



## Shire of Cunderdin

### UNCONFIRMED Minutes of an Ordinary Council Meeting

Held on **Thursday 15<sup>th</sup> March 2018** in the Shire of Cunderdin Council Chambers,  
Lundy Avenue, Cunderdin, **commencing at 5.00pm.**

A handwritten signature in black ink, appearing to be 'N. Hale', written in a cursive style.

Neville Hale  
**Chief Executive Officer**  
9<sup>th</sup> March 2018

## Table of Contents

<b>Table of Contents</b> .....	<b>2</b>
<b>1. Declaration of Opening</b> .....	<b>3</b>
<b>2. Record of Attendance, Apologies and Approved Leave of Absence</b> .....	<b>3</b>
<b>3. Public Question Time</b> .....	<b>4</b>
<b>4. Applications for Leave of Absence</b> .....	<b>4</b>
<b>5. Confirmation of the Minutes of Previous Meetings</b> .....	<b>4</b>
5.1 Ordinary Meeting of Council held on Thursday 15 <sup>th</sup> February 2018. ....	4
<b>6. Declaration of Members and Officers Financial Interests</b> .....	<b>5</b>
<b>7. Petitions, Deputations, Presentations</b> .....	<b>5</b>
<b>8. Announcements by President without Discussion</b> .....	<b>5</b>
<b>9. Finance &amp; Administration</b> .....	<b>6</b>
9.1 Financial Reports for February 2018.....	6
9.2 Accounts Paid – February 2018 .....	7
9.3 Council Investments – As at 28 February 2018 .....	14
9.4 Age Appropriate Accommodation – Naming of Precinct.....	16
9.5 Corporate Business Plan Quarterly Report. ....	18
9.6 Department of Sport and Recreation Community Sport Recreation Facilities Fund.....	20
9.7 Wheatbelt Conference – 5 – 6 April 2018.....	22
9.8 Shire of Cunderdin Audit Committee Meeting Minutes 15 <sup>th</sup> March 2018.....	24
9.9 Loss of frozen goods in Recreation Centre kitchen .....	26
9.10 Endorse changes to the Occupational Safety & Health Policy Statement. ....	28
9.11 Trailer Mounted Toilet facility.....	30
<b>10. Environmental Health and Building</b> .....	<b>32</b>
<b>11. Planning &amp; Development Consultant</b> .....	<b>32</b>
<b>12. Urgent Items</b> .....	<b>33</b>
12.1 Change of signatories for Bendigo Bank .....	33
<b>13. Scheduling of Meeting</b> .....	<b>34</b>
13.1 April 2018 Ordinary Meeting.....	34
<b>13. Matters for which the meeting may be closed – as per Local Government Act 1995 (s.5.23) ...</b>	<b>34</b>
<b>14. Closure of meeting</b> .....	<b>34</b>
<b>15. Certification</b> .....	<b>34</b>

## AGENDA

### 1. Declaration of Opening

**The President declared the meeting open at 5.12 pm**

**The Shire of Cunderdin disclaimer will be read aloud.**

Cr Jayson Goldson read aloud the following:

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

### 2. Record of Attendance, Apologies and Approved Leave of Absence

#### 2.1 Record of attendances

##### Councillors

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

##### **In Attendance**

Neville Hale	Chief Executive Officer
Greg Stephens	Shared Manager Works & Services
Paul Godfrey	Deputy Chief Executive Officer

##### **Guests of Council**

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

Mr. Ray Lehman

#### 2.2 Apologies

Nil

#### 2.3 Leave of Absence Previously Granted

Cr DG (Dianne) Kelly for the period of 4 March 2018 to 19 March 2018.

### 3. Public Question Time

Response to previous public questions taken on notice

Declaration of public question time opened at: 5.13pm

Mr Ray Lehman questioned the Shire President regarding 3<sup>rd</sup> party appeal rights in respect to the Joint Development Application Panel decision as outlined in the Presidents recent letter. A written request was tabled and a response will be provided.

Declaration of public question time closed at: 5.16pm

### 4. Applications for Leave of Absence

### 5. Confirmation of the Minutes of Previous Meetings

#### 5.1 Ordinary Meeting of Council held on Thursday 15<sup>th</sup> February 2018.

#### Resolution 8.1

That the Minutes of the Ordinary Council Meeting held on Thursday 15th February 2018, be confirmed as a true and correct record.

Moved: Cr Bernie Daly

Seconded: Cr Norm Jenzen

Vote – Simple Majority

Carried: 7/0

#### Note to this item:

The President will sign the minute declaration.

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

**The Chief Executive Officer received two (2) declarations of interest disclosures:**

Cr Alison Harris for Item 9.6 due to her being related to a member of the committee

Cr Todd Harris for Item 9.6 due to him being related to a member of the committee

## **7. Petitions, Deputations, Presentations**

None.

## **8. Announcements by President without Discussion**

The President asked Council Members their views of the dress code for Councillors.

## 9. Finance & Administration

### 9.1 Financial Reports for February 2018

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	8 <sup>th</sup> March 2018
<b>Author:</b>	Paul Godfrey
<b>Item Approved by:</b>	Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	69 Pages (6 attachments)

#### Proposal/Summary

The financial reports as at 28<sup>th</sup> February 2018 are presented for consideration.

#### Background

The financial reports have been circulated to all Councillors.

#### Comment

Nil

#### Consultation

Nil

#### Statutory Environment

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

#### Policy Implications

Nil

#### Financial Implications

All financial implications are contained within the reports.

#### Strategic Implications

Nil

#### Resolution 9.1

**That Council receives the monthly financial reports to 28<sup>th</sup> February 2018.**

**Moved: Cr Bernie Daly**

**Seconded: Cr Alison Harris**

**Vote – Simple Majority**

**Carried: 7/0**

**Note: Cr Bernie Daly commended the Rates Officer Brooke Jasper for reducing outstanding rate debtors.**

## 9.2 Accounts Paid – February 2018

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Paul Godfrey
<b>Report Date:</b>	8 <sup>th</sup> March 2018
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### **Proposal/Summary**

Council is requested to confirm the payment of Accounts totalling \$450,329.11 for February 2018 as listed in the Warrant of Payments for the period 1 February to 28 February 2018.

### **Background**

Nil

### **Comment**

Nil

### **Consultation**

Nil

### **Statutory Environment**

In accordance with Financial Management Regulations 12 & 13, a List of all accounts paid or payable shall be presented to Council (Refer Warrant of Payments attached).

Financial Management Regulations 12 & 13.

### **Policy Implications**

Nil

### **Financial Implications**

All financial implications are contained within the reports

### **Strategic Implications**

Nil

**Resolution 9.2**

1. That Council's payment of accounts amounting to \$450,329.11 for February 2018, from :

<b>Municipal Account</b>	<b>\$</b>
Electronic Funds Transfer: EFT2008- EFT2082	427,727.94
Cheques: 11334-11344	15,317.23
Direct Debit: DD947.1-	44.95
DD967.1-DD967.10	7000.60
Bank Charges: 1721	238.39
	<b>450,329.11</b>
<b>Trust Account</b>	
NIL	NIL
<b>TOTAL</b>	<b>450,329.11</b>

be confirmed and noted.

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

Moved: Cr Jayson Goldson

Seconded: Cr Todd Harris

Vote – Simple Majority

Carried: 7/0



<b>Cheque /EFT No</b>	<b>Date</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
EFT2008	01/02/2018	Baileys	Grosorb 25Lt, Energy Turf 20 KG, Energy 33KG	4,497.35
EFT2009	01/02/2018	Globe	Vectorforce 5L	792.00
EFT2010	01/02/2018	Combined Tyres Cunderdin	Goodride EZ373 Ply and Tyre Disposal	3,732.00
EFT2011	01/02/2018	Daves Tree Service	Ten Days Tree Lopping and Removal after Storm	28,600.00
EFT2012	01/02/2018	Adapt Electrical Solutions Pty Ltd	Supply and Installation of a Mitsubishi Air Conditioner 2.4KW cooling and 3.4 KW Heating	1,900.00
EFT2013	09/02/2018	Cunderdin Co-Op	carols support	1,983.91
EFT2014	09/02/2018	Cunderdin Newsagency	Day Care Stationary Supplies	270.56
EFT2015	09/02/2018	Truck Centre WA	V- Belt Polys , Cooler and Freight	2,506.79
EFT2016	09/02/2018	Avon Waste	Rubbish Services	13,649.05
EFT2017	09/02/2018	Goodfield Quality Meats	Meat Aust Day Breakfast	543.45
EFT2018	09/02/2018	Glenwarra Development Services	Town Planning Consultancy Services	3,300.00
EFT2019	09/02/2018	Information Services & Technology	2018 Mosaic Support Plan	99.00
EFT2020	09/02/2018	FILTERSPUS	Air Filter, Oil Filter, Air Filter	255.26
EFT2021	09/02/2018	Shire of Northam	Old Quarry Tipping Fees	3,083.05
EFT2022	09/02/2018	AMJ Industries	Fix plug and water cooler	219.67
EFT2023	09/02/2018	WALGA	CEO Recruitment	17,904.97
EFT2024	09/02/2018	Av-Sec Security	Depot Monitoring 1st Jan 18 to 31st March 18	120.00
EFT2025	09/02/2018	Cunderdin Community Resource Centre	Heavy Vehicle Course - Stokes and Lawrie	2,554.00
EFT2026	09/02/2018	Advanced Autologic PTY LTD	Solvent and Grease	903.00
EFT2027	09/02/2018	Perfect Computer Solutions	Tech Support	765.00
EFT2028	09/02/2018	Signs Plus	Name Badges and Postage	18.50

EFT2029	09/02/2018	Metal Artwork Creations	Desk plates and honour board plates	103.40
EFT2030	09/02/2018	Stewart & Heaton Clothing Co. Pty Ltd	DFES Polos Shirts	126.81
EFT2031	09/02/2018	Shire of Tammin	Shared Staff - manager of works	29,920.00
EFT2032	09/02/2018	Hutton & Northey Sales	Repair Fire truck	307.12
EFT2033	09/02/2018	Compressed Air Installations WA	Onsite Pressure Vessel Inspection	654.50
EFT2034	09/02/2018	Australian Mens Shed Association	Membership services and insurance	434.00
EFT2035	09/02/2018	Tutt Bryant Equipment	Compressor AC	3,474.55
EFT2036	09/02/2018	JM Vanden Akker & JA Vanden Akker	glass maintenance	460.00
EFT2037	09/02/2018	Airport Lighting Specialists Pty Ltd	Runway lights and Windssock	645.70
EFT2038	09/02/2018	Bluesteel Enterprises Pty Ltd	Varios Parts for fire truck	184.66
EFT2039	09/02/2018	Cannon Hygiene Pty Ltd	Annual Sanitation charges	2,411.76
EFT2040	09/02/2018	Craig Buegge	Administration office floor cleaning	560.00
EFT2041	09/02/2018	Pindan Modular Pty Ltd	D&C Cunderdin Age Appropriate Accomodatin Progress claim no.8	220,214.52
EFT2042	09/02/2018	Shire of Pingelly	Accommodation and costs for Tim attend Mosie course	158.03
EFT2043	09/02/2018	In 2 Directions Pty Ltd TA One World Learning	Safety and Health Rep Course - H Byrnes	1,195.00
EFT2044	09/02/2018	WT ELLIOT & SON	1000 Cubic Metres of Sand @ 3.00 per M	3,300.00
EFT2045	09/02/2018	Skyworks WA	Community Video	3,929.75
EFT2046	09/02/2018	Wetdeck Pools	Carry out dive test and supply pool leak report	3,520.00
EFT2047	09/02/2018	LG Assist	Advertising	302.50
EFT2048	09/02/2018	Navsdron Pty Ltd T/AS Navsdron	Financial Statements annual financial reporting	12,100.00
EFT2049	09/02/2018	CHILDCARE	childcare.net listing	95.00

EFT2050	09/02/2018	Courier Australia	Tutt Bryant Freight	25.42
EFT2051	09/02/2018	EASTWAYS	Degreaser, Disinfectant and Toilet Rolls	333.76
EFT2052	21/02/2018	Cunderdin Co-Op	Droppers	301.81
EFT2053	21/02/2018	Cunderdin Newsagency	Stationery Supplies for Day Care	722.86
EFT2054	21/02/2018	WA Contract Ranger Services	Ranger Services and Call outs	2,664.75
EFT2055	21/02/2018	Local Government Professionals Australia WA	LG Professionals Conference for Dceo	1,100.00
EFT2056	21/02/2018	Hayley Kristin Byrnes	Reimbursement for Kms Travelled to attend Training	562.40
EFT2057	21/02/2018	Cunderdin Pharmacy	Various First Aid supplies	148.89
EFT2058	21/02/2018	Shire of Tammin	Various Works- as per invoices 1298/1299/1301 and PO 195	1,692.00
EFT2059	21/02/2018	Compressed Air Installations WA	On Site Pressure Vessel Inspection	654.50
EFT2060	21/02/2018	Data#3	Microsoft licences	1,604.68
EFT2061	21/02/2018	Ausco Modular	Repair Disabled Toilet Block - Insurance Claim	4,719.00
EFT2062	21/02/2018	Rob's Auto Electrics	Automotive Electrical repairs to Shire Plant	746.10
EFT2063	21/02/2018	The Green Emu	Plants	60.00
EFT2064	21/02/2018	Wheatbelt Motors	CMT 0 - 15000KM Service	439.45
EFT2065	21/02/2018	Australia Post	Postal charges	85.37
EFT2066	21/02/2018	Cunderdin Newsagency	Stationary Supplies	156.83
EFT2067	21/02/2018	AIR LIQUIDE	Cylinder Hire fees	120.86
EFT2068	21/02/2018	Peak Transport	Freight on Chlorine Gas Bottles for pool	107.80
EFT2069	21/02/2018	Contract Aquatic Services	Swimming Pool Management	13,200.00

EFT2070	21/02/2018	Cunderdin Community Resource Centre	K9 In the park Donation 2018	240.00
EFT2071	21/02/2018	Eastern Hills Saws and Mowers	Blades, bolts, washers and nut	162.00
EFT2072	21/02/2018	Signs Plus	Name Badge CDO	18.50
EFT2073	21/02/2018	IXOM	Rent of Chlorine Gas Cylinders	100.94
EFT2074	21/02/2018	Shire of Tammin	Radio advertising - Xmas Message	330.00
EFT2075	21/02/2018	darMitch Logistics Kellerberrin	Freight Collected	174.90
EFT2076	21/02/2018	Lawn Doctor	Vertimow, Vertidrain	5,555.00
EFT2077	21/02/2018	Northam & Districts Glass Service	Reglaze window Meckering Sporting Club	553.30
EFT2078	21/02/2018	Snap Osbourne Park	Business Cards new ceo	245.50
EFT2079	21/02/2018	Av Truck Services Pty Ltd	Parts for Plant	1,700.21
EFT2080	21/02/2018	Courier Australia	Freight	55.25
EFT2081	21/02/2018	Australian Tax Office	Bas January 2018	17,001.00
EFT2082	21/02/2018	Wheatbelt Motors	Recover Abandoned Ford	350.00
DD947.1	01/02/2018	Westnet	Internet Charges Museum	44.95
DD967.1	21/02/2018	WA Super	Payroll deductions	4,481.44
DD967.2	21/02/2018	PROVENCE DREAMING SUPERANNUATION FUND	Superannuation contributions	839.53
DD967.3	21/02/2018	HOSTPLUS	Superannuation contributions	140.22
DD967.4	21/02/2018	Westscheme Superannuation	Superannuation contributions	382.59
DD967.5	21/02/2018	BT Super for Life	Superannuation contributions	384.28
DD967.6	21/02/2018	One Path Superannuation Fund	Superannuation contributions	78.18
DD967.7	21/02/2018	MTAA Superannuation Fund	Superannuation contributions	203.10
DD967.8	21/02/2018	TWU Super	Superannuation contributions	203.10

DD967.9	21/02/2018	Colonial First State	Superannuation contributions	199.86
11334	01/02/2018	Bunnings Group Limited	Paint Interior Low Sheen White	273.78
11335	01/02/2018	Autopro Northam	Spark Plugs	56.87
11336	09/02/2018	Water Corporation	Standpipe rabbit Proof Fence rd	363.26
11337	09/02/2018	Synergy	Old Bowling and Tennis Club Power	227.25
11338	09/02/2018	Telstra	Shire Phones	1,504.66
11339	09/02/2018	Quairading Ag Implements	Drug and Alcohol testing for employees	1,122.00
11340	21/02/2018	Water Corporation	Standpipe Dempster St Meckering	1,780.45
11341	21/02/2018	Synergy	Street lights	9,675.55
11342	21/02/2018	Telstra	Day Care Phone Bill	29.95
11343	21/02/2018	Government of WA Department of Transport	CM292 Rego	102.60
11344	21/02/2018	Autopro Northam	Air Cooled 2 stroke 20 Litre	180.86
1721	01/02/2018	1 - BANK CHARGES	BANK CHARGES	238.39
DD967.10	21/02/2018	Club Plus Superannuation	Superannuation contributions	88.30
			<b>TOTAL</b>	<b>450,329.11</b>

### 9.3 Council Investments – As at 28 February 2018

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Paul Godfrey
<b>Report Date:</b>	8 <sup>th</sup> March 2018
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### Proposal/Summary

To inform Council of its investments as at 28<sup>th</sup> February 2018.

#### Background

The authority to invest money held in any Council Fund is delegated to the Chief Executive Officer. Council Funds may be invested in one or more of the following:

- Fixed Deposits;
- Commercial Bills;
- Government bonds; and
- Other Short-term Authorised Investments.

Council funds are to be invested with the following financial institutions:

- Major Banks & Bonds Issued by Government and/ or Government Authorities.

#### Comment

<b>COUNCIL INVESTMENTS</b>					
<b>Institution</b>	<b>Amount Invested</b>	<b>Investment type</b>	<b>Municipal Funds</b>	<b>Reserve Funds</b>	<b>Trust Funds</b>
Bendigo Bank	\$1,042,275.42	Reserves Term Deposit 2.35% Expires : 12/6/2018		\$1,042,275.42	
Westpac Bank	\$873,481.77	Business Cash Reserve 22-3647 0.60%	\$873,481.77		
Westpac Bank	\$20,586.33	Trust Working Account 12-2981			\$20,586.33
<b>TOTAL INVESTMENTS</b>	<b>\$1,936,343.52</b>		<b>\$873,481.77</b>	<b>\$1,042,275.42</b>	<b>\$20,586.33</b>

#### Consultation

Nil

#### Statutory Implications

Financial Management Regulation 19.

#### Policy Implications

Delegation #18 – Investments.

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

There are no strategic implications in considering this item.

**Resolution 9.3**

**That the reports on Council investments as at 28<sup>th</sup> February 2018 be received and noted.**

**Moved: Cr Todd Harris**

**Seconded: Cr Doug Kelly**

**Vote – Simple Majority**

**Carried: 7/0**

#### 9.4 Age Appropriate Accommodation – Naming of Precinct

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	6 March 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	2 pages (1 attachments)

#### **Proposal/Summary**

Council to decide on the name to be given to the Age Appropriate Accommodation (AAA) precinct.

#### **Background**

Council, at its 15 February 2018 Ordinary Meeting resolved to defer naming the Precinct whilst a list of names associated with local flora is compiled for Council consideration.

#### **Comment**

Council, at its 15 February 2018 Ordinary Meeting considered former school site place names and locality names but rejected these in favour of using a name of local flora.

Council requested the CEO to research names of local plants as suggested names for the precinct.

Following reference to “The Department of Agriculture Native Vegetation Handbook for Shire of Cunderdin 1995”, I have identified a list of “Dominant Native Vegetation in the Shire of Cunderdin...” from which Council may wish to select an appropriate name (see attached).

Names such as Hakea and Acacia are associated with Department of Corrections whilst Tamma may be mistaken for Tammin. Two local endangered species, namely Daviesia and Saltmat along with Malaleuca are considered but may not be easy to address. Banksia is in common use for roads and places leaving Grevillea as an option that is associated with the area.

A significant tree found throughout the district is of course the Salmon Gum.

#### **Consultation**

Department of Agriculture – Native Vegetation Handbook  
Cunderdin Meckering Tree Society 1958 to 1995

#### **Statutory Implications**

N/A

#### **Policy Implications**

N/A

#### **Financial Implications**

N/A



## **Strategic Implications**

N/A

## **Shire of Cunderdin Community Strategic Plan**

### **1. Social / Community**

S1.1 Continue to develop and support a healthy inclusive and accessible community providing facilities and services for all ages, abilities, visitors and tourists.

#### **Resolution 9.5**

**That Council name the Age Appropriate Accommodation precinct "Sandlewood Village".**

**Moved: Cr Doug Kelly**

**Seconded: Cr Bernie Daly**

**Vote – simple majority**

**Carried: 7/0**

## 9.5 Corporate Business Plan Quarterly Report.

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	09 <sup>th</sup> March 2018
<b>Author:</b>	Kayla James
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	11 pages, 1 attachment.

### Proposal/Summary

To receive the Corporate Business Plan Report as attached.

### Background

All local governments are currently required to produce a plan for the future under Sec. 5.56 (1) of the *Local Government Act 1995*.

Regulations made under the Act outline the minimum requirements of a plan for the future namely:-

- A **Strategic Community Plan** to cover a period of at least 10 financial years.
- A **Corporate Business Plan** to cover a period of at least 4 financial years.

On 21<sup>st</sup> December 2017, Council adopted the format of the attached Corporate Business Plan spreadsheet report for quarterly reporting to the ordinary meetings of Council held in the months of September, December, March and June of each financial year.

### Comment

The spreadsheet identifies the strategies and actions for each Community Strategic Plan objective and the year/s of implementation for the four-year life of the Corporate Business Plan. It also identifies the particular Shire officer's position charged with responsibility for implementing the action while noting that ultimate responsibility for the officer concerned rests with the CEO.

### Consultation

Staff

Works Manager

Chief Executive Officer

Deputy Chief Executive Officer

Museum Manager

### Statutory Implications

*Local Government (Administration ) Regulations 1996*

#### **19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*

- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*
- \*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

***Shire of Cunderdin Community Strategic Plan 2017***

**Strategic Priority 6: Civic Leadership**

Our Councillors and community leaders have vision, are accessible, act with transparency and integrity, and act in good faith on behalf of their constituents.

CL6.1 Deliver sustainable governance through transparent and robust policy and processes.

CL6.4 Ensure sound long term financial management and deliver value for money.

**Resolution 9.5**

**That Council receive and endorse the Corporate Business Plan Report.**

**Moved: Cr Alison Harris**

**Seconded: Cr Norm Jenzen**

**Vote – Simple majority**

**Carried: 7/0**

## 9.6 Department of Sport and Recreation Community Sport Recreation Facilities Fund

Cr Alison Harris and Cr Todd Harris declared an interest of impartiality, due to being related to a member of the committee, but remained in the meeting

<b>Location:</b>	Cunderdin Sports Ground
<b>Applicant:</b>	Cunderdin Basketball Association
<b>Date:</b>	9 <sup>th</sup> March 2018
<b>Author:</b>	Kayla James, Community Development Officer
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	
<b>Attachment/s:</b>	39 Pages (18 attachments)

### Proposal/Summary

For Council to contribute 1/3 of the funds for the total project cost as per the Community Sport Recreation Facilities Fund Application submitted by the Cunderdin Basketball Association.

### Background

Council at its ordinary council meeting held July 20<sup>th</sup> 2017 agreed to support an application by the Cunderdin Basketball Association for funding of its proposed upgrade of the Basketball Courts.

Department of Local Government, Sport and Cultural industries, Sport and Recreation, WA approved the grant application for \$44,813 from Community Sport and Recreation Facilities Fund (CSRFF) being a third of the project cost of \$134,441 to reconstruct and resurface the courts.

When making its application, the Basketball Association of Cunderdin requested the Shire of Cunderdin to contribute a third of the cost, i.e. \$44,813.

### Comments

The Basketball Club has agreed to contribute it's third of the funds by way of \$10, 000 cash they currently have and have applied to take out the remainder from the Community Centre Trust.

### Consultation

Cunderdin Basketball Association – Cody Fulwood  
Department of Sports and Recreation Regional Manager – Jenifer Collins

### Statutory Implications

Nil

### Policy Implications

Nil

### Financial Implications

Council consideration during 2017/18 budget deliberations made no provision for its \$44,813 contribution to this CSRFF application. However, funds can be sourced can be source from its asset replacement reserve. Furthermore council has previously approved an allocation of \$15,303 proceeds from sale of land.

## **Strategic Implications**

### **Cunderdin Community Strategic Plan**

The Cunderdin Strategic Community Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The vision and values are:

#### **Social**

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

#### **Environmental**

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

#### **Economic**

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

### **Resolution 9.7**

**That Council make an unbudgeted contribution of \$44,813 being a 1/3 share of the Basketball replacement cost with funds provided from**

- 1. proceeds from sale of land - \$15,303 and;**
- 2. transfer from asset replacement reserve - \$29,510**

**From account number 113402 titled - Purchase Other Infrastructure Basketball Courts.**

**Moved: Cr Jayson Goldson**

**Seconded: Cr Norm Jenzen**

**Vote – Absolute Majority**

**Carried: 7/0**

## 9.7 Wheatbelt Conference – 5 – 6 April 2018

<b>Location:</b>	
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	7 March 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	CEO
<b>Disclosure of Interest:</b>	NIL
<b>File Reference:</b>	NIL
<b>Attachment/s:</b>	8 pages, 2 attachments

### **Proposal/Summary**

For Council to determine what funding it will provide for Councillors attending the Wheatbelt Conference to be held on 5 – 6 April 2018 at the Jurien Bay Sport and Recreation Centre.

### **Background**

The Wheatbelt Conference is held every two years as an opportunity for Councillors in the Wheatbelt region to come together and discuss issues of importance to this region.

This year, the Wheatbelt 2018 Conference will focus on “Small Towns – BIG Dreams : Transitioning Regional Economies”, with delegates afforded the opportunity to develop ideas in this arena. The keynote speaker, Barry Urquhart, is enthusiastic in assisting here. The Conference will be held in Jurien Bay on 5-6 April 2018.

The cost of attending is as follows:

Conference Delegate:	\$370
Conference Dinner	\$130

Plus accommodation which can be arranged by contacting Rebecca Pereira at Keynote Conferences on 93613224 or email: [rebecca@keynotewa.com](mailto:rebecca@keynotewa.com).

### **Comments**

Details of the Conference have been circulated to Councillors.

The Conference is an event organised jointly by the WALGA Great Eastern Country Zone, Avon Midland Zone and Central Country Zone and brings together representatives from across a broad spectrum of the Wheatbelt.

It is pleasing to note that Minister Templeman will be in attendance on the Thursday, including the Dinner, which will provide an opportunity for Councillors to raise matters of interest.

At the time of writing this Item, Councillors Alison and Todd Harris have expressed an interest in attending and are willing to meet their own costs if required. Cr Doug Kelly may also be available.

### **Consultation**

N/A

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

The cost of attending the Conference is \$500 per delegate plus a further cost for accommodation. A total cost of approximately \$700 per delegate.

The Shire currently has \$2,000 to \$3,000 available in its 2017/18 Budget allocation for Conference Expenses with a further \$2,000 in its Members Subscriptions account should Council wish to send delegates to this event.

### **Strategic Implications**

Nil

#### **Resolution 9.8.1**

**That Council agree to meet the Conference Registration and Dinner expense for each of its delegates at a cost of \$500 plus 1 night accommodation.**

**Moved : Cr Bernie Daly**

**Seconded: Cr Norm Jenzen**

**Vote – Simple Majority**

**Carried : 7/0**

#### **Resolution 9.8.2**

**That council agrees to send Cr Alison Harris, as its delegate to the 2018 Wheatbelt Conference to be held in Jurien Bay on 5 – 6 April 2018.**

**Moved: Cr Bernie Daly**

**Seconded: Cr Doug Kelly**

**Vote – Simple Majority**

**Carried: 7/0**

## 9.8 Shire of Cunderdin Audit Committee Meeting Minutes 15<sup>th</sup> March 2018

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	7th March 2018
<b>Author:</b>	Neville Hale
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	9 Pages

### **Proposal/Summary**

Council to receive the minutes of the Audit Committee Meeting held on Thursday 15<sup>th</sup> March 2018, and consider the Committee recommendations contained therein.

### **Background**

A copy of the Audit Committee Minutes have been circulated to all Councillors.

### **Comment**

There were two (2) items of business on the Audit Committee Agenda and the recommendations from the Committee are:

1. Shire of Cunderdin Compliance Audit Return 2017  
Resolution 5.2:  
*That the Audit Committee:*
  - (a) *Receives the Shire of Cunderdin Compliance Audit Return for the period 1 January 2017 to 31 December 2017, as prepared;*
  - (b) *Notes that the Shire of Cunderdin complied in all areas of legislative requirements during the reporting; and*
  - (c) *Recommends to Council that the Shire of Cunderdin Compliance Audit Return 2017, as prepared, be adopted and submitted to the Department of Local Government.*

### **Consultation**

Nil

### **Statutory Environment**

#### ***Local Government Act 1995 Part 5 Division 2 Subdivision 3 - Section 5.22 (2)***

The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

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

##### ***7.12A. Duties of local government with respect to audits***

- (1) *A local government is to do everything in its power to —*
  - (a) *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*
  - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —*



- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
- (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
- (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

**Local Government (Audit) Regulations 1996**

**Local Government (Financial Management) Regulations 1996**

**Policy Implications**

Nil

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

Nil

**Resolution 9.8**

1. That the Minutes of the Shire of Cunderdin Audit Committee Meeting held on Thursday 15th March 2018, be received;
2. that Council endorse the Compliance Audit Return 2017, as recommended by the Audit Committee;
3. Authorised the CEO and President to certify the Compliance Audit Return; and,
4. Submit the adopted Compliance Audit Return to the Department of Local Government.

Moved: Cr Todd Harris

Seconded: Cr Jayson Goldson

Vote – Absolute majority

Carried: 7/0

## 9.9 Loss of frozen goods in Recreation Centre kitchen

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	7 <sup>th</sup> March 2018
<b>Author:</b>	Paul Godfrey
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	
<b>Attachment/s:</b>	Nil

### **Proposal/Summary**

Council has been requested by the Cunderdin Recreation Centre Committee to reimburse the Lessee of the CRC kitchen an amount of \$900 for the replacement of frozen foodstuffs, the food was defrosted due to a breakdown of the freezer, which has now been repaired.

### **Background**

Council owns the Cunderdin Recreation Centre, including the kitchen and all major appliances contain within it.

The Cunderdin Recreation Centre Committee controls the leasing out of the kitchen to provide meals to the users of the facility.

The Committee is required by Council to have its own insurance to cover public liability and all their stock stored in the centre.

### **Comment**

The Councils' insurer was contacted to provide advice as to whether the Shire was responsible, the insurers informed the staff that the Council is unable to take out insurance to cover goods owned by another party.

### **Consultation**

Local Government Insurance Services

### **Statutory Implications**

N/A

### **Policy Implications**

N/A

### **Financial Implications**

N/A

### **Strategic Implications**

N/A

**Resolution 9.9**

**That Council not reimburse the recreation center kitchen Lessee for the loss of foodstuffs.**

**Moved: Cr Jayson Goldson**

**Seconded: Cr Norm Jenzen**

**Vote – Simple majority**

**Carried : 4/3**

Cr Todd Harris requested that the names be recorded.

For: Cr Dennis Whisson, Cr Jayson Goldson, Cr Doug Kelly and Cr Norm Jenzen

Against: Cr Bernie Daly, Cr Todd Harris and Cr Alison Harris

## 9.10 Endorse changes to the Occupational Safety & Health Policy Statement.

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	OH&S Committee
<b>Date:</b>	6 March 2018
<b>Author:</b>	Greg Stephens
<b>Item Approved by:</b>	Manager Works and Services
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	1 page (1 attachment)

### **Proposal/Summary**

The Council is required to endorse changes to its Occupational Safety & Health Policy Statement.

### **Background**

The OH&S Policy together with all other Council policies is required to be reviewed and endorsed on an annual basis.

Any modifications outside of the annual review process require separate endorsement.

### **Comment**

This policy is subject to consideration by the council occupational safety and health Committee.

- Recognition of promoting and encouraging communication at all levels of the organisation, all stakeholders and by supporting the OHS Committee.
- The policy was endorsed by the Occupational Safety and Health committee at the March 2018 meeting to be considered at the Ordinary Council Meeting.

### **Consultation**

Occupational Safety and Health Policy Statement  
Occupational Safety and Health committee  
LGIS  
Council Staff

### **Statutory Implications**

The policy is recognition by council of its obligations and responsibilities in accordance with the OH&S act 1984 and ohs regulations 1996.

The ohs policy is required to be reviewed and endorsed on an annual basis usually in March each year. Any modifications outside of the annual review process require separate endorsement.

### **Policy Implications**

Update of existing OH&S policies.

### **Financial Implications**

N/A

### **Strategic implications**

Good Governance.

**Resolution 9.10**

- 1. That the Council adopt modifications to it's OH&S Policy as appended; and,**
- 2. the Council Policy Manual be updated accordingly.**

**Moved: Cr Doug Kelly**

**Seconded: Cr Norm Jenzen**

**Vote – simple majority**

**Carried: 7/0**

## 9.11 Trailer Mounted Toilet facility

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	OH&S Committee
<b>Date:</b>	8 March 2018
<b>Author:</b>	Manager Works and Services
<b>Item Approved by:</b>	Chief Executive officer
<b>Disclosure of Interest:</b>	The Manager of Works Greg Stephens is the owner of the portable toilet facilities being purchased.
<b>File Reference:</b>	
<b>Attachment/s:</b>	Nil Nil

### **Proposal/Summary**

The Council is consider the purchase of a trailer mounted toilet for works.

### **Background**

As part of the duty of care for staff working away from facilities such as toilet amenities, as the employer the Shire needs to provide workers with access to clean, hygienic and conveniently located toilets at all times.

Our road construction and maintenance workers are usually working some kilometres from facilities, this item has been discussed at the OH&S meetings and was identified that having a trailer mounted toilet on site/or at a close location for staff to utilise whilst out working away from the depot or towns was needed.

Attention was taken to the time spent whilst out in semi remote areas within the shire whilst staff are away from the worksite - either to drive back to Cunderdin or Meckering where there were ablution facilities available.

### **Comment**

Prices and quotations for a new trailer mounted toilet unit have been sourced and it was in the range of between \$4,500 and \$5,100

Prices and quotations for a second hand trailer mounted toilet unit have been sourced and it was in the range of between \$3,000 and \$3,500 (for a fairly good unit).

Prices to hire a trailer mounted toilet unit have been sourced and were around \$100 per week.

It is proposed to

Purchase a second hand portable toilet unit (in very good working condition) for \$650.

Purchase a new 6 x 4 trailer (with access ramp) for \$1,420.

Mount the toilet unit on the trailer ready for use.

The extra space at the front of the trailer will be used for extra water, signs and road cones and safety equipment.

There is, set aside in the OH&S fund a total of \$5,857 to be used as Council see fit.

(e.g. 2 post hoist purchased a few years ago for the depot workshop)

The Occupational Safety and Health Committee, at it's March 2018 meeting agreed to proceed with an agenda item to Council and recommend the purchase of the unit and trailer to be funded from monies held in the LGIS/OH&S account.

The LGIS representative supports the use of LGIS funds.

## **Consultation**

Consultation has been carried out with the Occupational Safety and Health committee and Council Staff  
Worksafe information is also provided

- **MOBILE, TEMPORARY OR REMOTE WORKPLACES**

If work is undertaken away from base locations or at outdoor sites (for example, road construction and maintenance), workers must have access to other toilets, for example public toilets or toilets at other premises.

Where it is not reasonably practicable to provide access to permanent toilets (for example, short-term temporary workplaces and workplaces in remote areas), portable toilets should be provided. Portable toilets should be located in a secure place with safe access and close to the worksite.

## **Statutory Implications**

N/A

## **Policy Implications**

N/A

## **Financial Implications**

The monies for the purchase will be sourced from the LGIS/OH&S fund allocated for the Shire of Cunderdin

## **Strategic Implications**

NIL

### **Resolution 9.11**

**That Council approve the use of \$2070 (ex GST) of monies held in the LGIS/OH&S fund to:**

- 1. Purchase a second hand portable toilet unit for \$650.**
- 2. Purchase a new 6m x 4m trailer (with access ramp) for \$1,420.**
- 3. Authorises CEO and Shire President to complete LGIS member dividend/funding claim form.**

**Moved: Cr Norm Jenzen**

**Seconded: Cr Bernie Daly**

**Vote – Simple majority**

**Carried: 7/0**

**10. Environmental Health and Building**

Nil

**11. Planning & Development Consultant**

Nil



## 12. Urgent Items

### 12.1 Change of signatories for Bendigo Bank

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	7 March 2018
<b>Author:</b>	Paul Godfrey
<b>Item Approved by:</b>	CEO
<b>Disclosure of Interest:</b>	N/A
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### **Proposal/Summary**

Council to decide authorised signatories to the Municipal bank account with Bendigo and Adelaide Bank Ltd.

#### **Background**

Council has bank accounts with the Bendigo and Adelaide Bank Ltd and needs to add new signatories to allow access to these accounts, the new CEO, Neville Hale should be added along with the Works Manager, Greg Stephens and Payroll and Creditors Officer, Hayley Byrnes. Having four persons with access and signing authority, enable usage of the accounts when more than one person is unavailable.

Due the resignation of the previous CEO, the Council should remove him from the list of authorised signatories.

#### **Comments**

Bendigo and Adelaide Bank Ltd require a resolution from Council to authorise the change in signatories.

#### **Consultation**

N/A

#### **Policy Implications**

Nil

#### **Financial Implications**

N/A

#### **Strategic Implications**

Nil

#### **Resolution 12.1**

##### **That Council**

- 1. Add Neville Hale, Greg Stephens and Hayley Byrnes to the authorised signatory list for the Shire of Cunderdin bank accounts with the Bendigo and Adelaide Bank Ltd, and;**
- 2. Delete Peter Naylor as an authorised signatory for the Shire of Cunderdin bank accounts with the Bendigo and Adelaide Bank Ltd.**

**Moved: Cr Bernie Daly**

**Seconded: Cr Jayson Goldson**

**Vote – Simple Majority**

**Carried: 7/0**

**13. Scheduling of Meeting**

**13.1 April 2018 Ordinary Meeting**

The next ordinary meeting of council is scheduled to take place on Thursday 19th April 2018 commencing at 5pm at the Council Chambers, 800 Lundy Ave, Cunderdin, WA, 6407.

**13. Matters for which the meeting may be closed – as per Local Government Act 1995 (s.5.23)**

Nil

**14. Closure of meeting**

There being no further business the Shire President to declare the meeting closed at 6.09 pm.

**15. Certification**

**DECLARATION**

I, Dennis Whisson, certify that the minutes of the Ordinary Council Meeting held on 15<sup>th</sup> March 2018 as shown were confirmed at the ordinary meeting of Council held on 19<sup>th</sup> April 2018.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_