



## 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 23<sup>rd</sup> October 2024** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 5.00pm.**

Stuart Hobley  
**Chief Executive Officer**

18<sup>th</sup> October 2024

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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\_\_\_\_\_.

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 NW (Norm) Jenzen   |                        |
| 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

#### 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 \_\_\_\_\_ 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 25<sup>th</sup> September 2024

#### Recommendation 6.1

1. That the Minutes of the Ordinary Council Meeting held on Wednesday 25<sup>th</sup> September 2024 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.

### 7 Declaration of Members and Officers Interests

### 8 Announcements by President without Discussion

## 9 Finance and Administration

### 9.1 Financial Reports September 2024

|                          |   |
|--------------------------|---|
| <b>Location:</b>         | Cunderdin   |
| <b>Applicant:</b>        | Deputy Chief Executive Officer  |
| <b>Date:</b>             | 14th October 2024   |
| <b>Author:</b>           | Hayley Byrnes   |
| <b>Item Approved by:</b> | Stuart Hobley, Chief Executive Officer  |
| <b>File Reference:</b>   | Nil   |
| <b>Attachment/s:</b>     | <a href="#">Attachment 9.1.1 September 2024 Monthly Financial Report</a><br><a href="#">Attachment 9.1.2 - Rates details September 24</a> |

#### **Proposal/Summary**

The financial reports as at 30th September 2024 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:

1. Receives the monthly financial reports for the periods ending 30th September 2024.

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

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

Vote – Simple majority

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

## 9.2 Accounts Paid 30th September 2024

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Cunderdin   |
| <b>Applicant:</b>              | Deputy Chief Executive Officer  |
| <b>Author:</b>                 | Hayley Byrnes   |
| <b>Report Date:</b>            | 14th October 2024   |
| <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>           | <a href="#">Attachment 9.2.1 - September Creditors Listing</a><br><a href="#">Attachment 9.2.2 - CC Statement 16.07.2024 - 15.08.2024</a> |

### **Proposal/Summary**

Council is requested to confirm the payment of accounts totalling:

|                       |              |
|-----------------------|--------------|
| Total for Municipal - | \$200,233.63 |
| Total for Trust -     | \$0.00       |
| TOTAL -               | \$200,233.63 |

For September 2024 as listed in the Warrant of Payments for the period 1<sup>st</sup> to 30th September 2024.

### **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.

| <b>Recommendation 9.2</b>  |              |  |                                     |                     |
|--|--------------|--|-------------------------------------|---------------------|
| 1. That Council's payments of accounts amounting to \$200,233.63 being from Municipal Account for September 2024, as follows:  |              |  |                                     |                     |
| <b>Municipal Account</b>   |              |  | \$                                  | <b>Total</b>        |
| Electronic Funds Transfer: EFT 8641- 8676  |              |  | \$160,027.39                        |                     |
| Direct Debit (Inc Bank Charges):   |              |  | \$21,214.41                         |                     |
| Cheques: 11936 - 11939   |              |  | \$18,991.83                         |                     |
| <b>Trust Account</b>   |              |  | \$0.00                              |                     |
|  |              |  |                                     |                     |
| <b>TOTAL</b>   |              |  |                                     | <b>\$200,233.63</b> |
| 2. That Council's receive reports for payments of corporate credit cards amounting to \$2,361.73 being from Municipal Account for period 16 <sup>th</sup> August to 15 <sup>th</sup> September 2024, as follows: |              |  |                                     |                     |
| <b>40030 - Westpac Banking Corporation Visa – Hayley Byrnes</b>  |              |  |                                     |                     |
| Date   | Job          | Job Description  | Comments                            | Line Total          |
| 20-Aug   | 11161030.521 | Community Events Expenditure GEN                         | Seniors Bus Trip Entry Fee          | 105.00              |
| 20-Aug   | 12100300.521 | CMT SENIORS EXPENSES Trust - Payments GEN                | Seniors Bust trip lunch             | 430.95              |
| 20-Aug   | 12100300.521 | CMT SENIORS EXPENSES Trust - Payments GEN                | Seniors Bust trip lunch             | 32.00               |
| 27-Aug   | 11141110.520 | Young Legends Tidy Towns - Youth Council Expenditure GEN | Youth Council                       | 26.38               |
| 1-Sep  | P3012        | 2023 Isuzu D-Max Ute (CM0) - DCEO Ute                    | DCEO Car Wash                       | 20.35               |
| 4-Sep  | 11451000.520 | Expenses relating to Administration GEN                  | Coffee Beans                        | 108.00              |
| 5-Sep  | 11451070.521 | Training Expenses - Admin GEN                            | Governance Training - Accommodation | 228.04              |
| 10-Sep   | 11321010.521 | CDO Projects GEN   | Youth Holiday Program               | 775.20              |
|  |              |  |                                     | <b>\$1,725.92</b>   |
| <b>40030 - Westpac Banking Corporation Visa –Robert Bell</b>   |              |  |                                     |                     |
| Date   | Job          | Job Description  | Comments                            | Line Total          |
| 10-Sep   | MECH         | Mechanic Expenses  | Locks for Mechanic Toolboxes        | 48.22               |
| 12-Sep   | TBOX         | Toolbox Meetings   | Meat for Toolbox Meeting            | 52.00               |
|  |              |  | <b>TOTAL</b>                        | <b>\$100.22</b>     |





### 9.3 Council Investments – At 30th September 2024

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Cunderdin   |
| <b>Applicant:</b>              | Deputy Chief Executive Officer                                    |
| <b>Author:</b>                 | Hayley Byrnes   |
| <b>Report Date:</b>            | 14th October 2024   |
| <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>           | <a href="#">Attachment 9.3.1 - Bank Statements September 2024</a> |

#### Proposal/Summary

To inform Council of its investments as at 30th September 2024.

#### 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 30th September 2024

| COUNCIL ACCOUNTS         |                       |  |                       |                       |                    |
|--------------------------|-----------------------|--|-----------------------|-----------------------|--------------------|
| Institution              | Amount                | Investment type/<br>Account details    | Municipal Funds       | Reserve Funds         | Trust Funds        |
| Westpac Bank             | \$2,723,723.30        | Municipal- 0000030                     | \$2,723,723.30        |                       |                    |
| Bendigo Bank             | \$3,391,502.04        | Municipal- 155971377                   | \$3,391,502.04        |                       |                    |
|                          |                       |  |                       |                       |                    |
| Westpac Bank             | \$281,947.95          | Business Cash Reserve<br>22-3647 0.50% |                       | \$281,947.95          |                    |
| Bendigo Bank             | \$10,167.86           | Bendigo Trust Account<br>164 488 686   |                       |                       | \$10,167.86        |
| Westpac Bank             | \$0.00                | Trust Working Account<br>12-2981       |                       |                       | \$0.00             |
| Bendigo Bank             | \$1,457,464.70        | Term Deposit -5.06%<br>Exp 20 Dec 2024 |                       | \$1,457,464.70        |                    |
| <b>TOTAL INVESTMENTS</b> | <b>\$7,864,805.85</b> |  | <b>\$6,115,225.34</b> | <b>\$1,739,412.65</b> | <b>\$10,167.86</b> |

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

**CUNDERDIN COMMUNITY TRUST DETAILS**  
**INTEREST ACCOUNT**  
**30th September 2024**

Opening Balance as per Bank Statement & Term Deposits

Term Deposit# 4785431  
 Maturing 4 Dec 2024 (5.01%)

|  |              |                   |
|--|--------------|-------------------|
|  |              | 239,962.77        |
|  | <b>TOTAL</b> | <b>239,962.77</b> |
| Credits  |              | 0.00              |
| Debits   |              | 0.00              |
| Closing Balance as Per Bank Statements & Term Deposits | <b>TOTAL</b> | <b>239,962.77</b> |
| <b>INCOMING</b>  |              | 0.00              |
|  |              | 0.00              |
| <b>OUTGOING</b>  |              | 0.00              |
|  |              | 0.00              |
| <b>Balance as at end of month</b>                      | <b>TOTAL</b> | <b>239,962.77</b> |

**CUNDERDIN COMMUNITY TRUST DETAILS**  
**CAPITAL ACCOUNT**  
**30th September 2024**

Opening Balance as per Bank Statement & Term Deposits

Term Deposit# 4785433  
 Maturing 4 Dec 2024 (5.01%)

|  |              |                   |
|--|--------------|-------------------|
|  |              | 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              |
|  |              | 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 30th September 2024 be received and noted.

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

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

Vote – Simple majority

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

#### 9.4 Shire of Cunderdin Quarterly Risk Management Report – September 2024

|                          |  |
|--------------------------|--|
| <b>Location:</b>         | Shire of Cunderdin   |
| <b>Applicant:</b>        | Deputy Chief Executive Officer   |
| <b>Date:</b>             | 14 <sup>th</sup> October 2024  |
| <b>Author:</b>           | Hayley Byrnes  |
| <b>Item Approved by:</b> | Stuart Hobley, Chief Executive Officer   |
| <b>File Reference:</b>   | Nil  |
| <b>Attachments:</b>      | <a href="#">Attachment 9.4.1 – Quarterly Risk Management Report September 2024</a> |

#### **Proposal/Summary**

For Council to note the results of the Risk Dashboard review of the Risk Management Governance Framework.

#### **Background**

The Shire of Cunderdin Risk Management Policy in conjunction with the components of the Shire of Cunderdin Risk Management Framework sets out the Shire’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of the Shire of Cunderdin Risk Management Framework are based on AS/NZS ISO 31000:2018 risk Management – Guidelines.

The Risk Management Framework is to be reviewed for appropriateness and effectiveness at least every three years.

The Shire of Cunderdin endorse the Risk Management Framework at the Ordinary Council Meeting in October 2021, with the following resolution;

Resolution 9.12 OCM OCTOBER 2021

That council endorses the Shire of Cunderdin Risk Management Framework.

#### **Comment**

The Framework is a comprehensive overview of how the Shire identifies risks that are likely to impact the operations of the Shire and reflect the appropriateness and effectiveness of the Shire’s systems regarding risk management, internal control, and legislative compliance.

The Local Government (Audit) Regulations 1996 prescribes the requirements for local governments in relation to the engagement of auditors, the annual compliance Audit Return and the functions of the Audit Committee.

The amendments extend the responsibilities of the Audit Committee and Chief Executive Officer of the local government in relation to the reviewing and reporting of the local government’s systems and procedures regarding risk management, intern control and legislative compliance.

The Risk Management Framework, developed by LGIS, is in response to the requirements of Reg. 17 of the Local Government (Audit) Regulations 1996 and encapsulates those requirements.

A review had been completed on the Shire’s systems in relation to risk management, internal control and legislative compliance and considers that they are appropriate and effective except for those identified on the attached Dashboard Report.

The key controls that presented as Inadequate when the review was completed are as follows:

### **Asset Sustainability Practices**

Most assets photographed – this process has commenced and is ongoing

### **Business & Community disruptions**

Generator – Quotes have been obtained and this is included in the 23/24 Budget this will be completed as part of the Disaster Relief Grant. Majority of the works have been completed, we are currently waiting on Western Power to complete the necessary upgrade to finalise the project.

### **IT or Communication systems and infrastructure**

I.T. Disaster Recovery Plan – Quotes have been received and work has commenced, scheduled to be finalised June 2024 (First Draft has been reviewed, updated, and returned to IT, the testing stage will be completed in early November and presented to Council for adoption).

Access Control - Ensure that there are strict controls on who can access the server room. Implement electronic access controls with logs, like key cards or biometric systems, and maintain an updated list of authorized personnel.

Surveillance and Monitoring - Install security cameras and monitoring systems to oversee the server room. Ensure that these systems are regularly maintained and monitored.

Environmental Controls - Verify that there are proper environmental controls in place, such as climate control systems to prevent overheating and humidity control to avoid moisture damage.

Fire Suppression and Detection - Install and regularly inspect fire suppression systems (like clean agent systems) and smoke detectors, ensuring they are designed to protect electronic equipment without causing damage.

### **Environment management**

Environment Management Plan – Research being undertaken with regards to having this completed.

### **IT or communications systems and infrastructure**

I.T. Disaster Recovery Plan - Quotes received and work commenced. Scheduled to be finalised December 2024 (First Draft has been reviewed, updated, and returned to IT, the testing stage will be completed in early November and presented to Council for adoption).

### **Consultation**

Stuart Hobley, Chief Executive Officer

Hayley Byrnes, Deputy Chief Executive Officer

### **Statutory Implications**

*Local Government (Audit) Regulations 1996*

r17. 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 sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- 3) The CEO is to report to the audit committee the results of that review.

**Policy Implications**

Shire of Cunderdin Policy Manual  
Policy 1.11 – Organisation Risk Management

**Financial Implications**

Nil

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan 2022 -2032

5. CIVIC LEADERSHIP

5.3 Implement systems and processes that meet legislative and audit obligations.

Capability of our organization is continually improved.

**Recommendation 9.4**

That Council accept the review of the Risk Dashboard Report identifying current and potential risks.

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

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

Vote – Simple majority

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

## 9.5 Corporate Business Plan Quarterly Review

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Cunderdin  |
| <b>Applicant:</b>              | Governance and Administration Officer                                       |
| <b>Date:</b>                   | 9 <sup>th</sup> October 2024  |
| <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>           | <a href="#">Attachment 9.5.1 - July - September 2024 - Quarterly Update</a> |

### **Proposal/Summary**

For Council to receive the Corporate Business Plan Report as attached.

### **Background**

Local governments are required to produce a plan for the future under Sec. 5.56 (1) of the Local Government Act 1995. Regulations made under the Act outline the minimum requirements of a plan for the future namely:

- A Strategic Community Plan to cover a period of at least 10 financial years.
- A Corporate Business Plan to cover a period of at least 4 financial years.

On the 15<sup>th</sup> June 2023, Council adopted the Corporate Business Plan. This plan is subject to a review by staff on a quarterly basis ensure the Shire is meeting Social and Community, Environmental, Housing and Facilities, Economic Development, Infrastructure and Transport and Civic Leadership strategies outlined in the Corporate Business Plan 2021 – 2024.

The traffic light based Quarterly Update to report progress against the priorities as detailed in the Corporate Business Plan driven by the outcomes of the Strategic Community Plan and actioned through the Annual Budget.

### **Comment**

Attachment 9.4.2 – Quarterly Corporate Business Plan Report at 30 September 2024 identifies the strategies and an update on the actions for each Strategic Community Plan objective and the progress of implementation over the four-year life of the Corporate Business Plan.

On review of the required actions demonstrates that the Shire is achieving good overall results. A number of projects have been undertaken or are completed or in progress to be delivered on the strategic outcomes of the Plan.

### **Consultation**

Shire of Cunderdin Staff.

### **Statutory Implications**

*Local Government Act 1995, s5.56 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, r19DA. Corporate business plans, requirements for (Act s. 5.56)*

### **Policy Implications**

Nil.

**Financial Implications**

2023/24 Adopted Budget.

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

**Recommendation 9.5**

That Council receive and endorse the Corporate Business Plan Report for the quarter ending 30 September 2024.

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

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

Vote – Simple majority

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



## 9.6 Council Policy Manual Review Financial Hardship Policy

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Cunderdin  |
| <b>Applicant:</b>              | Governance and Administration Officer                                     |
| <b>Date:</b>                   | 9 <sup>th</sup> October 2024  |
| <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>           | <a href="#">Attachment 9.6.1 – Draft Policy for Hardship Applications</a> |

### **Proposal/Summary**

For Council to review and endorse the amendments to Council Policy Manual, Policy 3.8 - Financial Hardship Policy.

### **Background**

In June 2020 Council adopted a policy Financial Hardship Policy in response to the effect from the Global COVID 19 pandemic.

A review of the policy has been conducted to broaden the policy boundaries from being specific to the application from the impacts of COVID, to simplify the application process and assessment guidelines.

### **Comments**

The most significant change to the policy is the addition of Schedule 3.8.1 Financial Hardship Application Form, which will provide a streamlined approach for both ratepayers and staff to apply for and assess applications.

### **Consultation**

Shire of Cunderdin Staff

### **Statutory Implications**

*Local Government Act 1995*

S2.7 – Role of Council

- b) determine the local government's policies

### **Policy Implications**

Shire of Cunderdin Council Policy Manual  
3.8 Financial Hardship Application

### **Financial Implications**

Nil.

### **Strategic Implications**

Corporate Business Plan

5.1 Shire communication is consistent, engaging and responsive

Employ professional customer service workforce who have the required knowledge and training to ensure a good standard of Customer Service

**Recommendation 9.6**

That Council:

1. Endorse amendments to the Council Policy Manual, Policy 3.8 – Financial Hardship Policy.
2. Authorise publication of the amended policy on the Shires website.

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

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

Vote – Simple majority

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



## 9.7 Shire of Cunderdin Administration Christmas Closing Period

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Cunderdin                     |
| <b>Applicant:</b>              | Deputy Chief Executive Officer         |
| <b>Date:</b>                   | 14th October 2024                      |
| <b>Author:</b>                 | Hayley Byrnes                          |
| <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>           | Nil                                    |

### Proposal/Summary

For Council to consider the closure of the Shire Administration Office over the Christmas / New Year period.

### Background

In the past five (5) years Council has authorised the closure of the Administration Office as follows:

|         |   |
|---------|---|
| 2019/20 | 24th December 2019, returning on Thursday 2nd January 2020, 7 Day Closure |
| 2020/21 | 24th December 2020, returning on Monday 4th January 2021, 7 Day Closure   |
| 2021/22 | 24th December 2021, returning on Tuesday 4th January 2022, 6 Day Closure  |
| 2022/23 | 26th December 2022, returning on Tuesday 3rd January 2023, 6 Day Closure  |
| 2023/24 | 25th December 2023, returning on Tuesday 2nd January 2024, 6 Day Closure  |

No complaints and / or adverse comments have been received in relation to the office closure over the periods mentioned.

### Comments

As a general rule no significant business is conducted between the Christmas and New Year period, therefore it is considered an ideal time to close the office, allowing staff an opportunity to clear some of their accrued leave entitlements and enjoy a relaxing festive period with their families.

It is proposed the office be closed from the midday Tuesday 24<sup>th</sup> December 2024 to Friday 3rd January 2025 inclusive, reopening on Monday 6<sup>th</sup> January 2025.

|  |                                |
|--|--------------------------------|
| Tuesday 24 <sup>th</sup> December (half day) | TIL/Annual Leave/PSD           |
| Wednesday 25 <sup>th</sup> December          | Public Holiday/Christmas Day   |
| Thursday 26 <sup>th</sup> December           | Public Holiday - Boxing Day    |
| Friday 27 <sup>th</sup> December             | TIL/Annual Leave /PSD          |
| Monday 30 <sup>th</sup> December             | TIL/Annual Leave /PSD          |
| Tuesday 31 <sup>st</sup> December            | TIL/Annual Leave /PSD          |
| Wednesday 1 <sup>st</sup> January            | Public Holiday – New Years Day |
| Thursday 2 <sup>nd</sup> January             | TIL/Annual Leave /PSD          |
| Friday 3 <sup>rd</sup> January               | TIL/Annual Leave /PSD          |

During an eight and a half (8.5) business day closure period staff time will be allocated to public holidays (3 days) and days to either Annual Leave, Public Service Day, or Time in Lieu.

The outside works crew will stand down on the 20<sup>th</sup> December 2024 and return to work on the 7<sup>th</sup> January 2025. A skeleton staff will be available to work through this period and attend to any emergencies.

Notification of the office closure will be displayed in the Bandicoot, on local notice boards, the Shire website, and Shire Facebook page.

**Consultation**

Shire of Cunderdin Staff

**Statutory Implications**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

2023/24 Adopted Budget.

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

COMMUNITY AND SOCIAL

CIVIC LEADERSHIP

5.3 Implement systems and processes that meet legislative and audit obligations

Capability of our organization is continually improved

**Recommendation 9.7**

That Council resolves to:

1. Approve the closure of the Shire of Cunderdin Administration Office during the Christmas / New Year period from midday Tuesday 24th December 2024 to Friday 3rd January 2025 inclusive, reopening on Monday 6th January 2024 at 8.30am.
2. Advertise the Administration Office closure in the Bandicoot, on Local Notice Boards, the Shire website, and Shire Facebook page.

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

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

Vote – Simple majority

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

## 9.8 Proposed RAV Upgrade

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Cunderdin   |
| <b>Applicant:</b>              | Governance and Administration Officer  |
| <b>Date:</b>                   | 9 <sup>th</sup> October 2024   |
| <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>           | <a href="#">Attachment 9.8.1 – Location of Maisey Road</a><br><a href="#">Attachment 9.8.2 – Location of Nambling Road</a> |

### Proposal/Summary

Council is requested to consider the proposed RAV upgrade of the Shire of Cunderdin's Road network as detailed below.

### Background

Heavy Vehicle Services (HVS) contacted the Shire via email requesting to add the following sections of roads onto the Restricted Access Vehicle (RAV) Network RAV N7.3.

| Road No. | Road Name   | From Location (SLK) | To Location (SLK) | Current Network        | Requested Network      |
|----------|-------------|---------------------|-------------------|------------------------|------------------------|
| 4070055  | Maisey Rd   | 2.412               | 4.19              | Nil                    | Tandem Drive Network 7 |
| 4060017  | Nambling Rd | 0.00                | 8.51              | Tandem Drive Network 4 | Tandem Drive Network 7 |

### Comments

HVS will conduct an onsite assessments and consider the safety aspects of approving RAV access in accordance with the [Standard Restricted Access Vehicle Route Assessment Guidelines](#) and [Guidelines for Approving RAV Access](#).

HVS have asked that the Shire assist the assessment process by providing estimated traffic volumes and any comments relating to road condition, that the Shire can foresee impacting the above roads.

If the Shire is in favour of supporting the request, HVS will assess the mentioned roads and a condition report will be sent to the Shire on its findings. If the roads are found to be suitable, they will then be added to the network as per the requested RAV rating.

Any road that requires maintenance or works will not be added to the network until the condition of the road meets requirements of the HVS assessment. Either the applicant or the Shire will need to bring the road to the required standard prior to the road being upgraded to the requested RAV rating.

The approval of an upgrade in RAV rating may result in an increase of on-going maintenance to the requested road.

Works Manager, Robert Bell, commented there are no issues or concerns with from a works perspective that will stop these roads from being on the RAV 7 network.

### Consultation

Main Roads Heavy Vehicle Service (HVS)  
Stuart Hobley, Chief Executive Officer  
Robert Bell, Manager of Works and Services

**Statutory Implications**

Road Traffic (Vehicles) Act, 2012

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

COMMUNITY AND SOCIAL

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

CIVIC LEADERSHIP

5.3 Implement systems and processes that meet legislative and audit obligations

Capability of our organization is continually improved

**Recommendation 9.8**

That the Council:

1. Accepts and approves the request to amend the RAV rating of:
  - Nambling Road SLK 0.00 – SLK 8.51
  - Maisey Road SLK 2.41 – SLK 4.19
2. Authorise the administration to advise Main Roads Heavy Vehicle Services of the above decision acknowledging approval is subject to a favourable road condition report be received from Main Roads Heavy Vehicle Services on the completion of their road assessments.

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

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

Vote – Simple majority

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

## 9.9 Delegations Register 2024 – Adoption

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Cunderdin   |
| <b>Applicant:</b>              | Chief Executive Officer                                      |
| <b>Date:</b>                   | 5 <sup>th</sup> September 2024                               |
| <b>Author:</b>                 | Stuart Hobley  |
| <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>           | <a href="#">Attachment 9.9.1 - Delegations Register 2024</a> |

### **Proposal/Summary**

For Council to adopt the revised Delegations Register.

### **Background**

Council's Delegations Register has been reviewed for relevance to current circumstances and operational effectiveness. The Local Government Act 21995 Section 5.46 (2) requires the Council to review the delegations to the CEO annually. Council last reviewed its delegations on 23<sup>rd</sup> November 2023.

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**

In assessing the current delegations, the review has concluded the current delegation levels overall are appropriate, effective and provide for administrative efficiencies.

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

Whilst no change is proposed to the level of authority delegated to the CEO, changes have been made to:

#### 3.1 Municipal Fund – Incurring expenditure

Adjustment to purchase order authorisation amounts.

Manager of Works and Services – authorisation change from \$70,000 to \$150,000.

Museum Manager- authorisation from \$1,000 changing to \$5,000.

Mechanic – no previous authorisation. Proposed to add authorisation up to \$5,000.

#### 3.2 Municipal Fund and Trust Fund – Payments from Bank Accounts

Addition of President as an authorised person to make payments from bank accounts.

### **Consultation**

Stuart Hobley, Chief Executive Officer

### **Statutory Implications**

Local Government Act 1995

#### 5.42. Delegation of some powers and duties to CEO

1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

a) this Act other than those referred to in section 5.43; or

b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* Absolute majority required.

1) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.



#### 5.43. Limits on delegations to CEO 28

A local government cannot delegate to a CEO any of the following powers or duties —

- a) any power or duty that requires a decision of an absolute majority of the council;
- b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- c) appointing an auditor;
- d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- f) borrowing money on behalf of the local government;
- g) hearing or determining an objection of a kind referred to in section 9.5;
- ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- h) any power or duty that requires the approval of the Minister or the Governor;
- i) such other powers or duties as may be prescribed.

#### s5.44. CEO may delegate powers and duties to other employees

- 1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- 3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- 4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- 5) In subsections (3) and (4) —  
**conditions** includes qualifications, limitations or exceptions.

#### s5.45. Other matters relevant to delegations under this Division

- 1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
  - a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
  - b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- 2) Nothing in this Division is to be read as preventing —
  - a) a local government from performing any of its functions by acting through a person other than the CEO; or
  - b) a CEO from performing any of his or her functions by acting through another person.

#### s5.46. Register of, and records relevant to, delegations to CEO and employees

- 1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- 2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- 3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.



**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

5. CIVIC LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

5.2 Forward planning and implementation of plans

Accountable and transparent decision making

5.3 Implement systems and processes that meet legislative and audit obligations

External Audits and Reviews confirm compliance with relevant legislation.

Capability of our organization is continually improved

|   |                     |
|---|---------------------|
| <b><u>Recommendation 9.9</u></b>  |                     |
| That Council:   |                     |
| 1. Adopt the Shire of Cunderdin Delegations Register 2024 as presented. |                     |
| Moved: Cr _____   | Seconded: Cr _____  |
| Vote – Absolute majority  | Carried/Lost: _____ |

## 9.10 Local Government Elections – Review of WALGA Advocacy Positions

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Shire of Cunderdin  |
| <b>Applicant:</b>              | Governance and Administration Officer   |
| <b>Date:</b>                   | 9 <sup>th</sup> October 2024  |
| <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>           | <a href="#">Attachment 9.10.1 - InfoPage and Summary - Elections Advocacy Positions</a> |

### **Proposal/Summary**

Council to provide a decision on WALGAs advocacy positions as they relate to Local Government Elections, to see if the positions are still current.

### **Background**

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zone's, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

### **Comments**

The Elections Analysis Review and Report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

WALGA State Council's current advocacy position and the advocacy positions to be considered by Council can be found in Attachment 9.10.1 - InfoPage and Summary - Elections Advocacy Positions.

### **Consultation**

Tony Brown, Executive Director Member Services – WALGA  
Stuart Hobley, Chief Executive Officer

### **Statutory Implications**

*Local Government Act 1995*

*Local Government (Elections) Regulations 1997*

### **Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

5. CIVIC LEADERSHIP

5.2 Forward planning and implementation of plans

Accountable and transparent decision making

5.3 Implement systems and processes that meet legislative and audit obligations

External Audits and Reviews confirm compliance with relevant legislation.

**Recommendation 9.10**

That Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:

1. PARTICIPATION – Council support advocacy position
2. TERMS OF OFFICE - Council support advocacy position XX
3. VOTING METHODS - Council support advocacy position XX
4. INTERNAL ELECTIONS - Council support advocacy position XX
5. VOTING ACCESSIBILITY - Council support advocacy position XX
6. METHOLD OF ELECTION OF MAYOR - Council support advocacy position XX

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

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

Vote – Simple majority

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

## 9.11 Community Water Supply Program

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Shire of Cunderdin                     |
| <b>Applicant:</b>              | Chief Executive Officer                |
| <b>Date:</b>                   | 5 <sup>th</sup> September 2024         |
| <b>Author:</b>                 | Stuart Hobley                          |
| <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>           | Nil                                    |

### **Proposal/Summary**

For Council to approve and authorise submission of grant application to the Community Water Supply Program and resulting funds expenditure upon receiving notification of submission successes.

### **Background**

The Community Water Supplies Partnerships (CWSP) program, facilitated by Department of Water and Environmental Resources, provides grants of up to \$100,000 for community water supply improvements in dryland agricultural areas receiving fewer than 600 mm average annual rainfall. This is an annual program that opens in May of each year and remains open to receive applications until 11<sup>th</sup> November, or until funds are exhausted.

The Shire owns three (3) 47,000 litre water tanks located at the Cunderdin Airfield for emergency services use. The tanks are showing signs of disrepair and were recently subject to plastic welding repair. This repair is a temporary solution and further repair, or replacement will be required.

### **Comments**

The grant application will include replacement to the same or larger capacity of the currently installed tanks and installation of rainfall catchment measures to reduce the pressure and reliance on scheme water use.

All applications must have the support of the LGA, and the application form must be signed by Shire's President and Chief Executive Officer. This support includes the commitment to providing 30% funding towards the total project costs.

### **Consultation**

Stuart Hobley, Chief Executive Officer  
Liezl De Beer, Community Development Officer  
Ben Davies, Community Emergency Services Manager  
Robert Bell, Works and Services Manager  
Joel Innes, Wheatbelt Plumbing and Gas

### **Statutory Implications**

Nil.

### **Policy Implications**

Nil.

### **Financial Implications**

Anticipated that project costs will apply to the 2025/26 financial year.  
Grant available funds are up to \$100,000.00.

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

1. COMMUNITY AND SOCIAL

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

The Shire supports positive leisure, learning and recreation outcomes

3. BUILT ENVIRONMENT

3.3 Enhance public spaces and townscapes

Central business district amenities are welcoming and attractive

5. CIVIC LEADERSHIP

5.2 Forward planning and implementation of plans

Financial sustainability in achieving community aspirations

**Recommendation 9.11**

That Council:

1. Approve submission of application to the Community Water Supply Program for the replacement of airfield water tanks and installation of water catchment processes to fill the replaced tanks.
2. Commit to contributing 30% of the project costs upon receiving notification of grant success.

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

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

Vote – Simple majority

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

**9.12 Move Behind Closed Doors**

**Recommendation 9.12**

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

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

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

Vote – Simple majority

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

**9.13 Cunderdin Community Grants**

**9.14 Move From Behind Closed Doors**

**Recommendation 9.14**

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

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

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

Vote – Simple majority

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

## 9.15 Chief Executive Officers Report

|                          |  |
|--------------------------|--|
| <b>Location:</b>         | Shire of Cunderdin                     |
| <b>Applicant:</b>        | Chief Executive Officer                |
| <b>Date:</b>             | 17 <sup>th</sup> October 2024          |
| <b>Author:</b>           | Stuart Hobley                          |
| <b>Item Approved by:</b> | Stuart Hobley, Chief Executive Officer |
| <b>File Reference:</b>   | Nil                                    |
| <b>Attachments:</b>      | Nil                                    |

### Proposal/Summary

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

### Background

#### Cunderdin Industrial Lot Development

Development WA have advised that all the subdivision approvals have been received. The tender is nearly complete, and it should be released in the next few weeks, however it may be subject to Western Power delays.

Development WA have not been able to find a real estate agent and are now seeking a statewide rural land agent for all their small projects. They have suggested that they may be able to sell the Cunderdin Lots without the use of a real estate agent if there is enough local interest.

The lot at the rear of Donovan Engineering has been successfully subdivided and sold to Donovan Engineering.

#### Watts Street Subdivision

Douglas Partners have advised that the data required for the soil report requested by the Department of Environment and Water has been returned and the report will be completed as soon as possible. If the soil report is acceptable the subdivision application will be lodged.

#### Mitchell Street and Yilgarn Street Housing Update

The President and Chief Executive Officer have completed the prestart process with Stallion Homes. The final costs will be based on these meetings.

The CEO and Cr A Harris and Cr N Snooke met with Modular WA for the prestart meeting for the two, three-bedroom dwellings on Mitchell Street. Modular WA have advised that there is one major amendment after the soil condition report was completed. Due to the high clay content of the soil the modular homes will need to be placed on concrete footings.

#### Local Government Week

The Chief Executive Officer, Shire President and Cr T Harris attended Local Government Week. The conference highlighted the changes in the Artificial Intelligence landscape and how quickly it will change in the next five years.

#### End of Year Function

It has been customary for Council and staff to hold an End of year Function in December. Does Council have any suggestions for this year's event?

**Comment**

Nil.

**Consultation**

Nil.

**Statutory Implications**

Nil.

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Nil.

**Recommendation 9.15**

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

### 12.1 216728.50 Purchase of Tri Axle Drop Deck Trailer – Budget Amendment

|                          |   |
|--------------------------|---|
| <b>Location:</b>         | Cunderdin   |
| <b>Applicant:</b>        | Hayley Byrnes, Deputy Chief Executive Officer   |
| <b>Date:</b>             | 17 <sup>th</sup> October 2024   |
| <b>Author:</b>           | Hayley Byrnes   |
| <b>Item Approved by:</b> | Stuart Hobley, Chief Executive Officer  |
| <b>File Reference:</b>   | Nil   |
| <b>Attachment/s:</b>     | <a href="#">PRIVATE &amp; CONFIDENTIAL Attachment 12.1.1 - Custom Quip</a><br><a href="#">PRIVATE &amp; CONFIDENTIAL Attachment 12.1.2 - Howard Porter</a><br><a href="#">PRIVATE &amp; CONFIDENTIAL Attachment 12.1.3 - AAA</a><br><a href="#">PRIVATE &amp; CONFIDENTIAL Attachment 12.1.4 - Bruce Rock Engineering</a><br><a href="#">PRIVATE &amp; CONFIDENTIAL Attachment 12.1.5 - Tri-Axle Trailer Evaluation</a> |

#### **Proposal/Summary**

To seek Council's approval to make a budget amendment to accommodate the purchase of a Tri Axle Drop Deck Trailer. The approved budget for this purchase was \$150,000.

#### **Background**

The Shire's plant replacement program included the purchase of a Tri Axle Drop Deck Trailer with a budget allocation of \$150,000. Upon further investigation and receipt of quotations, the actual cost for the trailer is higher than anticipated due to market fluctuations and supplier cost increases.

This purchase was proposed as part of a broader strategy to reduce the ongoing costs and operational delays associated with hiring external contractors to mobilise the Shire's equipment to job sites. In recent years, the Shire has incurred considerable costs and experienced downtime waiting for contractors to be available. The addition of this trailer to the Shire's fleet will allow for greater flexibility and efficiency in transporting machinery, reducing reliance on external transport services.

#### **Comment**

The purchase of the Tri Axle Drop Deck Trailer is necessary for the ongoing operation of the Shire's works program. The cost overrun was unforeseen, and reallocating funds from the roller purchase, in addition to utilising the Plant Reserve, will allow the Shire to complete the purchase without impacting other operational areas.

Unused funds of \$16,000 remain from the recent budgeted purchase of a roller, and these could be reallocated to assist with covering the cost of the trailer. The remaining amount required is recommended to be drawn from the Plant Reserve.

The Plant Reserve has sufficient funds to cover the additional expenditure, ensuring that the procurement remains within the Shire's financial capability. The Plant Reserve current balance is \$159,991.88 with a budgeted transfer of \$100,000.00 to be completed for this financial year.

**Consultation**

Robert Bell, Manager of Works and Services  
Matthew Griff, Mechanic  
Plant Selection Committee

**Statutory Implications**

*Local Government Act 1995, s6.8* Expenditure from municipal fund not included in annual budget

- 1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - b) is authorised in advance by resolution\*; or
  - c) is authorised in advance by the mayor or president in an emergency.

\*Absolute majority required

**Policy Implications**

Nil.

**Financial Implications**

The approved budget for the Tri Axle Drop Deck Trailer was \$150,000. The final cost may exceed this amount. It is recommended that the shortfall be funded by:

- \$16,000 from unused funds allocated to the purchase of the roller.
- The remaining balance from the Plant Reserve will be the total preferred quote price, excluding GST and stamp duty.  
(There is sufficient balance in the Plant Reserve to accommodate this adjustment).

**Strategic Implications**

5. CIVIC LEADERSHIP  
5.2 Forward planning and implementation of plans  
Accountable and transparent decision making

**Recommendation 12.1**

That Council:

- 1. Approves the reallocation of \$16,000 of unused funds from the roller purchase as additional finance for the purchase of the Tri Axle Drop Deck Trailer.
- 2. Approves amendment to the Shire of Cunderdin 2024/25 Budget, transferring the balance required to purchase Tri Axle Drop Deck Trailer, of up to \$25,491.75 from the plant reserve.

Moved: Cr

Seconded: Cr

Vote – Absolute majority

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

**13 Urgent Items**

**14 Scheduling of Meeting**

**14.1 November 2024 Ordinary Meeting**

The next ordinary meeting of Council is scheduled to take place on Wednesday 27<sup>th</sup> November 2024 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 23<sup>rd</sup> October 2024, as shown, were confirmed at the ordinary meeting of Council held on 27<sup>th</sup> November 2024.

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

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