

# COUNCIL MEETING

## AGENDA

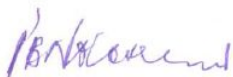


For the Ordinary Meeting of Council to be held on

**15 July 2015**

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 15 July 2015 at the Cranbrook Council Chambers commencing at 3.00pm.



Peter Northover  
Chief Executive Officer

## **DISCLAIMER**

This agenda has yet to be dealt with by the Council. The recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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## AGENDA

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Pope will declare the meeting open at pm. The Shire President will alert the meeting to the procedures for emergencies including evacuation, designated exits and muster points.

### 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

#### ATTENDANCE

President	Cr JC (Jan) Pope
Deputy President	Cr JT (Twynam) Cunningham
Councillors	Cr WA (Winston) Griffiths
	Cr P (Peter) Denton
	Cr CY (Colin) Egerton-Warburton
	Cr PM (Peter) Beech
	Cr DJ (David) Adams
	Cr TC (Tom) Standish
Chief Executive Officer	Mr PB (Peter) Northover
Manager of Finance & Administration	Mrs PA (Trish) Standish
Manager of Works	Mr JE (Jeff) Alderton

Members of the Public

#### LEAVE OF ABSENCE

Councillor	Cr ER (Ruth) Bigwood
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#### APOLOGIES

Manager of Economic & Community Development	Ms CM (Cas) Hughes
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### 3. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

### 4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.2 PUBLIC QUESTION TIME

### 5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

### 6. APPLICATIONS FOR LEAVE OF ABSENCE

### 7. DISCLOSURE OF INTEREST

**8. MATTERS FOR WHICH MEETING MAY BE CLOSED**

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**9.1 ORDINARY MEETING – 17 JUNE 2015**

**That the minutes from the ordinary meeting of Council held on 17 June 2015, be confirmed as a true and correct record.**

## 10. REPORTS OF OFFICERS

### 10.1 FINANCE & ADMINISTRATION

#### 10.1.1 SUBJECT

#### LIST OF PAYMENTS

<b>RESPONSIBLE OFFICER:</b>	Trish Standish Manager of Finance and Administration
<b>REPORT AUTHOR:</b>	Jessica Standish Finance Officer
<b>FILE REFERENCE:</b>	FM2
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	3 July 2015
<b>ATTACHMENTS:</b>	List of Payments – 4 June 2015 to 3 July 2015

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#### **Purpose**

The purpose of this report is to advise the Council of payments made during the period 4 June 2015 to 3 July 2015.

#### **Background**

Nil

#### **Officers Comment**

Nil

#### **Statutory Environment**

Local Government (Financial Management) Regulation 13 states:

#### *13. List of accounts*

(1) If the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing for each account paid since the last such list was prepared:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

### **Policy Applicable – Implications**

Council Policy 4.8 – ‘Purchasing’, states that:

*“The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:*

- a) The payee’s name*
- b) The amount of the payment*
- c) The date of the payment*
- d) Sufficient information to identify the transaction.*

*The list referred to above is to be presented to the Council at each ordinary meeting of the Council and is to be recorded in the minutes of the meeting at which it is presented.*

*It is considered appropriate to delegate this authority to the Chief Executive Officer as the payment of accounts is the final process after debts have been incurred through other processes and systems in place.”*

### **Financial Implications**

There are no financial implications for this report.

### **Risk Implications**

The risks associated with matters in this report are:

- Misconduct;
- Errors, Omissions and Delays;
- Failure of IT and or Communication Systems and Infrastructure;
- Failure to fulfil statutory, regulatory or compliance requirements;
- Inadequate document management processes; and
- Inadequate supplier / contract management.

**The impact** of the risk is Financial, Non-Compliance and Reputational

**The consequences** of these risks are considered to be Major

**The likelihood** is rare

Hence the **risk rating** for this item is Moderate

Risk mitigation includes the Council having strong financial policies and procedures in place and the requirement to report to the Council on a monthly basis.

### **Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 5.0: by 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth*

Objective: 5.4 Demonstrate Sound Financial Planning and Management

Strategy: 5.4.2 Responsible and Accountable Financial Management

### **Consultation**

Consultation was not required for this report.

### **VROC Implications**

There are no strategic VROC implications from this report.

**Voting Requirements**

Simple Majority

**OFFICERS RECOMMENDATION**

**That the payment of accounts totalling \$520,891.20 as per the attachment be noted:**

- **Electronic Funds Transfers EFT 5662 to EFT 5805 - \$359,203.06;**
- **Municipal Fund Cheque No's 11683 – 11721 - \$52,705.63;**
- **Internal Account Transfers (Payroll) - \$97,327.44;**
- **Corporate Credit Card - \$1,575.47;**
- **Direct Debit - \$10,079.60.**



**10.1.2 SUBJECT**

**MONTHLY FINANCIAL STATEMENTS**

<b>RESPONSIBLE OFFICER:</b>	Trish Standish Manager of Finance and Administration
<b>REPORT AUTHOR:</b>	Trish Standish Manager of Finance and Administration
<b>FILE REFERENCE:</b>	FM12
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	6 July 2015
<b>ATTACHMENTS:</b>	Financial Statements June 2015

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**Purpose**

The purpose of this report is to present the financial position of the Shire of Cranbrook as at 30 June 2015.

**Background**

The Local Government (Financial Management) Regulations 1996 require the preparation of monthly financial statements and presentation of these statements to the Council.

**Officers Comment**

It is important to note that these financial statements **do not** represent final 2014/2015 financial year figures. They have not been audited and as they were prepared shortly after June 30, there may be some June 30 financial transactions still to be entered.

The June financial statements report on 12 months, or 100% of the financial year. It is worthy to note:

- The 'Municipal Fund Summary' on page 2 shows that we have raised 117% of our expected operating income;
- The 'Municipal Fund Summary' on page 2 shows that we have spent 102% of the budgeted operating expenditure for the year;
- The 'Municipal Fund Summary' on page 4 shows a net current assets position of \$1,008,202 (surplus), which is mainly made up of cash on hand; and
- The 'Variance Report' on page 9 and 10 defines the major variances between budget and actual figures as required by the regulations.

**Statutory Environment**

The Local Government (Financial Management) Regulations 1996 define the requirements for monthly financial reporting (Regulation 34).

**Policy Applicable – Implications**

Council Policy 4.1 Defining Material Variances, states that:

*When dividing the actual figures with the annual budget figure, a variance of plus or minus 10% of the percentage of the year elapsed will be reported. In addition, a variance must be greater than \$1,000 to be reported.*

### **Financial Implications**

Whilst the financial statements report on the current position of the Council, the adoption of the recommendation below does not have a financial impact.

### **Risk Implications**

The risks associated with matters in this report are:

- Misconduct;
- Errors, Omissions and Delays;
- Failure of IT and or Communication Systems and Infrastructure;
- Failure to fulfil statutory, regulatory or compliance requirements;
- Inadequate document management processes; and
- Inadequate supplier / contract management.

**The impact** of the risk is Financial, Non-Compliance and Reputational

**The consequences** of these risks are considered to be Major

**The likelihood** is Rare

Hence the **risk rating** for this item is Moderate

Risk mitigation includes the Council having strong financial policies and procedures in place and the requirement to report to the Council on a monthly basis.

### **Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 5.0: By 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth*

Objective: 5.4 Demonstrate Sound Financial Planning and Management

Strategy: 5.4.2 Responsible and Accountable Financial Management

### **Consultation**

Consultation was not required for this report.

### **VROC Implications**

There are no strategic VROC implications from this report.

### **Voting Requirements**

Simple Majority

### **Officers Recommendation**

**That the attached financial statements for the period ending 30 June 2015 be noted.**

**10.1.3 SUBJECT**

**2015/2016 FEES AND CHARGES**

<b>RESPONSIBLE OFFICER:</b>	Trish Standish Manager of Finance and Administration
<b>REPORT AUTHOR:</b>	Trish Standish Manager of Finance and Administration
<b>FILE REFERENCE:</b>	FM11
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	6 July 2015
<b>ATTACHMENTS:</b>	2015/2016 List of Fees & Charges (part of the Budget document)

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**Purpose**

The purpose of this report is to adopt the list of fees and charges for the 2015/2016 financial year.

**Background**

The Council is required to adopt a list of fees and charges annually.

**Officers Comment**

The draft list of fees and charges has undergone extensive scrutiny to ensure all fees and charges that are currently being imposed are listed.

**Statutory Environment**

Section 6.15 to 6.19 of the Local Government Act (1995) legislates the imposition of fees and charges for a local government. Section 6.19 of this Act requires a local government to advertise the imposition of fees and charges that are not included in the annual budget.

**Policy Applicable – Implications**

Council Policy 4.1 Fees and Charges - Application relates to this report.

**Financial Implications**

The list of fees and charges, when adopted, sets the level of many revenue items contained within the budget. Significant consideration needs to be given when setting each fee and charge and the effect that it will have on the usage of that facility and the total revenue level obtained.

**Risk Implications**

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Failure to fulfil statutory, regulatory or compliance requirements
- Providing inaccurate advice/information
- Ineffective management of facilities / venues / events

**The impact** of the risks are Financial, Non-Compliance, Reputational, and Property.

**The consequence** of these risks is considered to be Minor.

**The likelihood** is Possible

Hence the **risk rating** for this item is Moderate

Risk mitigation includes formal process for hiring Council facilities and equipment:

**Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook Strategic Community Plan states that:

*Aspiration 5.0: By 2023 the Shire of Cranbrook will demonstrate Strong Governance, Leadership and Organisational Growth*

Objective 5.4: Demonstrate Sound Financial Planning and Management

Strategy 5.4.2: Responsible and Accountable Financial Management

**Consultation**

Consultation for this report included the Senior Management Team.

**VROC Implications**

There are no VROC implications for this report.

**Voting Requirements**

***Absolute Majority***

**OFFICERS RECOMMENDATION**

**That the list of fees and charges contained within the 2015/2016 budget be adopted.**

<b>10.1.4 SUBJECT</b>	<b>2015/2016 PROPERTY RATES</b>
<b>RESPONSIBLE OFFICER:</b>	Trish Standish Manager of Finance and Administration
<b>REPORT AUTHOR:</b>	Trish Standish Manager of Finance and Administration
<b>FILE REFERENCE:</b>	FM6
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	6 July 2015
<b>ATTACHMENTS:</b>	Nil

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#### **Purpose**

The purpose of this report is to set the property rates and associated conditions for the 2015/2016 financial year.

#### **Background**

Nil

#### **Officers Comment**

##### Level of Rates

Following the guidance of Council from the draft budget workshop, a rate increase of 4% for both UV (Rural) properties and GRV (townsite) properties has been factored into the budget. The minimum rate has been increased to \$550.00.

##### Discount

Section 6.12 (1)(a) of the Local Government Act 1995 permits a local government to grant a discount or incentive for the early payment of money which is owed to the Council. At the 19 June 2013 meeting of Council it was resolved:

**“That:**

- 1. The Council no longer offer any discount for the early payment of rates; and**
- 2. The amount that would have been offered as discount be transferred to a new reserve account titled ‘Rate Discount Reserve’ to be used for assisting to fund improvements to existing and new community facilities.”**

##### Incentive

The Council has previously offered incentive prizes to encourage the early payment of rates. Only ratepayers who have paid their rates in full and by 7 September 2015 will be entered into the draw. For the 2015/2016 year, the following prizes are on offer:

- 1<sup>st</sup>** Refund of property rates up to the value of \$1,000.
- 2<sup>nd</sup>** 4 tickets to the Saturday 21 November 2015 *Beethoven & Mahler* concert valued at \$356.00. Donated by WA Symphony Orchestra.
- 3<sup>rd</sup>** A \$200 cheque from Great Southern Community Financial Services, Tambellup Cranbrook Community Bank.

### Instalments

It is recommended to the Council that it continue to offer the following three payment options as in previous years.

1. To pay the total rates and charges included on the rate notice in full by the 35th day after the date of issue of the rates notice; or
2. To pay by two equal instalments. The first instalment will be due on the 35th day after the date of issue of the rates notice and the second instalment four calendar months after this date.
3. To pay by four equal instalments. The first instalment will be due on the 35th day after the date of issue of the rates notice and the remainder at two calendar month intervals after this date.

### Instalment Fee

It is recommended that an instalment fee of \$5.00 be charged for each instalment reminder issued after the first instalment is paid. This is the same as that charged in 2014/2015.

### Interest on Instalments

It is recommended that the maximum interest rate of 5.5% per annum be applied to instalment payments. Again, this is consistent with the previous year's charge and statutory requirements.

### Late Payment Penalty Interest

It is recommended that the Council adopt a late payment penalty interest of 11% per annum. It is proposed that the late payment penalty interest will apply to rates that remain unpaid where no election was made to pay the rate by instalments and on overdue instalment payments where an election was made to pay by instalments. Again, this is consistent with the previous year's charge and statutory requirements.

### **Statutory Environment**

Section 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations relate to property rating requirements and procedures.

### **Policy Applicable – Implications**

There is no Council policy applicable to this report.

### **Financial Implications**

The property rates proposed have been established on the basis of delivering a balanced budget.

### **Risk Implications**

The risks associated with matters in this report are:

- Errors, Omissions and Delays
- Failure to fulfil statutory, regulatory or compliance requirements
- Providing inaccurate advice/information

**The impacts** of these risks are Financial and Non-Compliance.

**The consequences** of these risks are considered to be Major

**The likelihood** is Possible

Hence the **risk rating** for this item is High

Risk mitigation includes the adoption of property rates consistent with legislation and that the rates are set consistent with the requirements of the budget and delivery of the Strategic Community Plan. Mitigation also includes a rigorous process to follow up on outstanding rates and the use of third party collection agencies where required.

### **Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 5.0: By 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth*

Objective: 5.4 Demonstrate Sound financial planning and management

Strategy: 5.4.2 Responsible and accountable financial management

### **Consultation**

Consultation for this report included the Council and Senior Management Team.

### **VROC Implications**

There are no strategic VROC implications from this report

### **Voting Requirements**

***Absolute Majority***

### **OFFICERS RECOMMENDATION**

That:

1. Interest on the rate instalment option be set at 5.5% and an administration charge of \$5.00 per instalment (excluding the first instalment) be raised;
2. Late payment penalty interest on overdue rates be set at 11%. This penalty interest charge to apply to all overdue property rates and rubbish collection charges;
3. A prize draw be conducted as an incentive for the prompt payment of property rate accounts, with prizes consisting of various prizes as donated;
4. The Council provide first prize of a refund of property rates up to the value of \$1000 for the incentive prize scheme; and
5. That the rate in the dollar and minimum rate for property rates be as follows:

	Cents in the \$	Minimum Rate
Gross Rental Value	10.7010	\$550.00
Unimproved Value	0.8875	\$550.00

**10.1.5 SUBJECT**

**2015/2016 BUDGET ADOPTION**

<b>RESPONSIBLE OFFICER:</b>	Trish Standish Manager of Finance and Administration
<b>REPORT AUTHOR:</b>	Trish Standish Manager of Finance and Administration
<b>FILE REFERENCE:</b>	FM6
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	6 July 2015
<b>ATTACHMENTS:</b>	2015/2016 Draft Annual Budget (separate attachment)

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**Purpose**

The purpose of this report is to adopt the 2015/2016 Annual Budget.

**Background**

The Local Government Act, 1995, requires each Local Government to prepare a budget each financial year. The form, manner and content of the budget are prescribed in the Act and the Financial Management Regulations. Council must adopt its budget by an Absolute Majority no later than 31st August in the budget year unless the Minister for Local Government has granted an extension.

The Council has been working on the components of the 2015/2016 Annual Budget for a number of months now, including the consideration of fees and charges and property rating details. The Council workshop held in April, May and June has enabled a detailed analysis of the draft budget by staff and elected members.

The previous items in this agenda have dealt with the major items in the budget and have been adopted individually as required by the Local Government Act. These included the List of Fees & Charges and Property Rates.

**Officers Comment**

Council has met previously in workshop forums to consider a draft budget, which has formed the basis of the final document. The draft annual budget for 2015/2016 has been prepared in accordance with the Local Government Act 1995 and is attached for consideration and final adoption.

Council has been consulted during budget workshops to assess the priorities of proposed capital works, road construction, plant replacement, abnormal operating items, reserve transfers and rate increase levels.

**Statutory Environment**

Section 6.2 of the Local Government Act (1995) requires a local government to prepare and adopt (by absolute majority) an annual budget prior to 31 August in each year.



### **Policy Applicable – Implications**

Council Policy 4.0 – Finance – Adoption and Implementation of the Annual Budget is applicable to this report.

### **Financial Implications**

The adopted budget of the Council sets the financial direction for the proceeding financial year.

### **Risk Implications**

The risks associated with matters in this report are:

- Business and Community Disruption
- Errors, Omissions and Delays
- Failure to fulfil statutory, regulatory or compliance requirements
- Providing inaccurate advice/information

**The impacts** of these risks are Financial, Service Interruption, Non-Compliance, and Reputational.

**The consequences** of these risks are considered to be Major.

**The likelihood** is Unlikely

Hence the **risk rating** for this item is Moderate

Risk mitigation includes the adoption of the budget by 31 August each year and a structured approach to the delivery of the programmes and projects identified and approved in the budget. Mitigation also includes sound supervision of the various projects by members of the Senior Management Team and the staff under their direct control..

### **Strategic Community Plan Reference**

The annual budget reflects the third year of the programs and projects identified in the 2013 – 2017 Corporate Business Plan which in turn reflects the aspirations contained within 2013 – 2023 Strategic Community Plan. Programs and projects are reviewed annually and are delivered inside of budgetary requirements.

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 5.0: By 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth*

Objective: 5.4 Demonstrate Sound financial planning and management

Strategy: 5.4.2 Responsible and accountable financial management

### **Consultation**

Consultation for this report included the Council, Senior Management Team and Council staff.

### **VROC Implications**

There are a number of specific items contained within the budget document that relate directly to the VROC. These are clearly identified within the document.

### **Voting Requirements**

***Absolute Majority***

### **OFFICERS RECOMMENDATION**

**That the attached 2015/2016 Annual Budget be adopted.**

## 10.2 GOVERNANCE & EXECUTIVE SERVICES

<b>10.2.1 SUBJECT</b>	<b>INTEGRATED PLANNING &amp; REPORTING ANNUAL REPORT: JULY 2014 – JUNE 2015</b>
<b>RESPONSIBLE OFFICER:</b>	Peter Northover Chief Executive Officer
<b>REPORT AUTHOR:</b>	Peter Northover Chief Executive Officer
<b>FILE REFERENCE:</b>	AD3
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	7 July 2015
<b>ATTACHMENTS:</b>	IPR Annual Report 2014 - 2015

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### **Purpose**

The purpose of this report is to consider and adopt the Integrated Planning and Reporting (IPR) Annual Report for the period 1 July 2014 to 30 June, 2015.

### **Background**

As Council is aware, local governments were required to have developed and adopted a Strategic Community Plan and Corporate Business Plan by 30 June, 2013. These two plans constituted the new Plan for the Future under the Local Government Act 1995 from that date onwards.

The IPR Framework was introduced across the State to address identified long term sustainability issues. The Framework, together with associated guidelines and the IPR Advisory Standard, was developed to assist local governments develop their Strategic Community Plans, Corporate Business Plans and associated plans (Asset Management, Workforce and Long Term Financial Plans).

Although there is no statutory requirement to provide quarterly or annual reports to government, the adoption of a regular reporting regime is consistent with best practice within the IPR framework.

### **Officers Comment**

In July 2014, Council adopted the Budget for 2014 – 2015 which detailed the expenditure required to deliver the strategies and actions of year two of the Corporate Business Plan.

The attached annual report provides a snapshot of the Shire's performance against each of the five community aspirations and associated strategic objectives identified within the Corporate Business Plan. The report lists those strategies and actions identified under each strategic objective and measures performance to date.

### **Statutory Environment**

The Local Government Administration Regulations define the requirements of the Integrated Planning and Reporting Framework.

**Policy Applicable – Implications**

There is no Council policy applicable to this report.

**Financial Implications**

There are no financial implications for this report.

**Risk Implications**

There are no risk implications for this report.

**Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 5.0: By 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth*

Objective 5.3: Develop Strategic Plans and Projects

Strategy 5.3.2: Ensure delivery, monitoring, evaluation and reporting of strategic planning outcomes.

**Consultation**

This report was prepared in consultation with the Senior Management Team.

**VROC Implications**

There are no strategic VROC implications from this report

**Voting Requirements**

Simple Majority

**OFFICERS RECOMMENDATION**

**That Council adopts the attached IPR Annual Report for the period 1 July 2014 to 30 June 2015.**

<b>10.2.2 SUBJECT</b>	<b>POLICY 4.12 – FINANCE - FEES AND CHARGES – APPLICATION</b>
<b>RESPONSIBLE OFFICER:</b>	Peter Northover Chief Executive Officer
<b>REPORT AUTHOR:</b>	Cassandra Hughes Manager of Economic and Community Development
<b>FILE REFERENCE:</b>	GO17
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	7 July 2015
<b>ATTACHMENTS:</b>	Amended Policy 4.12 – Finance - Fees and Charges – Application

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#### **Purpose**

The purpose of this report is to consider changes to Policy 4.12 – Finance - Fees and Charges – Application.

#### **Background**

In preparation for the 2015 / 2016 Budget, fees and charges and the related policies have been reviewed.

#### **Officers Comment**

In order to ensure an equitable allocation of fees and charges, policy 4.12 has been amended as follows.

#### **Amendment**

Council facilities such as Halls and Community Centre rooms, together with the equipment from these facilities are available free of charge to local community groups located in or in support of the Shire of Cranbrook.

The words *“together with the equipment from these facilities”* have been removed.

The following changes have been added;

- Any damage incurred to Council Property during a hire, will be recovered at cost from the hirer to the value of the Council Insurance Policy excess;
- Any commercial or for profit activity will incur charges as per the fees and charges schedule;
- All hirers will be charged for the hire of any equipment. Any damaged, broken or lost equipment will be charged at replacement cost to the hirer; and
- Hire of the Cranbrook Community Hub will be charged at cost until the fitout of the Hub is complete.

These changes will ensure that Council property and equipment is properly respected, and if damage, breakage or loss occur, the Council will be adequately compensated. It will also ensure the fees and charges are appropriately charged to users.

### **Statutory Environment**

Section 2.7(2b) of the Local Government Act 1995, states that:

*“The Council is to determine the Local Government’s policies”.*

### **Policy Applicable – Implications**

The matters in this report necessitate a change to Council Policy 4.12 – Finance - Fees and Charges – Application, as detailed in this report. The amended policy is attached.

### **Financial Implications**

There may be a small increase in revenue due to the change in policy wording, and the Council will be reimbursed for items lost, damaged or broken.

### **Risk Implications**

The risks associated with matters in this report are;

- Failure to fulfil statutory, regulatory or compliance requirements;
- Providing inaccurate advice/information;
- Inadequate document management processes;
- Inadequate engagement practices;
- Inadequate asset sustainability practices; and
- Ineffective management of facilities / venues / events.

**The impact** of the risk is Financial, Reputational and Property.

**The consequences** of these risks are considered to be Moderate.

**The likelihood** is Possible.

Hence the **risk rating** Moderate

Risk mitigation includes the review and update the policy in line with both Council and Community Expectations on the hire and use of Council facilities and equipment ensures that the risks of damage and loss are reduced.

### **Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 5.0: By 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth*

Objective: 5.1 Deliver Excellence in Governance, Compliance, Regulation and Reporting

Strategy: 5.1.2 Develop effective policies, procedures and practices

### **Consultation**

Consultation for this report included budget discussion with Council and SMT.

### **VROC Implications**

VROC Vision: *To sustain a collaborative partnership that serves as an exemplar to other Local Government groupings.*

There are no strategic VROC implications from this report.

### **Voting Requirements**

**Absolute Majority**

### **OFFICERS RECOMMENDATION**

**That Policy 4.12 – Finance - Fees and Charges – Application as attached be adopted.**

### 10.3 WORKS

#### 10.3.1 SUBJECT

#### CRANBROOK FRANKLAND EAST ROAD – RESTRICTION OF RESTRICTED ACCESS VEHICLES (RAV)

**RESPONSIBLE OFFICER:**

Jeff Alderton  
Manager of Works

**REPORT AUTHOR:**

Jeff Alderton  
Manager of Works

**FILE REFERENCE:**

RO531

**APPLICANT:**

N/A

**DATE OF REPORT:**

12 June 2015

**ATTACHMENTS:**

1. Map of Road Location
2. Photographs of Road Area and Signage
3. Class Speed Matrix

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**Purpose**

The purpose of this report is for Council to consider restricting the movement of heavy vehicles on the Cranbrook Frankland East Road.

**Background**

Cranbrook Frankland East Road is one of the main entry points off Albany Highway for RAV wanting to gain access to the CBH site during harvest. As CBH expands, the amount of heavy vehicles using this road increases.

Because of the increase in heavy traffic, the poor drainage and continuing bitumen failures, the Cranbrook Frankland East Road can no longer sustain this amount of heavy vehicle traffic.

**Officers Comment**

During the past two years the Manager of Works and the Outside Works Crew have endeavoured to keep open the Cranbrook Frankland East Road for the use of all vehicles. Unfortunately, the Shire can no longer afford to maintain this road to an acceptable standard nor can the Shire fund a reconstruction project of this road which would allow RAV continued unrestricted access. The Shire spent \$45,000 last financial year maintaining this road. A re-construction project would cost in the vicinity of \$2,000,000. Cranbrook Frankland East Road is a Regional Road and has received funding previously for preservation works.

Meetings and discussions with Main Roads WA indicate that they are not in a position to co-fund a reconstruction project. Main Roads WA has indicated their support for the restriction of RAV Vehicles on this road.

It is understood that CBH has plans to expand the existing site from 380,000 tonne capacity to 800,000 tonnes over the next 5 to 7 years. This will result in a significant increase in heavy vehicles using this road and the possibility of further damage to this road. An alternate access to CBH will be via the intersection of the Great Southern and Albany Highways which is an additional distance of 3kms in a one way direction if travelling south on Albany Highway.

The Shires Local Planning Strategy has identified an alternative access into the CBH site from Albany Highway, although Main Roads has indicated their preference for an access road off the Great Southern Highway near the Albany Highway intersection

There is also a safety issue with the large number of heavy vehicles passing through a main residential and sporting precinct area of Cranbrook, 24 hours a day over harvest, with 50% of vehicles exceeding the permitted speed limit. This has been captured by the Shires traffic counters.

It should be noted that a Restricted Access Vehicle is one that requires a permit from Main Roads to travel on a specific road. It is not the intention to close this route to vehicles such as passenger vehicles, delivery trucks, school buses, TransWA Coach Services, and the like; but only those vehicles requiring RAV permits.

#### **Statutory Environment**

There is no specific legislation applicable to this report.

#### **Policy Applicable – Implications**

There is no Council policy applicable to this report.

#### **Financial Implications**

The cost of maintaining this road in 2013/14 was \$35,000 and this has escalated to \$45,000 in 2014/15. It is conceivable that the cost to maintain this road in 2015/16 will be even more if the status quo remains.

#### **Risk Implications**

The risks associated with matters in this report are:

- Business and Community Disruption;
- Failure to fulfil statutory, regulatory or compliance requirements;
- Providing inaccurate advice/information;
- Inadequate document management processes;
- Inadequate engagement practices;
- Inadequate asset sustainability practices;
- Inadequate safety and security practices; and
- Inadequate project/change management.

**The impact** of the risks is Health, Financial, Service Interruption, Non-Compliance, Reputational, Property, and Environment.

**The consequences** of these risks are considered to be Major.

**The likelihood** is Almost Certain.

Hence the **risk rating** for this item is Extreme.

Risk mitigation includes the restriction of RAV movements on the Cranbrook Frankland East Road.

### **Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 4.0: By 2023 the Shire of Cranbrook will have Enviably Quality Infrastructure, Roads and Facilities*

Objective: 4.2 Deliver Safe and Appropriate Roads and Road Infrastructure

Strategy: 4.2.1 Deliver quality roads throughout the Shire.

### **Consultation**

Consultation for this report included the Outside Works Crew, Ratepayers, Senior Management Team, Councillors and Main Roads WA Southern Region.

### **VROC Implications**

There are no VROC implications.

### **Voting Requirements**

Simple Majority

### **OFFICERS RECOMMENDATION**

**That Council approve the application to Main Roads Heavy Vehicle Services for “Condition CA17 - Not to be used as a through route. For local delivery and pick up only” on the Cranbrook Frankland East Road.**



## 10.4 ECONOMIC & COMMUNITY

<b>10.4.1 SUBJECT</b>	<b>YOUTH ADVISORY COUNCIL (YAC) – APPLICATIONS</b>
<b>RESPONSIBLE OFFICER:</b>	Cassandra Hughes Manager Economic and Community Development
<b>REPORT AUTHOR:</b>	Cassandra Hughes Manager Economic and Community Development
<b>FILE REFERENCE:</b>	CS206
<b>APPLICANT:</b>	Nil
<b>DATE OF REPORT:</b>	24 June 2015
<b>ATTACHMENTS:</b>	1. Application – Ms Kate Wilson 2. Application – Ms Bethany Wearing 3. Application – Mr Callum Wearing

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### **Purpose**

The purpose of this report is to consider the applications received for representation on the Shire of Cranbrook, YAC.

### **Background**

At the 16 December 2014 meeting of Council it was resolved that:

1. **“The Shire of Cranbrook Youth Advisory Council be formed;**
2. **The April 2015 Council Meeting commence at 5pm;**
3. **Councillor Standish be nominated as the Youth Advisory Council Delegate for 2015;**
4. **The attached terms of reference be accepted, subject to the age being increased to 21 years; and**
5. **Funding from the Community Youth Leadership account be utilised to fund activities related to the Youth Advisory Council.”**

### **Officers Comment**

Three young people have submitted an application to be considered for the Shire of Cranbrook, YAC. The applications are attached for the Councils endorsement.

It is important to have youth representation on decisions affecting them and their peers. It is recommended that the YAC be formed with these three applicants and that additional applications are encouraged. It is anticipated that the first meeting of the YAC will be held in August 2015.

### **Statutory Environment**

There is no specific legislation applicable to this report.

### **Policy Applicable – Implications**

Council Policy 7.1, Youth Advisory Council states that the purpose is to provide an opportunity for young members of the Shire of Cranbrook to participate in leadership and development opportunities and to ensure their views and opinions on matters affecting their future are represented to the Council.

It should also be noted that the engagement of youth is clearly articulated in the Shire of Cranbrook Community Engagement Strategy.

### **Financial Implications**

There are no financial implications for this report.

### **Risk Implications**

The risks associated with matters in this report are:

- Providing inaccurate advice/information
- Inadequate engagement practices

**The impact** of the risk is Reputational

**The consequences** of these risks are considered to be Minor

**The likelihood** is Unlikely

Hence the **risk rating** for this item is Low

Risk mitigation includes the engagement of young people on the YAC to reduce the risk of ignoring their needs in the community. To ensure that the opinions of the YAC are both representative and more broadly considered, the committee can only make recommendations to council and can not take any direct action.

### **Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 1.0: By 2023 the Shire of Cranbrook will be respected for its Friendly, Vibrant, Connected and Safe Communities*

Objective: 1.1 Create Engaged Communities

Strategy: 1.1.3 Support community building and development initiatives

Objective: 1.2 Develop Community Leadership

Strategy: 1.2.2 Create leadership and succession planning

Objective: 1.3 Be Supportive and Inclusive

Strategy: 1.3.2 Support for marginalised and disadvantaged groups

Strategy: 1.3.3 Encourage Community Participation

Objective: 1.5 Develop a Health Place to Grow and Age

Strategy: 1.5.1 Provision of services to children and the aged

### **Consultation**

Consultation was not required for this report.

**VROC Implications**

There are no strategic VROC implications from this report

**Voting Requirements**

Simple Majority

**OFFICERS RECOMMENDATION**

**That Council endorse the applications for the Shire of Cranbrook Youth Advisory Council from; Ms Kate Wilson, Ms Bethany Wearing, Mr Callum Wearing.**

<b>10.4.2 SUBJECT</b>	<b>CRANBROOK CARAVAN PARK - EFT MERCHANT FACILITY</b>
<b>RESPONSIBLE OFFICER:</b>	Cassandra Hughes Manager of Economic and Community Development
<b>REPORT AUTHOR:</b>	Cassandra Hughes Manager of Economic and Community Development
<b>FILE REFERENCE:</b>	CP121
<b>APPLICANT:</b>	N/A
<b>DATE OF REPORT:</b>	1 July 2015
<b>ATTACHMENTS:</b>	Nil

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#### **Purpose**

The purpose of this report is to consider the installation of an EFTPOS merchant facility at the Cranbrook Caravan Park.

#### **Background**

Whilst the Shire currently provides an EFTPOS merchant facility at the Administration Office, there is no such facility at the Caravan Park. Currently Caravan Park customers wishing to pay by Debit or Credit card can only do so at the administration office. Guests often arrive after the office is closed or on a weekend and hence the service can't be offered.

#### **Officers Comment**

Demand for payment by Debit or Credit cards is increasing and many customers do not carry cash. To provide adequate guest services and to reduce the cash holding during busy periods at the caravan park an EFTPOS machine is highly recommended.

The Councils' current merchant facility is with the Bendigo Bank and this has proven to be very satisfactory.

There is a range of EFTPOS payment terminal options available. The recommended option for this application is the GoPos® Lite machine which operates through a mobile telephone network.

The Bendigo Bank has offered the following for an EFTPOS merchant facility at the Cranbrook Caravan Park:

- Merchant Joining Fee: \$90.00
- Monthly Terminal Rental: \$12.00
- Merchant Service Fee: 2.2% on credit card transactions
- Transaction Fee: \$0.20c on debit card transactions

(All stated fees, costs and charges for services and any use of a terminal are GST exclusive.)

Bendigo Bank will provide:

- All terminal equipment;
- Installation, training and support services;
- Merchant Reference and a Quick Reference Guide to assist with day to day operations;
- Support stationery;
- Payment for all authorisation calls;
- A manual imprinter as a back-up measure to ensure transaction processing is not affected should the terminal become inoperable;
- Help Desk service which is available for all enquiries 24 hours a day, 7 days a week via a 1800 phone number.

The Manager of Economic and Community Development has selected this machine as it has the ability to be utilised via an iPad or Tablet. This will allow both caretakers equal ability to use the machine. The Manager of Economic and Community Development has applied for financial assistance for the iPad through Job Access to support the employees use of the machine and improve the quality of the work environment.

**Statutory Environment**

There is a statutory requirement for all matters requiring the common seal to be supported by a Council motion.

**Policy Applicable – Implications**

Council Policy – Purchasing 4.8 states:

<b>Up to \$1000</b>	<p><b>Direct purchase from suppliers requiring only one verbal quotation.</b></p> <p>Where the value of procurement of goods or services does not exceed \$1000, purchase on the basis of at least one verbal quotation is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.</p> <p>This purchasing method is suitable where the purchase is relatively small and low risk.</p>	<b>CEO &amp; Senior Managers</b>
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**Financial Implications**

The total cost of this report will be \$100 upfront cost. This can be funded from budget Cranbrook Caravan Park operating – 132002. If funding for the iPad is not successful there will be an additional cost to purchase an iPad which will also be funded from the Cranbrook Caravan Park operating account.

The annual operating cost for this item will be \$144 plus iPad data usage costs and card transaction fees of:

- Merchant Service Fee: 2.2% on credit card transactions
- Transaction Fee: \$0.20c on debit card transactions

**Risk Implications**

The risks associated with matters in this report are:

- Misconduct;
- External Theft and Fraud;
- Errors, Omissions and Delays;

- Failure of IT and or Communication Systems and Infrastructure;
- Failure to fulfil statutory, regulatory or compliance requirements;
- Ineffective employment practices; and
- Ineffective management of facilities / venues / events.

**The impact** of the risk is Health, Financial, and Reputational.

**The consequences** of these risks are considered to be Moderate.

**The likelihood** is Possible.

Hence the **risk rating** for this item is Moderate.

Risk mitigation includes the risks identified all exist without the presence of an EFTPOS machine. The installation of such a machine, with adequate training will reduce the risk of financial loss of cash by reducing the amount of cash held, reduce the loss of customers who are not able to pay cash and will improve the reputation of the park as a professional caravan park providing necessary guest services. A cash-out service will not be offered at the caravan park. The ability to pay by cheque will be removed further improving payment security.

This service also provides an easier environment for staff to work in, being able to accept electronic payments on site for guests.

#### **Strategic Community Plan Reference**

The 2013-2023 Shire of Cranbrook, Strategic Community Plan states that:

*Aspiration 2.0: By 2023 the Shire of Cranbrook will have an Innovative, Diverse, Prosperous and Growing Economy*

Objective: 2.2 Support Economic Growth and Development (includes Tourism, Art, Culture and Heritage)

Strategy: 2.2.4 Support business development

*Aspiration 5.0: By 2023 the Shire of Cranbrook will demonstrate, Strong Governance, Leadership and Organisational Growth*

Objective: 5.2 Demonstrate Strong Leadership and Management

Strategy: 5.2.2 Deliver service and outcomes that are considered best practice

#### **Consultation**

Consultation for this report was conducted with Caravan Park employees and the Senior Management Team.

#### **VROC Implications**

There are no strategic VROC implications from this report

#### **Voting Requirements**

Simple Majority

#### **OFFICERS RECOMMENDATION**

**That:**

- 1. The Council enter into a Merchant Agreement with the Bendigo Bank to provide and install an EFTPOS merchant facility in the Cranbrook Caravan Park; and**
- 2. The Council authorises the Chief Executive Officer and Shire President to execute a Merchant Agreement and the affixing of the common seal to the Merchant Agreement.**

- 11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING**
- 13. MATTERS BEHIND CLOSED DOORS**
- 14. CLOSURE OF MEETING**

There being no further business to discuss, the Shire President, Cr Pope will declare the meeting closed at pm.