

THE CHIEF EXECUTIVE OFFICER

SHIRE OF CUNDERDIN

LUNDY AVENUE

CUNDERDIN

6407

REF; The Shire providing liability insurance for the Cunderdin Community Gymnasium and placing the attached finance in trust for use by the gym committee.

Dear Stuart

I am writing in regard to the above on behalf of the Committee of the Cunderdin Community Gymnasium.

I am including a brief history of the administration of the gym to date to fully inform the council of where we were and where we wish to be in the future.

Some ten years ago the gym started in the town hall with equipment supplied by the WA Police and Citizens Boys Club under the care of the then local Police Sergeant. At some later date the equipment was officially handed over to the gym, this is anecdotal as we have no paperwork to verify.

Perry Jasper ran the club with assistance from Marion Scarlett [a representative of the WA Police], Steven Pragnell, and Vicki Quinn. A bank account was established to accept funds by Perry Jasper in Northam.

The local CRC accept membership fees and are paid a small fee for this service. There was an MOU in place between the gym and the CRC this has since expired.

A public meeting was held at 1800 hours on the 14 / 7/ 22. The above committee resigned en mass and a new committee was formed being; Aaron Cooper, Bernie Daly, Axle Thompson and Eliah Berbari.

The new committee were later handed a bank Cheque for \$5087.22 and some petty cash for the amount of \$75.00. We did not receive any bank statements or past meeting minutes from the outgoing committee. (The cheque has already been handed to your Finance officer).

Essentially the new committee had to start from scratch. We met at 1500 hours on the 29 /7 /22 and ascertained the following;

- a. Some equipment had to be secured for safety.
- b. An improved entry system was paramount.
- c. Terms and conditions of entry were to be displayed.
- d. At risk signs to be erected.
- e. The gym was not covered by liability insurance.
- f. The gym was not incorporated and as such cannot open a bank account to access funds.

The purpose of this letter is to request the council to finance the liability insurance for a period of two years maximum and enter our funds into a trust account through the shire so we can access funds.

The Gym Committee will endeavor to complete the following in an expedient manner;

1. Place at risk signs around the gym walls. (Already in hand).
2. A sign depicting Gym rules affixed to the entry point. (Already in hand).
3. Secure unsafe equipment. (Already completed).
4. Complete an incident report form for Maintenance, Injury and Improvement Issues. (Already completed).
5. Complete an asset register.
6. Obtain the services of a qualified instructor to manage induction.
7. Provide a keyless entry system in lieu of the fey system (Already in Hand).
8. Report to the Shire council on a monthly basis.
9. Rewrite and update the MOU with the CRC.
10. As a priority obtain incorporation.

This is submitted for your information and consideration.

Signed;



5/9/22

AARON COOPER - PRESIDENT.

Signed;



SECRETARY

5-9-22

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