



## Shire of Cunderdin

### Notice of an Ordinary Council Meeting

Dear Council Member,

The next Ordinary Meeting of the Cunderdin Shire Council will be held on **Wednesday 20<sup>th</sup> December 2023** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 5.00pm.**

Stuart Hobley  
**Chief Executive Officer**  
14<sup>th</sup> December 2023

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## AGENDA

### 1. Declaration of Opening

The Shire President declared the meeting open at \_\_\_\_pm.

The Shire of Cunderdin disclaimer will be read aloud by Cr AE (Alison) Harris.

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

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

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

#### 2.1 Record of attendances

##### Councillors

Cr AE (Alison) Harris	Shire President
Cr A (Tony) Smith	Deputy Shire President
Cr TE (Todd) Harris	
Cr N (Natalie) Snooke	
Cr B (Bernie) Daly	
Cr HN (Holly) Godfrey	

##### In Attendance

Stuart Hobley	Chief Executive Officer
Hayley Byrnes	Deputy Chief Executive Officer
Samantha Pimlott	Governance & Administration Officer

##### Guests of Council

##### Members of the Public

#### 2.2 Apologies

Cr NW (Norm) Jenzen

#### 2.3 Leave of Absence Previously Granted

### 3. Public Question Time

Declaration of public question time opened at:

Declaration of public question time closed at:

### 4. Petitions, Deputations & Presentations

### 5. Applications for Leave of Absence

#### Recommendation 5.1

That Council approve Leave of Absence for Cr \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ inclusive

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

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

#### 6.1. Ordinary Meeting of Council held on 22<sup>nd</sup> November 2023

#### Recommendation 6.1

1. That the Minutes of the Ordinary Council Meeting held on Wednesday 22<sup>nd</sup> November 2023 be confirmed as a true and correct record.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

#### Note to this item:

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

#### 6.2. Special Meeting of Council held on 25<sup>th</sup> October 2023

#### Recommendation 6.2

1. That the Minutes of the Special Council Meeting held on Wednesday 25<sup>th</sup> October 2023 for the purpose of:
  - (i) Taking of Oath & Declaration of Office
  - (ii) Election of Shire President
  - (iii) Election of Shire Deputy President

be confirmed as a true and correct record.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

#### Attachment to this Item

Attachment 6.2.1 – Special Council Meeting Minutes 25 October 2023

### 6.3. Special Meeting of Council held on 30<sup>th</sup> October 2023

#### **Recommendation 6.3**

1. That the Minutes of the Special Council Meeting held on Wednesday 30<sup>th</sup> October 2023 for the purpose of:
  - (i) Appointing a Senior Employee in the position of Manager of Works and Servicesbe confirmed as a true and correct record.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

#### **Attachment to this Item**

Attachment 6.3.1 – Special Council Meeting Minutes 30 October 2023

### **7. Declaration of Members and Officers Interests**

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

## 9. Finance & Administration

### 9.1. Financial Reports for November 2023

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	9 December 2023
<b>Author:</b>	Hayley Byrnes
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.1.1 – November 2023 Monthly Financial Report Attachment 9.1.2 - Rates Report November 2023

#### **Proposal/Summary**

The financial reports as at 30<sup>th</sup> of November 2023 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.

#### **Recommendation 9.1**

That Council receives the monthly financial reports for the periods ending 30<sup>th</sup> of November 2023.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

## 9.2. Accounts Paid – 30<sup>th</sup> November 2023

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Hayley Byrnes
<b>Report Date:</b>	9 November 2023
<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>	Attachment 9.2.1 – November 2023 Creditors Listing Attachment 9.2.2 - Credit Card Statement November 2023

### **Proposal/Summary**

Council is requested to confirm the payment of Accounts totalling:

1. Total for Municipal - \$499,145.27  
Total for Trust - \$0.00  
TOTAL - \$499,145.27  
For November 2023 as listed in the Warrant of Payments for the period 1<sup>st</sup> to 30<sup>th</sup> November 2023.
2. Total for Municipal - \$2,365.11  
Total for Trust - \$0.00  
TOTAL - \$2,365.11  
For November 2023 as listed in the Corporate Credit Card Warrant of Payments for the period 16<sup>th</sup> October to 15<sup>th</sup> November 2023.

### **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.

**Recommendation 9.2**

1. That Council's payments of accounts amounting to \$499,145.27 being from Municipal Account for November 2023, as follows:

<b>Municipal Account</b>	<b>\$</b>	<b>Total</b>
Electronic Funds Transfer: EFT 7755- 7802	\$460,388.16	
Direct Debit (Inc Bank Charges):	\$22,200.99	
Cheques: 11886 - 11887	\$16,556.12	
<b>Trust Account</b>		
	\$0.00	
<b>TOTAL</b>		<b>\$499,145.27</b>

2. That Council's receive reports for payments of corporate credit cards amounting to \$2,365.11 being from Municipal Account for period 16<sup>th</sup> October to 15<sup>th</sup> November 2023., as follows:

**40030 - Westpac Banking Corporation Visa – Craig Robertson**

<b>Date</b>	<b>Job</b>	<b>Job Description</b>	<b>Comments</b>	<b>Line Total</b>
15-Oct	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	139.99
22-Oct	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	161.06
			<b>TOTAL</b>	<b>301.05</b>

**40030 - Westpac Banking Corporation Visa – Stuart Hobley**

<b>Date</b>	<b>Job</b>	<b>Job Description</b>	<b>Comments</b>	<b>Line Total</b>
17-Oct	P3005	2020 Ford Territory - OCMT - N/A	CEO Diesel	31.15
17-Oct	HOU1	Maintenance Staff Housing - 2 Togo St	CEO various items for house	76.28
23-Oct	11451100.520	Conference Expenses - Admin GEN	CEO Conference Expenses	37.00
23-Oct	11451000.521	Expenses relating to Administration GEN	Drinks for council meeting	63.00
23-Oct	P3005	2020 Ford Territory - OCMT - N/A	CEO Car Wash	27.45
26-Oct	11161030.521	Community Events Expenditure GEN	CDO Events	278.74
7-Nov	11321010.500	CDO Projects GEN	Lectern for Events	331.55
8-Nov	11321010.500	CDO Projects GEN	Music Tapes for Meck Memorial Garden	64.00
9-Nov	11451000.520	Expenses relating to Administration GEN	Parking	8.00
9-Nov	11451100.520	Conference Expenses - Admin GEN	Conference Expenses	26.00
12-Nov	HOU1	Maintenance Staff Housing - 2 Togo St	CEO House	40.85
			<b>TOTAL</b>	<b>984.02</b>





### 9.3. Council Investments – As at 30<sup>th</sup> November 2023

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Hayley Byrnes
<b>Report Date:</b>	9 November 2023
<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>	Attachment 9.3.1 - Bank Statements November 2023

#### Proposal/Summary

To inform Council of its investments as at 30<sup>th</sup> November 2023.

#### Background

The authority to invest money held in any Council Fund is delegated to the Chief Executive Officer. Council Funds June 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 30<sup>th</sup> November 2023.

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$902,691.50	Municipal- 0000030	\$902,691.50		
Bendigo Bank	\$3,921,875.94	Municipal- 155971377	\$3,921,875.94		
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%		\$146.78	
Bendigo Bank	\$5,104.99	Bendigo Trust Account 164 488 686			\$5,104.99
Westpac Bank	\$0.00	Trust Working Account 12-2981			\$0.00
Bendigo Bank	\$1,386,843.67	Term Deposit 5.25% Exp 20 Dec 2023		\$1,386,843.67	
<b>TOTAL INVESTMENTS</b>	<b>\$6,216,662.88</b>		<b>\$4,824,567.44</b>	<b>\$1,386,990.45</b>	<b>\$5,104.99</b>

In addition to the above Shire funds, the Shire administers the Cunderdin Community Centre Trust Accounts being Bendigo Term Deposits as following & operating Acc#000073- \$0.00

**CUNDERDIN COMMUNITY TRUST DETAILS**  
**INTEREST ACCOUNT**  
**30 November 2023**

Opening Balance as per Bank Statement & Term Deposits

	Term Deposit# 4399089 Maturing 5 Dec 2023 (4.9%)	211,249.28
	<b>TOTAL</b>	<b>211,249.28</b>
Credits		0.00
Debits		0.00
Closing Balance as Per Bank Statements & Term Deposits	<b>TOTAL</b>	<b>211,249.28</b>
<b>INCOMING</b>	<i>Interest earned on TD @ maturity</i>	0.00
		0.00
<b>OUTGOING</b>		0.00
<b>Balance as at end of month</b>	<b>TOTAL</b>	<b>211,249.28</b>

**CUNDERDIN COMMUNITY TRUST DETAILS**  
**CAPITAL ACCOUNT**  
**30 November 2023**

Opening Balance as per Bank Statement & Term Deposits

	Term Deposit# 4399108 Maturing 5 Dec 2023 (4.9%)	369,862.05
	<b>TOTAL</b>	<b>369,862.05</b>
Credits		0.00
Debits		0.00
Closing Balance as Per Bank Statements & Term Deposits	<b>TOTAL</b>	<b>369,862.05</b>
<b>INCOMING</b>		0.00
		0.00
<b>OUTGOING</b>		0.00
<b>Balance as at end of month</b>	<b>TOTAL</b>	<b>369,862.05</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.

**Recommendation 9.3**

That the report on Council investments as at 30<sup>th</sup> November 2023 be received and noted.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

#### 9.4. Easement – Reserve 22160, being lot 384 on P171289 and lots 350 & 296 on Plan 158971.

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Governance & Administration
<b>Date:</b>	5 <sup>th</sup> December 2023
<b>Author:</b>	Samantha Pimlott
<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>	Attachment 9.4.1 – Plan Information

#### **Proposal/Summary**

For Council to be informed of the required Easement across, being lot 384 on P171289 and lots 350 & 296 on Plan 158971.

#### **Background**

The WA Country Health Service (WACHS) – Wheatbelt negotiated a land swap with the Shire of Cunderdin as part of the Primary Health Centre Demonstration with the Southern Inland Health Initiative (SIHI) project.

It was agreed upon that the Shire of Cunderdin was to acquire the hospital site (Reserve 22160) and the Shire of Cunderdin was to transfer Lot 801 Lundy Avenue, Cunderdin, the location the the Health Centre is situated, to the WA Country Health Service as part of a land swap arrangement.

The land reserve, 22160, associated with these lots was cancelled on the 20<sup>th</sup> April 2023 and transferred to freehold land in the Shire of Cunderdins name on 28<sup>th</sup> June 2023.

The Department of Planning, Lands and Heritage discovered that the Water Corporation have assets within the previous Reserve 22160 (Lot 384 on Deposited Plan 171289, Lot 350 on Deposited Plan 158971 and Lot 296 on Deposited Plan 158971) which required an easement.

The required easement is to protect the water pipeline passing though Lot 384 on Deposited Plan 171289 and the sewer pipeline that passes through Lot 350 On Deposited Plan 158971 and Lot 296 on Deposited Plan 158971.

The attached maps demonstrate the location of the sewer gravity pipe that is located through the lots parallel to Cubbine Street and the water pipe line on the west side of Lot 384 DP171289 that crosses the boundary of the lot in two places. The easements are required to be 5 meters wide from the centreline of the pipe (2.5 metres either side of the pipe).

At the Ordinary Council Meeting held 15<sup>th</sup> September 2022 Council carried the resolution below:

#### ***Resolution 9.7 OCM September 2023***

*That Council authorises the Chief Executive Officer:*

- 1. The Council agree that once Lot 384 on Deposited Plan 171289, Lot 350 on Deposited Plan 158971 and Lot 296 on Deposited Plan 158971, currently contained within Reserve 22160, is registered to the Shire in Freehold, the Shire agree to the two easements requested by Water Corp, to be registered against those freehold titles.*

The Deed of Easement Execution for the protection of the sewer pipeline and water pipeline was received on the 30<sup>th</sup> November 2023.

#### **Comment**

Council has previously agreed to registering the easements over the abovementions land parcels. To formally excute the Easement in Gross the Shire of Cunderdin Common Seal needs to be affixed to the Deed of Easements, in the presence of the Shire President and CEO.

When the Shire has completed this process the Deeds of Easement will be sent via registered post to the Water Corporation allowing them affix their authorisations.

The Water Corporation as the grantee will register the deed with the Western Australian Land Information Authority, Perth, Western Australia.

The Shire of Cunderdin in previous correspondence stipulated that no expenses shall be incurred by the Shire of Cunderdin for the registration of the easement deed and all registration costs will be the responsibility of the Water Corp.

**Consultation**

Stuart Hobley, Chief Executive Officer  
Brooke Davidson, Finance & Property Assistance  
Timothy Fry, Water Corporation  
Department of Planning, Lands and Heritage

**Statutory Implications**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

There will be no cost to Council for the Easement, this will be covered by either the Water Corporation or WACHS.

**Strategic Implications**

2. ECONOMY  
2.3 Build economic capacity  
Land and infrastructure can accommodate commercial and residential growth

**Recommendation 9.4**

That Council authorises the President and Chief Executive Officer:

1. Sign and affix the Shire of Cunderdin Common Seal to the Deed of Easement for the protection of the Water Corporation asset being a water pipe marked as location 'A' on Lot 384 on Deposited Plan 171289, as seen in Attachment 9.4.1 – Plan Information.
2. Sign and affix the Shire of Cunderdin Common Seal to the Deed of Easement for the protection of the Water Corporation asset being a Sewer pipe marked as location 'B' on Lot 384 on Deposited Plan 171289, Lot 350 on Deposited Plan 158971 and Lot 296 on Deposited Plan 158971 as seen in Attachment 9.4.1 – Plan Information.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

## 9.5. Cunderdin Bushfire Risk Management Plan

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Community Emergency Services Manager
<b>Date:</b>	12 December 2023
<b>Author:</b>	Samantha Pimlott
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.5.1 – Draft Cunderdin BRMP Attachment 9.5.2 – Asset Register

### Proposal/Summary

For Council to endorse the Shire of Cunderdin Bushfire Risk Management Plan as presented in Attachment 9.5.1 – Draft Cunderdin BRMP.

### Background

The Shire of Cunderdin Bushfire Risk Management Plan, has been developed in accordance with the requirement of the Guidelines for Preparing a Bushfire Risk Management Plan (BRMP), which is consistent with the policies of the State Emergency Management Committee.

International standard for risk management, AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines were followed in the production of the BRMP.

### Comment

The adoption of a BRMP is to assist Local Government in the identification, assessment and prioritisation, of monitoring and treatment of land within the Shire that is considered to have a higher risk a bushfire incident occurring.

The bushfire prone land includes residential, economic, environmental and cultural areas. These identified areas are not only Shire owned assets but consist of private residences, places of business, educational facilities, essential services eg phone towers and any assets that may be identified as being significant to local heritage.

Properties are assessed against a risk rating, the likelihood of an incident occurring and then a scaled against the consequential impact a bushfire incident will have on that asset. This assessment process can be seen in section 5 Risk Evaluation of Attachment 9.5.1.

The treatment priority areas within the Shire, which can be seen in Attachment 9.5.2, have been marked as:

<u>Priority</u>	<u>No. Properties</u>
• 1A	6
• 1B	133
• 1C	1
• 2A	89
• 2B	8
• 2C	3
• 3A	46
• 3B	14
• 4A	18
• 4C	13
• 5A	3
• 5C	10

Bushfire prone areas as designated by the Fire and Emergency Services Commissioner are viewable on the Department of Fire and Emergency Services website.

An Office of Bushfire Risk Management endorsed plan is required to be eligible to apply for the Mitigation Activity Fund Grant Programs. The Shire will also be required to complete an annual fuel management activity report to the OBRM.

The BRMP will require a review at least once every five years. This review process may change with changes to legislation, following any major events and any changes to the bushfire risk profile.

**Consultation**

Ben Davies, Community Emergency Services Manager.

**Statutory Environment**

*Emergency Management Regulations 2006*

**Policy Implications**

Section 5 - Fire Control

**Financial Implications**

Annual funding available through the Mitigation Activity Funding

**Strategic Implications**

1. COMMUNITY AND SOCIAL

1.2 A healthy and safe community is planned for

Volunteers and community groups feel supported and empowered

1.4 Support emergency services planning, risk mitigation, response and recovery

Collaboratively plan and respond to emergency situations identified in Local Emergency Management Arrangement (LEMA).

**Recommendation 9.5**

That Council:

1. Endorse the Shire of Cunderdin Bushfire Management Arrangement as seen in Attachment 9.5.1.
2. Provide a copy of the Shire of Cunderdin Bushfire Management Arrangement to the Office of Bushfire Risk Management.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_



## 9.6. Policy Manual – Prescription Safety Glasses Policy

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	13 December 2023
<b>Author:</b>	Samantha Pimlott
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.6.1 – Draft Prescription Safety Glasses Policy

### **Proposal/Summary**

For Council to adopt the proposed Prescription Safety Glasses Policy.

### **Background**

As an employer it is the Shires duty to identify hazards, mitigate the health and safety risk to its employees.

Staff in the Shires works department are considered to be working in Level 1 Adverse Working Conditions. Working conditions associated with working outdoors and/or in moderately obnoxious, offensive or dirty working conditions, fall under the Level 1 Adverse Working Conditions. As part of this condition it is the employers responsibility to supply all appropriate protective clothing and equipment for working in the particular adverse conditions.

### **Comment**

An issue has been identified by managers and staff that employees working in environments where they are required to wear correct PPE have found that the safety glasses supplied by the Shire are not providing adequate protection when worn over the top of prescription eyewear.

Glasses purchased under this policy will only be reimbursed if they comply with the Australian and New Zealand safety standards, AS/NZS 1337:1992 or AS/NZS 1338:1992, to a value of \$200.00. The reimbursement of \$200.00 towards an employee obtaining securely fitting safety eyewear with prescription lenses is considered by the administration to be an adequate compensation amount

Replacement measures for the customised PPE has been accounted for as part of the policy application.

The Shire is committed to providing a safe environment for its employees. Implementation of this policy will ensure that the Shire are meeting the requirements of legislation surrounding Occupational Health and Safety.

### **Consultation**

Hayley Byrnes, Deputy Chief Executive Officer  
LGIS

### **Statutory Environment**

*Local Government Act 1995 s5.40(e).*

*Work Health and Safety (General) Regulations 2022, r44,3(a)(ii).*

### **Policy Implications**

Section 9 – Occupational Safety & Health

9.1 Occupational Safety & Health – Employees, Volunteers, Contractors, Visitors

Section 8 – Personnel

8.14 Uniform and Personal Presentation Policy

**Financial Implications**

Budget allocation of \$10,000.00 in 2023/24 for Protective Clothing – Outside Staff. \$6,061.00 of this allocation remains unspent at 13<sup>th</sup> December 2023.

**Strategic Implications**

1. COMMUNITY AND SOCIAL

1.2 A healthy and safe community is planned for

Volunteers and community groups feel supported and empowered

1.4 Support emergency services planning, risk mitigation, response and recovery

Collaboratively plan and respond to emergency situations identified in Local Emergency Management Arrangement (LEMA).

**Recommendation 9.6**

That Council:

1. Adopt the Prescription Safety Glasses Policy as per Attachment 9.6.1.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

## 9.7. Chief Executive Officers Report

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	17 <sup>th</sup> November 2023
<b>Author:</b>	Stuart Hobley
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachments:</b>	Attachment 9.7.1 - Entry Letter - Shire of Cunderdin with Fact Sheets

### Proposal/Summary

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

### Background

#### Local Roads and Community Infrastructure Program Phase 3 Projects

The following have been completed under Stage 3 of the LRCIP

O'Connor Park

Cunderdin Golf Club – Shed

Tennis Club – Installation of the Soft Fall.

Cunderdin Sport and Recreation Club - Blinds

The projects below are still to be completed

Meckering Earthquake Memorial Garden

Oasis have completed their contract works at the Garden and we are awaiting the installation of the sign to complete the project. There has been a delay with respect to the installation of the signage and it is expected they will be installed before the end of the year.

#### Cunderdin Industrial Lot Development

Development WA have completed the final plans for the industrial development and prepared a Contract of Sale. Council has completed and returned the offer and acceptance to Co-operative Bulk Handling (CBH)

CBH have provided the details of the restrictive covenant and Development WA are proceeding with finalising the sale. The Western Australian Planning Commission (WAPC) have given their final consent for the unconditional approval of the subdivision plan.

McLeods Lawyers are now drafting final documents. It is expected the lots will be available for sale by June 2024.

#### Watts Street Subdivision and Cubbine Street Subdivision

Contractors have completed the subdivision concept design, contour and feature surveys, soil and site investigations and civil engineering services.

We are still awaiting the final cost estimates for the project. When these are available a report will be put to Council detailing the next stages of the project.

#### Town Signage

A final design has been agreed upon for the signage around the Shire. These include signs for Shire buildings and assets, Shire boundary signs and finger information signs for both Cunderdin and Meckering.

#### Auditor General - Local Government Physical Security of Information Technology (IT) Assets

The Auditor General (AG) has advised the Shire that it will be conducting an audit of the Physical Security of IT Assets in the Shire of Cunderdin.

The objective of this audit is to assess whether Local Governments have effective physical protection for its IT assets.

The criteria include:

- Are assets protected from unauthorised access
- Are assets appropriately protected from environmental damage

During the audit the AG will liaise with Council staff, collect and review relevant information, discuss the audit progress with staff members and issue a Summary of Findings report for comment prior to tabling the report in the Parliament.

The Auditor General expects to table the audit report in the Parliament in the second quarter of 2024.

**New Scoreboard Cunderdin Oval**

The new scoreboard for the Cunderdin Oval has been ordered. It is expected that the new LED Scoreboard will be ready for winter sports in 2024.

**Comment**

Nil.

**Consultation**

Nil.

**Statutory Implications**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Nil.

**Recommendation 9.7**

That the Chief Executives Officers Report be received.

Moved: Cr \_\_\_\_\_

Seconded: Cr \_\_\_\_\_

Vote – Simple majority

Carried/Lost: \_\_\_\_\_

**10. Environmental Health and Building**

Nil.

**11. Planning & Development**

Nil.

**12. Works & Services**

Nil.

**13. Urgent Items**

Nil.

**14. Scheduling of Meeting**

**14.1. February 2024 Ordinary Meeting**

The next ordinary meeting of council is scheduled to take place on Wednesday 28<sup>th</sup> February 2023 commencing at 5:00pm 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 \_\_: \_\_pm.

**16. Certification**

**DECLARATION**

I, Alison Harris, certify that the minutes of the Ordinary Council Meeting held on 20<sup>th</sup> December 2023, as shown, were confirmed at the ordinary meeting of Council held on 28<sup>th</sup> February 2024.

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

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