



## Shire of Cunderdin

### Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Thursday 15 June 2017** in the Council Chambers, Lundy Avenue Cunderdin **commencing at 5.00pm.**

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

Peter Naylor  
**Chief Executive Officer**

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## **AGENDA**

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

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

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

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

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

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

**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 DA (Dennis) Whisson	Shire President
Cr DB (Doug) Kelly	Deputy President
Cr RC (Clive) Gibsone	
Cr B (Bernie) Daly	
Cr AE (Alison) Harris	
Cr TE (Todd) Harris	
Cr NW (Norm) Jenzen	
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 and Compliance Officer (to 5:55pm)

#### **Guests of Council**

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

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

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

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

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

The Shire President, Cr Whisson, extended Council condolences to Cr Norm Jenzen on the recent sad passing of his father Robert Jenzen.

Cr Whisson also expressed sympathy to the Lundy Family on the recent passing of Ms Ryder Lundy. Mrs Lundy's husband, Jack Lundy, was a Shire of Cunderdin Councillor from 1962 to 1989, Shire President from 1974 to 1980, and was bestowed with the honour of Freeman of the Shire in 1989.

## 6. Confirmation of the Minutes of Previous Meetings

### 6.1 Ordinary Meeting of Council held on Thursday 18 May 2017

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Date:</b>	8 June 2017
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	45 Pages (1 attachment - circulated)

#### **Proposal/Summary**

Council to confirm the minutes of the Ordinary Council Meeting held on Thursday 18 May 2017.

#### **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 18 May 2017, be confirmed as a true and correct record.**

**Moved: Cr Alison Harris**

**Seconded: Cr Bernie Daly**

**Vote – Simple majority**

**Carried: 8/0**

**Note to this item:**

The President will sign the minute declaration.

## 6.2 Meeting of Resource Sharing Committee held on Tuesday 6 June 2017

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Date:</b>	8 June 2017
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	4 Pages (1 attachment - circulated)

### **Proposal/Summary**

Council to accept the minutes of the Resource Sharing Committee held on Tuesday 6 June 2017.

### **Background**

The minutes of the meeting have been circulated to all Councillors.

### **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 6.2**

**That Council:**

- 1. Receive the Minutes of the Resource Sharing Committee Meeting held on Tuesday 6 June 2017.**

**Moved: Cr Doug Kelly**

**Seconded: Cr Norm Jenzen**

**Vote – Simple majority**

**Carried: 8/0**

### 6.3 Shire of Cunderdin Bush Fire Advisory Committee

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	9 June 2017
<b>Author:</b>	Peter Naylor
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	4 Pages (1 attachment)

#### Proposal/Summary

Council to receive the minutes of the Shire of Cunderdin Bush Fire Advisory Committee held on Wednesday 12 April 2017, and consider the recommendations (5) contained therein.

#### Background

The five (5) recommendations from the BFAC meeting for Council consideration are:

1. A motion was moved that the Shire of Cunderdin Council on the recommendation of the BFAC should consider endorsing the Exemptions for Utilities for Emergency Works during Harvest Bans in line with the current DFES exemption for Total Fire Bans.
2. A motion was moved that the Shire of Cunderdin Council on the recommendation of the BFAC should consider the following policy:

*Three Strike Policy in regards to Burning Permits:*

- *Abuse of Shire staff means refusal of permit and referred to Community Emergency Services Manager for permit issues. There will be no permit issued for that day. (First Strike)*
- *After explanation further abuse of Shire Staff will result in a prohibition of permits for a period of one week (Second Strike)*
- *Further abuse of Shire Staff after this period will result in a prohibition of permits for the duration of the Restricted Burning Period. (Third Strike)*

*Please note: Second and Third Strikes will be discussed between CBFCO, DCBFCO and CESM before implementation.*

3. A motion was moved that the Shire of Cunderdin Council on the recommendation of the BFAC should consider the following alteration to the Shire of Cunderdin Chaff Heap Burning Policy takes place:

*Chaff Heaps may only be ignited between the hours of Midnight (0000) Sunday and Midnight (0000) Thursday.*

4. A motion was moved that the Shire of Cunderdin Council on the recommendation of the BFAC should consider the placement of a 'Hydrant' Style standpipe near the Ygnattering Fire Shed.
5. A motion was moved that the Shire of Cunderdin Council on the recommendation of the BFAC should consider the reduction of personnel on Burning Permits from 3 to 2 as a Policy of the Shire.

### **Comment**

The five recommendations are presented for Council consideration.

### **Consultation**

Nil

### **Statutory Environment**

*Bush Fires Act 1954*

*Bush Fire Regulations 1954*

### **Policy Implications**

New and existing Policies will need to be drafted and / or amended.

### **Financial Implications**

There are no financial implications in considering this item.

### **Strategic Implications**

Nil

### **Resolution 6.3**

**That the five recommendations to Council from the minutes of the Shire of Cunderdin Bush Fire Advisory Committee meeting held on Wednesday 12<sup>th</sup> April 2017 be advertised for public comment for a period of 35 days and be re-presented to the Ordinary Meeting of Council to be held Wednesday 16<sup>th</sup> August 2017 for further consideration.**

**Moved: Cr Alison Harris**

**Seconded: Cr Doug Kelly**

**Vote – Simple majority**

**Carried: 8/0**

5:21pm – 5:22pm

Cr Bernie Daly was absent from the Council Chamber

## 7. Finance & Administration

### 7.1 Financial Reports for May 2017

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	8 June 2017
<b>Author:</b>	Paul Godfrey
<b>Item Approved by:</b>	Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Pages (3 attachments)

#### Proposal/Summary

The financial reports as at 31 May 2017 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

**Resolution 7.1**

**That Council receives the monthly financial reports to 31 May 2017.**

**Moved: Cr Doug Kelly**

**Seconded: Cr Bernie Daly**

**Vote – Simple majority**

**Carried: 8/0**

## 7.2 Accounts Paid – May 2017

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Paul Godfrey
<b>Report Date:</b>	8 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### **Proposal/Summary**

Council is requested to confirm the payment of Accounts totalling \$1,047,488.96 for May 2017 as listed in the Warrant of Payments for the period 1 May to 31 May 2017.

### **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 7.2**

**(a) That Council's payment of accounts amounting to \$1,047,488.96 for May 2017, from the Municipal Fund be confirmed and noted.**

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

**Moved: Cr Todd Harris**

**Seconded: Cr Dianne Kelly**

**Vote – simple majority**

**Carried: 8/0**

**Listing of Accounts Paid During May 2017**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Supplier</b>	<b>Invoice Description</b>	<b>Amount</b>
EFT1406	01/05/2017	Country Ford	Purchase 2017 Ford Everest SUV Ambiente	49,000.00
EFT1407	09/05/2017	Landgate	UVInterim Val	222.45
EFT1408	09/05/2017	Cunderdin Co-Op	Grocery meat chiller	79.35
EFT1409	09/05/2017	Australia Post	Postage Charges	81.70
EFT1410	09/05/2017	Avdata	Airfield fees	729.24
EFT1411	09/05/2017	AIR LIQUIDE	Gas Cylinder Hire Fee	111.49
EFT1412	09/05/2017	Goodfield Quality Meats	Water and Casserole	129.00
EFT1413	09/05/2017	WA Contract Ranger Services	Ranger Services	794.75
EFT1414	09/05/2017	Glenwarra Development Services	Planning Services Fees	2,475.00
EFT1415	09/05/2017	George Johnson EHO Consultant	Meat Inspection	660.00
EFT1416	09/05/2017	Combined Tyres Cunderdin	Tyres and Disposal	3,795.00
EFT1417	09/05/2017	Shire of Northam	Old Quarry Tipping Fees	2,772.65
EFT1418	09/05/2017	Cr Dennis Whisson	OCM April Sitting Fee	485.00
EFT1419	09/05/2017	Cr Todd Harris	OCM Sitting Fee April 2017	236.00
EFT1420	09/05/2017	Cr Norm Jenzen	OCM April Sitting Fee	236.00
EFT1421	09/05/2017	Plastic Card Customization	Customised cards	1,081.80
EFT1422	09/05/2017	AMJ Industries	Inspect and Test Motor Disconnect Fault and connect replace	542.16
EFT1423	09/05/2017	Local Government Professionals Australia WA	Intro to Local Government Workshop	290.00
EFT1424	09/05/2017	Zurich Australian Insurance LTD	Insurance Excess	300.00
EFT1425	09/05/2017	Av-Sec Security	Monitoring Quarter Fee	180.20
EFT1426	09/05/2017	Star Track Express PTY Limited	Freight Charges	57.37

EFT1427	09/05/2017	Perfect Computer Solutions	Monitoring Fee April	85.00
EFT1428	09/05/2017	Marketforce	Advertising	873.61
EFT1429	09/05/2017	Cr. Alison Harris	OCM April Sitting Fee	236.00
EFT1430	09/05/2017	Cr. Bernard Daly	OCM Sitting Fee April	236.00
EFT1431	09/05/2017	IXOM	Chlorine Service fee	81.84
EFT1432	09/05/2017	Shire of Tammin	Land Gate Invoices	124.25
EFT1433	09/05/2017	darMitch Logistics Kellerberrin	Freight Collected	174.90
EFT1434	09/05/2017	Ampac Debt Recover Pty Ltd	Debt Recovery Costs	1,303.20
EFT1435	09/05/2017	Critical Room Solutions Pty Ltd	Audio System	216.70
EFT1436	09/05/2017	Daves Property Improvements	Instalment 4 of 5	11,083.25
EFT1437	09/05/2017	Deanne Frear	Reimbursements	209.95
EFT1438	09/05/2017	Avon Valley Windscreens	Supply windscreen	363.00
EFT1439	09/05/2017	Preview Industries Australia Pty Ltd	Photo Page, Collector Cards	135.95
EFT1440	09/05/2017	Courier Australia	Freight	89.84
EFT1441	09/05/2017	Country Ford	52,000km Service Territory	962.50
EFT1442	12/05/2017	Jason Signmakers	signs	136.95
EFT1443	12/05/2017	Cunderdin Co-Op	Fuel	9,303.81
EFT1444	12/05/2017	Wurth	Twist Drill Metal Assortment Set	194.30
EFT1445	12/05/2017	Wattleup Tractors	out front mower and deck	34,034.00
EFT1446	12/05/2017	Colas	Bitumen Sealing Work	153,152.27
EFT1447	12/05/2017	FILTERSPPLUS	Various Parts	1,007.94
EFT1448	12/05/2017	Globe	Dynafoq	297.00
EFT1449	12/05/2017	Hitachi Construction	Refrigerant Hose	674.47

		<b>Machinery (Aus) Pty Ltd</b>		
<b>EFT1450</b>	<b>12/05/2017</b>	<b>Perfect Computer Solutions</b>	<b>Tech Support</b>	<b>500.00</b>
<b>EFT1451</b>	<b>12/05/2017</b>	<b>Hisconfe</b>	<b>Repairs to Ice Maker</b>	<b>1,672.03</b>
<b>EFT1452</b>	<b>12/05/2017</b>	<b>Hutton &amp; Northey Sales</b>	<b>General Service</b>	<b>443.45</b>
<b>EFT1453</b>	<b>12/05/2017</b>	<b>Moore Stephens</b>	<b>Financial Management Workshop 2017</b>	<b>2,310.00</b>
<b>EFT1454</b>	<b>12/05/2017</b>	<b>Cunderdin Tennis Club</b>	<b>Tennis Fees KS TSharrett</b>	<b>35.00</b>
<b>EFT1455</b>	<b>12/05/2017</b>	<b>Baxters Rural Centre KB</b>	<b>Valve</b>	<b>385.66</b>
<b>EFT1456</b>	<b>12/05/2017</b>	<b>Linemarking WA</b>	<b>Line marking</b>	<b>9,785.60</b>
<b>EFT1457</b>	<b>12/05/2017</b>	<b>Earthstyle Contracting Pty Ltd</b>	<b>Road repairs due to flood damage</b>	<b>216,533.31</b>
<b>EFT1458</b>	<b>12/05/2017</b>	<b>Country Ford</b>	<b>2017 Ford Everest SUV trend RWD</b>	<b>28,901.80</b>
<b>EFT1459</b>	<b>19/05/2017</b>	<b>Ag Implements</b>	<b>Oil Filter</b>	<b>206.46</b>
<b>EFT1460</b>	<b>19/05/2017</b>	<b>Australian Tax Office- FBT</b>	<b>Fringe Benefits Tax for 2017</b>	<b>1,763.80</b>
<b>EFT1461</b>	<b>19/05/2017</b>	<b>Australian Tax Office</b>	<b>BAS April 2017</b>	<b>87,816.00</b>
<b>EFT1462</b>	<b>24/05/2017</b>	<b>Specialised Tree Services</b>	<b>Vegetation Management Cunderdin Wyalkatchem Rd Storm Damage</b>	<b>16,000.00</b>
<b>EFT1463</b>	<b>31/05/2017</b>	<b>Cunderdin Bowling Club</b>	<b>Refund Balance -Insurance claim Shade sails</b>	<b>29,000.00</b>
<b>EFT1464</b>	<b>31/05/2017</b>	<b>Pindan Modular Pty Ltd</b>	<b>D&amp;C Cunderdin Age Appropriate Accommodation Progress Claim No. 1</b>	<b>336,534.83</b>
<b>DD695.1</b>	<b>16/05/2017</b>	<b>SG Fleet</b>	<b>CESM VEHICLE</b>	<b>1,145.96</b>
<b>DD712.1</b>	<b>03/05/2017</b>	<b>Westpac Banking Corporation Visa</b>	<b>Credit card statement 16 March- 17 April</b>	<b>790.07</b>
<b>11210</b>	<b>09/05/2017</b>	<b>Water Corporation</b>	<b>Water Sports Ground</b>	<b>21,732.30</b>
<b>11211</b>	<b>09/05/2017</b>	<b>Synergy</b>	<b>Street Lights Power</b>	<b>8,384.80</b>
<b>11212</b>	<b>09/05/2017</b>	<b>Cunderdin Newsagency</b>	<b>Museum supplies</b>	<b>466.02</b>
<b>11213</b>	<b>09/05/2017</b>	<b>Telstra</b>	<b>Day Care Phone Bill</b>	<b>146.50</b>
<b>11214</b>	<b>09/05/2017</b>	<b>Cr Ronald Clive Gibsone</b>	<b>OCM Sitting Fee April</b>	<b>236.00</b>

<b>11215</b>	<b>09/05/2017</b>	<b>Cr Douglas Brian Kelly</b>	<b>OCM Sitting Fee April</b>	<b>236.00</b>
<b>11216</b>	<b>09/05/2017</b>	<b>Cunderdin Medical Practice</b>	<b>Rob Bell Hep B Vaccination</b>	<b>210.00</b>
<b>11217</b>	<b>12/05/2017</b>	<b>Cunderdin Newsagency</b>	<b>Stationery</b>	<b>40.77</b>
<b>11218</b>	<b>12/05/2017</b>	<b>Telstra</b>	<b>Phone Bills</b>	<b>1,732.90</b>
<b>11219</b>	<b>12/05/2017</b>	<b>Autopro Northam</b>	<b>Battery</b>	<b>378.69</b>
<b>11220</b>	<b>12/05/2017</b>	<b>Cunderdin Medical Practice</b>	<b>Stokes Immunisation</b>	<b>140.00</b>
<b>11221</b>	<b>12/05/2017</b>	<b>HCT Rural Agencies 2015</b>	<b>Protective clothing</b>	<b>341.97</b>
<b>11222</b>	<b>12/05/2017</b>	<b>Government of WA Department of Transport</b>	<b>Rego</b>	<b>383.15</b>
			<b>TOTAL</b>	<b>1,047,488.96</b>

### 7.3 Council Investments – As at 31 May 2017

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Paul Godfrey
<b>Report Date:</b>	8 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### Proposal/Summary

To inform Council of its investments as at 31 May 2017.

#### 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

<b>COUNCIL INVESTMENTS</b>					
<b>Institution</b>	<b>Amount Invested</b>	<b>Investment type</b>	<b>Municipal Funds</b>	<b>Reserve Funds</b>	<b>Trust Funds</b>
Bendigo Bank	\$787,180.68	Reserves Term Deposit 2.50% Expires : 9/6/2017		\$787,180.68	
Westpac Banking Corporation	\$2,177,113.52	Business Cash Reserve 22-3647 0.60%	\$2,177,113.52		
Westpac Banking Corporation	\$9,721.73	Trust Working Account 12-2981			\$9,721.73
<b>TOTAL INVESTMENTS</b>	<b>\$2,974,015.93</b>		<b>\$2,177,113.52</b>	<b>\$787,180.68</b>	<b>\$9,721.73</b>

#### Consultation

Nil

**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 reports on Council investments as at 31 May 2017 be received and noted.**

**Moved: Cr Alison Harris**

**Seconded: Cr Norm Jenzen**

**Vote – Simple Majority**

**Carried: 8/0**

## 7.4 Sundry Debtors Write Off

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Rates & Debtors Officer
<b>Author:</b>	Brooke Jasper
<b>Report Date:</b>	6 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### Proposal/Summary

The purpose of this report is to seek Council approval to write off, thirteen sundry debts totalling \$9,492.85. Administrative attempts to recover the debts have not succeeded and further recovery attempts would not be cost effective.

It is recommended that Council resolve to write off the various sundry debts amounting to \$9,492.85 as described in this report.

### Background

Section 6.12(1)(c) of the *Local Government Act 1995* gives Council the power to write off any amount of money owing to the Shire.

"Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may -
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

*\* Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power."

The Shire of Cunderdin Delegation Number 30 of the Delegation of Authority Register 21 July 2016, provide the CEO authority to write off individual sundry debts, other than rates or a service charge, up to \$200. All sundry debts in excess of \$200 are to be written off by Council resolution.

Regular reporting of bad debts is intended to encourage sound governance over collection of monies.

A Council resolution authorising the write off of any bad debt does not prevent Council from reinstating the debt if future circumstances change and the debt becomes collectable.

## Details

This report provides details on non-rates debts which are recommended for write off that have been outstanding for several years, dating back to 2011. In each instance the debt meets the criteria as irrecoverable or uneconomical to recover.

Fourteen debts totalling \$9,492.85.

Debtor	Invoice Number	Amount	Date of Invoice	Details of Invoice	Additional Information
Colin Biddle	449	\$50.00	19/06/2012	Dishonoured Cheque	Not responding to invoices/statements, or requests for payment.
Dean Groves	745	\$55.00	28/11/2012	Dog impound fees	Debtor was a tenant of the property and is no longer residing at the address in question. All mail has been returned, address unknown.
Roma Chatfield	3	\$50.00	26/09/2012	Dishonoured Cheque	Not responding to invoices/statements or requests for payment.
Tom Gilmartin	1358	\$252.45	12/12/2013	Hire of plant and labour to fog area at the York Airfield on 11/10/2013	Mail returned, address unknown.
WA Land Authority	1160	\$1.10	14/08/2013		
Iain Russell	13	\$475.20	20/09/2011	Annual Airfield Lease 11/12	Swain Johnson advised that debtor declared bankrupt - Swain purchased the hangar from the Bank.
Iain Russell	43	\$490.00	15/06/2015	Annual Airfield Lease 14/15	Swain Johnson advised that debtor declared bankrupt - Swain purchased the hangar from the Bank.
Mack Cheno	595	\$5,850.00	28/09/2012	Hire of Grader for 13 Days	Company has declared bankrupt.
Mack Cheno	4	\$1,150.00	8/11/2012	Hire of Grader	Company has declared bankrupt.
Robert Milligan	1252	\$275.00	26/09/2013	Annual Airfield Lease 13/14	Not responding to invoices/statements requesting payment.
Roger Atmore	356	\$281.60	3/03/2012	Delivery of 16m <sup>3</sup> Yellow Sand	Debtor contacted the Ombudsman who advised that the invoice is not payable as the original Private Works Application was not signed.
Dance Flight	196	\$337.50	15/07/2016	Hire of Town Hall	Not responding to invoices/statements or demand letter sent by AMPAC Debt Recovery.

Debtor	Invoice Number	Amount	Date of Invoice	Details of Invoice	Additional Information
Dance Flight	286	\$225.00	1/12/2016	Hire of Town Hall	Proprietor booked the Hall in advance however failed to use the venue. Not responding to invoices/statements or demand letter sent by AMPAC Debt Recovery.

**Comment**

N/A

**Consultation**

Nil

**Statutory Implications**

Section 6.12(1)(c) of the *Local Government Act 1995*.

**Policy Implications**

**Financial Implications**

The amounts being written off will have little impact on the budget; a provision for bad debtors has already been reflected in the budget. The practice of regularly reporting such matters and obtaining Council approval for debt write off enables sound corporate governance.

**Voting Requirements**

Absolute majority

**Strategic Implications**

**6. 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 Continue to develop best practice policy and procedure frameworks to effectively guide decision-making in an accountable and transparent manner.

CL6.2 Undertake the civic duties of Council with the highest degree of ethics.

**Resolution 7.4**

That the Council resolve to write off irrecoverable sundry debtors totalling \$9,492.85 as follows:

<b>Invoice Number</b>	<b>Amount</b>
449	\$50.00
745	\$55.00
3	\$50.00
1358	\$252.45
1160	\$1.10
13	\$475.20
43	\$490.00
595	\$5,850.00
4	\$1,150.00
1252	\$275.00
356	\$281.60
196	\$337.50
286	\$225.00

**Moved: Cr Bernie Daly**

**Seconded: Cr Doug Kelly**

**Vote – Absolute Majority**

**Carried: 8/0**

## 7.5 Community Consultation - Major Review of the Strategic Community Plan

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Author:</b>	Governance & Compliance Officer
<b>Report Date:</b>	6 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	2 attachments (23 pages, x pages)

### **Proposal/Summary**

Council to consider and receive the Outcomes Report on the community consultation undertaken as part of the four-year major review of the Strategic Community Plan 2017 – 2026, and consider the draft Major Review of the Community Strategic Plan 2017 – 2026 prepared in accordance with the Integrated Planning and Reporting Framework.

### **Background:**

A Strategic Community Plan outlines a community's long term (10+ years) vision, values, aspirations and priorities for a Local Government and drives the development of local plans, resourcing strategies and service levels required to achieve the community vision.

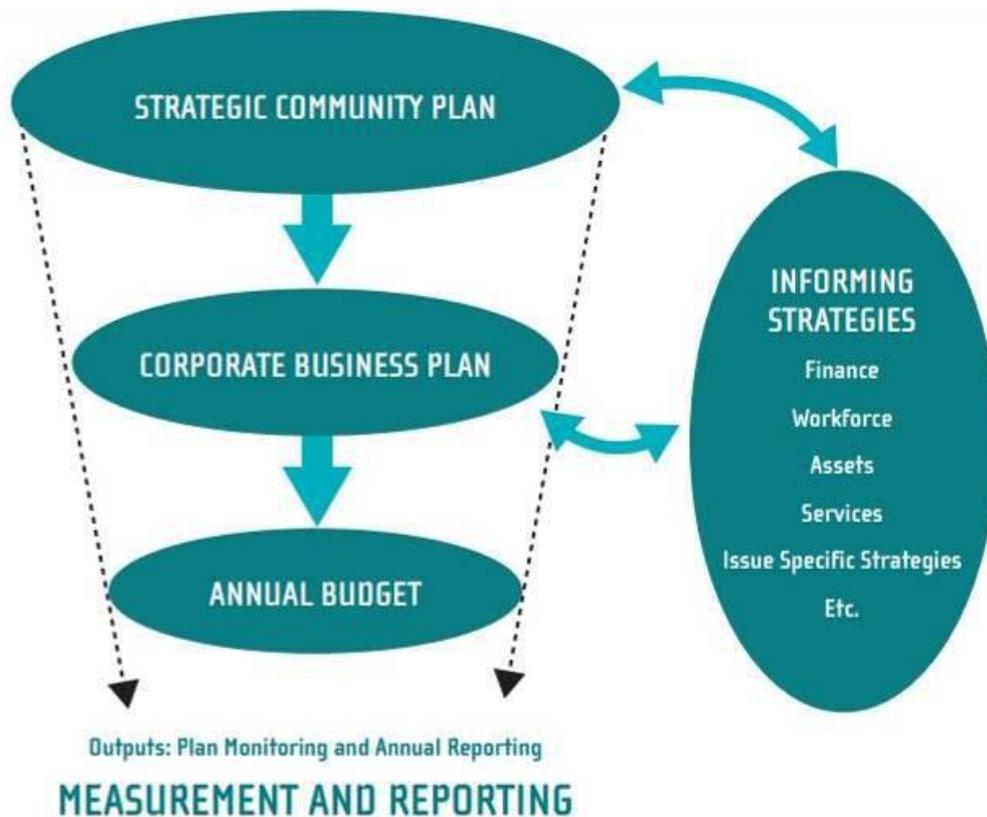
In accordance with the *Local Government Act 1995*, all Local Governments are required to plan for the future of their district. The Strategic Community Plan is Council's principal strategy and planning document that links community aspirations with the Council's vision and long term strategy. The Strategic Community Plan forms the basis of the Integrated Planning and Reporting Framework and provides the foundation to develop other strategic documents.

A successful Integrated Planning and Reporting process delivers the following outcomes:

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

### **Comments:**

The Shire of Cunderdin Strategic Community Plan was first adopted by Council at the Ordinary Meeting held on 17 May 2012. At the Ordinary Meetings held on 20 February 2014 and 16 June 2016, Council performed minor desktop reviews of the Strategic Community Plan. A major review of the Strategic Community Plan is due to be completed by 30 June 2017.



**Consultation:**

Community engagement is central to the major strategic review process. The purpose of a major strategic review is to re-engage with the community to determine the vision, outcomes and priorities for the next ten year period. The community vision, values, aspirations and priorities will then inform the development of other strategic documents and plans, as well as targeted strategies, resourcing requirements and the levels of service required to achieve the community vision.

To ensure the community vision and aspirations are effectively captured, a comprehensive community engagement program has been undertaken by way of online surveys, several workshops, stakeholder focus groups and local schools facilitating youth surveys and a drawing competition.

In order to conduct a successful review and produce a community driven plan for the future, Council required genuine input from as many community members as possible. To be successful in reaching the Integrated Planning and Reporting ‘Achieving’ Advisory Standard, community engagement must involve at least 500 individuals or 10% of the Shire community members, whichever is fewer, and it should be conducted using at least two documented mechanisms.

**Statutory Implications**

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

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

*Local Government Act 1995 – Local Government (Administration) Amendment Regulations (No. 2) 2011–*

Section 19C – Planning for the future: strategic community plans – s. 5.56:-

- (1) A local government is to ensure that a Strategic Community Plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A Strategic Community Plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A Strategic Community Plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current Strategic Community Plan for its district at least once every 4 years.
- (5) In making or reviewing a Strategic Community Plan, a local government is to have regard to –
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its Strategic Community Plan, including extending the period the Plan is made in respect of.
- (7) A council is to consider a Strategic Community Plan, or modifications of such a Plan, submitted to it and is to determine\* whether or not to adopt the Plan or the modifications.

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

**Policy Implications**

Nil

**Financial Implications**

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

## Legal Compliance

The four-yearly Major Strategic Review is a regulatory requirement under Section 5.56(4) (5) of the *Local Government Act 1995* which outlines the minimum requirements of this review:

*a) (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*

The Shire has to comply with Regulation 19(C) of the Local Government (Administration) Regulations 1996, so that the first major review of the Strategic Community Plan occurs before 1 July 2017.

## 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. Receive the Outcomes Report on the community consultation undertaken as part of the four-year major review of the Strategic Community Plan 2017 – 2026, and**
- 2. Endorse the Draft Major Review of the Strategic Community Plan 2017 – 2026, as presented for the purposes of advertising seeking public submissions to be made within 28 days.**

**Moved: Cr Dianne Kelly**

**Seconded: Cr Todd Harris**

**Vote – Absolute Majority**

**Carried: 8/0**

## 7.6 Policy Manual Review – Procurement Policy

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Author:</b>	Governance and Compliance Officer
<b>Report Date:</b>	6 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	8 Pages (1 attachment)

### Proposal/Summary

To facilitate decisions by Council on the procurement of goods and services with regard to compliance and best practice in local government purchasing.

### Background

The Local Government (Functions and General) Regulations 1996 sets out very strict parameters for the procurement of goods and services. For example, these Regulations set out the minimum number of oral and/or written quotations that must be obtained in accordance with regulation 11A of the Local Government (Functions and General) Regulations 1996. It is good practice to regularly review policies to ensure they have not been impacted by changes to legislation and that they reflect Council's position.

In September 2015 the Local Government (Functions and General) Amendment Regulations 2015 were introduced. The Amendment Regulations increased the Tender threshold requirements for local government from \$100,000 to \$150,000. Whilst at the time the Shire of Cunderdin Delegations Register was amended accordingly the Shires Purchasing Policy was not due to processes being implemented by Staff to review and update the Shires entire Policy Manual.

However given the efflux of time since the policy manual review was commenced and delay in being able to present to Council to workshop, the Auditors have requested that a revised policy be presented for Council consideration to amend the tender threshold to \$150,000.

### Comments

The draft policy represents best practice in purchasing and has been put forward by Western Australian Local Government Association (WALGA) as a guide for local government authorities to consider when creating or amending purchasing policies to comply with Regulation 11A of the *Local Government (Functions and General) Regulations 1996*.

Council is to consider a review of the purchasing policy in line with the WALGA model policy that aligns with the principles of transparency, probity, good governance and legislative compliance.

It is recommended that Council adopt the attached Procurement Policy 9.15 to replace the former Purchasing Policy.

### Consultation

WALGA

### **Statutory Implications**

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

*Local Government (Functions and General) Amendment Regulations 2015*

Regulation 11A of the *Local Government (Functions and General) Regulations 1996* states that a local government is to adopt and implement a purchasing policy in relation to contracts.

### **Policy Implications**

The Policy Manual will be updated accordingly.

Non-compliance with purchasing requirements stipulated in the Local Government (Functions and General) Regulations 1996 poses a risk for Councils. A clear purchasing policy that is supported by established systems and procedures assist in mitigating the risk from non-compliance.

### **Financial Implications**

The changes to the Policies have no direct financial impacts on the budget. The changes will create efficiencies in the tender process as purchases that are now between \$100,000 and \$150,000 can be completed using the major quotations process. Increasing the other procurement levels will further streamline the procurement process.

### **Strategic Implications**

There are no strategic implications in considering this item.

#### **Resolution 7.6**

**That Council, pursuant to Section 2.7 of the *Local Government Act 1995* resolves to adopt the updated Draft Shire of Cunderdin Policy 9.15 – Procurement Policy.**

**Moved: Cr Norm Jenzen**

**Seconded: Cr Bernie Daly**

**Vote – Simple Majority**

**Carried: 8/0**

## 7.7 Shire of Cunderdin Related Party Disclosure Policy

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Author:</b>	Governance and Compliance Officer
<b>Report Date:</b>	6 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	38 Pages (2 attachments)

### **Proposal/Summary**

For Council to consider and adopt the draft Related Party Disclosure Policy in accordance with the Australian Accounting Standard AASB 124.

### **Background**

AASB 124 Related Party Disclosures was introduced on 15<sup>th</sup> December 2009.

The objective of the Standard is to ensure that an entity's financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

Effective from 1<sup>st</sup> July 2016, the related party disclosures applies to government entities, including local government. In the annual financial statements, council must disclose related party relationships, transactions and outstanding balances, including commitments. These will become subject to audit.

The changes require councils to establish a policy to define the parameters for related party disclosures and the level of disclosure and reporting to comply with Accounting Standard AASB 124 – Related Party Disclosures.

Key Management Personnel identified will be subject to Related Party Disclosures which will mean that Council will be required to disclose information about related parties and council transactions with those related parties, be they cash or non-cash transactions.

### **Comments**

In essence, it is intended that the accounting standard will provide more transparency to the community and the Department of Local Government in the operations of Council.

### **Consultation**

Macri Partners - Auditors

### **Statutory Implications**

*Local Government Act 1995*

Australian Accounting Standards Board 124 - Related Party Disclosures

**Policy Implications**

The Policy Manual will be updated accordingly.

**Financial Implications**

The introduction of the new Policy will have no direct financial impacts on the budget.

**Strategic Implications**

There are no strategic implications in considering this item.

**Resolution 7.7**

**That Council adopts the Draft Related Party Disclosures Policy as required by the Australian Accounting Standard AASB 124 – Related Party Disclosures.**

**Moved: Cr Dianne Kelly**

**Seconded: Cr Norm Jenzen**

**Vote – Simple Majority**

**Carried: 8/0**

**7.8 Possible Sale of Council Properties – 21 (Lot 254) Margaret Street and Lot 1 Cubbine Street, Cunderdin.**

<b>Location:</b>	Cunderdin – 21 (Lot 254) Margaret Street & Lot 1 Cubbine Street
<b>Applicant:</b>	Chief Executive Officer
<b>Author:</b>	Peter Naylor
<b>Report Date:</b>	9 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	2Pages

**Proposal/Summary**

For Council to consider the potential sale of the aforementioned properties.

**Background**

Council, in response to an enquiry for the possible purchase of 21 (Lot 254) Margaret Street, at the OCM held on Thursday 20<sup>th</sup> April 2017, adopted the following resolution:

*That:*

- 1. Council authorises the Chief Executive Officer to obtain updated market valuations for the potential sale of Council owned properties at 21 (Lot 254) Margaret Street, Cunderdin, and Lot 1 Cubbine Street, Cunderdin. Market valuations to be circulated to Councillors for general approval prior to proceeding to dot point 2.*
- 2. Council, subject to suitable market valuations being received, authorises the Chief Executive Officer to initiate actions, in accordance with the provisions of the Local Government Act 1995, for disposal of the two properties.*
- 3. Council, subject to dot point 2, informs Mr Dave Hitch of the processes required to meet the provisions of the Local Government Act 1995, and that Council is prepared to enter into a private treaty sale with Mr Hitch for property at 21 (Lot 254) Margaret Street, Cunderdin, subject to him agreeing to the valuation received.*
- 4. Council authorises the Shire President and Chief Executive Officer to execute the property sale documents on behalf of the Council.*
- 5. Council invests the net proceeds from the sale of the properties into a Shire of Cunderdin Reserve Account for the expressed purpose of replacement of the synthetic sports playing surfaces within the Shire of Cunderdin.*

**Comments**

Two valuations have been received from local real estate companies for each of the two properties as follows:

<b>Property</b>	<b>Real Estate Agent 1</b>	<b>Real Estate Agent 2</b>
21 (Lot 254) Margaret Street	\$55,000	\$60,000 - \$65,000
Lot 1 Cubbine Street	\$35,000	\$45,000 - \$50,000

CEO has contacted Mr Dave Hitch (dot point 3 refers) and informed him of the above valuations.

Section 3.58, *Local Government Act 1995*, provides for a local government to dispose of property. Full details pertaining to the legislation is below in this report.

## **Consultation**

Bob Davey Real Estate  
Landmark Harcourts WA

## **Statutory Implications**

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

#### *3.58. Disposing of property*

*(1) In this section —*

*dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.*

*(2) Except as stated in this section, a local government can only dispose of property to —*

*(a) the highest bidder at public auction; or*

*(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

*(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

*(a) it gives local public notice of the proposed disposition —*

*(i) describing the property concerned; and*

*(ii) giving details of the proposed disposition; and*

*(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*

*(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

*(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

*(a) the names of all other parties concerned; and*

*(b) the consideration to be received by the local government for the disposition; and*

*(c) the market value of the disposition —*

*(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

*(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

*(5) This section does not apply to —*

*(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*

*(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*

*(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*

*(d) any other disposition that is excluded by regulations from the application of this section.*

## **Policy Implications**

Nil

## **Financial Implications**

The sale of the properties will cover any outgoings, whilst the net proceeds can be invested for purposes determined by Council.

## **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:

### **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 the two properties, being 21 (Lot 254) Margaret Street, Cunderdin, and Lot 1 Cubbine Street, Cunderdin, be offered for sale by the Public Tender process in accordance with the provisions of section 3.58 of the *Local Government Act 1995*.**

**Moved: Cr Alison**

**Seconded: Cr Doug**

**Vote – Simple Majority**

**Carried: 8/0**

5:55pm

Meredith Lee-Curtis departed the Council Chamber

## 7.9 Schedule of Fees and Charges – Cunderdin Sports & Recreation

<b>Location:</b>	Cunderdin Sports & Recreation Centre & Grounds
<b>Applicant:</b>	Chief Executive Officer
<b>Author:</b>	Peter Naylor
<b>Report Date:</b>	12 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Yes
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	9 Pages (4 attachments)

### Proposal/Summary

For Council to consider submissions presented from sporting clubs/groups in regards to the annual Schedule of Fees and Charges adopted for use of the facilities at the Cunderdin Sports and Recreation Centre and Grounds.

### Background

Council as part of the annual budget process adopts a Schedule of Fees and Charges for the various goods and services provided in accordance with the provisions of the *Local Government Act 1995*.

Several of the sporting clubs/groups expressed their objections to the fees and charges levied which resulted in a special meeting at the Sports and Recreation Centre on 2<sup>nd</sup> November 2016.

At the special meeting the following conclusion was reached:

*All individual clubs are to go back to their committees to discuss the Shire charges and then provide a list of what they would consider a fair list of requirements to be undertaken by the curator/shire to meet that clubs standards and a proposal to either accept or change the levy placed on them.*

*This is to be presented to the CSRC for their consideration and then it will be presented to the Shire. Shire will look at each individual club and analyse the proposals.*

*The Spokesperson for the CSRC with the Shire will be the President of the Committee.*

At the time of preparing this report the following submissions have been received:

#### Cunderdin Football Club – received 11<sup>th</sup> April 2017

*As you would be aware the Cunderdin Football Club have been sent a hiring invoice for the Cunderdin Sporting Grounds of a total of \$2800.00. After discussion with shire at the meeting recently we were asked to write back feedback on what the Cunderdin Football Club thought they should be receiving out of this Hiring fee. Below are the points we would like to work with the shire to receive throughout the football season.*

- *Mowing of the oval lawn on a Wednesday morning, so that it can be marked Wednesday afternoon which we will organise.*
- *Payment of all the paint required to mark the oval each week before home games.*
- *Empty bins on a Friday, so all bins are emptied for home games of Football and if a major event is happening be willing to offer extra bins if needed.*
- *Netball courts blown down so they have nothing on them and are safe to play on.*
- *Away change room, toilets and showers cleaned each week.*

- We need to discuss a % of use of the lights between clubs in the payments of electricity or consider some arrangement that we all agree too. Due to anyone being able to use the big oval lights and the gym being on the same meters.

#### Cunderdin Tennis Club – received 11<sup>th</sup> May 2017

The Cunderdin Tennis Club has been asked to contribute \$1400 annually for the upkeep of the tennis courts and its surrounds. For this fee we would expect that the following services be provided by the Shire:

- removal of cobwebs, sand, rubbish, cigarette butts and any other loose rubbish from the north and east verandahs and surrounding walkways twice weekly,
- removal of superficial leaf litter, rubbish and sand from courts twice weekly before play on a Wednesday and Saturday,
- repair any damage to synthetic surfaces,
- maintenance of the playground to ensure it is safe for children.

The tennis club commits to covering the cost of grooming the courts as required.

Along with the above weekly maintenance requirements, we have outlined our planned capital expenditure for the courts:

- 5 years - the building of a tennis “bump wall”
- 10 years - possible replacement of tennis court surfaces.

#### Cunderdin Women’s Hockey Club – received 7<sup>th</sup> June 2017

I am writing to you on behalf of the Cunderdin Women’s Hockey Club in regards to the Invoice we received for the amount of \$562 relating to the annual rental of our hockey field. Following a meeting with Peter Naylor, Dennis Whisson and Clive Gibsons the sporting club were requested to provide feedback from our clubs in regard to the amount felt most appropriate to cover the relevant costs of maintaining the area, in our situation, the hockey field which is now located on the football oval.

This was discussed at our recent AGM and a fee of \$200 was agreed upon by our members. We have taken in to account the rental fees and benefits provided to other hockey teams within our association when considering this amount.

We would respectfully request that within this cost the Shire mow the field on a Wednesday morning as our field is marked on a Wednesday afternoon and consideration be given to provision of black marking paint for the season or a partial subsidy.

The Hockey Club would like to take this opportunity to sincerely thank the Shire of Cunderdin, CSRC and the Cunderdin Football Club for your support in allowing us to relocate our field to the oval in front of the CSRC building, allowing greater access to shelter, amenities and the playground for children as well as access to suitable lighting for training. We have already had a great amount of positive feedback from visiting clubs and our players and supporters.

#### **Comments**

<b>Club</b>	<b>2015/16</b>	<b>2016/17</b>	<b>Status</b>
Cunderdin Sports & Recreation Centre	\$5,500	\$5,500	Paid
Basketball	\$470	\$470	Both Outstanding
Bowling	No invoice	\$1,400	Outstanding
Darts	No invoice	No invoice	N/a

Football	\$2,810	\$2,810	Both Outstanding
Hockey	\$562	\$562	Both Outstanding
Gym	No invoice	No invoice	N/a
Netball	\$354	\$354	Both Outstanding
Tennis	No invoice	\$1,400	Paid

The matter is presented for Council consideration please as this matter needs to be addressed prior to 30<sup>th</sup> June 2017.

In addition to this staff are beginning to prepare items for 2017/2018 budget consideration and the Schedule of Fees and Charges is an integral part of this process, a decision needs to be made to provide a clear guidance as to what is to be included in the fees and charges.

### **Consultation**

Cunderdin Sports & Recreation Centre Management Committee and Sports Clubs / Groups at a Special meeting on 2<sup>nd</sup> November 2016.

### **Statutory Implications**

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

##### *6.16. Imposition of fees and charges*

*(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

*(2) A fee or charge may be imposed for the following —*

*(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*

*(b) supplying a service or carrying out work at the request of a person;*

*(c) subject to section 5.94, providing information from local government records;*

*(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*

*(e) supplying goods;*

*(f) such other service as may be prescribed.*

*(3) Fees and charges are to be imposed when adopting the annual budget but may be —*

*(a) imposed\* during a financial year; and*

*(b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

##### *6.17. Setting level of fees and charges*

*(1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

*(a) the cost to the local government of providing the service or goods; and*

*(b) the importance of the service or goods to the community; and*

*(c) the price at which the service or goods could be provided by an alternative provider.*

*(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

*(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

*(a) under section 5.96; or*

*(b) under section 6.16(2)(d); or*

*(c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

- (4) Regulations may —  
(a) prohibit the imposition of a fee or charge in prescribed circumstances; or  
(b) limit the amount of a fee or charge in prescribed circumstances.

6.19. Local government to give notice of fees and charges If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —  
(a) its intention to do so; and  
(b) the date from which it is proposed the fees or charges will be imposed.

### **Policy Implications**

Nil

### **Financial Implications**

Adjusting the adopted fees and charges will have an impact on the budgeted income.

### **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:

#### 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.

In deliberating on this matter Council made the following observations and comments in relation to the various requests from the football, tennis and women's hockey clubs.

#### Cunderdin Football Club

Mowing of the oval lawn on a Wednesday morning, so that it can be marked Wednesday afternoon which we will organise.

**Wednesday mowing has been instigated, weather permitting.**

Payment of all the paint required to mark the oval each week before home games.

**Council does not support this recommendation.**

Empty bins on a Friday, so all bins are emptied for home games of Football and if a major event is happening be willing to offer extra bins if needed.

**Will endeavour to do as requested prior to home games, please be mindful that this will be dependent on work load and resources available.**

Netball courts blown down so they have nothing on them and are safe to play on.

This is part of the groundsman list of duties.

Away change room, toilets and showers cleaned each week.

Whilst the cleaning of the home change rooms is the responsibility of the football club, the cleaning of all other internal areas at the CSRC Centre and associated buildings, including the visitor change rooms, is the responsibility of the CSRC Management Committee.

We need to discuss a % of use of the lights between clubs in the payments of electricity or consider some arrangement that we all agree too. Due to anyone being able to use the big oval lights and the gym being on the same meters.

This is to be negotiated with the CSRC Management Committee as the committee is installing separate meters to help monitor power usage. Council staff will install a lock on the light tower on the eastern side of the oval to regulate power usage, a key will be provided to the football & hockey clubs and the CSRC Committee.

#### Cunderdin Tennis Club

Removal of cobwebs, sand, rubbish, cigarette butts and any other loose rubbish from the north and east verandahs and surrounding walkways twice weekly.

This is part of the groundsman list of duties.

Removal of superficial leaf litter, rubbish and sand from courts twice weekly before play on a Wednesday and Saturday.

This is part of the groundsman list of duties.

Repair any damage to synthetic surfaces.

Council agrees to fair wear and tear, however incidental damage will need to be assessed on a as needs basis between the Shire and Tennis Club.

Maintenance of the playground to ensure it is safe for children.

This is part of the groundsman list of duties.

5 years - the building of a tennis "bump wall".

To be discussed to allow future budget provision.

10 years - possible replacement of tennis court surfaces.

Council has commenced a Reserve Account for future replacement of all synthetic surfaces within the Shire (Cunderdin & Meckering). An annual provision will be made into the reserve account as part of the annual budget process. It is difficult to accurately assess what that figure will be in 10 – 15 years time, however will possibly be in the vicinity of \$700,000. Any future contribution that any of the clubs can make will be appreciated.

#### Cunderdin Women's Hockey Club

This was discussed at our recent AGM and a fee of \$200 was agreed upon by our members. We have taken in to account the rental fees and benefits provided to other hockey teams within our association when considering this amount.

Council does not accept the compromise of \$200 and has reaffirmed that the fee of \$562 is to remain as per the adopted Schedule of Fees and Charges.

We would respectfully request that within this cost the Shire mow the field on a Wednesday morning as our field is marked on a Wednesday afternoon and consideration be given to provision of black marking paint for the season or a partial subsidy.

Mowing of the oval on a Wednesday has been initiated, weather permitting. Council does not support the provision of marking paint.

**Resolution 7.9.1**

That following a lengthy discussion Council resolved that the fees levied to each individual sporting club for the 2016/2017 financial year for use of facilities and amenities at the Cunderdin Sports & Recreation Centre to remain as per the adopted Schedule of Fees and Charges and therefore the levied amount is due and payable.

Moved: Cr Todd Harris                      Seconded: Cr Bernie Daly

Vote: Simple majority                      Carried: 7/1

**Resolution 7.9.2**

That Council, as a goodwill gesture and to assist the individual clubs to move forward, agrees to waive the fees levied for the 2015/2016 financial year.

Moved: Cr Alison Harris                      Seconded: Cr Doug Kelly

Vote: Absolute majority                      Carried: 5/3

**8 Environmental Health & Building**

Nil

6:31 - 6:34pm Cr Todd Harris was absent from the Council Chamber

## 9 Works & Services

### 9.1 Works & Services Reports

Location:	Cunderdin
Applicant:	Manager Works and Services
Date:	8 June 2017
Author:	Manager Works and Services
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
Attachment/s:	Nil

#### **Proposal/Summary**

Council to receive the Works and Services Report for May 2017.

#### **Construction**

- Contractor has completed re-sheeting works on Burgess, Leeman, Coalling and Flowery Patch Roads, also repaired flood damage to the culvert on Burgess Road.

#### **General Maintenance – Roads listed have had maintenance carried out on them**

- Re-sheeted a 600 metre section of Stokes Road due to water damage when the Water Corporation drained a section of pipeline to connect to the new tanks;
- Removed trees from Doodenanning Road;
- Repaired laneway behind Egeberg Street;
- Spread mulch and placed rocks to cut off a short cut on Carter Drive
- Patched floodway on Pasco Road;
- Replaced concrete lids on culvert on Leeman Road;
- Repaired blowouts on Matthews Road.

#### **Maintenance Grading**

- 3 Mile Gate and Rabbit Proof Fence Roads – from 3 Mile Gate Road to Wyalkatchem Road;
- Sprayed weeds around bridges.

#### **Replaced/Repaired the following signs**

- Erected new school bus signs on Mt Anne Road for rural number 141 Mills Road;
- Replaced signs on Quairading Road;
- Stubbs Road.

#### **Parks and Gardens – Meckering**

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

## **Building and Other Maintenance**

- Completed all works including landscaping around the new 'Changing Places' disabled toilet in Meckering;
- Completed attaching shade cloth to the fence at the Cunderdin Memorial Swimming Pool (funded by a grant);
- Airfield toilet maintenance;
- Cunderdin Town Hall side door and painting;
- Fixed the planter boxes to the paving along Main Street, Cunderdin;
- Meckering Men's toilet maintenance;
- Meckering Town Hall maintenance;
- Cunderdin Museum – fix shelves to wall;
- Day Care Centre – remove tree and lower clothes line;
- Unblock men's toilet at the Recreation Centre.

## **Road Side and Verge Spraying**

- Removed tree overhanging house at 39 Togo Street;
- Cut back branches overhanging the roof at the Butcher Shop on Main Street.

## **Cemeteries**

Nil.

## **Airfield Maintenance**

- General twice weekly inspections of runways;
- Replaced bulbs on runway lights;
- Whipper snipped around buildings;
- Sprayed colas around lights and windsock.

## **Plant Maintenance**

- No major breakdowns to report.

## **Waste Services**

- Both transfer stations are working well and no complaints received.

## **Works and Services Staff**

- Mr Mike Harley resigned from the Shire effective from 7 June 2017 due to personal reasons.

## **Traffic Counters**

- Traffic counters installed on Doodenanning Road North narrow section 37.7vpd and southern narrow section 40.4vpd..

## **Other Matters**

Nil.

## **Statutory Implications**

*Local Government Act 1995*

## **Financial Implications**

Nil

### **Resolution 9.1**

**That Council:**

- 1. Receive the Works and Services Report for May 2017.**

**Moved: Cr Bernie Daly**

**Seconded: Cr Dianne Kelly**

**Vote – Simple majority**

**Carried: 8/0**

**10 Planning & Development**

Nil

**11 Urgent Items**

Nil

## 12 Matters for which the meeting may be closed

### 12.1 Gravel Extraction – Lot 278 Cubbine Street, Cunderdin

<b>Location:</b>	Lot 278 Cubbine Street, Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Author:</b>	Peter Naylor
<b>Report Date:</b>	12 June 2017
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil – items to be tabled

There have been many telephone calls, emails and letters back and forth between the interested parties in relation to the gravel extraction on Lot 278 Cubbine Street, Cunderdin.

**Please note** that this matter is currently being investigated by the office of Mia Davies and I think it would be inappropriate for Council to make any further comment and / or take any action until Ms Davies has completed her investigation into the complaint.

#### **Policy Implications**

Shire of Cunderdin Local Planning Scheme #3  
Shire of Cunderdin Extractive Industries Local Law 2011

#### **Financial Implications**

Nil

#### **Strategic Implications**

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##### Social

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

##### Environmental

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

### Economic

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

#### **Resolution 12.1**

**That:**

**1. As the matter is currently with the office of Mia Davies MLA, and the Ombudsman, Council has deferred deliberation on the matter until outcomes have been received in relation to their investigations.**

**2. The Rogers family be informed of this process.**

**Moved: Cr Todd Harris**

**Seconded: Cr Bernie Daly**

**Vote – Simple Majority**

**Carried: 7/1**

### **13 Closure of meeting**

There being no further business the Shire President declared the meeting closed at 6.50pm