



## Shire of Cunderdin

### Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Wednesday 18<sup>th</sup> August 2021** in the Council Chambers, Lundy Avenue, Cunderdin WA, 6407 **commencing at 5.00pm**

Stuart Hobley  
**Chief Executive Officer**  
18<sup>th</sup> August 2021

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## MINUTES

### 1. Declaration of Opening

The President declared the meeting open at 5:05 pm

The Shire of Cunderdin disclaimer was read aloud by Cr Dennis Whisson

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 DA (Dennis) Whisson	Shire President
Cr AE (Alison) Harris	Deputy President
Cr TE (Todd) Harris	
Cr NW (Norm) Jenzen	
Cr W (Sam) Stewart	
Cr B (Bernie) Daly	
Cr A (Tony) Smith	

##### In Attendance

Stuart Hobley	Chief Executive Officer
Hayley Byrnes	Deputy Chief Executive Officer

##### Guests of Council

Nil

##### Members of the Public

Nil

#### 2.2 Apologies

Lauren Cole	Governance and Compliance Office
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#### 2.3 Leave of Absence Previously Granted

### 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 22<sup>nd</sup> July 2021

##### Resolution 6.1 OCM August 2021

That the Minutes of the Ordinary Council Meeting held on Thursday 22<sup>nd</sup> July 2021 be confirmed as a true and correct record.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr AE (Alison) Harris

Vote – Simple Majority

Carried:7/0

#### 6.2 Special Meeting of Council held on 2<sup>nd</sup> August 2021

##### Resolution 6.2 OCM August 2021

That the Minutes of the Ordinary Council Meeting held on Monday 2<sup>nd</sup> August 2021 be confirmed as a true and correct record.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr AE (Alison) Harris

Vote – Simple Majority

Carried: 7/0

#### Note to this item:

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

### 7. Declaration of Members and Officers Interests

- Cr A Harris declared a financial interest on item 9.9 Lease Portion of Cunderdin Health Centre for Doctor Surgery as she is employed by Karis medical group.

### 8. Announcements by President without Discussion

Shire President D Whisson announced officially that he will not be re nominating for Council in Octobers Elections.

## 9 Finance & Administration

### 9.1 Financial Reports for July 2021

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	11 <sup>th</sup> August 2021
<b>Author:</b>	Hayley Byrnes
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	2 attachments – Monthly Report July 2021 and Rates Report

#### **Proposal/Summary**

The financial reports as at 31st July 2021 are presented for Councils 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.

Due to an unforeseen issue with the Shires Accounting software the July Financial report was unable to be presented to Council this is expected to be resolved by the 27<sup>th</sup> of August therefore will be presented to Council at the September Ordinary Council Meeting.

#### **Resolution 9.1 OCM August 2021**

That Council lay this item on the table and will receive the monthly financial report for July at the OCM in September.

Moved: Cr B (Bernie) Daly

Seconded: Cr TE (Todd) Harris

Vote – Simple Majority

Carried: 7/0

## 9.2 Accounts Paid – July 2021

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Hayley Byrnes
<b>Report Date:</b>	11th August 2021
<b>Item Approved By:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	2 attachments – Creditors list of payments June 2021 Credit Card Statement July 2021

### **Proposal/Summary**

Council is requested to confirm the payment of Accounts totalling:

Total for Municipal -	\$386,727.19
Total for Trust -	\$0.00
TOTAL -	\$386,727.19

For June 2021 as listed in the Warrant of Payments for the period 1<sup>st</sup> to 31st July 2021.

### **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 OCM August 2021**

1. That Council's payment of accounts amounting to \$386,727.19 being from Municipal Account for July 2021, as follows:

<b>Municipal Account</b>	<b>\$</b>	<b>Total</b>
Electronic Funds Transfer: EFT 5152 – 5260	\$354,172.11	
Direct Debit (Inc Bank Charges): DD2224.1-DD2235.11	\$18,951.74	
Cheques: 11740-11743	\$13,603.34	
<b>TOTAL</b>		<b>\$386,727.19</b>

be confirmed and noted; and,

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

Moved: Cr NW (Norm) Jenzen

Seconded: Cr W (Sam) Stewart

Vote – Simple Majority

Carried: 7 /0

### 9.3 Council Investments – As at 31st July 2021

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Hayley Byrnes
<b>Report Date:</b>	11th August 2021
<b>Item Approved By:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	1 Attachment- Bank Statements July 2021

#### Proposal/Summary

To inform Council of its investments as at 31st July 2021.

#### 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 July 2021.

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$947,055.08	Municipal- 0000030	\$947,055.08		
Bendigo Bank	\$2,358,791.44	Municipal- 155971377	\$1,130,492.43	\$1,228,299.01	
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%		\$146.78	
Bendigo Bank	\$992.00	Bendigo Trust Account 164 488 686			\$992.00
Westpac Bank	\$1.00	Trust Working Account 12-2981			\$1.00
<b>TOTAL INVESTMENTS</b>	<b>\$3,306,986.30</b>		<b>\$2,077,547.51</b>	<b>\$1,228,445.79</b>	<b>\$993.00</b>



In addition to the above Shire funds, the Shire administers the Cunderdin Community Centre Trust Account being Westpac Account 000 073 - \$ 86,974.42 and Bendigo Account Ref: 3030072 – \$ 451,547.58.

<b>CUNDERDIN COMMUNITY TRUST DETAILS</b>		
<b>31st July 2021</b>		
Opening Balance as per Bank Statement & Term Deposits	INVESTMENT ACC	86,974.42
	TERM DEPOSIT	451,547.58
	<b>TOTAL</b>	<b>548,522.00</b>
Credits		0.00
Debits		0.00
Closing Balance as Per Bank Statements & Term Deposits	<b>TOTAL</b>	<b>538,522.00</b>
<b>INCOMING</b>		
<i>Interest ( Investment account)</i>		0.00
		0.00
<b>OUTGOING</b>		
		0.00
<b>Balance as at end of month</b>	<b>TOTAL</b>	<b>538,522.00</b>

**Consultation**

Nil.

**Statutory Implications**

Financial Management Regulation 19.

**Policy Implications**

Nil.

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

This item related to the Integrated Planning and Reporting Framework, which feeds into the Long Term Financial Plan when determining annual Council Budgets.

**Resolution 9.3 OCM August 2021**

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

Moved: Cr B (Bernie) Daly

Seconded: Cr TE (Todd) Harris

Vote – Simple Majority

Carried: 7/0

#### 9.4 Community Funding Requests.

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Date:</b>	11 <sup>th</sup> August 2021
<b>Author:</b>	Hayley Byrnes
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

#### Proposal/Summary

For Council to review the requests from the Community to fund projects.

#### Background

As part of the Budget process requests were submitted from community groups for upcoming events and projects that groups were planning throughout the 21/22 financial year that the groups required financial support with.

#### Comment

Council was sent the following requests from community groups:

<u>Community Requests</u>		
<b><u>Meckering Action Group</u></b>		LRCI Applicable
Mens Mental Health Night	\$ 1,500.00	X
APEX Playground Improvement	\$ 20,000.00	✓
Electrical Car Charging Station	\$ 80,000.00	X
<b><u>Gliding Club</u></b>		
Upgrade/improve amenities	\$ 10,000.00	✓
Sponsorship - Girls fly 2	\$ 2,900.00	X
State championship - sponsorship	\$ 3,750.00	X
Sponsorship - Carter Cup	\$ 2,750.00	X
<b><u>CSRC</u></b>		
Block out blinds	\$ 5,500.00	✓
Outdoor furniture	\$ 3,500.00	X
<b><u>Cunderdin Golf Club</u></b>		
Shed Extension ( whole project)	\$ 20,000.00	✓
Part 1 Shed	\$ 10,000.00	✓
Part 2 Concrete pad	\$ 10,000.00	✓
<b><u>Cunderdin Bowling Club</u></b>		
Water for greens maintenance- Tank and pump	\$ 12,000.00	✓
<b><u>Cunderdin Tennis Club</u></b>		
Soft fall in play ground	\$ 15,000.00	✓
Solid fence for playground	\$ 5,000.00	✓
<b><u>Meckering Mens Shed</u></b>		
Pavers, gravel and paint to finish off	\$ 2,000.00	✓

These requests were provided to council for consideration in the Budget adoption process, Council has since received further requests from the community for these projects to be considered in the LRCI funding. It is proposed Council allocate up to \$50,000.00 out of the unallocated phase 3 money to complete some of these projects.

### **Consultation**

Mr Stuart Hobley, Chief Executive Officer

### **Statutory Environment**

Nil.

### **Policy Implications**

Nil.

### **Financial Implications**

These projects were not included in the 2021/2022 Adopted Budget, however due to the number of requests received and the recent community engagements in preparation of the updated SCP it is deemed necessary to re-present the requests for Councils consideration.

### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan

Social/Community

S1 – Objective 1

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

#### **Resolution 9.4 OCM August 2021**

That Council endorse the applications to LRCI phase 3 for the following projects:

1. Project APEX Playground Improvement for the amount of \$ 20,000.00.
2. Project Gliding Club Upgrade/ Improve amenities for the amount of \$ 10,000.00.
3. Project CSRC Block out blinds for the amount of \$ 5,500.00.
4. Project Cunderdin Golf Club- Shed Extension for the amount of \$ 10,000.00
5. Project Soft fall in the playground for the amount of \$ 15,000.00
6. Project Meckering Men's Shed – paving gravel and paint for the amount of \$ 2,000.00.

Moved: Cr AE (Alison) Harris

Seconded: Cr A (Tony) Smith

Vote – Absolute majority

Carried: 7/0

**9.5 Shire of Cunderdin Asset Management Plan 2021 – 2035**

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	29 July 2021
<b>Author:</b>	Hayley Byrnes, Deputy Chief Executive Officer
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Shire of Cunderdin Asset Management Plan 2021 - 2035

**Proposal/Summary**

This report recommends that Council considers the adoption of the Shire of Cunderdin Asset Management Plan 2021-2035

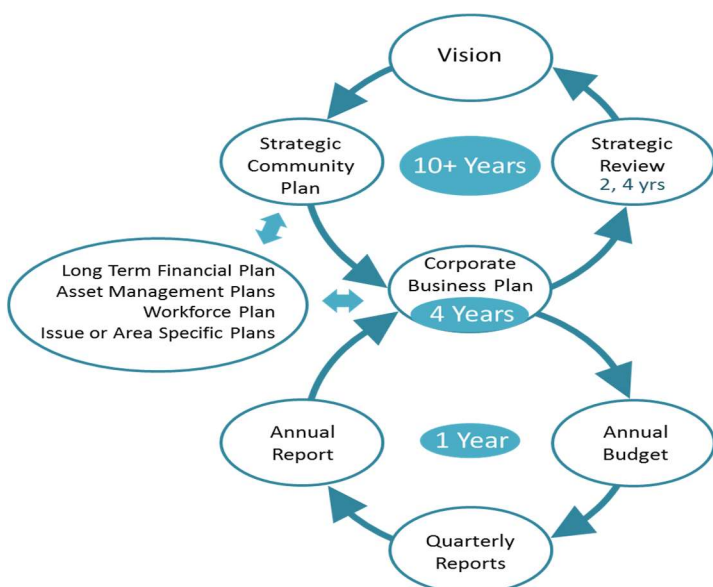
**Background**

The Asset Management Plan identifies the required asset renewals to maintain and/or increase the Shire’s level of service to the community and is therefore an integral part of the Long Term Financial Plan. The plan spans 15 years and a whole of life view is taken to operational, maintenance, renewal and acquisition plans and funding levels, ensuring that assets deliver the required levels of service. Levels of service and risks are considered in the development of operational, maintenance, renewal and acquisition plans and the performance of assets are measured and reported as appropriate

Under section 5.56 of the Local Government Act 1995 a local government is to have a plan for the future. While this Plan for Future only requires the Community Strategic Plan and the Corporate Business Plan, both Long Term Financial Plans and Asset Management Plans are required to calculate key asset financial ratios which are included as part of the Shire’s annual audit process.

The core components of the Integrated Planning and Reporting Framework (IPRF) consist of the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan Asset Management Plans, Workforce plans, Area Specific Plans and the Annual Budget.

Below is an outline of the Integrated Planning and Reporting Cycle.



**Comment**

The primary purpose of this Asset Management Plan is to ensure that assets provide their required levels of service in the most cost effective manner to cater for both the present and future community. This Asset

Management Plan has been prepared to assist Council's long term financial planning and support the delivery of Council services to the community through its infrastructure including buildings, roads, bridges, footpaths, drainage, parks and recreation facilities, airfield and other infrastructure.

The Asset Management Plan covers the period from adoption to 30th June 2035.

The primary objective of this plan is to ensure the current assets owned and operated by the Shire of Cunderdin are managed in terms of ongoing maintenance, renewal activity and expenditure, such that all desired levels of service are met now and into the future.

Generally speaking, the cost of maintaining an asset decreases with planned maintenance rather than unplanned maintenance, however, excessive planned maintenance increases costs. An objective of asset management is to strategically time infrastructure renewals before unplanned maintenance costs become excessive, but not so soon that assets are renewed before it is really needed. Council's goal in managing assets is to meet the required levels of service in the most cost effective manner for present and future customers.

To achieve this objective, a number of goals have been identified, in line with Council's strategic vision, including:

- the effective management of Council's assets in line with corporate policies, strategies and objectives, statutory and legislative requirements and regulations.
- ensuring that assets are safe, appropriately accessible, well maintained and meet customers' needs in a manner that is sustainable.
- recognising appropriate levels and sources of capital investment required to meet Council's asset renewal and replacement needs.
- maximising the service potential of current assets by ensuring they are used and maintained appropriately.
- achieving better value for money through evaluation processes that consider lifecycle costing.
- minimising Council's exposure to risk as a result of asset failures.

### **Consultation**

Shire Councillors

Stuart Hobley, Chief Executive Officer

Hayley Byrnes, Deputy Chief Executive Officer

Martin Whitely, LG Corporate Solutions

Shire Staff

### **Statutory Environment**

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

##### **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.

#### **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**

The Shire of Cunderdin’s Asset Management Plan 2021–2035 is an informing document for the preparation of Council’s annual budget and long term financial plan, ensuring long term sustainability of funding decisions of Council.

**Strategic Implications**

The LTFP aligns with the following objectives from the Shire of Cunderdin Strategic Community Plan 2017-2027;

- IT5.1.1 - Governance Framework - Provide a fully integrated robust governance framework with annual reviews of the Shire’s governance framework, policies, management practices, delegations, risk management framework and periodic reviews of the Code of Conduct and Local Laws.
- IT5.2.2 - Financial Sustainability and capacity
- IT5.4.1 - Ensure sound long term financial management and deliver value for money.

**Resolution 9.5 OCM August 2021**

That Council adopt the Shire of Cunderdin Asset Management Plan 2021-2035 as per the attached document.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr AE (Alison) Harris

Vote – Simple Majority

Carried: 7/0

## 9.6 Code of Conduct for Employees

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Administration
<b>Date:</b>	11 <sup>th</sup> August 2021
<b>Author:</b>	Lauren Cole
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	10 x Attachments

### **Proposal/Summary**

For Council to review and give consideration to the Shire of Cunderdin Code of Conduct for Employees and associated policies, as presented.

### **Background**

The government has enacted new legislation that required all local governments to adopt a new Code of Conduct for Council Members, Committee Members and Candidates for a local government election. Council adopted this new Code of Conduct in March 2021.

As the Act and Regulations now stipulates there are to be at least two separate Codes, one for Council Members, Committee Members and Candidates, and another for local government employees.

A review over the Code of Conduct for employees has been completed, which has resulted in many new policies being created to ensure all items addressed in the Code of Conduct are clearly defined in the Shire of Cunderdin Policy Manual.

### **Comment**

The Shire of Cunderdin Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The policies that the have been created to support the new Code of Conduct for Employees are;

- Discrimination, Harassment and Bullying Policy
- Disciplinary Policy
- Grievance Policy and Grievance Procedure
- Secondary Employment Policy and Application form
- Uniform and Personal Presentation Policy

The following policies have been reviewed and updated to support the new Code of Conduct for Employees;

- Drug and Alcohol Policy
- Internet, Email and Computer Use Policy

### **Consultation**

WALGA

Department of Local Government, Sport and Cultural Industries

Stuart Hobley, Chief Executive Officer

### **Statutory Environment**

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995,
- Local Government (Administration) Amendment Regulations 2021.
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021

### **Policy Implications**

Council's existing Code of Conduct, listed as Policy number 1.1, was repealed at the March 2021 Ordinary Council Meeting. As the Act and Regulations now stipulates there are to be at least two separate Codes, one for Council Members, Committee Members and Candidates, and another for local government employees.

Council adopted the Code of Conduct for Council Members, Committees Members and Candidates at the March 2021 Ordinary Council Meeting.

It is proposed to amend the following policies;

- Drug and Alcohol Policy
- Internet, Email and Computer Use Policy

It is proposed to adopt the following policies, and include in the Shire of Cunderdin Policy Manual;

- Discrimination, Harassment and Bullying Policy
- Disciplinary Policy
- Grievance Policy and Grievance Procedure
- Secondary Employment Policy and Application form
- Uniform and Personal Presentation Policy

### **Financial Implications**

Nil.

### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan

Civic Leadership

CL5 – Objective 1

Deliver sustainable governance through transparent and robust policy and processes.

CL5 – Objective 2

Undertake the civic duties of Council with the highest degree of ethics.

CL5 – Objective 5

Improve organisational planning, processes and systems.



**Resolution 9.6 OCM August 2021**

That Council adopted the following;

1. Pursuant to section 5.103 of the Local Government Act 1995, adopt the new Code of Conduct for Employees, listed as Attachment 9.6.1 and request the Chief Executive Officer to ensure all Employees are aware of its content;
2. Adopt the following policies and include in the Shire of Cunderdin Policy Manual;
  - Discrimination, Harassment and Bullying Policy
  - Disciplinary Policy
  - Grievance Policy and Grievance Procedure
  - Internet, Email and Computer Use Policy
  - Secondary Employment Policy and Application form
  - Uniform and Personal Presentation Policy
  - Drug and Alcohol Policy
3. Pursuant to sections 5.104 (7) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Codes of Conduct for employees and associated policies are published on the Shire's official website, as soon as practical.

Moved: Cr AE (Alison) Harris

Seconded: Cr B (Bernie) Daly

Vote – Absolute majority

Carried: 7/0

## 9.7 Singapore Flying College Pty Ltd – MOU and Annual Payment

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Singapore Flying College Pty Ltd
<b>Date:</b>	13 <sup>th</sup> August 2020
<b>Author:</b>	Lauren Cole
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	1 x Attachment

### **Proposal/Summary**

It is proposed that Council consider the correspondence received from Singapore Flying College Pty Ltd and revert from current MOU and write off invoice 1405 for the amount of \$5,000.00 for the Singapore Flying College Pty Ltd.

### **Background**

The Singapore Flying College has been operating out of Cunderdin airfield since early 1990s, they mainly use the airfield for 'touch and goes'. Council held a goodwill verbal agreement with the College for an annual fee that increased by the CPI each year. In 2019, the Singapore Flying College paid \$11,638.00 and were invoiced \$11,824.21 for the 2020 annual fee.

Council on the 12<sup>th</sup> August 2020 received communication from the College advising that in recent years there training in Cunderdin has significantly dropped off and due to the impact of the Covid-19 pandemic to the whole aviation industry, they will no longer be able to contribute these annual fees.

On the 3<sup>rd</sup> September 2020 Cr Dennis Whisson and Mr Stuart Hobley attended a Video Conference with the Singapore Flying College to review the existing arrangement with the Shire.

Council resolved at the Ordinary Meeting on the 17<sup>th</sup> September 2020 to reduce the annual fee from \$11,638.00 to \$5,000.00 and enter into a Memorandum of Understanding with the Singapore Flying College.

Council resolved at the Ordinary Meeting on the 20<sup>th</sup> May 2021 to enter into a Memorandum of Understanding with the Singapore Flying College with the annual fee amount set at \$5,000.00.

Council adopted its 2021/2022 Fees and Charges at the Ordinary Meeting on the 22<sup>nd</sup> July 2021, with the Invoice for the Annual fee being issued on the 30<sup>th</sup> July 2021.

### **Comment**

The aviation industry and Singapore Flying College has been severely impacted by the pandemic crisis. Correspondence received from Mr Anthony Lim advised that the travel restriction have impacted the College more than first anticipated and they do not foresee students coming into Australia for quite some time.

Mr Lim has advised that due to these restrictions they are unable to make use of the arrangement that they hold with the Shire, including making the \$5,000.00 annual payment.

They are proposing that the Singapore Flying College pay the standard airfield rates should any planes utilise the Cunderdin Airfield in the future.

### **Consultation**

Mr Stuart Hobley, Chief Executive Officer

Mr Anthony Lim, Operational and Admin Manager, Singapore Flying College

### **Statutory Implications**

Nil.

### **Policy Implications**

*The Local Government Act 1995 –*

Section 6.12(c) – Power to write off any amount of money.

Delegated Authority

3.6 Write off of Sundry Debts

This Delegation is not applicable due to the amount of the invoice.

### **Financial Implications**

A reduction of the annual fee from \$5,000.00 to \$0.00.

### **Strategic Implications**

Cunderdin Community Strategic Plan

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim 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 OCM August 2021**

That Council:

1. Write off Invoice 1405 for Singapore Flying College for the amount of \$5,000.00
2. Terminate the Memorandum of Understanding with the Singapore Flying College.
3. Charges Singapore Flying College Pty Ltd for 'Touch and Goes' as per the adopted Fees and Charges.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr W (Sam) Stewart

Vote – Absolute Majority

Carried: 7/0

Cr A Harris declared a financial Interest in Item 9.9 and exited the meeting at 5:28pm.

**9.8 Move Behind Closed Doors**

**Resolution 9.8 OCM August 2021**

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

Moved: Cr Todd Harris

Seconded: Cr NW (Norm) Jenzen

Vote – Simple Majority

Carried: 6/0

**Resolution 9.9 OCM August 2021**

That Council accept the “Lease – Portion of Cunderdin Health Centre” as attached and the President and CEO be authorised to sign the between WA Country Health Service and the Shire of Cunderdin for a term expiring on the 31 August 2025.

Moved: Cr B (Bernie) Daly

Seconded: Cr NW (Norm) Jenzen

Vote – Absolute majority

Carried: 6/0

**9.10 Move from behind closed doors**

**Resolution 9.10 OCM August 2021**

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

Moved: Cr B (Bernie) Daly

Seconded: Cr W (Sam) Stewart

Vote – Simple Majority

Carried: 6/0

Cr A Harris re- entered the meeting at 5.31pm.

## 9.11 Chief Executive Officers Report

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	11 <sup>th</sup> August 2021
<b>Author:</b>	Stuart Hobley
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	2 x attachments

### Proposal/Summary

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

### Background

#### Department of Local Government, Sport and Cultural Industries

As a part of their regional visits program representatives from the Department of Local Government met with the CEO on the 11 August to discuss several matters.

These included:

Recent changes to the DLGSCI.

Increasing accountability and transparency in local government.

Ways of increasing the effectiveness of local government.

Exploring ways to reduce red tape.

Providing more in person support to local governments and elected members

Producing templates to assist local governments.

Other issues discussed included the recent changes to the regulations, the new Codes of Conduct, the DLGSCI website and portal and the upcoming elections.

#### CBH Development Approval – Emergency Bulkheads

CBH had submitted a development application to construct emergency bulkheads on the land owned by CBH to the east of their existing facility.

The Development Application has been approved under Delegated Authority by the CEO. The DA and plans are attached for Councils information.

It is expected that work will commence on the project in the near future.

#### Election

The DLGSCI has advised that an Election Candidate Information Briefing Webinar will be held on the 18<sup>th</sup> August 2021 at 5pm. This webinar will also be available to be viewed at a later time.

The webinar will cover the following range of topics, with the aim of preparing successful election candidates for life as an Elected Member:

- Purpose of Local Government
- Role of the Council and Council Members
- Playing Your Role on Council
- Declarations of Interest
- New Code of Conduct Behaviour Provisions Relating to Candidates
- Induction and Council Member Essentials Training

The Shire may also hold a candidate information briefing, at a time to be determined.

### Meeting Wheatbelt Natural Resource Management

The CEO met with Mr Karl O'Callaghan CEO of the Wheatbelt NRM to discuss Corella Management within the Shire of Cunderdin and the throughout the Wheatbelt.

Mr O'Callaghan advised that the Wheatbelt NRM are currently working on a solution for several Shires and are keen to include Cunderdin in this process.

Wheatbelt NRM will use there officers for the Corella management and there will be little cost to Council.

It is expected that the program will commence in October / November when the Corella's are most prolific.

### Local Roads and Community Infrastructure Program Projects

#### Round 1 Projects

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

The construction of the retaining wall and fencing at the basketball courts has been completed.

AAA Garden - \$160,000

This project has been completed.

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

This project is completed and is under budget.

Cunderdin Irrigation Project \$40,000

This project will commence very shortly and will upgrade the water supply to the oval. It is expected to be completed by October 2021.

#### Round 2 Projects

Cunderdin Swimming Pool - \$170,000

Quotes have been requested for solutions to fix the water leakage in the Cunderdin Swimming pool.

### Census 2021

Council received several complaints from residents that they did not receive a physical census form.

The Shire has lodge an official complaint with the Hon Minister Sukkar at the Department of Treasury.

It is hoped that a number of forms will be held at the Shire so those that did not receive a census will be able to complete a form.

The Shire depends on the information in the Census for much of its grant funding.

### Significant Road Network - Roads 2040

Main Roads has updated its Significant Road Network. It was noted when reviewing the document that Moore Road in the Shire of Cunderdin was not included in the document however the section of Moore Road in the Shire of York was included.

It was requested that the section of Moore Road in the Shire of Cunderdin be included in the Roads 2040 document.

### Comment

Nil.

### Consultation

Nil.

**Statutory Implications**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Nil.

**Resolution 9.11 OCM August 2021**

That the Chief Executives Officers Report be received.

Moved: Cr AE (Alison) Harris

Seconded: Cr NW (Norm) Jenzen

Vote – Simple majority

Carried: 7/0

**10. Environmental Health and Building**

Nil

**11. Planning & Development**

Nil

**12. Works & Services**

Nil.

**13. Urgent Items**

Nil.

**14. Scheduling of Meeting**

**14.1 September 2021 Ordinary Meeting**

The next ordinary meeting of council is scheduled to take place on Thursday 16<sup>th</sup> September 2021 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 5:52 pm.

**16. Certification**

**DECLARATION**

I, Dennis Whisson, certify that the minutes of the Ordinary Council Meeting held on 18<sup>th</sup> August 2021 as shown were confirmed at the ordinary meeting of Council held on 16<sup>th</sup> September 2021.

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

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