



Shire of Cunderdin

Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Thursday 18th June 2020** in the Council Chambers, Lundy Avenue, Cunderdin WA, 6407 **commencing at 5.00pm**

Stuart Hobley
Chief Executive Officer
18 June 2020

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MINUTES

1. Declaration of Opening

The President declared the meeting open at 5.00 pm.

The Shire of Cunderdin disclaimer was read aloud.

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”.

Read by Cr DA (Dennis) Whisson

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 B (Bernie) Daly	
Cr W (Sam) Stewart	
Cr A (Tony) Smith	
Cr NW (Norm) Jenzen	
Cr J (Jayson) Goldson	

In Attendance

Stuart Hobley	Chief Executive Officer
Lauren Cole	Governance and Compliance Officer
Hayley Byrnes	Manager of Corporate Services and Finance

Guests of Council

Nil

Members of the Public

Graham Cooper	Exited at 5:05pm
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2.2 Apologies

Nil

2.3 Leave of Absence Previously Granted

Nil

3. Public Question Time

Nil

4. Petitions, Deputations & Presentations

Mr Graham Cooper raised his concerns regarding the town planning proposal to rezone Lot 2195 to industrial. He also requested Council review the amount they budget towards Museum costings and look at increasing the amount, as well as possibly funding project such as replacing the covers over the old Tractors in the Museum.

Mr Graham Cooper exited the meeting at 5:05pm

5. Applications for Leave of Absence

Nil

6. Confirmation of the Minutes of Previous Meetings

6.1 Ordinary Meeting of Council held on 21st May 2020

Resolution 6.1 OCM May 2020

That the Minutes of the Ordinary Council Meeting held on Thursday 21st May 2020 be confirmed as a true and correct record.

Moved: Cr J (Jayson) Goldson

Seconded: Cr B (Bernie) Daly

Vote – Simple Majority

Carried: 8/0

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 May 2020

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	8 th June 2020
Author:	Hayley Byrnes
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	1 attachment – Monthly Report

Proposal/Summary

The financial reports as at 31 May 2020 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 June 2020

That Council receives the monthly financial reports for the period ending 31 May 2020.

Moved: Cr A (Tony) Smith

Seconded: Cr NW (Norm) Jenzen

Vote – Simple Majority

Carried: 8/0

9.2 Accounts Paid –May 2020

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	8 th June 2020
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 attachment – Creditors list of payments May 2020

Proposal/Summary

Council is requested to confirm the payment of Accounts totalling:

Total for Municipal -	\$316,955.17
Total for Trust -	\$0.00
TOTAL -	\$316,955.17

For May 2020 as listed in the Warrant of Payments for the period 1st to 31st May 2020.

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 June 2020

1. That Council's payment of accounts amounting to \$316,955.17 being from Municipal Account for May 2020, as follows:

Municipal Account	\$	Total
Electronic Funds Transfer: EFT 4081 – 4144	\$263,798.69	
Direct Debit (Inc Bank Charges): DD1811.1- DD1840.11	\$13,203.79	
Cheques: 11619-11627	\$39,952.69	
TOTAL		\$316,955.17

be confirmed and noted; and,

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

Moved: Cr J (Jayson) Goldson

Seconded: Cr W (Sam) Stewart

Vote – Simple Majority

Carried: 8/0

9.3 Council Investments – As at 31st May 2020

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	8 th June 2020
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 Attachment- Bank Statements

Proposal/Summary

To inform Council of its investments as at 31st May 2020.

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 May 2020.

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$1,499,930.20	Municipal- 0000030	\$1,499,930.20		
Bendigo Bank	\$437,995.09	Municipal- 155971377	\$437,995.09		
Bendigo Bank	\$990,594.47	Reserves Term Deposit 1.9% Expires : 23/06/2020		\$990,594.47	
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%	\$146.78		
Bendigo Bank	\$1,098.37	Bendigo Trust Account 164 488 686			\$1,098.37
Westpac Bank	\$1,248.71	Trust Working Account 12-2981			\$1,248.71
Westpac Bank	\$250,000.00	Westpac Term Deposit 1.75% Expires:20/06/2020	\$250,000.00		
TOTAL INVESTMENTS	\$3,181,013.62		\$2,188,072.07	\$990,594.47	\$2,347.08

In addition to the above Shire funds, the Shire administers the Cunderdin Community Centre Trust Account being Westpac Account 000 073 - \$ 95,721.29 and Bendigo Term Deposit Ref: 3030072 – \$ 448,062.49.

CUNDERDIN COMMUNITY TRUST DETAILS		
30 April 2020		
Opening Balance as per Bank Statement & Term Deposits	INVESTMENT ACC	95,720.53
	TERM DEPOSIT	448,062.49
	TOTAL	543,783.02
		<hr/>
Credits		0.76
Debits		0.00
Closing Balance as Per Bank Statements & Term Deposits	TOTAL	543,783.78
		<hr/>
INCOMING		
<i>Interest (Investment account)</i>		0.76
		<hr/>
		0.76
		<hr/>
OUTGOING		
		<hr/>
		0.00
		<hr/>
Balance as at end of month	TOTAL	543,783.78
		<hr/>

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 June 2020

That the report on Council investments as at 31st May 2020 be received and noted.

Moved: Cr TE (Todd) Harris

Seconded: Cr B (Bernie) Daly

Vote – Simple Majority

Carried: 8/0

9.4 Daycare Financial Report

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	8 th June 2020
Author:	Hayley Byrnes
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	1 Attachment – Reed Cunderdin Report

Proposal/Summary

The Cunderdin Early Learning Centre (CELC) financial reports as at 31 May 2020 are presented for consideration. This report is presented to update Council of the financial implications from operating the CELC for longer than initially budgeted for.

Background

A Council Resolution was passed November 2018 to transfer the Cunderdin Early Learning Centre to Regional Early Education and Development Inc. subject to an appropriate Memorandum of Understanding and lease arrangement for the existing land and buildings. Upon final completion of the Memorandum of Understanding, lease arrangement and completion of all formalities the CELC transition to REED officially on the 24th of February 2020.

Initially it was anticipated that REED would take over from 1 July 2019, however it was allowed for in the budget to continue operations till September 2019 in case of delays. The below report is presented to Council to allow them to see the Financial implications from operating the CELC for longer than anticipated.

Comment

Cunderdin Early Learning Centre Balance at 31/5/2020

<u>Expenses</u>		19/20 BUDGET	ACTUAL
10811000- Expenses relating to ELC	Salaries and Wages	-22,871.47	-106,363.15
	Superannuation	-12,765.98	-5,189.37
	Materials	-500.00	-2,927.33
	Service Contracts	-500.00	-3,435.50
	Electricity	-200.00	-1,040.20
	Phone and Internet	-200.00	-1,170.75
	Water	-1,000.00	-228.65
	Depreciation	-8,500.00	-5,485.80
	Labour Over Heads	0.00	-104.29
	Admin Allocations	0.00	-1,764.90
	TOTAL EXPENSES	-46,537.45	-127,709.94
<u>Income</u>			
081001 - Income relating to ELC	Fees and Charges	2000.00	8,536.45
081002- DEEWA Childcare Subsidy	CCS Payments	2000.00	25,058.94
0810030- DEEWA sustianability grant	Operating Grant	6800.00	46,453.00
	TOTAL INCOME	10,800.00	80,048.39
	NET BALANCE	-35,737.45	-47,661.55
	DIFFERENCE		-11,924.10

Consultation

Nil.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

All financial implications are contained within the report. The Shire had budgeted to operate the CELC for 3 Months of the year and ended up operating the CELC for 8 months of the year.

Strategic Implications

Nil.

Resolution 9.4 OCM June 2020

That Council receives the CELC financial reports for the period ending 31 May 2020.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr J (Jayson) Goldson

Vote – Simple Majority

Carried: 8/0

9.5 Agreement for Disbursement of SEAVROC Funds

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	29 th May 2020
Author:	Lauren Cole
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 Attachments

Proposal/Summary

This report seeks Council's approval of the proposed agreement for disbursement of remaining funds held by the Shire of York on behalf of members Councils of the South East Avon Voluntary Regional Organisation of Council (SEACROC).

Background

Representative from the Shires involved with SEAVROC met during Local Government Week 2019 and agreed in principle, to dispersing the funds equally between all local governments that were at some stage, members of the group.

This was conditioned upon:

1. An agreement being prepared which is presented to each of the local governments involved, for consideration and approval by each Council.
2. The Shire President and Chief Executive Officer of each local government signing the agreement (if approved to do so by their Council).
3. Each local government being provided with a copy of the agreement when signed by every representative.
4. A copy being sent to the DLGSC for information.

SEAVROC was initiated in 2006 by the Shires of Beverley, Brookton, Cunderdin, Quairading and York and was later joined by the Shire of Tammin. Significant funding was sought from various sources including the Department of Local Government to deliver collaborative projects across the region.

In 2014, the Shires of Cunderdin along with Quairading and Tammin withdrew their membership from SEAVROC and the group known as SEAVROC was disbanded soon after.

The current balance of the unused SEAVROC funds is \$104,451 .00, comprising –

- | | |
|---------------------------------|-------------|
| 1) Awareness Training Grant | \$11,373.55 |
| 2) You're Welcome Grant | \$11,602.69 |
| 3) Connecting Local Governments | \$44,054.00 |
| 4) Business Case Funds | \$13,117.00 |
| 5) Workforce Plan | \$18,185.00 |
| 6) Zero Waste Plan | \$6,118.76 |

The above funds have been held by the Shire of York for a number of years after SEAVROC was disbanded. With no group to initiate or implement new projects the funds were being held indefinitely by the Shire of York.

The Shire of York advises that "it should be noted, despite Shire staff attempts to address this issue with the Department on a number of occasions, we have not had a response from them therefore I suggest a

clause with be included within the agreement stating that each Council will be liable to repay their portion to DLGC if requested to do so.”

The agreement outlines the obligation and responsibilities of each Council with regard to payment of the funds. Accordingly, the Shire of York will relinquish responsibility for these funds and ultimately, the associated liability.

An Agreement has been prepared for consideration by each of the SEAVROC Member Council in to the manner in which the Funds will be distributed.

The legal costs for the preparation of the Agreement will be funded from the SEAVROC monies prior to the Disbursement.

Subject to the legal fees incurred being deducted, each Member Council would receive and estimated \$16,000.00

Comment

The CEO’s of the Shires of Tammin and Quairading recently made separate approaches to the DLGSC for clarification on the distribution of the Unspent Grant monies.

The Department’s Advice is as follows: -

“In response to enquiries from former South East Avon Voluntary Regional Organisation of Councils (SEAVROC) member local governments, related to the distribution of unused SEAVROC funds, the following response is provided.

As the ‘Distribution Agreement – SEAVROC Funds’ indicates, the listed unexpended funds relate to six different grant programs, provided by a number of different funding bodies, including the former Department of Local Government (DLG).

The former DLG has since been incorporated as the Department of Local Government and Communities (DLGC), and more recently in 2017, as the Department of Local Government, Sport and Cultural Industries (DLGSC). To my knowledge, none of the DLG and / or DLGC staff involved prior to 2017 in allocating and administering grant funds under those agencies remain employed by DLGSC, and DLGSC no longer has any of the listed grant programs.

The following information has been taken into account:

- as noted in the proposed distribution agreement, the various iterations of the Department of Local Government were not involved in all the grant programs listed;
- the time that has passed since the grant programs were available and closed off - some of the grant programs listed may go back to 2010 -2013;
- the proposed distribution agreement notes that unused grant funds related to specific DLGC programs were repaid to the newly formed DLGSC in May 2017, at the time that Machinery of Government (MOG) changes to Departments were commencing;
- either the Shire of York, as the administering local government on behalf of SEAVROC, or the individual SEAVROC member local government recipients of grant funds would have acquitted those funds as required by their grant agreements, at the required time, otherwise those local governments would have outstanding requests for acquittal from the relevant funding bodies;
- many of the former SEAVROC local governments’ CEO’s / staff involved are no longer employed by those local governments;

The Department acknowledges receipt of the 'Distribution Agreement – SEAVROC Funds' and notes clause 4(2) that 'Each Party further acknowledges that it is responsible to make its own investigations and enquiries into the permitted use of the SEAVROC Funds.' Given the above information and circumstances, it appears that the proposed distribution of unused SEAVROC funds is equitable, however acceptance of the proposed agreement is the responsibility of each local government shown as party to the agreement."

Consultation

Department of Local Government, Sport & Cultural Industries (formerly Department of Local Government and Communities) – "DLGSC"
Shires of York, Beverley, Brookton, Quairading and Tammin
WALGA

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

Council has not budgeted for any income from the disbanded SEAVROC Group.

Strategic Implications

Economic Development

Our local economy will continue to thrive and prosper as we support and foster industry, initiative and innovation in seeking new opportunities to enhance our Shire's economic health.

Resolution 9.5 OCM June 2020

That Council:

- 1) Accepts the Agreement as an instrument for the disbursement of the remaining SEAVROC Funds.
- 2) Authorises the Shire President and the Chief Executive Officer to sign the agreement on behalf of the Shire of Cunderdin.

Moved: Cr A (Tony) Smith

Seconded: Cr W (Sam) Stewart

Vote – Simple Majority

Carried: 8/0

9.6 Proposal for Site Assessment and Concept Plans

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	9 th June 2020
Author:	Lauren Cole
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 x Attachment

Proposal/Summary

It is proposed that Council consider the received quote from Josh Byrnes & Associates in regards to creating landscape architectural masterplans for selected precincts within the Towns of Cunderdin and Meckering.

Background

Council has currently does not have any masterplans for the proposed areas and require landscape drawings and costings to be completed in order to apply for future funding possibilities.

Comment

Council has recently received \$ 366,419.00 from Local Roads and Community Infrastructure Program in additional funding for projects around the Cunderdin Shire. At the budget meeting on the 4th June 2020, many community infrastructure projects were discussed. Although majority of these projects require some additional planning to ensure stages of upgrades all flow and work within each other. This funding cannot be utilized for getting these precinct plans created.

The proposal indicated 8 different areas for Josh Byrnes & Associates to develop, these include;

Town of Cunderdin Master Plan

- Precinct 1 – All access community garden
- Precinct 2 – Short walk & exercise trail
- Precinct 3 – Great Eastern Highway – Northern side
- Precinct 4 – Great Eastern Highway – Southern side
- Precinct 5 – O'Connor Playpark playground & cycling track

Town on Meckering Master Plan

- Precinct 6 – Apex Playground
- Precinct 7 – Meckering Overnight Stay area
- Precinct 8 – Meckering Memorial Garden

The initial step in this process would be for JBA's Principal Landscape Architect Paul Verity to conduct a site visit. Paul will meet with Shire staff to further discuss what the Shire would like prioritized and how the works might be delivered. He would then take a comprehensive site investigation.

Prior to the proposed visit community input will be sought after with such groups as Councillors, Youth Group, Cunderdin Community Resource Centre, Meckering Action group and CMT seniors Group.

Josh Byrnes & Associates have advised that they are available to attend site visits around the end for July beginning of August. Once site visit has been completed the concept plans will take roughly 6 to 8 weeks to be finalized, depending on any requested changes. As part of Josh Byrnes & Associates quote they can complete a presentation to Councillors, staff and community in Cunderdin or Meckering on the designed masterplans.

Once all the precinct masterplans have been developed, JBA can provide the Shire with an option of probable cost document, this allows the Shire to prioritize the stages of development within the yearly budget and to apply for additional funding towards these projects.

Consultation

Stuart Hobley, Chief Executive Officer
Liezl De Beer, Community Development Officer

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

If the proposed quote was it would at a cost to council of \$28,978.40
As per Councils purchasing policy additional quotes may be required to be obtained.

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 9.6 OCM June 2020

That an amount of \$30,000.00 be included in the 2020/21 Draft Budget for landscaping master plans for the areas identified in Cunderdin and Meckering.

Moved: Cr J (Jayson) Goldson

Seconded: Cr AE (Alison) Harris

Vote – Simple Majority

Carried: 8/0

9.7 Long Outstanding Rates

Location:	Shire of Cunderdin
Applicant:	Finance Officer
Date:	26 th May 2020
Author:	Brooke Davidson
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	4 Attachments

Proposal/Summary

To inform Council of its long outstanding rate debtors as at 9th June 2020.

Background

Council have several properties that have long outstanding debt, some exceeding 10 years. In some cases, the rates and charges are unlikely to be recovered and will need to be written off.

The Shire is in the process of legal action with a few different properties, however due to budget restrictions, some of the properties on the attached two reports remain on hold.

Comment

Attached are two reports. The first contains a list of all of Councils properties with debt outstanding 1+ years that is believed to be recoverable, the second containing a list of debt that is believed to be unrecoverable. Each property has a notation as to why the debt is deemed unrecoverable.

To comply with section 6.68 of the *Local Government Act*, legal action must take place prior to the Local Government exercising power of sale over the land. Subsection 2(a) may apply to some of the blocks of land that are noted in the report as being located in North Meckering, due to appraisals being obtained placing the blocks between \$500 - \$5,000 in value.

Consultation

AMPAC Debt Recovery
Price Sierakowski Lawyers
McLeod's Lawyers

Statutory Implications

6.68. Exercise of power to sell land

- (1) *Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the **power of sale**) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.*
- (2) *A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —*
 - (a) *has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or*
 - (b) *having made reasonable efforts to locate the owner of the property is unable to do so.*
- (3A) *A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made.*

(3) *Schedule 6.3 has effect in relation to the exercise of the power of sale.*

[Section 6.68 amended: No. 17 of 2009 s. 40.]

6.56. Rates or service charges recoverable in court

(1) *If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.*

(2) *Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.*

[Section 6.56 amended: No. 84 of 2004 s. 80.]

Policy Implications

Nil

Financial Implications

The overall total on the Unrecoverable Debt Report would be required to be written off, currently being \$207,212.22

Additional legal action is required on each property to comply with section 6.68 of the *Local Government Act*, which will result in additional legal fees.

For those properties that do comply with section 6.68 of the *Local Government Act* Subsection 2(a), legal fees will still apply, to ensure that the forms are correct when being issued for the Shire to take possession of the property.

Strategic Implications

Cunderdin Strategic Community Plan

The Goals of the SCP 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

- Nurture and enhance our natural environment and prioritise the protection of our natural resources;
- Manage resource consumption and reduce waste, preserve and protect buildings and places of heritage and indigenous significance;

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 June 2020

That the report on Councils long outstanding rates debtors as at 9th June 2020 be received and noted.

Moved: Cr B (Bernie) Daly

Seconded: Cr NW (Norm) Jenzen

Vote – Simple majority

Carried: 8/0

9.8 Financial Management Review

Location:	Shire of Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	8 th June 2020
Author:	Hayley Byrnes
Item Approved by:	Stuart Hoble, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 Attachments

Proposal/Summary

This report recommends that the Council accept the Financial Management Review presented for the period ending 31 January 2020.

Background

In November 2019 LG Corporate Solutions were requested to provide a quotation to assist the Shire of Cunderdin with a review of their financial management systems. Under the Local Government (Financial Management) Regulations 1996, specifically Regulation 5(2)(c), the CEO is required to undertake a review of the effectiveness of the financial management systems and processes at least once every three years and report these findings to the local government

Comment

The financial management review includes the performance of assurance procedures designed to test the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within, as required by Financial Management Regulation 5(2)(c).

The Financial Management Review was presented to the Audit Committee prior to the Council Meeting on the 18th June 2020.

Scope

The examination covered the period 1 July 2019 to 31 January 2020. LG Corporate Solutions examined the following financial systems and procedures of the Shire:

- Tenders
- Budget
- List of Payments
- Fees & Charges
- Petty Cash
- Bank Reconciliations
- Credit Card
- General Journals
- Trust
- Payroll
- Passwords / Security / Storage of Documents
- Payables
- Inventory
- Purchasing
- Balance Sheet Reconciliations
- Admin, Overhead & Plant Allocations
- Rates
- Fixed Assets
- Cash Receipting

- Receivables
- Monthly Financial Reports
- Annual Financial Report
- Borrowings
- Investments
- Contracts & Agreements
- General Compliance Issues and Other Matters

LG Corporate Solutions did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature. That is, Parts 2, 4, 8 and 9 of the Act, some provisions of Parts 3 and 5 as well as most regulations (apart from the Financial Management Regulations) which did not impact on the areas examined above.

On the surface it would appear that a significant number of matters have been raised with only 5 systems reviewed being reported as effective. But as detailed in the report, 4 of the 20 areas noted for improvement were raised as being high risk, with the remaining 16 matters deemed as moderate and low risk.

Staff and management see the report as a good opportunity to implement and improve existing policies and procedures within the organisation.

The 4 areas of high risk raised in the report were;

- Bank Reconciliations
- Credit Card
- General Journals
- Trust

Measures have now been put in place to implement the recommendations in the Financial Management Review Report for bank reconciliations, credit cards and general journals.

In addition to the above, trust reconciliations are now completed for each month, however there are previous discrepancies that we are currently working towards finalising.

Staff are currently working through the attached report and addressing the issues highlighted. This will ultimately ensure controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.

Consultation

Stuart Hobley, Chief Executive Officer
 Hayley Byrnes, Deputy Chief Executive Officer
 Martin Whitely, LG Corporate Solutions Pty Ltd
 Shire Staff

Statutory Implications

Local Government Act 1995

Division 4 — General financial provisions

6.5. Accounts and records

The CEO has a duty —

- to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government; and*
- to keep the accounts and records up to date and ready for inspection at any time by persons authorised to do so under this Act or another written law.*

Local Government (Financial Management) Regulations 1996

5. **CEO's duties as to financial management**

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities;*
 - and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
 - (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Policy Implications

Nil.

Financial Implications

Resource requirements are in accordance with existing budgetary allocations.

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 9.8 OCM June 2020

That Council:

1. Accepts the Financial Management Review Shire of Cunderdin February 2020.
2. Receive Financial Management Review Shire of Cunderdin February 2020.

Moved: Cr AE (Alison) Harris

Seconded: Cr A (Tony) Smith

Vote - Simple majority

Carried: 8/0

9.9 Shire of Cunderdin Business Continuity Plan

Location:	Shire of Cunderdin
Applicant:	Governance and Compliance Officer
Date:	5 th June 2020
Author:	Lauren Cole
Item Approved by:	Stuart Hoble, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	2 Attachments

Proposal/Summary

For the Council to review the amended Business Continuity Plan (BCP) and the Business Continuity Management Framework (BCMF).

Background

Council last adopted the Business Continuity Plan in 2017, this plan is due to be reviewed this year. With current global pandemic, we have received updated communication and suggestions on what to include.

Our plan has since been updated to reflect current world issues and suggestions from WALGA.

The Business Continuity Plan is a critical document for the Shire that provides a plan for the shire in the event of a potentiality critical incident and respond in a timely and effective manner.

The purpose of the Business Continuity Plan is to;

- Provide direction for the safety and welfare of staff, contractors, visitors and the community.
- Define and prioritised critical business functions.
- Detail the immediate response to a variety of potentially critical incidents.
- Detail strategies and actions to be taken to obtain business stability.
- Ensure review and update of this plan on a regular basis.

The Business Continuity Plan and the Business Continuity Management Framework were presented to the Audit Committee prior to the Council Meeting on the 18th June 2020.

Comment

The Business Continuity Plan and the Business Continuity Management Framework have been updated to reflex changes in best practice procedures and any operational changes from within the Shire during the last three years.

With the advent of the global pandemic and the changes that this was created in the operational of the Shire, these have been included in the plan as well. The Shire has taken advice from LGIS and WALGA in updating its plan for a pandemic.

Other changes include:

- Updated Checklists (as per LGIS Templates)
- Updates Appendix (as per LGIS Templates)
- Updated key Contact / Organisations / Contractors
- Checklist and declarations for work from home procedures

Consultation

Stuart Hobley, Chief Executive Officer
Hayley Byrnes, Deputy Chief Executive Officer
Lauren Cole, Governance and Compliance Officer
Department of Local Government
WALGA

Statutory Implications

The Business Continuity Plan is not a legislative requirement under the *Local Government Act 1995*

Policy Implications

Nil.

Financial Implications

Nil.

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 9.9 OCM June 2020

That Council:

- Receives the Shire of Cunderdin Business Continuity Plan and Business Continuity Management Framework, as presented
- Provides copies of the updated plan to all relevant parties on the Distribution list.

Moved: Cr AE (Alison) Harris

Seconded: Cr NW (Norm) Jenzen

Vote - Simple majority

Carried: 8/0

9.10 Shire of Cunderdin Financial Hardship Policy and Debt Collection Policy

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	5 th June 2020
Author:	Lauren Cole
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	4 Attachments

Proposal/Summary

The Shire recognises the unprecedented challenges arising from the COVID-19 pandemic and that these challenges will result in financial hardship to its ratepayers.

It is proposed that Council consider and endorse adopting the attached Shire of Cunderdin Financial Hardship Policy and Shire of Cunderdin Debt Collection policy. These policies will provide further guidance as to how the Shire will provide support to ratepayers suffering financial hardship.

Background

The Shire of Cunderdin does not currently have a Financial Hardship Policy or a Debt Collection Policy in place or any recommended procedures in place.

Comment

It is a reasonable expectation, that as we deal with the effects of the pandemic, those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not experiencing financial hardship.

The Financial Hardship Policy will apply to:

1. Outstanding rates, debtors and service charges as at the date of adoption of this policy; and
2. Rates and services charges levied during any period where a declared State of Emergency is in force.

The Shire of Cunderdin recognises that not all circumstances are alike, and will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Loss of primary source of income
- Unanticipated circumstances such as caring for and supporting extended family.

Council in line with its current Strategic Community Plan have created a Debt Collection Policy to align with the Financial Hardship Policy to provide guidance to Council in determining efficient, effective and economical procedures for debt collection. This also ensures that the process is fair and reasonable.

Policy may be made, amended or revoked at any time by simple majority.

The general hierarchy of authority is –

1. Legislation – including regulations and local planning scheme
2. Local laws
3. Delegations – being under direct authority of legislation or local laws, and being made by absolute majority
4. Policy – as it outlines how the above three authorities are to be implemented and being made by simple majority

Although every policy is at Council’s discretion, they are essential for the effective and efficient operation of the Shire.

Consultation

Stuart Hobley, Chief Executive Officer
Hayley Byrnes, Deputy Chief Executive Officer
Brooke Davidson, Finance Officer

Statutory Implications

Section 6.12 of the *Local Government Act 1995* provides the power for local governments to defer, grant discounts, waive or write off debts.

Section 6.49 of the *Local Government Act 1995* allows a local government to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person (i.e. enter into a payment arrangement).

Council has conditionally delegated this power to the Chief Executive Officer.
Delegation 3.5 Sundry and rate debtors – Recovery and agreements

Policy Implications

This policy is intended to ensure that the Shire offers a fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding.

Financial Implications

The 2019-20 Budget has provided for income of \$22,000 for outstanding rates penalty interest. The loss of this income will need to be considered in the adoption of the 2020-21 Budget and is considered a significant financial implication.

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 9.10 OCM June 2020

That Council adopted the attached Policy – Shire of Cunderdin Financial Hardship Policy and the Shire of Cunderdin Debt Collection Policy as amended; and include the revised policy within the Policy Manual.

Moved: Cr TE (Todd) Harris

Seconded: Cr W (Sam) Smith

Vote – Simple Majority

Carried: 8/0

9.11 Shire of Cunderdin Sustainability Events Policy

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	29 th May 2020
Author:	Lauren Cole, Liezl De Beer
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	2 Attachments

Proposal/Summary

It is proposed that Council consider and endorse adopting the attached Shire of Cunderdin Sustainability Events Policy, that outlines the Shires commitment to all Shire events, and events held on Shire managed land or with Shire support (either financially or in-kind) are conducted using sustainable practices.

Background

The Shire of Cunderdin does not currently have a Sustainability Events Policy in place or any recommended procedures in place.

In line with Key results area 2 – Environment in the current Shire of Cunderdin Strategic Community Plan Council has created a Sustainability Events policy.

Key Result Area 2 Environment

We value, and work to nurture and enhance our natural environment and prioritise the protection of our natural resources in all endeavours, managing resource consumption and reducing waste, preserving and protecting buildings and places of heritage and indigenous significance.

E2-Objective 2 Demonstrate leadership in the area of sustainability through investment in renewable energy

Strategy Reference	Strategy	Action
E2.2.1	Promote sustainability initiatives within the Shire	1. Installation of Photovoltaic Cells on Administration Building 2. Explore and implement energy saving initiatives for all Shire properties. 3. Ensure sustainability is considered as a factor in all capital projects.

Comment

Council in line with its current Strategic Community Plan have created a Sustainability Events Policy to ensure the Shire of Cunderdin outlines a clear and defined policy for all events. This also ensures the process is fair and reasonable for all community groups involved throughout the Shire of Cunderdin.

Policy may be made, amended or revoked at any time by simple majority.

The general hierarchy of authority is –

1. Legislation – including regulations and local planning scheme
2. Local laws
3. Delegations – being under direct authority of legislation or local laws, and being made by absolute majority
4. Policy – as it outlines how the above three authorities are to be implemented and being made by simple majority

Although every policy is at Council's discretion, they are essential for the effective and efficient operation of the Shire.

Consultation

Stuart Hobley, Chief Executive Officer

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

There are no financial implications in relation to this item.

Strategic Implications

The Policy Manual is to enable the effective and efficient implementation of Council's instructions, adopted annual budget, and legislative and local law obligations.

Resolution 9.11 OCM June 2020

That Council adopted the attached Policy – Shire of Cunderdin Sustainability Events Policy as amended; and include the revised policy within the Policy Manual.

Moved: Cr J (Jayson) Goldson

Seconded: Cr NW (Norm) Jenzen

Vote – Simple Majority

Carried: 8/0

9.12 Review of Appointment to Committees, Working Groups and Portfolios

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	5 th June 2020
Author:	Lauren Cole
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

It is proposed that Council consider an additional representative for the Cunderdin Sports & Recreation Centre Management Committee.

Background

Council has previously adopted the following appointments to the various Committees, Working Groups and Portfolios at the OCM held on 5th November 2019:

That the various Council appointments to the Committees, Working Groups and Portfolios be as follows:

Committees of Council

Audit Committee

All Councillors

Cunderdin Airfield Committee

Cr Dennis Whisson & Cr Todd Harris, Cr Alison Harris (Proxy Delegate)

Local Emergency Management Committee (LEMC)

Cr Dennis Whisson, Cr Sam Stewart & Cr Jayson Goldson, Cr Alison Harris (Proxy Delegate)

Museum Management Committee

Cr Todd Harris, Cr Tony Smith

Other Committees and Groups

Cunderdin AAAP

Cr Bernie Daly & Cr Norm Jenzen

Department of Fire and Emergency Services Committee (DFES)

Cr Todd Harris & Cr Norm Jenzen

Local Health Advisory Committee

Cr Bernie Daly

Regional Road Group Kellerberrin Sub Group

Cr Norm Jenzen & Cr Bernie Daly (Proxy)

WALGA Great Eastern Country Zone (GECZ)

Cr Dennis Whisson; Cr Alison Harris (Proxy Delegate)

Portfolios

Avon Catchment Council & Natural Resource Management

Cr Dennis Whisson

Buildings

Cr Jayson Goldson & Cr Alison Harris

Cunderdin Community Resource Centre

Cr Tony Smith

Cunderdin Sports & Recreation Centre Management Committee

Cr Norm Jenzen

Education Issues

Cr Todd Harris, Cr Norm Jenzen & Cr Sam Stewart

Health Issues

Cr Alison Harris & Cr Tony Smith

Law, Order & Police Issues

Cr Bernie Daly

Meckering Action Group

Cr Sam Stewart, Cr Dennis Whisson (Proxy)

Plant & Equipment

Cr Norm Jenzen & Cr Todd Harris

Seniors Issues

Cr Bernie Daly

Tourism Issues

Cr Jason Goldson, Cr Alison Harris, Cr Todd Harris, Cr Tony Smith

Marketing and Public Relations

Cr Alison Harris

Cunderdin Business Association

Cr Jayson Goldson

Youth

Cr Jason Goldson

Comment

At the November 2019 Special Council Meeting Cr Norm Jenzen was appointed the position of Council representative on the Cunderdin Sport & Recreation Centre Management Committee. Cr Jenzen was already on the committee as a Tennis club representative and more recently he has taken on the role of President.

It is suggested that Council has an additional representative attend the committee meetings on behalf of the Shire. The current constitution of the Cunderdin Sport & Recreation Centre Management Committee does not allow Cr Jenzen to hold the position of President and Shire Representative at the same time, therefore the Shire will need to nominate a new representative if it wishes to have a voice on the Cunderdin Sport & Recreation Centre Committee.

Consultation

Stuart Hoble, Chief Executive Officer

Cr Norm Jenzen

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

There are no financial implications in relation to this item.

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 9.12 OCM June 2020

That the Chief Executive Officer be appointment as the Council representative for the Cunderdin Sports and Recreation Centre Management Committee.

Moved: Cr A (Tony) Smith

Seconded: Cr B (Bernie) Daly

Vote – Simple Majority

Carried: 8/0

9.13 Delegations Register 2020 – Adoption

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	9 th June 2020
Author:	Lauren Cole
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	Delegations Register 2020

Proposal/Summary

For Council to adopt the Delegations Register revised as revised in June 2020.

Background

Council's Delegations Register has been reviewed for relevance to current circumstances and operational effectiveness.

The Delegations Register fit into a hierarchy of requirements, which are noted within the Appendix to the draft document. Accordingly, it is necessary that it integrates with legislative requirements and the local laws, planning policy and general policy as made by Council.

Comments

Delegations may be made, amended or revoked at any time by absolute majority.

The general hierarch of authority is –

1. legislation – including regulations and local planning scheme
2. local laws
3. delegations – being under direct authority of legislation or local laws, ad being made by absolute majority
4. policy – as it outlines how the above three authorities are to be implemented and being made by simple majority

Although every delegation is at Council's discretion, they are essential for the effective and efficient operation of the Shire. In keeping with the principle of the Local Government Act 1995 s.5.42, wherever possible the delegation is made to the CEO, even those where the actual exercise of the duty must be by a qualified or registered person. In these cases the CEO has the duty to see that the task is carried out, even if not a qualified person.

Several delegations are not to the CEO. These are where the delegations –

- can only be to a qualified or registered person, as required by legislative head of power,
- are to persons who are not considered employees, as permitted by legislative head of power, or
- can only be to specified positions, as required by legislative head of power.

Council's attention is drawn to the following delegations which have monetary aspects, or other limits, for consideration and confirmation –

- 3.1(3) – Maximum value of total credit card limits and store card account value
- 3.6 – Value of individual debt that may be written off
- 3.7(1)(d)(ii) – amount of % that a tender contract may be varied
- 3.8(1)(b) – amount of % that a general contract may be varied
- 3.9(c) – disposal of property other than land (maximum value for exempt transaction as per Regulations)
- 3.10(1) – disposal of property being land and buildings (maximum value for exempt transactions as per Regulations, but less time than permitted)
- 3.11(1)(b) and (2)(a) – maximum value of donations or works that may be approved at a single time or cumulative annual total.
- 11.1(1)(c) – maximum value of discounted facility hire fees per event.
- 13.7(1)(e) – maximum value of private infrastructure on public land that may be approved.

Council attention is also directed to Delegation 1.2, which is designed to allow for continuity of authority in times of unexpected absence of the CEO from duty. These times do not include absence of the CEO from the office attending meetings, conferences etc outside the Shire. This delegation is supported by proposed Policy 2.2 which outlines the processes etc for the operation of the delegation.

The Delegations are structured so that Council may place limits on each delegation, including who a secondary delegations is permitted to be made to. This does not require the CEO to further delegate, except in some instances as outlined. The CEO may impose further restrictions on any secondary delegations, so that the recipient of the delegation is required to comply not only with the limits as placed by Council, but also the restriction place by the CEO.

The Delegations are structured so that Council may place limits on each delegation, including who a sub-delegations is permitted to be made to. This does not require the CEO to further delegate, except in some instances as outlined. The CEO may impose further restrictions on any sub-delegation, so that the recipient of the sub-delegation is required to comply not only with the limits as resolved by Council, but also the restriction place by the CEO.

Consultation

Stuart Hobbey, Chief Executive Officer

Statutory Implications

Compliance with various Local Government Act requirements, and the provisions of other legislation relating to delegations.

Policy Implications

A review of the Delegations Register for Council's consideration

Financial Implications

Nil

Strategic Implications

Delegations Register is to enable the effective and efficient implementation of Council's instructions, adopted annual budget, and legislative and local law obligations.

Resolution 9.13 OCM June 2020

That the attached Delegations Register 2020 be adopted.

Moved: Cr J (Jayson) Goldson

Seconded: Cr B (Bernie) Daly

Vote – Absolute Majority

Carried: 8/0

9.14 Chief Executive Officers Report

Location:	Cunderdin
Applicant:	Chief Executive Officer
Date:	10 June 2020
Author:	Stuart Hobley
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

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

Background

Corona Virus Update

The Shire is receiving weekly updates from the Department of Health with respect to the Corona Virus. During the month the State Government have relaxed many of the restriction it had put in place.

All Shire facilities are now open and are able to be used. All staff are back to working normal working hours and conditions.

The Shire has a supply of hand sanitiser that is available for community groups to obtain if they require it.

The Shire continues to keep the community updated as much as possible via its social media outlets and will continue to monitor the situation.

Community Trust

Staff are still liaising with McLeods with regards to the Community Trust and it is anticipated that we should receive the advice early next week. The advice will be circulated to Councillors as soon as it is received so it can be discussed at the meeting.

As previously stated no action will be taken on the outstanding loan amount owed by the Cunderdin Sport and Recreation Committee before the matter is considered by Council.

Wheatbelt Secondary Freight Network

Surveying, planning and testing will commence on the Meckering Goomalling Road both the end of the financial year. The Shire of Cunderdin has been allocated \$30,000 to complete the investigation and planning on the Meckering Goomalling Road SLK 12.44 to 18.5.

Budget

A draft budget meeting was held on the 4th June 2020 to give Councillors an early indication of the projects that would be able to be completed in 2020/21. At the conclusion of the meeting Council had determined a majority of the major works and projects it wished to complete. Staff were able to make further amendments which should result in a balanced budget.

Provision of Medical Services

A meeting is planned next week with the CEO, President, Cr Daly and Karis Medical Group to discuss the new contract. An update will be provided at the Council meeting.

Comment

Nil.

Consultation

Nil.

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Resolution 9.14 OCM June 2020

That the Chief Executives Officers Report be received.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr AE (Alison) Harris

Vote – Simple majority

Carried: 8/0

10. Environmental Health and Building

Nil

11. Planning & Development

Nil

14. Scheduling of Meeting

14.1 July 2020 Ordinary Meeting

The next ordinary meeting of council is scheduled to take place on Thursday 16th July 2020 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 6.05 pm.

16. Certification

DECLARATION

I, Dennis Whisson, certify that the minutes of the Ordinary Council Meeting held on 18th June 2020 as shown were confirmed at the ordinary meeting of Council held on 16th July 2020.

Signed: _____

Date: _____