil

Consultation

Report forwarded to WA State Museums Collection Manager for comment.

Statutory Environment

Nil

Policy Implication

Nil

Financial Implications

\$6,500 funding provided by Cunderdin Historical Society

\$7,418 Re-allocation of Museum 2019-20 budget allocation to cover refurbishment costs

Activity/Item	Shire /Museum Contributions	Cunderdin Historical Society Contributions	Total Activity Costs
Relocate internal sliding door to workroom side		\$500.00	\$500.00
Relocate office split system air conditioner to above central door	\$775.00		\$775.00
Purchase Compactus (includes delivery and installation)		\$5,698.00	\$5,698.00
Purchase Map Cabinet (9 drawers)	\$5,893.80		\$5,893.80
office power point relocation quote		\$200.00	\$200.00
patch wall holes - depot staff	\$750.00		
Total Project Costs	\$7,418.80	\$6,398.00	\$13,066.80

Strategic Implications

Aligns with the recommendations set out in the Significance Assessment of Cunderdin Museum Collection Australian National Standards

Storage Refit - Project Requirements

The refit the museum office and work room storage facilities to meet the current and future needs of the collection.

Activity	Responsibility
Remove all items and furniture from office alcove *	Museum /Depot
Wire shelving in work room currently holding the archive boxes to be relocated to office room alcove	Museum
Rehang the glass sliding door from the office side to the workroom side of the internal wall	Shire Handyman
Move filing cabinets to office alcove	Museum/Depot
Relocate the air conditioner unit to above the internal door between the office and workroom	CDA
Remove power point on internal wall	AMJ Industries
Patch and paint wall	Shire Handyman
Remove Map Cabinet (replace with new) and pigeon hole	Depot staff
Install compactus	Dexion

* **Council need to decide what they wish to do with the two oversize framed artworks (Rigby Mural and Map from Shire Chambers) prior to compactus installation retaining and storing at museum is simply not feasible.**

- Recommend having an evaluation completed on the mural to determine value/insurance requirements.
- Either hang in Shire Chambers and insure (remains part of museum collection)
- Source suitable gallery (State or other and donate)

Resolution 9.4 September 2019

That Council:

Endorse the Re-allocation of \$7,418 of the Museum 2019-20 budget to cover refurbishment cost on the approval from the Cunderdin Museum Committee.

Moved: Cr Todd Harris

Seconded: Cr Norm Jenzen

Vote – Simple Majority

Carried 7/0

Resolution 9.4.1 September 2019

That Council:

Complete an evaluation on the Rigby Mural to determine the value/insurance requirements.

Moved: Cr Doug Kelly

Seconded: Cr Di Kelly

Vote – Simple Majority

Carried 7/0

Ms. Michelle Samson exited the room at 3:36pm and did not return.

9. Finance & Administration

9.1 Financial Reports for August 2019

Location:	Cunderdin
Applicant:	Manager of Corporate Services and Finance
Date:	11 September 2019
Author:	Hayley Byrnes
Item Approved by:	Chief Executive Officer
File Reference:	Nil
Attachment/s:	1 attachment – Monthly Report

Proposal/Summary

The financial reports as at 31 August 2019 are presented for consideration.

Background

The financial reports have been circulated to all Councillors.

Comment

Nil

Consultation

Nil

Statutory Environment

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

Policy Implications

Nil

Financial Implications

All financial implications are contained within the reports.

Strategic Implications

Nil

<u>Resolution 9.1 September 2019</u>	
That Council receives the monthly financial reports for the period ending 31 August 2019.	
Moved: Cr Alison Harris	Seconded: Cr Bernie Daly
Vote – Simple Majority	Carried: 7/0

9.2 Accounts Paid – August 2019

Location:	Cunderdin
Applicant:	Manager of Corporate Service and Finance
Author:	Hayley Byrnes
Report Date:	11 September 2019
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 attachment – Creditors list of payments August 2019

Proposal/Summary

Council is requested to confirm the payment of Accounts totalling:

Total for Municipal -	\$250,738.86
Total for Trust -	\$324.61
TOTAL -	\$251,063.47

For August 2019 as listed in the Warrant of Payments for the period 1st to 31 August 2019.

Background

Nil

Comment

Nil

Consultation

Nil

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).

Financial Management Regulations 12 & 13.

Policy Implications

Nil

Financial Implications

All financial implications are contained within the reports.

Strategic Implications

Nil

Resolution 9.2.1 September 2019

1. That Council's payment of accounts amounting to \$250,738.86 being from Municipal Account and \$324.61 being from the Trust account for August 2019, as follows:

Municipal Account	\$	Total
Electronic Funds Transfer: EFT 3458 - 3536	\$224,122.24	
Direct Debit (Inc Bank Charges): DD1583.1-DD1613.10	\$12,656.33	
Cheques: 11533-11540	\$13,960.29	
		\$250,738.86
Trust Account		\$324.61
TOTAL		\$251,063.47

be confirmed and noted; and,

2. That the Payments List as presented be incorporated in the Minutes of the Meeting.

Moved: Cr Doug Kelly

Seconded: Cr Di Kelly

Vote – Simple Majority

Carried 7/0

9.3 Council Investments – As at 31st August 2019

Location:	Cunderdin
Applicant:	Manager of Corporate Services
Author:	Hayley Byrnes
Report Date:	11 September 2019
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 Attachment- Bank Statements

Proposal/Summary

To inform Council of its investments as at 31st August 2019.

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; and
- 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.

Comment

In addition to the Shire's Municipal Operating Accounts, the below investment accounts are held as at 31st August 2019.

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$1,265,054.85	Municipal- 0000030	\$1,265,054.85		
Bendigo Bank	\$373,583.28	Municipal- 155971377	\$373,583.28		
Bendigo Bank	\$981,500.13	Reserves Term Deposit 1.9% Expires : 23/12/2019		\$981,500.13	
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%	\$146.78		
Westpac Bank	\$61,243.54	Trust Working Account 12-2981			\$61,243.54
TOTAL INVESTMENTS	\$2,681,528.58		\$1,638,784.91	\$981,500.13	\$61,243.54

In addition to the above Shire funds, the Shire administers the Cunderdin Community Centre Trust Account being Westpac Account 000 073 - \$ 61,391.03 and Bendigo Term Deposit Ref: 3030072 – \$ 443,948.97

Consultation

Nil

Statutory Implications

Financial Management Regulation 19.

Policy Implications

Nil

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

This item related to the Integrated Planning and Reporting Framework, which feeds into the Long Term Financial Plan when determining annual Council Budgets.

Resolution 9.3 September 2019

That the report on Council investments as at 31st August 2019 be received and noted.

Moved: Cr Norm Jenzen

Seconded: Cr Todd Harris

Vote – Simple Majority

Carried: 7/0

Item 9.4 – refer to page 7

9.5 Councillors Governance Manual

Location:	Shire of Cunderdin
Applicant:	Governance and Compliance Officer
Date:	13 th September 2019
Author:	Lauren Cole
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 attachment – Governance Manual

Proposal/Summary

Shire of Cunderdin Governance Manual is presented for Council consideration. It is an overview of the governance program that has been put in place so that councillors and employees can meet their governance responsibilities.

Background

Nil

Comments

Local governments are experiencing increasing scrutiny of their operations and activities, creating a need for full and open disclosure of their governance systems. As with the private sector's long-standing focus on governance issues, we must consider the principles of systems integrity, role delineation, accountability and strategic management, in order to develop suitable governance frameworks that ensure effective, transparent and sustainable administration of the Shire's affairs.

This Corporate Governance Manual provides information about the Council, Councillors and administration; the relationships that exist and how they work together to achieve good governance.

The framework links their roles under the *Local Government Act 1995* (the Act) and other relevant legislation, our suite of governance documents and the functions performed by the Shire. It provides guidance and information to the major participants in the governance processes of the Shire.

Supported by this framework, Councillors and the Chief Executive Officer are able to:

- Provide strong, effective leadership
- Maintain quality service delivery and the effective use of resources
- Adhere to the Shire's values and defined strategies
- Deliver effective stewardship of the Shire's assets, including infrastructure assets
- Provide systems that ensure compliance with relevant statutes
- Encourage innovation and continuous improvement throughout the organisation
- Deliver services in line with agreed performance measures. Our Governance Framework is underpinned by the Integrated Planning and Reporting (IPR) Framework and other strategic Council documents.

The IPR Framework demonstrates how we plan to sustainably and strategically meet the needs of our community, while focusing on community wellbeing, local business, our built and natural environments and a greater level of leadership and governance. It was formulated through a comprehensive community engagement process, which documented our community's priorities, aspirations and vision for the Shire and helped us shape and create a shared vision for the Shire of Cunderdin.

Consultation

Chief Executive Officer

Governance and Compliance Officer

Statutory Implications

Section 2.7 of the *Local Government Act 1995* describes the role of the Council as:

The Council as a body corporate -

- a) governs the affairs of the Shire of Cunderdin;
- b) is responsible for the performance of the Shire of Cunderdin’s functions;
- c) oversees the allocation of the finances and resources of the Shire of Cunderdin; and
- d) guides policy development within the Shire of Cunderdin.

The following Council roles and responsibilities have been interpreted from the Act, in conjunction with the Shire’s Governance Framework.

Policy Implications

Nil

Financial Implications

Nil.

Strategic Implications

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’.

Resolution 9.5 September 2019

That Council

- 1. Formally adopts the Shire of Cunderdin Governance Manual as presented.

Moved: Cr Alison Harris

Seconded: Cr Todd Harris

Vote – Simple Majority

Carried 7/0

9.6 Wheatbelt Secondary Freight Network Program – Formalisation of Commitment

Location:	Cunderdin
Applicant:	Wheatbelt Secondary Freight Network Steering Committee
Date:	10 th September 2019
Author:	Lauren Cole
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	3 Attachments

Proposal/Summary

It is requested by the Wheatbelt Secondary Freight Network Steering Committee that the associated 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council.

Background

42 Local Governments of the Wheatbelt region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSFN) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Attached is Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSFN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration. It is requested by the WSFN Steering committee that this formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSFN program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the

Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WSNF have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
 - Shire of Victoria Plains
 - Lancelin to Meckering Route
 - Mogumber - Yarawindah Road
 - Project value \$1M
- Wheatbelt South
 - Shire of Quairading
 - Cunderdin to Kweda Route
 - Cunderdin - Quairading Road
 - Project Value \$1M

Consultation – Nil

Statutory Implications - Nil

Policy Implications - Nil

Financial Implications -

Local Governments with projects approved over the course of the WSNF program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

Workforce Implications:

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
 - Scope
 - Budget
 - Methodology
 - Delivery
- WSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate into Council Budgets Annually.

VOTING REQUIREMENTS:

Simple Majority

Resolution 9.6 September 2019

That Council:

1. Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.
2. Receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:
 - Program Governance Plan
 - Program Delivery Plan
 - Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with in the Program Governance Plan.

Moved: Cr Doug Kelly

Seconded: Cr Bernie Daly

Vote – Simple majority

Carried 7/0

9.7 Cunderdin and Tammin Shire Palliative Care Residential Unit Management Plan

Location:	Cunderdin
Applicant:	WACHS
Date:	10 July 2019
Author:	Stuart Hobley
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 attachment

Proposal/Summary

A Memorandum of Understanding between the Shire of Cunderdin and Western Australian Country Health Service (WACHS) for the operation and management of the palliative care has been proposed by WACHS.

This report recommends that Council adopt the MOU for a period of 12 months and continue negotiations with the WACHS for improved palliative care services.

Background

Following a meeting of the Aged Appropriate Accommodation Project Management Committee (AAAPMC) in 2016, Suzanne Taylor, the then Acting Regional Nursing and Midwifery Director was asked to prepare a Draft Management Plan Agreement (the Agreement) between the Shire and Western Australian Country Health Service (WACHS) in respect to the future services and operation of the Shire's Palliative Care Unit.

It is noted that the Units (palliative and respite) provide a supportive environment but are not to the standards of a hospital facility. Hospital level care will not be available but nursing and medical services can be made available on site.

The Agreement was the subject of discussions held on 22 May 2018 between Councillors, the AAAP and Sean Conlan, Regional Director WACHS- Wheatbelt and Jeffery Williams Regional Nursing and Midwifery Director.

Council at its 21 June 2018 Meeting resolved;

Resolution 9.6 June 2018

That Council:

- *adopt the attached Cunderdin and Tammin Shire Palliative Care Residential Unit – Management Plan Agreement with clarity to the relatives/carer utilizing the facility from the Cunderdin and Tammin districts allowing free use.*
- *and authorise the document as a Policy of the Shire of Cunderdin; and,*
- *provide local public notice of the document's adoption for a period of no less than 7 days; and,*
- *request the MOU be reviewed 6 monthly.*

A revised Agreement reflecting responsibility of both WACHS and the Shire in regard to the provision of palliative and end of life care was presented to the July 2019 Council for adoption.

Recommendation 9.10 – July 2019

That this item lay on the table due to earlier discussion in relation to Item 9.6 July 2019.

Resolution 9.6 July 2019

That Council meets with Chair of WACHS Neil Fong and Hon. Mia Davies to discuss the current health situation within the Shire of Cunderdin prior to signing off on the demolition of the Old Hospital Site as soon as possible.

Council considered that the MOU did not clearly state that WACHS would provide 24/7 care for clients who did not have anyone else to support them during their stay in the palliative care unit. Council decided it needed to meet with Neil Fong and Hon. Mia Davies to confirm the commitments that were made to Council in the development stage of the project.

On 13th August 2019 Council met with Sean Conlan (Regional Director WACHS – Wheatbelt) and Jenny Thompson (Program Manager WACHS - Wheatbelt) to discuss the palliative care issue. Mr Conlan advised Council that WACHS would provide 24/7 care for patients who required it. He suggested the Shire and WACHS met to discuss any changes needed to the MOU to reflect the commitments made.

The CEO met with Ms Thompson and Helen Lundy (Health Service Manager) on 28 August 2019 to discuss the changes that were made to the MOU.

Council meet with Dr Herma Inverarity on the 29 August 2019 to discuss the amended palliative care MOU and any concerns the Doctor had with the MOU. The Doctor had concern with the level of care being provided and how the care would be provided and funded by WACHS. It was suggested that the Doctor meet with WACHS to discuss these issues.

On the 11 September 2019 Council met with both Dr Inverarity, Ms Thompson and Ms Lundy to discuss the MOU and how it would operate. At the conclusion of the meeting Dr Inverarity was satisfied that the service provided to patients would be suitable for end of life situations but had concerns that this service did not cater for patients who would need a high level of care for a period of longer than 2 weeks. The Doctor advised that in her opinion this was a majority of the palliate patients in Cunderdin.

Comment

The Councils primary concern has been that 24/7 care would not be available to patients who did not have the support of family or friends to help them in their final days. WACHS have committed on numerous occasions to providing 24/7 care to patients in the Shire's palliative care unit to people who require it.

The intent of the palliative care unit was not to provide long term palliative care for patients. However if research indicates that the majority of patients that would use the palliative unit would require a stay of longer than 2 weeks then this option is available to be discussed and further negotiated with WACHS.

In the interim Council can agree to the MOU in order to provide a palliative option to our community. The Cunderdin site is a pilot project and WACHS have a significant interest in ensuring its success.

The Agreement recognises that palliative care services will be provided by WACHS utilising the Shire's facility as agreed from time to time. The Shire, as owner of the facility will be responsible for its maintenance and upkeep. The Shire will also be responsible for management of the hiring of the facility and collection of any fees and charges applicable.

Consultation

WACHS Regional Director
WACHS Regional Nursing and Midwifery Director
WACHS Cunderdin Health Service Manger
Dr Herma Inverarity
Councillors

Statutory Implications

NIL

Policy Implications

NIL

Financial Implications

NIL

Strategic Implications

Strategic Community Plan

IT4-Objective 2: Develop plans for the improvement and renewal of infrastructure assets

Resolution 9.7 September 2019

That Council in good faith endorse and sign the Memorandum of Understanding between the Shire of Cunderdin and the Western Australian Country Health Service for the provision of Palliative Care services and the use of the Shire managed Palliative Care Unit for a period of 6 months.

Moved: Cr Di Kelly

Seconded: Cr Norm Jenzen

Vote – Simple majority

Carried: 6/1

Cr Alison Harris voted against the motion

Resolution 9.7.1 September 2019

That Council advise the Western Australian Country Health Service that it will continue to investigate the requirements of the palliative care patients in Cunderdin and if required negotiate changes to the Memorandum of Understanding to reflect he needs of the community.

Moved: Cr Todd Harris

Seconded: Cr Doug Kelly

Vote – Simple majority

Lost: 0/7

Resolution 9.7.2 September 2019

That Council request the WACHS provide care for the palliative services that reflects the needs of palliative patients in our region, which local data shows that it is the availability of a palliative service for up to three months.

Moved: Cr Norm Jenzen

Seconded: Cr Di Kelly

Vote – Simple Majority

Carried: 5/2

Cr Todd Harris and Cr Alison Harris voted against the motion.

9.8 Old Cunderdin Hospital Site - Demolition

Location:	Cunderdin
Applicant:	WA Country Health Service (WACHS)
Date:	8 July 2019
Author:	Stuart Hobley
Item Approved by:	Stuart Hobley
Disclosure of Interest:	N/A
File Reference:	N/A
Attachment/s:	Nil

Summary

For Council to determine the action it wishes to take in respect to the old Cunderdin Hospital site prior to the transfer of the Old Hospital Reserve/land to the Shire of Cunderdin.

Background

Following Council's April 2015 Ordinary Meeting, the Shire on 24 April 2015 wrote to the Western Australian Country Health Service (WACHS) advising that *Council had resolved:*

- *To advise WACHS of its "in principle" support for a land swap; and*
- *Its preference for the existing health centre land to be transferred to the Shire freehold (or under management order).*

Council, at its 17 December 2015 Ordinary Meeting, *resolved amongst other matters that:*

- *It formally agrees to the proposed land swap between the Shire of Cunderdin and WACHS for the identified land, being portion of Lot 50 Lundy Avenue, Cunderdin, for the Primary Health Care Demonstration Site in exchange for the existing Cunderdin Hospital Site, being Lots 296,297, 350 & 384 Cubbine Street, Cunderdin; and,*
- *It would continue to undertake a due diligence process on the existing buildings before a final decision on acceptance of the transfer with building/s on site. To be completed by 30 June 2016.*

Following Council's 15 September 2016 Ordinary Meeting, on 23 September 2016, the Shire wrote to WACHS to advise:

- That it requests that the Hospital and Ian Roberts Lodge Buildings be retained; and,
- Requests that the old out of use buildings on the Hospital Grounds, i.e. former nurses quarters and mortuary, be demolished and the site be left clean of all, especially contaminated, materials.

On 14 December 2016, WACHS responded advising the Shire that:

- Executive Council had approved for WACHS to transfer the Cunderdin Hospital site, Reserve 22160, to the Shire of Cunderdin once the new Health Centre is constructed to be arranged by a change of management order;
- should the Shire wish to seek freehold title of the reserve at a later date from the Department of Lands then WACHS Wheatbelt would be willing to support the request;
- It was agreed that the land swap will include the main hospital building and Ian Roberts Lodge;
- WACHS would demolish and remove building Blocks C, D, F & G as indicated on its Plan;
- The land swap arrangement with the Shire was based upon WACHS offering the old hospital site land to the Shire with or without the buildings. Should the Shire wish to retain the buildings then they would need to accept them in their current condition and any current or future maintenance liabilities would not be a WACHS responsibility.

Council, at its 21 June 2018 Ordinary Meeting, having considered similar land transfer arrangements, e.g. Pingelly hospital site, resolved to:

Advise the WA Country Health Service that:

- *The Council will only accept the land known as Reserve 22160, the former Cunderdin Hospital Site, as unencumbered freehold land at no cost to the Shire as a direct land swap for Lot 501 Lundy Avenue, Cunderdin.*
- *Council will accept the freehold land, once completion and operation of the new Primary Health Care Demonstration Site, on an as is basis following completion of the works outlined in their correspondence dated 14 December 2016.*
- *Request the Chief Executive Officer to determine the financial implications associated with the land swap and future use of the subject land for inclusion in budgetary planning processes.*

In July 2018, the St Simeon Group, part of the “*Serbian Orthodox Diocese Aged Care and Education Property Fund Ltd*” (SODACEPF), met with representatives of the Shire to discuss the possibility of it providing a range of aged care services to the community, utilizing the old hospital buildings. The services would include home care packages, private services, CHPS, residential, respite and palliative care. These services were recognized by the Shire as key to providing local residents a broad suite of services and would be complimentary to the Shire’s AAA housing development which itself is inclusive of a respite and palliative care facility.

In January 2019, the St Simeon Group:

- Provided the Shire with a copy of its Business Plan for the proposed services;
- Provided copies of applications it had submitted to the Commonwealth for funding approval that was unsuccessful;
- Advised its application for Major Refurbishment Funding cannot be submitted until it actually becomes an approved provider in the Cunderdin area; and,
- information on its plans for the renovation of the Old Hospital Buildings which were to be presented to its Board of Directors for consideration.

As mentioned above, WACHS has given the Shire the option to accept the Hospital Site on Cubbine Road with the old hospital building and Ian Roberts Lodge or as a site cleared of unwanted existing buildings.

In February 2019, a desk top assessment of the Shire’s Lundy Avenue property (6,357 m²) Lot 801 on Plan 407494, was valued at \$95,000 whilst the Cubbine Street property of the Health Department (2.1107 ha) Reserve 22160, was valued at \$210,000.

On 11 April 2019 Council resolved to:

That Council notify WA Country Health Services (WACHS) that:

- *it accepts the land known as Reserve 22160, the former Cunderdin Hospital Site, as unencumbered freehold land at no cost to the Shire as a direct land swap for Lot 801 on Plan 407494 Lundy Avenue, Cunderdin; and,*
- *It requests WACHS to defer demolition for a period of 3 months with option for a further 3 months if interest is shown in its development.*

The Shire advertised throughout Australia for parties interested in the development of the Old Hospital Site and did not have any interest. At the July 2019 Ordinary Meeting the Administration recommended that: *Council notify WA Country Health Services (WACHS) that:*

- *It requests WACHS to demolish and, with the exception of Ian Roberts Lodge, remove the old hospital buildings prior to transfer of the freehold land to the Shire.*

This recommendation was not supported and Council resolved to:

That Council meets with Chair of WACHS Neil Fong and Hon. Mia Davies to discuss the current health situation within the Shire of Cunderdin prior to signing off on the demolition of the Old Hospital Site as soon as possible.

The reason for the change from the Administration recommendation was that Council was not satisfied with a Memorandum of Understanding between the Shire and WACHS with respect to the delivery of end of life care in the Shire managed Palliative Care Unit.

Comments

WACHS have again contacted the Shire requesting confirmation of its intentions for the building.

As previously advised WACHS agreed to allow the Shire up to the end of July 2019 to explore options for the future use of the old hospital buildings prior to proceeding to demolition. As indicated below, WACHS is nearing finalisation of the demolition tender documentation in preparation to go to tender on advice from the Shire that no viable expression of interest for the buildings had been forthcoming. It is now becoming urgent that the matter is finalised as the capital works program funding for all SIHI projects within the Wheatbelt is nearing completion and hence funds allocated to the demolition (if required) needs to be committed shortly. Additionally WACHS Wheatbelt is still incurring significant costs in maintaining the vacant buildings.

The Shire has exhausted all avenues in trying to find a party interested in the development of the site. The size of the building and the significant cost in maintaining and refurbishing the building work against it.

With the State Governments significant investment in the new Cunderdin Primary Health Care Centre it is extremely unlikely that they will locate any services in the Old Hospital. If Council does not confirm the demolition of the building with WACHS the Shire risks being left with the hospital in its current state.

It is estimated that the cost of demolition of the old Hospital is approximately \$700,000.

Policy Implications

Nil

Financial Implications

If the Shire does not request the demolition of the Old Hospital site, it will be responsible for the upkeep and maintenance of the building in its current form. It is unclear what the cost would be, although it is expected it would be significant.

Strategic Implications

Shire of Cunderdin Community Strategic Plan

The proposed land swap and future use of the former Cunderdin Hospital is consistent with the social, environmental and economic goals of the CSP, which 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

- Nurture and enhance our natural environment and prioritise the protection of our natural resources;
- Manage resource consumption and reduce waste, preserve and protect buildings and places of heritage and indigenous significance;

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 9.8 September 2019

That Council notify WA Country Health Services (WACHS) that:

- It requests WACHS to demolish and the site be left cleaned of all contaminated material, with the exception of Ian Roberts Lodge, remove the old hospital buildings prior to transfer of the freehold land to the Shire.

Moved: Cr Norm Jenzen

Seconded: Cr Bernie Daly

Vote: Simple Majority

Carried: 5/2

Cr Todd Harris and Cr Alison Harris voted against the motion.

Footnote: That Council acknowledges the previous recommendation at July 2019 ordinary council meeting resolution 9.6 and hasn't yet meet with Chair of WACHS Neil Fong and Hon. Mia Davies due to financial implication of this matter on the community. The council has decided to proceed with the demolition.

10. Environmental Health and Building

10.1 Move Behind Closed Doors

Resolution 10.1 September 2019

That Council move behind closed doors in accordance with s.5.23 of the Local Government Act.

Moved: Cr Todd Harris

Seconded: Cr Bernie Daly

Vote – Simple Majority

Carried 7/0

Mr Sam Stewart exited the room at 5:13 pm and did not return.
Cr Alison Harris and Cr Todd Harris exited the room at 5:14 pm.

10.2 Cunderdin Primary Health Centre

Under separate cover.

10.3 Move from behind closed doors

Resolution 10.3 September 2019

That Council move from behind closed doors in accordance with s.5.23 of the Local Government Act.

Moved: Cr Bernie Daly

Seconded: Cr Di Kelly

Vote – Simple Majority

Carried 5/0

Cr Alison Harris and Cr Todd Harris re-entered the room at 5:20 pm.

The President read the following resolution aloud.

Resolution 10.2 September 2019

That the Shire enter into a new contract with the Karis Medical Group for the provision of medical services in the Shire of Cunderdin and that the Chief Executive Officer, President and Cr Bernie Daly be delegated authority to negotiate the terms based on the existing contract and the terms set out in the above report.

That the Shire support the Doctors Surgery being relocated into the new Cunderdin Primary Health Centre.

That the Shire contribute \$5,000 towards the outgoings associated the Doctors Surgery section of the Cunderdin Primary Health Centre.

Moved: Cr Bernie Daly

Seconded: Cr Di Kelly

Vote – Simple Majority

Carried 5/0

11. Planning & Development

Nil

12. Works & Services

Nil

13. Urgent Items

Nil

14. Scheduling of Meeting

14.1 October 2019 Ordinary Meeting

The next ordinary meeting of council is scheduled to take place on Thursday 17 October 2019 commencing at 5pm at the Cunderdin Shire Council Chambers, Cunderdin, WA 6407

15. Closure of meeting

There being no further business the Shire President will declare the meeting closed at 5:24 pm.

16. Certification

DECLARATION

I, Dennis Whisson, certify that the minutes of the Ordinary Council Meeting held on 19 September 2019 as shown were confirmed at the ordinary meeting of Council held on 17 October 2019.

Signed: _____

Date: _____