

# COUNCIL MEETING

## AGENDA

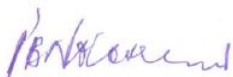


For the Ordinary Meeting of Council to be held on

**19 JULY 2017**

Dear Council Member,

The next Ordinary Meeting of the Shire of Cranbrook will be held on Wednesday 19 July 2017 at the Cranbrook Council Chambers commencing at 3.00pm.



Peter Northover  
Chief Executive Officer

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# AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Cunningham 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. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

### 2.1 ATTENDANCE

President	Cr JT (Twynam) Cunningham
Deputy President	Cr CY (Colin) Egerton-Warburton
Councillors	Cr DJ (David) Adams
	Cr PM (Peter) Beech
	Cr ER (Ruth) Bigwood
	Cr P (Peter) Denton
	Cr PL (Phil) Horrocks
	Cr TC (Tom) Standish

Chief Executive Officer	Mr PB (Peter) Northover
Acting Manager of Finance & Administration	Mr P (Phillip) Rowe
Manager of Works	Mr JE (Jeff) Alderton
Personal Assistant to Chief Executive Officer	Miss KM (Kellie) Evans

Members of the Public

### 2.2 APOLOGIES

Manager of Finance & Administration	Mrs PA (Trish) Standish
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### 2.3 APPROVED LEAVE OF ABSENCE

Councillor	Cr HC (Helen) Parsons
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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

Nil

### 4.2 PUBLIC QUESTIONS

## 5. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. DISCLOSURE OF INTEREST

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

Nil

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

**9.1 ORDINARY MEETING – 21 JUNE 2017**

**That the minutes from the ordinary meeting of Council held on 21 June 2017, be confirmed as a true and correct record.**

## 10. REPORTS OF OFFICERS

### 10.1 FINANCE & ADMINISTRATION

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#### 10.1.1 LIST OF PAYMENTS

**RESPONSIBLE OFFICER:** Phillip Rowe – Acting Manager of Finance and Administration

**REPORT AUTHOR:** Jodi Vitler – Finance Administration Officer

**FILE REFERENCE:** FM2

**APPLICANT:** N/A

**DATE OF REPORT:** 11 June 2017

**ATTACHMENTS:** List of Payments – 15 June 2017 to 7 July 2017

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#### **Purpose**

The purpose of this report is to advise the Council of payments made during the period 15 June 2017 to 7 July 2017.

#### **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
- 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 Low

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 \$ 395,893.39 as per the attachment be noted:**

- **Electronic Funds Transfers EFT 7812 to EFT 7901 - \$233,038.29;**
- **Municipal Fund Cheque No's 12014 – 12021 - \$44,447.61;**
- **Internal Account Transfers (Payroll) - \$99,298.00;**
- **Direct Debit - \$19,109.49.**

<b>10.1.2</b>	<b>CRANBROOK GOLF CLUB – REQUEST FOR LOAN FOR REFURBISHMENT OF CLUBHOUSE</b>
<b>RESPONSIBLE OFFICER:</b>	Peter Northover – Chief Executive Officer
<b>REPORT AUTHOR:</b>	Peter Northover – Chief Executive Officer
<b>FILE REFERENCE:</b>	A1026
<b>APPLICANT:</b>	Cranbrook Golf Club
<b>DATE OF REPORT:</b>	13 July 2017
<b>ATTACHMENTS:</b>	1. Letter from Cranbrook Golf Club 2. Cranbrook Golf Club Financial Statements

**Purpose**

The purpose of this report is for the Council to consider a request from the Cranbrook Golf Club for a loan to cover the cost of refurbishments to the Clubhouse.

**Background**

The Cranbrook Golf Club has received a grant from the Great Southern Development Commission (GSDC) for an amount of \$13,752.92 for the refurbishment of the Clubhouse, which includes replacement of the windows and doors, the installation of new carpet and painting of the clubhouse. The total cost of the project is \$18,077.12, with the shortfall of \$4,324.20 funded by a previously approved Shire contribution of \$2,787.88 and a cash injection by the club for the balance.

**Officers Comment**

The Shire has received a letter from the Cranbrook Golf Club requesting a loan of \$5,000 to cover a short term cash flow problem as a result of the grant conditions imposed by the GSDC, which requires all work to be completed before the grant funding is made available to the club.

The Club has indicated that it has cash on deposit of \$9,066.67 that it cannot access until August 2017, and a further \$11,300 in an operating account that will be insufficient to meet normal operating expenses in addition to completing the replacement of the windows and doors by 31 July 2017 as required by the terms of the GSDC grant. The letter points out that the window suppliers have requested payment in full prior to installation, which alone will cost the club \$8,800. The GSDC has indicated that once all the work has been completed, it will require 20 business days to finalise the payment of the grant to the club.

The Club’s letter states that the loan, if approved, will be paid in full by March 2018 and will be guaranteed by Mr Jamie Climie and Mr Michael Walsh.

The Council could support this request from the Cranbrook Golf Club with an interest free loan from the Community Associations Financial Assistance Reserve account, which currently has a balance of \$32,832.75.

Council Policy 4.6 states that a proposed loan repayment period should be no longer than ten years with repayments twice yearly. If Council determines, the club would be prepared to make a repayment of \$500 in January 2018, with the balance of \$4,500 being made on 31 March, 2018. It is also proposed that a Deed of Arrangement be entered into with the club for the loan, which is consistent with normal practice.



### **Statutory Environment**

There is no specific legislation applicable to this report.

### **Policy Applicable – Implications**

Council Policy 4.6 – Finance – Interest Free Loans – Community Organisations, states that:

#### Principles

Applications for an interest free loan must include the following:

- Full details of the project for which funding is required including:
  - Estimates of total costs, with quotes; and
  - Plans etc. where necessary
- The amount of the loan requested from Council;
- The amount of funds the applicant is contributing and any funds available or applied for i.e. Government Grants
- A proposed loan repayment period (no longer than ten years with repayments twice yearly);
- Most recent audited financial statements and current financial statements showing organisation's total funds, with an indication of capacity to meet repayments; and
- Names of guarantors available for amounts greater than \$2,000.

### **Financial Implications**

The total cost of this report will be \$5,000. This interest free loan can be funded from the Community Associations Financial Assistance Reserve account budget, which has a current balance of \$32,832.75.

### **Risk Implications**

The risks associated with matters in this report are:

- Business and Community Disruption
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Ineffective Management of Facilities/Venues/Events

The **impacts** of these risks are People, Financial, Service Interruption, Non-Compliance and 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 completion of a Deed of Arrangement for the loan facility.

### **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 1.3: Be Supportive and Inclusive

Strategy 1.3.3: Encourage Community Participation

Objective 1.5: Develop a Healthy Place to Grow and Age

Strategy 1.5.3: Encourage a Sporting and Active Community

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

Objective 4.3: Outstanding Public Facilities

Strategy 4.3.2: Continue development of recreational and tourism facilities across the Shire

### **Consultation**

Consultation for this report included discussions with the Treasurer of the Cranbrook Golf Club, Mr Jamie Climie.

### **VROC Implications**

There are no strategic VROC implications from this report

### **Voting Requirements**

Simple Majority

### **OFFICERS RECOMMENDATION**

That Council:

- 1. Offers the Cranbrook Golf Club an interest free loan of \$5,000 for a term of eight months with a six monthly repayment of \$500 being made in January 2018 and the balance of \$4,500 being made on 31 March, 2018;**
- 2. Agrees that the loan be funded from the Community Associations Financial Assistance Reserve account for refurbishment purposes at the Cranbrook Golf Club; and**
- 3. Authorises the Chief Executive Office to prepare and have signed, a Deed of Arrangement for the interest free loan to the Cranbrook Golf Club.**

## 10.2 GOVERNANCE & EXECUTIVE SERVICES

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### 10.2.1 LAND ACQUISITION – NORTHAM CRANBROOK ROAD

<b>RESPONSIBLE OFFICER:</b>	Jeff Alderton – Manager of Works
<b>REPORT AUTHOR:</b>	Jeff Alderton – Manager of Works
<b>FILE REFERENCE:</b>	RO300
<b>APPLICANT:</b>	Main Roads WA
<b>DATE OF REPORT:</b>	10 July 2017
<b>ATTACHMENTS:</b>	1. Letter from Main Roads 2. Letter of Consent 3. Land Dealings Plan 201701-107

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#### **Purpose**

The purpose of this report is for Council to consider a request from Main Roads WA to support the acquisition of land as shown on Land Dealings Plan 201701-107 for the construction of a Heavy Vehicle Rest Area (Super Truck Bay).

#### **Background**

Main Roads WA has commenced preliminary works for the construction of a Heavy Vehicle Rest Area on the Northam Cranbrook Road (Great Southern Highway) as previously advised to Council. Due to the size of the proposed rest area Main Roads WA will be acquiring approximately 2.8757 ha as noted on the Land Dealings Plan from the property owners who are Mr Andrew John Clapin and Mrs Jennifer Jane Clapin.

The Shire of Cranbrook is in receipt of a letter from Main Roads WA requesting that Council discuss and agree to the dedication of the land in question at the July 2017 Council meeting. Main Roads WA has specifically requested that the following paragraph form part of the Council resolution and be included in our response to them:

*“Council at its ordinary meeting held on 19 July 2017 passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans 201701-107 as a road pursuant to section 56 of the Land Administration Act 1997.”*

#### **Officers Comment**

Main Roads WA is in receipt of a signed Letter of Consent from the property owners and requires a formal resolution from Council to dedicate the road as per the Land Administration Act 1997.

This fatigue management project is the result of ongoing discussions between the Shire of Cranbrook, The Road Safety Commission, Main Roads WA and Co-operative Bulk Handling to help alleviate speed and fatigue related issues in the Great Southern Region. Main Roads WA has received a grant to undertake the initial engineering assessment and The Road Safety Commission has indicated that funding through the Road Trauma Trust Account has been allocated to this project which is anticipated for completion by 30 June 2018.

#### **Statutory Environment**

Section 56 of the Land Administration Act 1997.

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

There is no Council policy applicable to this report.

### **Financial Implications**

There are no financial implications for this report.

### **Risk Implications**

The risks associated with matters in this report are:

- Business and Community Disruption
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Engagement Practices

The **impacts** of the risks are People, Non-Compliance and Reputational.

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

The **likelihood** is Unlikely.

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

Risk mitigation includes utilising the professional and technical expertise of Main Roads WA.

### **Strategic Community Plan Reference**

There is no reference to this report in the Council's Strategic Community Plan.

### **Consultation**

Consultation for this report included Main Roads WA, Mr and Mrs AJ Clapin and members of the Executive Management Team.

### **VROC Implications**

There are no strategic VROC implications from this report

### **Voting Requirements**

Simple Majority

### **OFFICERS RECOMMENDATION**

**That Council acknowledges the request from Main Roads WA and agrees to dedicate the land, the subject of Main Roads Land Dealing Plans 201701-107, as a road pursuant to section 56 of the Land Administration Act 1997.**

**10.3 WORKS**

Nil

**10.4 ECONOMIC & COMMUNITY**

Nil

**11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**13. MATTERS BEHIND CLOSED DOORS**

Nil

**14. CLOSURE OF MEETING**

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