



Shire of Cunderdin

Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Thursday 17th February 2022** in the Council Chambers, Lundy Avenue, Cunderdin WA, 6407 **commencing at 5.00pm**

Stuart Hobley
Chief Executive Officer
16th December 2021

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MINUTES

1. Declaration of Opening

The President declared the meeting open at 5.03pm.

The Shire of Cunderdin disclaimer was read aloud by Cr Alison Harris

The *Local Government Act 1995* Part 5 Division 2 Section 5.25 and Local Government (Administration) Regulations 1996 Regulation 13.

“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 AE (Alison) Harris	Shire President
Cr A (Tony) Smith	Deputy President
Cr TE (Todd) Harris	
Cr B (Bernie) Daly	
Cr W (Sam) Stewart	
Cr N (Natalie) Snooke	

In Attendance

Stuart Hobley	Chief Executive Officer
Hayley Byrnes	Deputy Chief Executive Officer
Lauren Cole	Governance and Compliance Office
Emma McMiles	Business and Administration Trainee

Guests of Council

Nil

Members of the Public

Nil

2.2 Apologies

Nil

2.3 Leave of Absence Previously Granted

Cr NW (Norm) Jenzen

3. Public Question Time

Nil

4. Petitions, Deputations & Presentations

Nil

5. Applications for Leave of Absence

Nil

6. Confirmation of the Minutes of Previous Meetings

6.1 Ordinary Meeting of Council held on 16th December 2021

Resolution 6.1 OCM February 2022

That the Minutes of the Ordinary Council Meeting held on Thursday 16th December 2021 be confirmed as a true and correct record.

Moved: Cr N (Natalie) Snooke

Seconded: Cr A (Tony) Smith

Vote – Simple Majority

Carried: 6/0

Note to this item:

The President will sign the minute declaration on the previous minutes.

7. Declaration of Members and Officers Interests

Nil

8. Announcements by President without Discussion

Nil

9 Finance & Administration

9.1 Financial Reports for December 2021 & January 2022

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	8 February 2022
Author:	Hayley Byrnes
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	3 Attachments – Monthly Report December 2021 & January 2022 Monthly Rates Details December 2021 & January 2022

Proposal/Summary

The financial reports as at 31st December 2021 & 31st January 2022 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 OCM February 2022

That Council receives the monthly financial reports for the periods ending 31st December 2021 & 31st January 2022.

Moved: Cr W (Sam) Stewart

Seconded: Cr B (Bernie) Daly

Vote – Simple Majority

Carried: 6/0

9.2 Accounts Paid – December 2021 & January 2022

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	8 February 2022
Item Approved By:	Stuart Hopley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	4 attachments – Creditors list of payments December 2021 & January 2022 Credit Card Statement December 2021 & January 2022

Proposal/Summary

Council is requested to confirm the payment of Accounts totalling:

Total for Municipal -	\$439,597.59
Total for Trust -	\$0.00
TOTAL -	\$439,597.59

For December 2021 as listed in the Warrant of Payments for the period 1st to 31st December 2021.

Council is requested to confirm the payment of Accounts totalling:

Total for Municipal -	\$175,761.09
Total for Trust -	\$0.00
TOTAL -	\$175,761.09

For January 2022 as listed in the Warrant of Payments for the period 1st to 31st January 2022.

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 OCM February 2022

1. That Council's payment of accounts amounting to \$439,597.59 being from Municipal Account for December 2021, as follows:

Municipal Account	\$	Total
Electronic Funds Transfer: EFT 5694 – 5784	\$380,442.59	
Direct Debit (Inc Bank Charges): DD2340.1-DD2390.10	\$35,176.05	
Cheques: 11772-11776	\$23,978.95	
TOTAL		\$439,597.59

Resolution 9.2.2 OCM February 2022

2. 1. That Council's payment of accounts amounting to \$175,761.09 being from Municipal Account for January 2022, as follows:

Municipal Account	\$	Total
Electronic Funds Transfer: EFT 5785 – 5843	\$158,504.95	
Direct Debit (Inc Bank Charges): DD23930.1-DD2394.10	\$13,026.73	
Cheques: 11777-11778	\$4,229.41	
TOTAL		\$175,761.09

be confirmed and noted; and,

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

Moved: Cr TE (Todd) Harris

Seconded: Cr A (Tony) Smith

Vote – Simple Majority

Carried: 6 /0

9.3 Council Investments – As at 31st December 2021 & 31st January 2022

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	10 February 2022
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	2 Attachment- Bank Statements December 2021 & January 2022

Proposal/Summary

To inform Council of its investments as at 31st December 2021 and 31st January 2022.

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

In addition to the Shire's Municipal Operating Accounts, the below investment accounts are held as at 31st December 2021 and the 31st January 2022.

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$566,507.45	Municipal- 0000030	\$566,507.45		
Bendigo Bank	\$1,932,102.20	Municipal- 155971377	\$1,932,102.20	\$1,228,299.01	\$0.00
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%		\$146.78	
Bendigo Bank	\$0.00	Bendigo Trust Account 164 488 686			\$0.00
Westpac Bank	\$0.00	Trust Working Account 12-2981			\$0.00
Bendigo Bank	\$1,228,299.01	Term Deposit 0.45% Exp 28 June 2022		\$1,228,299.01	
TOTAL INVESTMENTS	\$3,727,055.44		\$2,498,609.65	\$1,228,445.79	\$0.00

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$503,819.97	Municipal- 0000030	\$503,819.97		
Bendigo Bank	\$2,023,282.91	Municipal- 155971377	\$2,023,282.91	\$1,228,299.01	\$0.00
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%		\$146.78	
Bendigo Bank	\$0.00	Bendigo Trust Account 164 488 686			\$0.00
Westpac Bank	\$0.00	Trust Working Account 12-2981			\$0.00
Bendigo Bank	\$1,228,299.01	Term Deposit 0.45% Exp 28 June 2022		\$1,228,299.01	
TOTAL INVESTMENTS	\$3,755,548.67		\$2,527,102.88	\$1,228,445.79	\$0.00

In addition to the above Shire funds, the Shire administers the Cunderdin Community Centre Trust Account being Westpac Account 000 073 - \$ 0.00 and Bendigo Account Ref: 3864655 – \$ 169,855.00 and Bendigo Account Ref: 3864633 –\$369,862.05

CUNDERDIN COMMUNITY TRUST DETAILS		
<u>INTEREST ACCOUNT</u>		
31 January 2022		
Opening Balance as per Bank Statement & Term Deposits		
	Term Deposit# 3864655	169,855.00
	TOTAL	169,855.00
	Credits	0.00
	Debits	0.00
Closing Balance as Per Bank Statements & Term Deposits	TOTAL	169,855.00
INCOMING		
		0.00
		0.00
OUTGOING		
		0.00
Balance as at end of month	TOTAL	169,855.00

CUNDERDIN COMMUNITY TRUST DETAILS
CAPITAL ACCOUNT
31 January 2022

Opening Balance as per Bank Statement & Term		
Deposits	Term Deposit# 3864633	369,862.05
	TOTAL	369,862.05
Credits		0.00
Debits		0.00
Closing Balance as Per Bank Statements & Term		
Deposits	TOTAL	369,862.05
INCOMING		
		0.00
		0.00
OUTGOING		
		0.00
		0.00
Balance as at end of month	TOTAL	369,862.05

Consultation

Nil.

Statutory Implications

Financial Management Regulation 19.

Policy Implications

Nil.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

Shire of Cunderdin Strategic Community Plan 2022 – 2032

5. Civic Leadership

- 5.1 Shire communication is consistent, engaging, and responsive.
- 5.2 Forward planning and implantation of plans.

Resolution 9.3 OCM February 2022

That the report on Council investments as at 31st December 2021 and the 31st January 2022 be received and noted.

Moved: Cr N (Natalie) Snooke

Seconded: Cr B (Bernie) Daly

Vote – Simple Majority

Carried: 6/0

9.4 Shire of Cunderdin – Rebranding

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	2 nd February
Author:	Lauren Cole
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	2 x Attachment

Proposal/Summary

For Council to consider approving the engagement of a consultant to complete the process of re-branding the Shire of Cunderdin.

Background

Rebranding of the Shire of Cunderdin was including in the Strategic Community Plan 2017 – 2027, under section ED3- Objective 4 Explore and Develop tourism opportunities within the Shire. This project was never commenced.

Council has since completed a Major review of the Shire of Cunderdin Strategic Community Plan 2022 – 2032, with Renew and improve the visibility of the Shire of Cunderdin brand being listed as a Strategic Priority.

It is proposed that Council consider if it would like to undertake a review and refresh of the current Shire of Cunderdin Branding.

Branding should be a clear indication of the Shire’s identity, drive a positive sentiment, encourage engagement with the community and appear professional, reputable, state, organised and trustworthy.

Council reviewed the matter on the 18th of November at the Ordinary Council Meeting, and resolved the following;

1. *That Council approves commencing the process to complete a Re-Brand of the Shire of Cunderdin.*
2. *That quotes be sourced to modernize the existing logo.*

Comment

Following the November Ordinary Council Meeting quotes were requested. Two quotes were received, being from;

- Market Creations for \$8,525 with \$7,260 worth of additional options, and
- Castledine & Castledine Designers for \$10,500.

The expected process for completing a re-branding process would be;

- Logo design concepts and development (three of four designs developed)
- Concept presentation
- Final design
- Corporate Stationery design

Council included \$40,000.00 in the 2021/2022 Annual Budget for Community Consultation and rebranding. Although it is not expected that the re-branding design process with cost this much, there will be additional cost associated with completing a re-brand such as, new signage, new stationary, uniform ect.

Consultation

Shire Staff.

Statutory Implications

Local Government Act 1995 :-

Section 5.56 Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district

Policy Implications

Nil.

Financial Implications

Council has budgeted \$40,000 in the 2021/2022 Annual Budget to complete the Re-branding process.

Quotes received to modernisation of the existing Shire of Cunderdin brand were between \$10,500 and \$15,785 with all options. It is expected to be additional cost associated with the rebrand such as changing signage, stationary, uniforms ect.

Strategic Implications

Shire of Cunderdin Strategic Community Plan 2022 -2032

2. Economy

- 2.2 Renew and improve the visibility of the Shire of Cunderdin brand

5. Civic leadership

- 5.2 Forward planning and implementation of plans.

Resolution 9.4 OCM February 2022

That Council accept the Quote provided by Castledine & Castledine to complete a rebrand and modernization of the Shire of Cunderdin Logo, for the amount of \$10,500 including GST.

Moved: Cr B (Bernie) Daly

Seconded: Cr W (Sam) Stewart

Vote – Simple majority

Carried: 6/0

9.5 Friends of the Cunderdin Town Hall

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	13 th October 2021
Author:	Lauren Cole / Liezl De Beer
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	3 x Attachments

Proposal/Summary

For Council to review the request received from the Friends of the Town Hall Volunteer Group regarding maintenance and proposed works on the Cunderdin Town Hall.

Background

Council received a community request to advertise interest in a committee Friends of the Town Hall. We advertised in the local Bandicoot and the first meeting was held at the Cunderdin Town Hall on the 14th of September 2021. Six community members met with the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Works and Community Development Officer.

Council received correspondence from Penny Bloodworth on behalf of the Friends of the Town Hall Volunteer Group on the 30th September 2021.

The following was resolved on the 28th October 2021 at the Ordinary Council Meeting.

That Council resolves to allow the Friends of the Town Hall to;

- 1. Remove, salvage and dispose of items from both the sheds at back of hall in liaison with the Chief Executive Officer and any Community groups with an interest in the items.*
- 2. Remove, salvage and dispose of items from under the back stage in liaison with the Chief Executive Officer and any Community groups with an interest in the items.
* Items from large shed and under stage that are salvageable/ historical to be stored in the large shed until discussion with appropriate sources.*
- 3. Investigate further uses for the front room (ex Landcare) as a community space/café.*

That Council will commence the process to;

- 1. Contact a consultant to conduct a damp investigation and report back to Council.*
- 2. Complete the Asbestos register.*
- 3. Cost the repairs of the structural issues, rising damp issues, brickwork (mortar fretting) at back of building on the western and eastern side walls.*
- 4. Investigate the condition of roof and report back to Council.*
- 5. Investigate and get costings to repair stormwater drainage, leaking gutter and replacing skirting boards.*
- 6. Cost the painting of the Men's toilet, cistern replaced and mirror installed.*

Comment

Council received further correspondence from Penny Bloodworth on behalf of the Friends of the Town Hall Volunteer Group on the 16th of December 2021.

The following is the correspondence and requested works;

To the Cunderdin Shire CEO, CDO and Councillors,

The Friends of the Town Hall proposed works program for the Town Hall:

- * Paint doors in the front entrance (lobby) of the hall in a welcoming colour. Is the Shire okay with purchasing the paint and we do the job? (Sanding, undercoat, paint).*
- * Clean and rectify the under floor stage lights at the front of the stage. We are hoping to get one of the local electricians to come and inspect before any work begins.*
- * Clean out and tidy the old projector room above the front entrance.*
- * We would like to source the curtains/drapes that were hanging on the sides of the hall when the gym was in residence. They could be used when events are on at the hall.*
- * Looking forward, we (Friends of the Town Hall), would like to sand and revarnish the floor in the main hall. We are in the process of asking the local Lions Club if they are interested in helping with this project.*

Shire Requirement:

Thankyou to the Shire for updating the men's toilets by installing a new toilet seat. Looks so much better. The installation of two new modern taps and a non breakable mirror would update the toilets even more. Is there a date set for the painting of the men's toilets as we would like to offer our services if needed.

Complaint:

We were saddened to see at our last meeting the instalment of the new lights in the main hall which detracts from the originality and historic significance of the Town Hall. They look horrible 🤔 and stick out like a boil on a bum (Penny's words). Yes they maybe more efficient but nonetheless not in line with the 100 plus year old building. We would like to see the old diffusers placed around the new lights to keep it in line with its historical age if the Shire agrees, as it is possible to do as we have been advised by the electrician.

*Kind regards,
Friends of the Town Hall.*

Consultation

Stuart Hobley, Chief Executive Officer
Hayley Byrnes, Deputy Chief Executive Officer
Liezl De Beer, Community Development Officer
Crag Robertson, Manager of Works
Friends of the Town Hall Volunteer Group

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

It is unknown the expected financial implication of the following;

- 1. Purchasing the paint for the front lobby*
- 2. Electrician cost to rectify the under-floor stage lights*
- 3. Modern taps and non breakable mirror in the toilets*
- 4. Electrician cost to old diffusers places around the new lights.*

Council budgeted \$3,000 in General Maintenance for the Cunderdin Town Hall. There was also budgeted amount of \$2,000 for Repairs to the cracked sewer and \$2,000 to painting touch ups to the front exterior, Men's toilets and foyer.

Council so far, this financial year has spent \$7,725.14 with another \$3,854.55 of outstanding purchase orders.

This financial year we have so far received \$405.36 of income from hiring out of the Cunderdin Town Hall for such events has dance and exercise classes.

The works completed to date are;

1. Contact a consultant to conduct a damp investigation and report back to Council.
Consultant have been and inspected the Town Hall and provided a report to Council. Council has received quotes to repair this issues.
2. Complete the Asbestos register.
Chris Gilmore from LGIS has been engaged to complete this register.
3. Cost the repairs of the structural issues, rising damp issues, brickwork (mortar fretting) at back of building on the western and eastern side walls.
Quotes are sourced from consultants.
4. Investigate the condition of roof and report back to Council.
Contacting Consultants to complete a inspection and report back to Council.
5. Investigate and get costings to repair stormwater drainage, leaking gutter and replacing skirting boards.
Part of this is included in the quote to rectify the rising damp issues.
6. Cost the painting of the Men's toilet, cistern replaced and mirror installed.
Men's toilet is scheduled to be painted middle of February, plumber has been to inspect cistern and not able to find a issues.

Strategic Implications

Shire of Cunderdin Strategic Community Plan 2022 -2032

3. Built Environment

- 3.3 Enhance public spaces and townscapes
 - Central business district amenities are welcoming and attractive
 - clean, accessible and modern public toilets
- 3.4 Protect and preserve heritage
 - Cunderdin Town Hall façade is maintained

Position the area as a regional strategic location

Resolution 9.5 OCM February 2022

That Council resolves to allow the Friends of the Town Hall to;

1. *Paint doors in the front entrance (lobby) of the hall in a colour approved by Council. Council will purchase the paint required.*
2. *Clean out and tidy the old projector room above the front entrance.
* Items from this area that are salvageable/ historical to be stored in the large shed until discussion with appropriate sources or retained in the projector room.*
3. *To source the curtains/drapes that were used while the gym was in residence for use event at the hall.*
4. *To source quotes to be presented to Council for consideration to sand and revarnish the floor in the main hall
All existing lines must stay or be replaced.

That Council does not grant permission to the Friends of the Town Hall to;

1. *Clean and rectify the under floor stage lights at the front of the stage.*

Moved: Cr A (Tony) Smith

Seconded: Cr N (Natalie) Snooke

Vote – Simple majority

Carried: 6/0

9.6 Move Behind Closed Doors

Resolution 9.6 OCM February 2022

That Council move behind closed doors in accordance with s.5.23 of the Local Government Act.

Moved: Cr TE (Todd) Harris

Seconded: Cr W (Sam) Stewart

Vote – Simple Majority

Carried: 6/0

9.7 Financial Hardship Application —11 Main Street, Cunderdin

Resolution 9.7 OCM February 2022

That Council authorises the Chief Executive Officer:

1. Accept the extension of the current Financial Hardship Application submitted by Mr Gerhardus Kuhn for Assessment A53066 being 11 Main Street, Cunderdin freezing accruing interest until 1st June 2022; and
2. Accept the payment arrangement of \$50.00 per fortnight commencing the 1st February 2022; and
3. If Mr Kuhn financial situation changes in the future this arrangement be reviewed.

Moved: Cr TE (Todd) Harris

Seconded: Cr A (Tony) Smith

Vote – Simple majority

Carried: 6/0

9.8 RFT 03 2021 /2022 Resurfacing and Upgrade of the Cunderdin War Memorial Olympic Pool Basin

Resolution 9.8 OCM February 2022

That Council:

1. Accepts the Tender submitted by WetDeck Pools for the amount of \$274,450.00 as per the attached schedule.
2. That the President and Chief Executive Officer be authorised to sign and affix the Common Seal to the Contract Agreement for Tender 03 – 2021/2022 Resurfacing and upgrade of the Cunderdin War Memorial Olympic Pool Basin.
3. That all other tenders be advised of (1) above; and
4. That an amount of \$104,450 be transfer from the capital expenditure of the Industrial Land to capital expenditure of the Pool Development.

Moved: Cr B (Bernie) Daly

Seconded: Cr N (Natalie) Snooke

Vote – Simple majority

Carried: 6/0

9.9 RFT 04 2021/2022 Cunderdin Runway Lighting Upgrade

Resolution 9.9 OCM February 2022

That Council:

1. Accepts the Tender submitted by Airport Alliance Contracting for the amount of \$388,781.64 as per the attached schedule.
2. That the President and Chief Executive Officer be authorised to sign and affix the Common Seal to the Contract Agreement for Tender 04 – 2021/2022 Cunderdin Runway Lighting Upgrade.
3. That all other tenders be advised of (1) above.
4. That the difference of \$68,78.64 be transferred from the Airport Reserve.

Moved: Cr W (Sam) Stewart

Seconded: Cr B (Bernie) Daly

Vote – Simple majority

Carried: 6/0

9.10 Move from behind closed doors

Resolution 9.10 OCM February 2022

That Council move from behind closed doors in accordance with s.5.23 of the Local Government Act.

Moved: Cr A (Tony) Smith

Seconded: Cr B (Bernie) Daly

Vote – Simple Majority

Carried: 6/0

9.11 Chief Executive Officers Report

Location:	Cunderdin
Applicant:	Chief Executive Officer
Date:	10 th November 2021
Author:	Stuart Hobley
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	1 x attachments

Proposal/Summary

To provide an update on the matters the Chief Executive Officer has been addressing over the past month.

Background

COVID 19

During January 2022 the community experienced its first active COVID 19 case within the Shire.

The first case was tested positive on about the 24th January 2022. It was reported that there were some close contacts within the community and this resulted in the cancelation of the Australia Day Celebration in O'Connor Park and the Pool Party that was planned for the afternoon.

There ended up being six positive cases reported in this cluster and several more close contacts were placed into isolation.

As a result of the local cases the Cunderdin LEMC met on two occasion (via Zoom) to discuss what implications there would be on the local community. The outcomes from the LEMC meeting found that the essential services within the community are quite well prepared for an outbreak of COVID 19 and most have plans in place to deal with a lockdown. This is a positive result for the community.

The Shire of Cunderdin has a low vaccination rate compared to the rest of the State with less than 80% of the population having two doses of the vaccine. Even more concerning is that less than 20% of the community have received their third booster shot.

A pop up COVID vaccination clinic will be held in the Main Street of Cunderdin on the 14th and 15th of February to try to increase the number of people vaccinated within the community.

Local Roads and Community Infrastructure Program Projects

Round 1 Projects

Basketball Courts – Retaining Wall and Fencing \$30,000 – Completed.

AAA Garden - \$160,000 – Completed.

Oval Lights - \$270,000 (\$180,000 LRCIP) – Completed.

Cunderdin Irrigation Project \$40,000

This project has commenced and will be completed before the end of February 2022. The contractors are only have to install one pump which is still to be delivered.

Round 2 Projects

Cunderdin Swimming Pool - \$170,000

Tenders to complete the repair works at the pool will be considered at the February 2022 Council Meeting with the works to commence at the conclusion of the pool season.

Fire Breaks

Due to the weather conditions and the fire load the Chief Fire Control Officer has extended the Prohibited Burning period for seven days with the restricted Burning Period commencing on the 22 February. This is subject to review and may be extended further if the conditions do not improve.

Town Planning Scheme No. 4

Town Planning Scheme 4 has been gazetted and is now in effect. This review has taken several years to complete and will mean that the Shire has a more up to date Town Planning Scheme.

Shire Housing

During January 2022 the tiles roofs on the Shire houses at 7 Robyn St and 81 Mitchell St have been replaced with colourbond roofs.

It has also been reported that the Shire house at 81 Mitchell Street has some issues with water entering the roof space. At this stage it is assumed the water ingress is from the evaporative air conditioner on the roof.

The Shire will engage the appropriate contractors to inspect the ceiling and provide quotes to remedy any issues.

The tenet from 81 Mitchell (the Pool Manager) has been relocated to the palliative care house for the time being.

Ian Roberts Lodge

The Shire has negotiated a peppercorn lease from WACHS in order to be able to use Ian Roberts Lodge. As there is an extreme shortage of housing in Cunderdin at the moment the Shire advertise for expressions of interest to lease Ian Roberts Lodge.

The expression of interest will be advertised before the end of February and the submissions will come back to Council for a decision.

Bushfire Risk Mitigation Plan

In 2019 the Shires of Cunderdin, Toodyay, Goomalling and Wongan Hills entered into an agreement with the Department of Fire and Emergency Services to receive support to develop Bushfire Risk Mitigation (BRM) plans for the Shires.

The support comes via a fully funded grant agreement whereby a Bushfire Risk Management Planning Coordinator (BRPC) is allocated resources, to develop the plan and then in conjunction with an equivalent position within DFES negotiate treatment strategies and apply for funding under the "Mitigation Activity Fund" to implement these works in the approved Local Government areas. This is done through the host Shire, in this case Toodyay, which controls all the admin side of the position.

The Shire has just been advised that work on its Plan is about to commence. The Shire was also advised that the funding for the position and the agreement expires on the 30 June 2022.

It is unsure if Council BRM Plan will be completed by this time. The Shire may need to enter negotiations with DFES to ensure that its plan is completed in line with the agreement.

The objective of the BRM is to identify high risk areas with the Shire and develop plans to mitigate the bushfire risk. The plan will be used to obtain grant funding to complete the mitigation identified in the plan.

Light Industrial Land – Stage 2

Development WA have advised the Shire that the Development WA Board has approved funding to allow Stage 2 of the Cunderdin Light Industrial Area to proceed to a feasibility and detailed civil design, which is required to bring Stage 2 of the Light Industrial Area to a 'shovel ready' state.

Development WA's has noted that the balance title of Stage 1 has the potential to yield 4 Industrial lots with a minor road extension, subject to a boundary adjustment between the Shire and a neighbouring owner.

Following a feasibility study and detailed civil design the project will progress to construction, provided there are no fatal flaws identified with the project, lot sales can be achieved, and subject to the financial capacity of the RDAP at the time of delivery.

The Shire is now negotiating a small land swap with CBH to bring about a better design outcome.

Comment

Nil.

Consultation

Nil.

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Resolution 9.11 OCM February 2022

That the Chief Executives Officers Report be received.

Moved: Cr B (Bernie) Daly

Seconded: Cr W (Sam) Stewart

Vote – Simple majority

Carried: 6/0

10. Environmental Health and Building

Nil.

11. Planning & Development

Nil.

12. Works & Services

Nil.

13. Urgent Items

13.1 Accept Urgent Item's

Resolution 13.1 OCM February 2022

That Council accepts Urgent item's as per the following:

- 13.2 Lotterywest Grant Application
- 13.3 Shire of Cunderdin Audit Committee Minutes

Moved: N (Natalie) Snooke

Seconded: TE (Todd) Harris

Vote – Simple Majority

Carried: 6/0

13.2 Late Agenda Item - Lotterywest Grant Application

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	16 th February 2022
Author:	Lauren Cole, Liezl De Beer
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 Attachments

Proposal/Summary

For Council to consider supporting the LotteryWest Grant Application for the development of the public open space and playground at the O'Connor Park Precinct in Cunderdin.

Background

The O'Connor Park redevelopment will involve a complete redesign of the existing public open space on Forrest Street in Cunderdin. Design schematics for the space have been developed by a landscape architect and urban design consultant, based on extensive consultation with the community. The key elements of the proposed redevelopment include:

- A nature play area with water play element
- Skate park and basketball court with art painted surface
- Passive recreation area with shade element and yarning circle
- Local flora and fauna feature planting with walk tracks
- Outdoor exercise area
- Upgraded performance stage
- Landscaped garden beds
- Shelter with BBQs
- Entry signage with interpretive panels
- Public ablution facilities

The total estimated project cost is \$1.38 million (ex. GST) of which \$700,000 is being sought through Lotterywest funding. The Shire of Cunderdin will utilise \$470,000 of its allocation under Phase 3 of the Local Roads and Community Infrastructure Program, toward the O'Connor Park redevelopment. This funding will be available from 1st January 2022. The balance of the project costs will be met by the Shire of Cunderdin as an in-kind and cash contribution.

Comment

The Shire of Cunderdin believe that investment in community infrastructure such as the proposed O'Connor Park redevelopment is fundamental to the community's health, well-being, and prosperity. If developed properly O'Connor Park will cater for intergenerational needs and provide a valued public space for all members of the community to enjoy.

The proposed O'Connor Park redevelopment aims to provide:

- A range of fitness and recreational opportunities that will encourage residents to engage in more physical activity.
- A high-quality community amenity that is accessible to all people regardless of age, culture, ability, or financial means.
- A safe community gathering space that generates increased community cohesion, inclusivity, and social interaction.
- A destination playground that draws people from outside the community and encourages visitors to stay longer and spend more in local businesses.
- A town asset that generates a positive economic return for the Shire by maximising residential property values and increasing rate revenue.

Consultation

Stuart Hobley, Chief Executive Officer
Hayley Byrnes, Deputy Chief Executive Officer
Liezl De Beer, Community Development Officer
General Community
Indigenous Community
Cunderdin Youth Council
Samantha Harris, Lotterywest Grants Development Officer

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

The total estimated project cost is \$1.38 million (Ex. GST) of which \$700,000 is being sought through Lotterywest funding. The Shire of Cunderdin will utilise \$470,000 of its allocation under Phase 3 of the Local Roads and Community Infrastructure Program (LRCIP) toward the O'Connor Park redevelopment. These funds will be available from 1st January 2022. The balance of the project costs will be met by the Shire of Cunderdin through cash and in-kind contributions (e.g., site works, use of Shire plant and equipment and waived tip fees). Any escalation of costs will be covered by the Shire through its reserve funds.

Funding Source	Amount (Ex. GST)
Lotterywest	\$700,000
LRCIP	\$470,000
Council Cash Contribution	\$210,500
TOTAL FUNDING	\$1,380,500

Strategic Implications

Shire of Cunderdin Strategic Community Plan 2022 -2032

1. Community and Social

- 1.1 Community members have the opportunity to be active, engaged and connected.

- Inclusive access to Shire facilities and services
- Youth Council helps guide engagement and initiatives with young people.
- O'Connor Park and Apex Park are welcoming and active spaces.
- The Shire supports positive leisure, learning and recreational outcomes.

1.2 A health and safe community is planned for.

- Sport and recreation facilities are upgraded in a planned, cohesive and timely manner.
- Street lighting and CCTV improves feeling of safety and security.
- Promotion and advocacy of community health and wellbeing.

2. Economy

2.2 Renew and improve the visibility of the Shire of Cunderdin brand.

- Attraction and retention of permanent and transient populations.

3. Built Environment

3.3 Enhance public spaces and townscape

- Central business district amenities are welcoming and attractive.
- Clean, accessible and modern public toilets.

4. Natural Environment

4.2 Conservation of our natural environment.

Resolution 13.2 OCM February 2022

That Council:

1. Endorses the Grant Application from Lotterywest for the development of the community greenspace and playground at the O'Connor Park Precinct in Cunderdin
2. Submits the grant application to Lotterywest for consideration.
3. Endorse the Shire in-kind and cash contribution as part of the project and that it be included in the 2022/2023 Annual Budget.

Moved: Cr TE (Todd) Harris

Seconded: Cr N (Natalie) Snooke

Vote – Simple Majority

Carried: 6/0

13.3 Shire of Cunderdin Audit Committee Minutes

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	16 th February 2022
Author:	Hayley Byrnes
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Audit Committee Minutes Annual Financial Statements 2020-21 Final Management Letter - For year ended 30 June 2021 DRAFT Opinion- Shire of Cunderdin 2021 2020/2021 Annual Report

Proposal/Summary

Council to receive the minutes of the Audit Committee Meeting held on Thursday 17th February 2022.

Background

The Audit Committee Meeting is scheduled to be held before the Ordinary Council Meeting. Minutes will be tabled after the Audit Committee Meeting.

Comment

There following items of business were on the Audit Committee Agenda:

That the Audit Committee:

1. Adopt the 2020/21 Financial Report;
2. Receive the Auditor's Report and Management Report from Butler Settineri for the 2020/21 financial year;
3. Recommend to Council the adoption of the 2020/21 Financial Report, and receipt of the Auditor's Report and Management Report from Butler Settineri for the 2020/21 financial year; and
4. Recommend to Council that the Annual Electors Meeting be held on Thursday 24th March 2022 at the Shire of Cunderdin Council Chambers.
5. Pursuant section 5.54 of the Local Government Act 1995, accepts the Annual Report for the 2020/2021 Financial Year.

And

That the Audit Committee:

1. Notes that there were no significant items and three moderate items listed in the management letter by the auditor in the 2020/21 Audit Report.

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 the auditor's 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 must —
- (aa) examine an audit report received by the local government; and
 - (a) determine if any matters raised by the audit report, 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 must —
- (a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require; and
 - (i) such other information as may be prescribed.

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Policy Implications

Nil.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

Good Governance Framework.

Resolution 13.3 OCM February 2022

That Council:

1. Receive the Minutes of the Shire of Cunderdin Audit Committee Meeting held on 17th February 2022;
2. Adopt the 2020/21 Financial Report;
3. Receive the Auditor's Report and Management Report from Butler Settineri for the 2020/21 financial year;
4. Schedule the Annual Electors Meeting be held on Thursday 24th March 2022 at the Shire of Cunderdin Council Chambers; and
- 5 Pursuant to section 5.54 of the Local Government Act 1995, accepts the Annual Report for the 2020/2021 Financial Year.

Moved: Cr W (Sam) Stewart

Seconded: Cr TE (Todd) Harris

Vote – Absolute majority

Carried: 6/0

14. Scheduling of Meeting

14.1 March 2022 Ordinary Meeting

The next ordinary meeting of council is scheduled to take place on Thursday 24th March 2022 commencing at 5pm at the Cunderdin Shire Council Chambers, Cunderdin, WA 6407

15. Closure of meeting

There being no further business the Shire President will declare the meeting closed at 6.43pm.

16. Certification

DECLARATION

I, Alison Harris, certify that the minutes of the Ordinary Council Meeting held on 17th February 2022 as shown were confirmed at the ordinary meeting of Council held on 24th March 2022.

Signed: _____

Date: _____