

COUNCIL MEETING

MINUTES



For the Ordinary Meeting of Council held on

18 May 2016

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MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Cunningham declared the meeting open at 3.05pm. The Shire President alerted 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 JT (Twynam) Cunningham
Deputy President	Cr CY (Colin) Egerton-Warburton
Councillors	Cr P (Peter) Denton
	Cr PM (Peter) Beech
	Cr ER (Ruth) Bigwood
	Cr TC (Tom) Standish
	Cr PL (Phil) Horrocks
	Cr HC (Helen) Parsons

Chief Executive Officer	Mr PB (Peter) Northover
Manager of Finance & Administration	Mrs PA (Trish) Standish
Manager of Economic & Community Development	Ms CM (Cas) Hughes
Manager of Works	Mr JE (Jeff) Alderton

Members of the Public	Six
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LEAVE OF ABSENCE

Councillors	Cr DJ (David) Adams
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APOLOGIES

Nil

3. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President, Cr Cunningham announced that the following people who were either residents or past residents of the Shire had passed away since the last meeting:

Margaret Ryan

A moments silence was observed as a mark of respect.

4. PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTION TIME

Nil

5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

YMCA presented to the Council on the progress of 'A Smart Start' in the Shire of Cranbrook. A copy of their presentation is attached to these minutes.

One member of the public left the chambers at 3.15pm

The Gillamii Centre Inc presented to the Council on their achievements over the past 12 months. A copy of their presentation is attached to these minutes.

The Frankland River Primary School presented to the Council on the 2015 Australian Early Development Census results. A copy of their presentation is attached to these minutes.

The Frankland River Community Resource Centre presented to the Council on their achievements over the past 12 months. A copy of their presentation is attached to these minutes.

Five members of the public left the chambers at 4.21pm

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. DISCLOSURE OF INTEREST

Nil

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 ORDINARY MEETING – 20 APRIL 2016

Motion 01052016

Moved Cr Denton, seconded Cr Parsons that the minutes from the ordinary meeting of Council held on 20 April 2016, be confirmed as a true and correct record.

Carried 8/0

10. REPORTS OF OFFICERS

10.1 FINANCE & ADMINISTRATION

10.1.1 SUBJECT

LIST OF PAYMENTS

RESPONSIBLE OFFICER:	Trish Standish Manager of Finance and Administration
REPORT AUTHOR:	Jessica Standish Finance Officer
FILE REFERENCE:	FM2
APPLICANT:	N/A
DATE OF REPORT:	3 May 2016
ATTACHMENTS:	List of Payments – 6 April 2016 to 3 May 2016

Purpose

The purpose of this report is to advise the Council of payments made during the period 6 April 2016 to 3 May 2016.

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/COUNCIL DECISION

Motion 02052016

Moved Cr Bigwood, seconded Cr Parsons that the payment of accounts totalling \$570,089.68 as per the attachment be noted:

- Electronic Funds Transfers EFT 6600 to EFT 6697 - \$446,782.73;
- Municipal Fund Cheque No's 11867 – 11876 - \$10,478.20;
- Internal Account Transfers (Payroll) - \$92,270.00;
- Direct Debit - \$20,558.75.

Carried 8/0

10.1.2 SUBJECT	MONTHLY FINANCIAL STATEMENTS
RESPONSIBLE OFFICER:	Trish Standish Manager of Finance and Administration
REPORT AUTHOR:	Jessica Standish Finance Officer
FILE REFERENCE:	FM12
APPLICANT:	N/A
DATE OF REPORT:	5 May 2016
ATTACHMENTS:	Financial Statements April 2016

Purpose

The purpose of this report is to present the financial position of the Shire of Cranbrook as at 30 April 2016.

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

The April financial statements report on 10 months, or 83% of the financial year. It is worthy to note:

- The 'Municipal Fund Summary' on page 2 shows that we have raised 87% of our expected operating income;
- The 'Municipal Fund Summary' on page 2 shows that we have spent 101% of the budgeted operating expenditure for the year;
- The 'Municipal Fund Summary' on page 4 shows a net current assets position of \$109,319 (deficit), 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/COUNCIL DECISION

Motion 03052016

Moved Cr Egerton-Warburton, seconded Cr Horrocks that the attached financial statements for the period ending 30 April 2016 be noted.

Carried 8/0

10.2 GOVERNANCE & EXECUTIVE SERVICES

10.2.1 SUBJECT	LOCAL GOVERNMENT CONVENTION AND EXHIBITION 2016
RESPONSIBLE OFFICER:	Peter Northover Chief Executive Officer
REPORT AUTHOR:	Peter Northover Chief Executive Officer
FILE REFERENCE:	GO24
APPLICANT:	N/A
DATE OF REPORT:	4 May 2016
ATTACHMENTS:	2016 Information and Registration Brochure

Purpose

The purpose of this report is to allow Councillors the opportunity to attend the annual Local Government Convention and Trade Exhibition.

Background

The annual Local Government Convention for 2016 will be held between Wednesday 3 and Friday 5 August 2016 at the Perth Convention and Exhibition Centre.

Officers Comment

An extract of the Convention programme is attached to this item. The full brochure is available from the Chief Executive Officer if required.

This convention includes the Annual General Meeting of the West Australian Local Government Association (Wednesday afternoon) which is free to attend. The Shire President and Deputy Shire President are the Council's voting delegates at this event. This convention has been well attended in recent years by the Council, however consideration may want to be given to those Councillors who have not previously attended.

This convention provides the year's most important professional development and networking opportunity to all Councillors. Prior to and after the convention there are several elected member professional development modules also being offered.

Statutory Environment

There is no specific legislation applicable to this report.

Policy Applicable – Implications

Council Policy 1.6 – (Local Government Convention Attendance) states:

- That the Shire President, Deputy Shire President and Chief Executive Officer will attend the annual WALGA Local Government Annual General Meeting;
- That the Council may decide and make a resolution to send other Elected Members as appropriate each year on a rotational basis to the WALGA Local Government Convention; and

- That the expenditure for the conference be contained responsibly by all attendees and be consistent with the Financial Policies and Code of Conduct of the Shire of Cranbrook.

Financial Implications

Attendance at this event is allowed for in the budget each year. The cost of attending this convention in recent years has ranged from \$3,500 in 2010 to \$2,100 in 2015 per person.

Risk Implications

The risks associated with matters in this report are:

- Misconduct
- Failure to fulfil statutory, regulatory or compliance requirements

The impacts of the risks are Financial and Reputational

The consequences of these risks are considered to be Moderate

The likelihood is Unlikely

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

Risk mitigation includes adherence to Council Policies 1.6 – Local Government Convention – Attendance, and 1.7 – Elected Members – Allowances and Reimbursements, as well as the Shire of Cranbrook Code of Conduct.

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 5.1.1: Perform at the highest levels of corporate governance, responsibility and accountability

Objective 5.2: Demonstrate Strong Leadership and Management

Strategy 5.2.1: Provide outstanding leadership and opportunity to the community, staff and wider region

Objective 5.7: Effectively represent the Shire of Cranbrook.

Strategy 5.7.1: Undertake to represent the Shire in all possible opportunities.

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/COUNCIL DECISION

Motion 04052016

Moved Cr Bigwood, seconded Cr Beech that the Shire President, Deputy Shire President and Chief Executive Officer, be authorised to attend the 2016 Local Government Convention and Trade Exhibition from 3 to 5 August 2016 at the Perth Convention and Exhibition Centre.

Carried 8/0

10.2.2 SUBJECT

**PROPOSED TELECOMMUNICATIONS
INFRASTRUCTURE – LOT 2 NUNIJUP ROAD,
TENTERDEN**

RESPONSIBLE OFFICER: Peter Northover
Chief Executive Officer

REPORT AUTHOR: Liz Bushby
Gray & Lewis Landuse Planners

FILE REFERENCE: A203 & A98

APPLICANT: Deighton Pty Ltd acting on behalf of Aurecon
Australia (for Telstra Corporation Limited)

DATE OF REPORT: 5 May 2016

ATTACHMENTS: Nil

Purpose

The purpose of this report is for the Council to consider an application for telecommunications infrastructure on Lot 2 Nunijup Road, Tenterden.

Background

The subject lot is located west of Albany Highway in Tenterden Townsite, and is zoned Industrial under the Shire of Cranbrook Local Planning Scheme No 4 ('the Scheme').



The objectives of the Industrial zone are:

- To provide for the needs of industry to support the local community.
- To provide appropriate buffers between the industry and adjacent landuses, to avoid landuse conflicts.
- To avoid non industry related uses establishing in the industrial areas that may constrain industrial activities.

Officers Comment

Description of Application

The application is for a 60 metre high lattice tower, and ancillary components such as antennas and an equipment shelter which will be enclosed in a secure fenced compound.

The applicant has advised as follows:

- Telstra is working on a Commonwealth Government and State Government funded project to put in emergency services and mobile telephone communications in areas where current coverage is deficient. It is known as the Black Spot program and Telstra has been contracted to do construction works.
- Lot 2 has been identified as a suitable location and is owned by Telstra Corporation Ltd.
- The Government seeks to deliver a number of sites prior to the 30 June 2016, therefore timing is tight to achieve expenditure of government funds in the current financial year.
- The applicant has liaised with surrounding and nearby landowners.
- The lower end of the structure is reserved for Emergency Services Organisations for potential future requirements.

A copy of the development plans are available to Councillors on request.

Landuse classification and permissibility

When an application is lodged, part of the planning assessment involves examining the landuse definitions in the Scheme, and determining the 'best fit' landuse classification.

There is a specific landuse definition for 'telecommunications infrastructure' under the Shire of Cranbrook Town Planning No 4 ('the Scheme') and it is defined as '*means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in connection with, a telecommunications network*'.

Whilst the 'telecommunications infrastructure' landuse is defined in the Scheme, it is not listed in the Zoning Table.

Council has 3 options when dealing with a 'Use Not Listed' in accordance with Clause 4.4.2 of the Scheme as follows;

- (a) determine that the use is consistent with the objectives of the Industrial zone and is therefore permitted;*
- (b) determine that the use may be consistent with the objectives of the Industrial zone and thereafter follow the advertising procedures of Clause 9.4 in considering an application for planning approval; or*
- (c) determine that the use is not consistent with the objectives of the Industrial zone and is therefore not permitted.'*

It is recommended that Council pursue Option (b) as:

- The proposed tower has potential for visual impact simply due to the nature of the structure.
- Option (b) allows for public advertising so surrounding landowners can be consulted.
- Option (a) will set an undesirable precedent for similar applications to be treated as a permitted use in the Industrial zone.

Advertising

To expedite processing of the application, advertising by Shire Administration has already been conducted in accordance with Clause 9.4 of the Scheme.

Main Roads WA (MRWA) has advised they have no objections to the proposal subject to the following conditions:

- The tower shall be designed in such a way to prevent landing on Albany Highway in the event of a mishap or collapse.
- The power supply to the facility crosses a Restricted Access Route for trucking. The line(s) shall clear the road surface by a minimum of 7.1 metres in accordance an agreement between Main Roads WA and Western Power.
- Any works to be undertaken in the main road reserve shall be pre-approved by the Regional Manager. An application form may be downloaded from the MRWA website.

Gray & Lewis recommends that the applicant be advised of MRWA comments as a footnote advice on any planning consent.

Western Australian Planning Commission Statement of Planning Policy No 5.2 on 'Telecommunications Infrastructure'.

The Western Australian Planning Commission (WAPC) has an adopted Statement of Planning Policy No 5.2 for Telecommunications Infrastructure ('SPP 5.2') (September 2015).

The WAPC Policy discusses issues such as the need to meet the communication needs of the community and minimising potential adverse visual impact.

The objectives of SPP5.2 include:

'To facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs and

To manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure. '

The Policy includes a series of guiding principles for the location, siting, and design of telecommunications infrastructure.

The Policy states that *'telecommunications infrastructure should be sited and designed to minimise visual impact'*. In particular the Policy discusses impacts on significant viewing locations, prominent landscapes and vistas, and general views in the locality.

It is important to acknowledge the Policy references *'to minimise visual impact'* and that SPP2.5 does not require a tower to be invisible or have no visual impact.

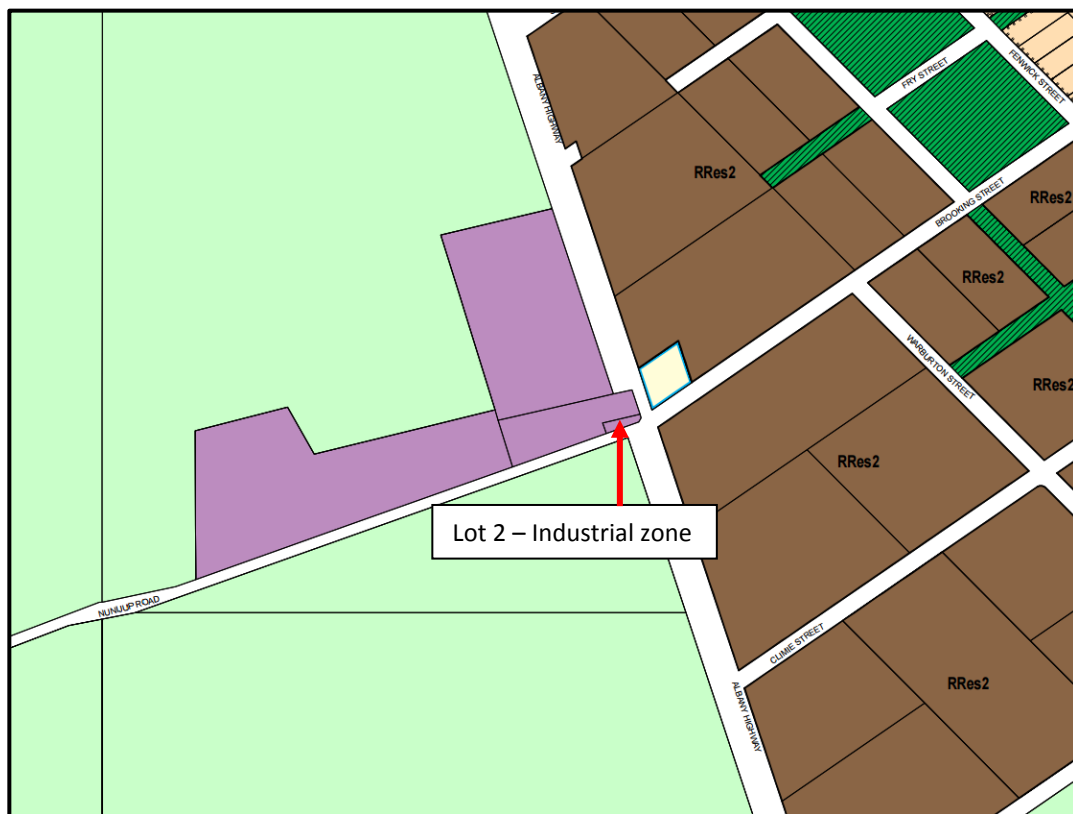
From a practical perspective, height is an essential attribute of telecommunications infrastructure and is integral to the development being able to provide a service to the community.

Visual Impact and Amenity

The Western Australian Planning Commission (WAPC) 'Guidelines for the location, siting and design of telecommunications infrastructure' complement SPP 5.2.

The Guidelines state that '*unless it is impractical to do so telecommunications towers should be located within commercial, business, industrial and rural areas and areas outside identified conservation areas.*'

There are lower amenity expectations in Industrial areas as they are to cater for a range of industrial landuses.



Zoning Plan – Shire of Cranbrook TPS 4

Gray & Lewis does not consider that the development will have such a high visual and amenity impact that a refusal is justified. The development is proposed within an established industrial area, is located near to existing industries (eg Stirling Bulk Distributors) and is separated from rural residential zones to the east by Albany Highway.

Statutory Environment

Shire of Cranbrook Town Planning Scheme No 4 – Clause 9.4.1 (a) states that an application which involves a 'use not listed in the zoning table' is to be advertised in accordance with Clause 9.4.3. Clause 9.4.3 requires a 14 day advertising period.

Policy Applicable – Implications

There is no Council policy applicable to this report.

Financial Implications

The Shire pays consultancy fees to Gray & Lewis for planning advice.

Risk Implications

The risks associated with matters in this report are:

- Inadequate Environmental Management
- Business and Community Disruption
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil statutory, regulatory or compliance requirements
- Providing inaccurate advice/information
- Inadequate engagement practices

The impacts of these risks are Service Interruption, Non-Compliance, Reputational and Environment

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 professional planning advice being provided by Gray & Lewis Landuse Planners and the development being undertaken by a Telstra approved contractor.

Strategic Community Plan Reference

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

Objective 2.1: Develop and Deliver Infrastructure, Planning and Projects

Strategy 2.1.1: Facilitate industrial diversity development and growth

It should be noted that in a survey conducted by the WAPC on telecommunications infrastructure in October 2014 identified that *'themes emerging from general respondent comments overwhelmingly indicate the main area of concern is the poor quality of service in regional areas and the impacts this has on emergency response times and business viability'*.

Improved telecommunications infrastructure in Tenterden has potential for positive impacts to support local industries and businesses.

Consultation

Advertising and consultation have already been undertaken.

VROC Implications

There are no strategic VROC implications from this report.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION/COUNCIL DECISION

Motion 05052016

Moved Cr Standish, seconded Cr Parsons that Council:

- 1. Determine that the proposed development of telecommunication infrastructure on Lot 2 Nunijup Road, Tenterden may be consistent with the objectives of the Industrial zone, and note that the application has been advertised in accordance with the Shire of Cranbrook Town Planning Scheme No 4 ('the Scheme').**
- 2. Note that only one submission was received from MRWA during advertising.**
- 3. Resolves to approve the application lodged by Aurecon Australia for 'telecommunications infrastructure' on Lot 2 Nunijup Road, Tenterden subject to:**
 - (i) All development to be in accordance with the plans lodged as part of this application (Drawing No W107976), unless otherwise agreed to in writing by the Chief Executive Officer.**
 - (ii) The tower shall be designed and constructed to prevent landing on Albany Highway in the event of a collapse.**
 - (iii) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**
- 4. Advise the applicant through footnotes on any planning consents as follows:**
 - a. A planning consent is not an approval to commence any works. A building permit may also be required for construction works.**
 - b. Please be advised that this approval is only for works within the lot boundaries. Any works to be undertaken in the main road reserve needs pre-approval by the Regional Manager of Main Roads WA. An application form may be downloaded from the MRWA website.**
 - c. MRWA advises the power line(s) should clear the road surface by a minimum of 7.1 metres in accordance an agreement between Main Roads WA and Western Power.**
 - d. Condition (ii) has been imposed at the request of MRWA and to maximise safety on the Highway in the event of any unforeseen event or collapse.**

Carried 8/0

10.3 WORKS

Nil

10.4 ECONOMIC & COMMUNITY

10.4.1 SUBJECT	CRANBROOK PLAYGROUP – EVENT SPONSORSHIP
RESPONSIBLE OFFICER:	Cassandra Hughes Manager of Economic and Community Development
REPORT AUTHOR:	Cassandra Hughes Manager of Economic and Community Development
FILE REFERENCE:	CS203
APPLICANT:	Cranbrook Playgroup
DATE OF REPORT:	10 May 2016
ATTACHMENTS:	Grant Application

Purpose

The purpose of this report is to consider a request for event sponsorship from the Cranbrook Playgroup.

Background

On 19 April 2016 the Shire received an application from the Cranbrook Playgroup to provide sponsorship for two seminars on 29 August 2016 with life educator, author and parenting specialist Maggie Dent.

The event will consist of two workshops, a morning session for women and an evening session for men. These events will help families to build resilience and to increase their capacity for managing family change and challenges. Maggie Dent is the foremost West Australian educator in this field and her workshops are of a very high standard.

The events are forecast to attract a total of 150 people. The event has two purposes, one to bring awareness and education to the community, and also to raise funds for the Cranbrook playgroup which is working to increase the participation of people in the community and enhance family and community function.

Officers Comment

The application received from the Cranbrook Playgroup was of a very high standard and was the outcome of attending the recent Grant Writing Workshop hosted by the Shire of Cranbrook. This event will be well received by the community and is likely to draw a wide audience. Maggie Dent is an excellent educator with a strong reputation for delivery of quality materials and outstanding expertise to her audience.

The Shire continues to encourage community groups to seek methods to improve their sustainability. By holding this event, the Cranbrook Playgroup will raise funds towards their ongoing activities and sustainable future. The group is very focussed on the development of playgroup and providing service to parents and children in the Shire.

The Council provides \$20,000 per annum towards early childhood education through the Early Years Coordinator (Smart Start Program) which is well recognised by the community and shows a deep level of commitment to the development of young people and families.

This event has a total expense budget of \$9,495. The group has forecast to make a fundraising profit of \$3,900. Profits will be raised by ticket sales to both events. The request of the Shire is for \$2,000.

The Shire has a very limited annual donations budget. Currently, similar sponsorships for events such as the Cranbrook Show, attract cash donations of \$1,000, and other events and activities receive smaller amounts between \$50 and \$1,000. The Sundry Donations account has a remaining balance of \$1,079 for 2015/2016. To be consistent with other activities and be affordable in the current budget, it is recommended that a contribution of \$1,000 be made toward this valuable community event. Shire staff can also provide support and marketing with information on Facebook, Website and Shire pages in the newsletters if required.

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 total cost of this report will be \$1,000. The request from the Cranbrook Playgroup for the Maggie Dent Community Event, can be funded from budget item Sundry Donations 147005 which has a current balance of \$1,079.

There are no recurring costs with this item.

Risk Implications

The risk associated with matters in this report is inadequate engagement practices

The impact of the risk is Reputational

The consequence of this risk is considered to be Insignificant

The likelihood is Unlikely

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

Risk mitigation includes: The event is to be hosted by an experienced and quality presenter. The marketing materials are supplied by the presenter and are of high quality and the Cranbrook Playgroup members have relevant skill sets to coordinate the event.

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: 1.1.2 Facilitate and support community events

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/COUNCIL DECISION

Motion 06052016

Moved Cr Parsons, seconded Cr Denton that the Council provide sponsorship of \$1,000 from the 2015/2016 budget, to the Cranbrook Playgroup as sponsorship towards the cost of hosting two Maggie Dent Seminars on 29 August 2016.

Carried 8/0

12. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

Nil

14. MATTERS BEHIND CLOSED DOORS

Nil

15. CLOSURE OF MEETING

There being no further business to discuss, the Shire President, Cr Cunningham declared the meeting closed at 4.27pm.