



# SHIRE OF KONDININ

## NOTICE OF MEETING

Councillors: Please be advised that the next meeting of the

### **KONDININ SHIRE COUNCIL**

Will be held on Wednesday 18<sup>th</sup> September 2024 at  
Karlgarin Country Club

**2:00PM Informal Agenda Discussion**  
**3:00PM Ordinary Council Meeting**

**David Burton**  
**13<sup>th</sup> September 2024**  
**CHIEF EXECUTIVE OFFICER**

11 Gordon Street, KONDININ WA 6367 Tel (08) 98891006  
All communications are to be addressed to the CHIEF EXECUTIVE OFFICER  
[ceo@kondinin.wa.gov.au](mailto:ceo@kondinin.wa.gov.au)

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# **STATEMENT OF COMMITMENT TO INDIGENOUS AUSTRALIANS**

“The Shire of Kondinin acknowledges that, as we proceed with the development & management of facilities & services within the Shire we give recognition of the distinctive relationship that indigenous people have within the community and encourage a broader understanding & appreciation of indigenous heritage & culture.

The Shire of Kondinin is committed to consultation across all communities in our Shire & we aim for mutual respect to achieve recognition of all Cultures.”

## **SHIRE OF KONDININ QUESTIONS FROM THE PUBLIC**

The Shire of Kondinin welcomes community participation during public question time at Council Meetings. Any member of the public is welcome to do so. The following is a summary of Section 5.24 of the Local Government Act 1995, the Local Government (Administration) Regulations 1996, the Shire's procedure and a guide to the completion of registering attendance and question/s.

- Members of the public should ideally register their attendance and question with the Council before the meeting before the closing of business the day before the scheduled meeting. This can be done;
  - a. In person at the Shire of Kondinin Office (11 Graham St, Kondinin).
  - b. By emailing the Executive Support Officer at [eso@kondinin.wa.gov.au](mailto:eso@kondinin.wa.gov.au)
  - c. By phoning the Executive Support Officer on 08 9889 1006
- When registering the following information will need to be supplied for record keeping and future correspondence (if required);
  - a. Name, Address, contact number and Name of Organisation representing (if applicable)
  - b. A written copy of the question to be asked at Public Question Time.
- It is recommended to arrive at the location of the Council Meeting 5 minutes before the commencement of the meeting. If you have not registered in advance it can be completed at this time. However, public members will still be able to attend the meeting and provide the required details meeting if they have not been able to register in advance.
- The Presiding Member will open Public Question Time and, if necessary, provide a summary of the rules, regulations and procedures of Public Question Time:
  - a. The person asking the question must state their name before asking it.
  - b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
  - c. To provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating on the issue between the Gallery, Councillors or Officers is permissible.
  - d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
  - e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order and will not be recorded in the minutes.

- f. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order and the question will not be recorded in the minutes.
  - g. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being comprehensive.
  - h. The priority for asking questions shall be 'first 'questions on which written notice has been given before the meeting' (that is, before noon on the day immediately preceding the meeting) and secondly, 'questions from the floor.
- Public Question Time is set for a maximum period of 15 minutes and will terminate earlier should no questions be forthcoming.
- There are circumstances where it may be necessary to place limits on the asking of questions to enable all members of the public a fair and equitable opportunity to participate in Public Question Time. In these events, the Presiding Member will apply the most appropriate limit for the circumstance. Generally, each member of the public shall be provided with a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (by the register) ask further questions (with necessary limits in place as discussed above if required) until the initial period for Public Question Time has expired.
- Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.
- Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).

**SHIRE OF KONDININ  
DISCLOSURE OF FINANCIAL/IMPARTIALITY & PROXIMITY INTEREST**

To: *Chief Executive Officer*

As required by Section 5.65(1) (a) of the Local Government Act 1995, I hereby declare my interest in the following matters included on the Agenda paper for the Council/Committee meeting to be held on \_\_\_\_\_ (Date).

The type of interest I wish to declare is a:                       Financial       Proximity    Impartiality

Item No	Details of Interest

The extent of interest only has to be declared if the Councillor also requests to remain present at a meeting or participate in discussions or the decision-making process (see item 6 below).

Councillor's Signature \_\_\_\_\_ Councillor's Name \_\_\_\_\_ Date \_\_\_\_\_

NB:

- 1 This notice must be given to the Chief Executive Officer before the meeting or at the meeting immediately before the matter in which you have an interest is discussed, Section 5.65(1) (a) & (b).
- 2 It remains the Councillor's responsibility to make further declarations to the Council if a matter arises during the course of a meeting and no previous declarations have been made.
- 3 It is a Councillor's responsibility to ensure that the interest is brought to the attention of the Council/Committee when the Agenda item arises and to ensure that it is recorded in the minutes.
- 4 It remains the Councillor's responsibility to ensure that he/she does not vote on a matter in which a declaration has been made. This responsibility also includes the recording of particulars in the minutes to ensure they are correct when such minutes are being confirmed.
- 5 It is recommended that when previewing the Agenda, Councillors mark Agendas with items on which interest is to be declared and complete the declaration form at the same time.
- 6 Councillors may be allowed to remain at meetings at which they have declared an interest and may also be allowed to preside (if applicable) and participate in discussions and the decision-making process upon the declared matter subject to strict compliance with the enabling provisions of the Act and appropriately recorded resolutions of Council. Where Councillors request consideration of such approval the affected Councillor must vacate the Council Chambers in the first instance whilst the Council discusses and decided upon the Councillors application.

Remember The responsibility to declare an interest rests with individual Councillors. If Councillors are in any doubt seeking legal opinion, or, to be sure, simply declare in any case.  
Penalties for not disclosing an interest apply.

Office Use Only:	Date/Initial
1. Particulars of the declaration given to the meeting	_____
2. Particulars recorded in the minutes	_____
Signed by Chief Executive Officer Or President (when the declaration belongs to the CEO)	_____

**SHIRE OF KONDININ DISCLAIMER**

*No responsibility whatsoever is implied or accepted by the Shire of Kondinin for any act, omission or statement or intimation occurring during Council/Committee meetings or formal/informal conversations with Staff. Shire of Kondinin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.*

*In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation of approval made by a member or officer of Shire of Kondinin during the course of any meeting is not intended to be and is not taken as notice of approval from Shire of Kondinin. The Shire of Kondinin warns that anyone who has an application lodged with the Shire of Kondinin must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Kondinin in respect of the application.*

*Signed on behalf of Council*



**David Burton**

**Chief Executive Officer**

# Order of Business

## 1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Shire President Cr Mouritz read the Statement of Commitment to Indigenous Australians, welcomed those present and declared the meeting open at \_\_\_\_\_pm.

## 2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE

Councillors:	Cr Kent Mouritz (President) Cr Darren Pool Cr Kerrie Green	Cr Bruce Browning Cr Paul Green Cr Brett Smith	Cr Beverley Gangell Cr Murray James
Staff:	David Burton (CEO) Mark Burgess (MoW)	Vince Bugna (MCS) Sofia Davis (ESO)	Tory Young (MPA)
Apologies:			

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

## 4. PUBLIC QUESTION TIME

## 5. APPLICATIONS FOR LEAVE OF ABSENCE

## 6. PETITIONS/ DEPUTATIONS/ PRESENTATIONS

## 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS/ INFORMATION REPORT

### 7.1 MINUTES OF COUNCIL MEETING – 21<sup>st</sup> August 2024

**RECOMMENDATION:**

That the minutes of the Council Meeting held on the 21<sup>st</sup> of August 2024, be confirmed.

### 7.2 INFORMATION REPORT- September 2024

**RECOMMENDATION:**

That Council receives and accepts the Information Report before this meeting.

## 8. ANNOUNCEMENTS BY PRESIDING MEMBERS WITHOUT DISCUSSION

## **9. ITEMS**

### **9.1 MANAGER OF PLANNING & ASSETS**

- 9.1.1 Amendment To Sports And Recreation Facilities Plan
- 9.1.2 Hyden Tennis Club / Multi Use Building
- 9.1.3 Community Water Supply Program Funding
- 9.1.4 Lease To Kondinin Lions Club For Museum
- 9.1.5 Housing Matters
- 9.1.6 Waivering Development Application Fees

### **9.2 MANAGER OF CORPORATE SERVICES**

- 9.2.1 2024-2025 Annual Budget Adoption
- 9.2.2 List Of Accounts
- 9.2.3 Financial Reports July 2024
- 9.2.4 Financial Reports August 2024

### **9.3 MANAGER OF WORKS**

### **9.4 CHIEF EXECUTIVE OFFICER**

- 9.4.1 Discovery Centre Business Plan And Update
- 9.4.2 Christmas Administration Hours
- 9.4.3 Bush Fire Brigade Fire Control Officers
- 9.4.4 Prohibitive Burning Period
- 9.4.5 Extended Trading Hours For Shire
- 9.4.6 Tourism Master Plan
- 9.4.7 CWA Building In Hyden

### **9.5 COMMUNITY DEVELOPMENT OFFICER**

### **9.6 ENVIRONMENTAL HEALTH OFFICER**

### **9.7 COMMITTEE MEETINGS**





## 9.1 MANAGER OF PLANNING & ASSETS

### 9.1.1 – AMENDMENT TO SPORTS AND RECREATION FACILITIES PLAN

**Author:** Tory Young, Manager Planning and Assets

**Authorising Officer:** David Burton, Chief Executive Officer

**Date:** 10<sup>th</sup> September 2024

**Disclosure of Interest:** Nil

**Attachments:** Amended Sports and Recreation Facilities Plan 2021 – 2031

#### OFFICER RECOMMENDATION

That Council;

1. **SUPPORTS** amendments to the Shire's Sports and Recreation Facilities Plan 2021 – 2031 to replace the re-roofing of the Hyden Tennis Club building with the construction of a new multi-use building as medium-term project and amend the document accordingly.

#### Summary

This report is to seek Council's support to amend the Shire's Sports and Recreation Facilities Plan 2021 to 2031 replace the item relating to the re-roofing of the Hyden Tennis Club building with the construction of a new multi-use building to be inserted as a medium-term project.

#### Background

The Shire's Sports and Recreation Facilities Plan 2021 to 2031 was adopted by Council at its' Ordinary Meeting held on the 16<sup>th</sup> June 2021 and amended on the 22<sup>nd</sup> March 2022.

The document was prepared in collaboration with local community groups to provide the strategic direction to prioritise upgrades to the Shire's Sports and Recreation Facilities. Most of the projects listed in the document have since been actioned within the time frames prescribed, with the exception of the replacement of the Hyden Tennis Club roof and upgrades to the Hyden Recreation Building. The proposed changes to the document provide an alternative and more achievable solution to deliver on the issues identified with the Hyden Tennis Club Building and the Hyden Recreation Centre building during the Sports and Recreation Facilities Plan 2021 to 2031 community workshops.

#### Statutory Environment

- Local Government Act 1995
- Functions and General Regulations 1996

#### Policy Implications

Shire of Kondinin Policy – Purchasing FIN-005

**Financial Implications**

Nil

**Strategic Implications**

Supports the following section of the Shire's Strategic Community Plan 2022 – 2032:

***“COMMUNITY***

- a. Recreational and social spaces encourage active and healthy lifestyles*
  - Achievement of the Sport and Recreation Facilities Plan*

**Voting Requirement**

Simple majority

**9.1.2 – HYDEN TENNIS CLUB / MULTI USE BUILDING**

**Author:** Tory Young, Manager Planning and Assets

**Authorising Officer:** David Burton, Chief Executive Officer

**Date:** 10<sup>th</sup> September 2024

**Disclosure of Interest:** Nil

**Attachments:** Concept Plan

**OFFICER RECOMMENDATION**

That Council;

1. **SUPPORTS** the concept plans as attached for the construction of a multi-use building on Lot 151 Marshall Street, Hyden at the location of the existing Hyden Tennis Club building;
2. **AUTHORISES** the Chief Executive Officer to apply for the Department of Local Government Sports and Cultural Industries Community Sporting Recreation Facilities Fund (CSRFF) forward grant closing on the 30<sup>th</sup> September 2024 to seek funding for 1/3 of the total cost of the demolition of the existing tennis club building and construction of a multi-use building on Lot 151 Marshall Street, Hyden at the location of the existing Hyden Tennis Club building;
3. **SUPPORTS** a total of up to \$713,000 for the demolition of the existing tennis club building and construction of a multi-use building on Lot 151 Marshall Street, Hyden at the location of the existing Hyden Tennis Club building to be allocated over the 2025 / 2026 and 2026/2027 financial years;
4. **ACCEPTS** a cash contribution from the Hyden Community estimated at \$220,000 towards the demolition of the existing tennis club building and construction of a multi-use building on Lot 151 Marshall Street, Hyden at the location of the existing Hyden Tennis Club building subject to formal notifications provided by contributing groups;
5. **AUTHORISES** the Chief Executive Officer to re-apply for the Community Sporting Recreation Facilities Fund (CSRFF) in September 2025 should funding in the 2024 round be unsuccessful.

**Summary**

This report is to update the Council on the progression towards a new Tennis Club / Multi-Use building at the Hyden Tennis Club.

**Background**

At the Ordinary Meeting of Council held on the 21<sup>st</sup> August 2024 Council considered an item on the Hyden Tennis Club Building and resolved as follows:

*That Council;*

1. *NOTES* the Chief Executive Officer has carried out a Request for Quotation for the preparation of concept plans and associated cost estimates for a replacement Tennis

*Club / Multi Use Building on Lot 151 Marshall Street, Hyden and appointed Cartledge Building Consulting to undertake the work;*

2. *RECIEVES the letter attached from the Hyden Tennis Club outlining their commitment and financial contribution to the project;*
3. *RECIEVES the minutes attached from the Hyden Sports Council and Sporting Club Meeting held on the 24<sup>th</sup> July 2024; and*
4. *NOTES the matter will be reported back to Council once the concept plans and associated cost estimates are completed.*

As per the resolution listed above, the Shire's Administration are reporting back to Council with the concept plans and associated cost estimates.

The concept plans have been prepared in close collaboration with the Hyden Tennis Club and in liaison with affiliated groups of the Hyden Sports Council. The concept plan proposes a 499m<sup>2</sup> building with dual frontage to the Hyden Tennis courts and the Hyden Hockey field comprising change rooms, kitchen, activity room and office offering a practical and functional building for users.

### **Statutory Environment**

- Local Government Act 1995
- Functions and General Regulations 1996

### **Policy Implications**

Shire of Kondinin Policy – Purchasing FIN-005

### **Financial Implications**

Indicative costings have been prepared based on the concept plans attached estimating the proposed development at \$1,400,000. This includes the demolition of the exiting building and construction of new build and an approximate 5 per cent contingency.

The following funding formula is proposed

\$220,000 – Hyden Community (various community and sporting groups)

\$467,000 – CRSFF

\$713,000 – Shire of Kondinin

TOTAL = \$1,400,000

This will be the basis of the grant funding however the actual cost of the development will be determined once tenders are received.

### **Strategic Implications**

Supports the following section of the Shire's Strategic Community Plan 2022 – 2032:

***“COMMUNITY***

- b. Recreational and social spaces encourage active and healthy lifestyles*
  - Achievement of the Sport and Recreation Facilities Plan*

**Voting Requirement**

Simple majority

### **9.1.3 COMMUNITY WATER SUPPLY PROGRAM FUNDING**

**Author:** Tory Young, Manager Planning and Assets  
**Authorising Officer:** David Burton, Chief Executive Officer  
**Date:** 10<sup>th</sup> September 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

#### **OFFICER RECOMMENDATION**

That Council:

1. **SUPPORTS** an application for funding through the State Government's Community Water Supply Program for;
  - (a) Installation and Supply of a new poly line from the road reserve opposite the Kondinin IGA, to the railway dam and then to Kondinin Town Dams and associated generator set at the railway dam to improve efficiencies in the catchment and storage of water for irrigation of the Kondinin Sporting Precinct; and
  - (b) Tank and associated plumbing and down pipes at the Karlgarin Bowling Club for the capture and storage of water for the Karlgarin Bowling Rink;
2. **SUPPORTS** an allocation of 30 percent contribution (cash and in-kind) towards the proposed works in the 2024 / 2025 financial year; and
3. **SUPPORTS** up to \$55,000 being allocated from the Water Infrastructure Reserve to cover the Shire's 30 percent contribution to the project.

#### **Summary**

This report is for Council support an application for funding through the State Government's Community Water Supply Program.

#### **Background**

The Shire of Kondinin have been actively working with the Department of Water and Environmental Regulation to improve water capture and security across the Shire. Key projects that have been completed over the last two (2) years include:

- The Humps – new bore and associated infrastructure to reduce reliance on scheme water connected to the existing tank; - COMPLETED
- Karlgarin C Site – new tank and associated infrastructure to increase storage and access to water at this site; - COMPLETED
- Karlgarin Dam – tidy up of catchment – COMPLETED
- King Rocks Dam – installed 3 x 275KL tanks and seal of dam wall; - COMPLETED

- McCann’s Rock – reallocation of stand pipe controller and new tank storage and associated infrastructure at the former cricket oval on McCann’s Rock Road; - COMPLETED
- A new replacement pump with associated generator set at the Kondinin North CBH Dam; - COMPLETED
- A pump and associated infrastructure to pump between the three Kondinin Town dams; - COMPLETED
- A new replacement tank at The Humps to replace the two small poly tanks; - COMPLETED
- Additional 275KL Tank at Karlgarin Dam Community Water Supply Site – COMPLETED
- Submersible pump and associated pontoon, generator set and cable at the Hyden CBH drainage basin to improve the irrigation of the Hyden Sporting Precinct – COMPLETED
- Tank and submersible pump and associated pontoon, generator set and cable at Karlgarin Town Dam Community Water Supply Site to improve access and storage to water for community use – COMPLETED

All the above projects have been funded and project managed collaboratively between the Shire of Kondinin and the Department of Water and Environmental Regulation.

The Community Water Supply Program is again open and the Shire have been in liaison with the Department of Water and Environmental Regulation to confirm the following projects suitability for this current round.

The works proposed are;

1. Installation and Supply of a new poly line from the road reserve opposite the Kondinin IGA, to the railway dam and then to Kondinin Town Dams and associated generator set at the railway dam to improve efficiencies in the catchment of water for irrigation of the Kondinin Sporting Precinct;

Currently a 63ml pipe runs north-south following the railway line from the CBH dam at the CBH north site to opposite the Kondinin IGA where it intersects and joins the Shire’s 600ml



town drainage pipe that extends to the Kondinin Town Dams. The pump at the CBH north dam pumps 300 litres per minute (reduced to 200 litres per minute less friction). After 3 hours of pumping there is still no water entering the dam, with a resultant loss of 40,000 litres of water not reaching the town dams for reticulation of the sporting precinct.

The proposed works will pick up the 63ml pipe where it currently intersects with the 600ml pipe opposite the Kondinin IGA enabling a continuous 63ml line from the Kondinin north CBH site to the Kondinin Town Dams, via the railway dam where a generator set will be installed. It is considered this will greatly increase the flow rate of water from CBH to the town dams, independent of the 600ml pipe which will remain for town drainage purposes only.

2. Tank and associated plumbing and down pipes at the Karlgarin Bowling Club for the capture and storage of water for the Karlgarin Bowling Rink.

Currently water for the bowling club is stored and collected at the Karlgarin Country Club and pumped to the Karlgarin Bowling Club to water the rinks. With the new Karlgarin Bowling Club Building scheduled to be constructed, this presents an opportunity to install a new 50,000 litre tank to the south of the new building that will collect water from the roof and topped up by the mains to water the bowling club rink. The works will comprise associated plumbing and will use the existing pump on site.

The Community Water Supply Program is a State Government initiative administered by the Department of Water and Environmental Regulation. The program's objective is to assist broad-acre farming communities in establishing or improving non-potable water supplies.

For a project to be considered, it must provide clear benefits to the community.

The priority funding objectives for the program are to provide non-potable water supplies to:

- increase public amenities through the irrigation of open spaces, such as ovals, gardens and parks
- establish or upgrade strategic emergency farm water supplies for livestock
- reduce reliance on scheme water

The projects listed above are considered to meet the objectives of the Community Water Supply Program and therefore it is recommended that Council supports the application/s for funding.

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

The Shire can apply for up to \$100,000 (or over if supported by DWER) in this grant round with a commitment to 30 per cent in cash and/or in-kind contribution to the project.

Indicative costings have been received as follows:

1 x 50,000L Rainwater Tank = \$10,000 (purchase and installation)

Plumbing for Rainwater Tanks = \$5,500

Installation (boring) and purchase of 63ml poly line = \$171,000

Concrete Pad for Generator Set - \$1,500

TOTAL = \$190,000

Shire Contribution = \$ 57,000

Community Water Supply Grant = \$ 133,000

To enable the Shire's 30 percent contribution, it is proposed that money be drawn from Water Infrastructure Reserve, together with the Rural Water operating account in the Shire's 2024/2025 budget as required.

### **Strategic Implications**

*Supports the following section of the Shire's Strategic Community Plan 2022 – 2032:*

#### ***“COMMUNITY***

- a. Recreational and social spaces encourage active and healthy lifestyles*

*'Parks, nature reserves and community spaces are green, tidy, accessible and activated'*

- 1.6 Support emergency services planning, risk mitigation, response and recovery*

### **Voting Requirement**

Simple majority

### **9.1.4 LEASE TO KONDININ LIONS CLUB FOR MUSEUM**

**Author:** Tory Young, Manager Planning and Assets  
**Authorising Officer:** David Burton, Chief Executive Officer  
**Date:** 10<sup>th</sup> September 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Letter from Kondinin Lions Club

#### **OFFICER RECOMMENDATION**

That Council:

1. **RECEIVES** the letter from the Kondinin Lions Club inquiring on formally occupying a shop at No. 34 (Lot 16) Rankin Street, Kondinin (West Building) for the purpose of a museum;
2. **SUPPORTS** the Kondinin Lions Club to use the shop on a peppercorn lease arrangement; and
3. **AUTHORISES** the Chief Executive Officer to prepare an agreement between the Shire of Kondinin and the Kondinin Lions Club for the use of the property.

#### **Summary**

This report is for Council support a request from the Kondinin Lions Club to use one of the shops at No. 34 (Lot 16) Rankin Street, Kondinin for a local museum collection.

#### **Background**

Volunteers within the Kondinin Lions Club have been actively gathering memorabilia and cataloguing historical information acquired over the years and have approached the Shire to consider if they can utilise the vacant shop within No. 34 Rankin Street, Kondinin (known collectively as Wests Shops) to store and later display the information to the public. This shop has been vacant for a number of years, with the other three (3) shops being occupied by the Lions Opportunity Shop, a beautician and Harvest Place respectively. It is considered that this presents a good opportunity for a tenant to occupy the shop to activate this streetscape benefiting the local community and once established becoming a potential tourist attraction.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Given this proposal to store and record memorabilia will be run on a volunteer basis and will not bring any income to the Lions Club it is recommended that the Shire offer the use of the property for a peppercorn lease, with the Kondinin Lions Club required to pay for electricity only.

#### **Strategic Implications**

*Supports the following section of the Shire's Strategic Community Plan 2022 – 2032:*

#### **“COMMUNITY**

*1.3 Celebrate our pioneers, community members and protect our heritage*

*- Shire owned heritage buildings and places of interest are maintained and managed appropriately*

*1.5 Support local volunteer organisations*

*- Clubs and service organisations feel supported*

**Voting Requirement**

Simple majority

**9.1.5 HOUSING MATTERS**

<b>Author:</b>	Tory Young, Manager Planning and Assets
<b>Authorising Officer:</b>	David Burton, Chief Executive Officer
<b>Date:</b>	11 <sup>th</sup> September 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Housing & Building Committee Minutes; Housing Replacement Plan; 10 Year Housing Maintenance and Capital Works Plan

**COMMITTEE RECOMMENDATION**

That Council:

1. **NOTES** the update on housing matters detailed within the Agenda Report for consideration and discussion;
2. **RECEIVES** the Housing Replacement Plan dated July 2024 as a working document to inform future budget considerations; with consideration of construction of an Executive Style house at 39 Repacholi Parade, Kondinin with the sale of 46 Graham Street when reallocation of housing for the staff is available in the 2024/2025 financial year.
3. **RECEIVES** the 10 Year Housing Maintenance and Capital Works Plan dated July 2024 as a working document to inform future budget considerations;
4. **NOTES** the update on building projects detailed within the Agenda Report for consideration and discussion, with the following considerations:  
Hyden Hall Toilet – item discussed and needs to consider impacts of toilets at proposed Discovery Centre with the public toilets and Hall facilities in a holistic approach.  
Hyden Tennis Club – To consider further discussions with Tennis Club and Recreation Council to be held 25th July 2024 to seek directions from the impacted organisations.  
Kondinin Pavilion - to consider the width of the veranda at the oval side to see if further extension is able to be provided for.'

**OFFICER RECOMMENDATION SUBSEQUENT TO COMMITTEE RECOMMENDATION**

That Council:

1. **SUPPORTS** the Chief Executive Officer to seek quotations / tender for the design and construction of an executive style house at No. 39 (Lot 282) Repacholi Parade, Kondinin;
2. **SUPPORTS** \$500,000 to be allocated from the Shire's Housing Reserve Fund for the construction of an executive style house at No. 39 (Lot 282) Repacholi Parade, Kondinin;
3. **SUPPORTS** the Chief Executive Officer to provide a submission to the Department of Communities through the Local Government Housing and Partnerships Program to recommend inclusion of Local Government Officer Housing at No. 43 (Lot 151)

Radbourne Drive, Hyden and other potential suitable locations for non-market housing development in the Shire identified through the RoeRoc housing needs project;

4. **NOTES** that upgrades to the Hyden Hall Toilet have not been budgeted in the 2024/2025 financial year and the matter requires further consideration before proceeding;
5. **NOTES** that the matter of the Hyden Tennis Club and Hyden Recreation Council was discussed at the community meeting held on the 25<sup>th</sup> July 2024, in which the Shire received direction to commence with the replacement of Hyden Tennis Club Building with a multi-use building servicing the needs of the Hyden Tennis Club, Hyden Karlgarin Hockey Club, Hyden Lions Croquet Club and other community group users as the priority project; and upgrades to the Hyden Recreation Centre comprising upgrades to the change rooms and storage being considered at a later stage.

### Summary

This report is to seek Council support to tender for the design and construction of an executive style house at No. 39 (Lot 282) Repacholi Parade, Kondinin and to provide an update and direction on other matters discussed at the Housing and Building Committee Meeting held on the 24<sup>th</sup> July 2024.

### Background

Matter relating to the recommendations of this agenda report are outlined below.

- 1) Consider the construction of a dwelling/s at the vacant lot on No. 39 (Lot 282) Repacholi Parade, Kondinin for Shire employees within the 2024/2025 financial year;

The Shire of Kondinin Administration is acutely aware of the importance of providing suitable housing for local government employees across the Shire. Similarly, to other like Shires housing is at a premium and Shire housing is often occupied by non-employees in a lease arrangement making it more challenging for the local government to match housing with employee vacancies, particularly when a departing employee resided in their own home. Currently in Kondinin there is one (1) administration staff member that requires housing and there are two (2) positions vacant in the outdoor crew that require housing. In addition to this, the CEO is currently residing in a private rental.

The Shire own the above lot on Repacholi Parade, Kondinin. The lot lends itself to a 4 x 2 or 3 x 2 executive style dwelling that can accommodate varying occupancy types expected of Shire employees. Currently a number of the Shire houses are of an age and structural condition that are unable to be easily upgraded to modern standards resulting in on-going maintenance issues. Consistent with the recommendations of the Housing and Building Committee held on the 24<sup>th</sup> July 2024, it is considered that the Shire start with the construction of a dwelling at No. 39 (Lot 282) Repacholi Parade, Kondinin in the 2024/2025 financial year so as to commence a replacement and renewal process. It is recommended that on completion of this dwelling, new dwelling/s can be considered to be constructed at the newly

purchased property at No. 43 Radbourne Drive, Hyden with assistance through the Department of Communities Local Government Housing and Partnership Program. Concurrent to this, the construction of the WACHS housing at No. 51 Rankin Street, Kondinin will enable No. 76 Graham Street, Kondinin to become available to fill a local government staff vacancy by early 2025. Following this, the Shire may then be a position to sell some of its current older housing stock.

## 2. Department of Communities Local Government Housing and Partnership Program

Submissions have recently opened for Local Governments to present expressions of interest for the development of non-market housing (e.g. GROH, Local Government Officer Housing, Key Worker Housing, Service Worker Housing, Affordable (rental) Housing and Social Housing. Submissions are open now and close in September 2025.

The announcement of this Program ties in well with the Housing Needs Study that is currently being undertaken through RoeRoc. Participating RoeRoc Shires are working closely with the consultant engaged to undertake this project to ensure that it provides a comprehensive overview of the current situation and offers the evidence and strategic framework to push for recommendations to address the housing needs across our Shires. The document is likely to provide a strong basis for a submission to the Department of Communities. It is recommended that the construction of two (2) dwellings at No. 43 (151) Radbourne Drive, Hyden be a priority project, together with other recommendations for construction and releasing of residential land for housing development across the Shire that come out of the study.

## 3. Staff Housing Policy

This Policy was adopted by Council at its Ordinary Meeting held on the 21<sup>st</sup> August 2024 and staff have been advised. Increases in staff rents will not take effect until three (3) months of notification pursuant to the Residential Tenancies Act 1987. The Policy will be reviewed on an annual basis.

## 4. Upgrades to the Hyden Hall Toilets

Matter was discussed at the Housing and Building Committee Meeting and it was considered that the proposal requires further clarification and a clearer direction on what Council / the Community are wanting to achieve before the Shire's Administration will proceed any further with this.

## 4. Hyden Tennis Club Building and Hyden Recreation Centre

Matter presented back to Council at its Ordinary Meeting on the 21<sup>st</sup> August 2024 and 18<sup>th</sup> September 2024 respectively to progress projects.

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

**Financial Implications**

The Shire has \$500,000 in housing reserve.

**Strategic Implications**

Shire's Strategic Community Plan 2022-2032

*"1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire*

*Local health facilities, visiting allied health and volunteer health services are retained*

*2.4 Housing meets existing and future community needs for families and workers*

*Shire housing stock is well maintained and expanded upon*

*We advocate for improved State Government and Public Housing stock"*

**Voting Requirement**

Simple majority



### **9.1.6 WAIVERING DEVELOPMENT APPLICATION FEES**

**Author:** Tory Young, Manager Planning and Assets  
**Authorising Officer:** David Burton, Chief Executive Officer  
**Date:** 13<sup>th</sup> September 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

#### **OFFICER RECOMMENDATION**

That Council:

1. **SUPPORTS** to waiver the planning fee (\$2,707) payable by the Kondinin Community Recreation Council for the development of two (2) grouped dwellings at No. 53 (Lot 120) Rankin Street, Kondinin

#### **Summary**

This report is to seek Council support to waiver the planning fees for the development application submitted by the Kondinin Community Recreation Council for the construction of two (2) grouped dwellings at No. 53 (Lot 120) Rankin Street, Kondinin.

#### **Background**

The Kondinin Community Recreation Council (KCRC) is a not for profit organisation run by volunteers that have recently purchased No. 53 (Lot 120) Rankin Street, Kondinin for the construction of two (2) grouped dwellings to be leased to the Western Australian Country Health Services (WACHS) for a 15 year period for staffing at the Kondinin Hospital. The KCRC have taken out a loan of \$900,000 to undertake this project.

The cost of the development submitted is \$891,924. In order for the Shire to receipt the development application, the KCRC are to pay a planning fee of \$2,707.

Being a not-for-profit organisation who are already contributing substantial funds towards this project to benefit the local community, it is recommended that these planning fees be waived.

#### **Statutory Environment**

Planning and Development Act 2005  
Local Government Act 1995

#### **Policy Implications**

Nil

#### **Financial Implications**

\$2,707 reduction in planning fees income.

**Strategic Implications**

*Supports the following section of the Shire's Strategic Community Plan 2022 – 2032:*

***“COMMUNITY***

*1.5 Support local volunteer organisations*

*- Clubs and service organisations feel supported*

**Voting Requirement**

Simple majority

## 9.2 MANAGER OF CORPORATE SERVICES

### 9.2.1 2024-2025 ANNUAL BUDGET ADOPTION

<b>Applicant:</b>	Shire of Kondinin
<b>Author:</b>	Vince Bugna, Manager Corporate Services
<b>Authorising Officer:</b>	David Burton, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	4 <sup>th</sup> September 2024
<b>Attachment(s):</b>	1. Statutory Budget 2024-2025 2. Ministerial Approval Letter - Differential Rates 2024/25

#### Summary

To present to Council the Shire of Kondinin's 2024/2025 Annual Budget for formal adoption.

#### Background

The draft 2024/2025 budget has been compiled based on the principles contained in the Integrated Plans and in accordance with presentations made to Council in June and July workshops prior Council meetings.

In accordance with the Local Government Act, 1995, Section 6.33(3) the Shire of Kondinin advertised its intention to levy a differential rate on mining tenement Unimproved Value (UV) properties which is more than double the general UV Rate that applies to farm land. Subsequently, application for Ministerial approval to impose for differential rates was sought for and received on **16<sup>th</sup> September 2024**.

#### Details

The budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The main features of the draft budget include:

- ✓ The total capital works program of \$8.7M which is equivalent to 52% of the 2024/2025 budget.

Of the \$8.7M Capital Expenditures broken for the following:

1. \$3.7M for **Roads Construction** to include -
  - **Remote Road Upgrade Pilot Program** - Hyden Norseman Road carry forward balance (Federal funded)
  - **Regional Road Group (RRG)** - Lovering Road Shoulders and Construction – 2/3 MRWA grant funded and 1/3 Shire.
  - **Road to Recovery (RTR)** – Hyden Mt Walker Road (Final seal), Bending East Road (Form and gravel), King Rocks West Road (Form and gravel), Billericay Road (Form and gravel), Karlgarin South Road (Gravel sheeting), Whyte Road (Form and gravel), Young Road (Form, gravel and culvert installation), Reservoir East Road (Form and gravel), Roe Road (Form and gravel), East Hyden Bin Road (Reseal) and Nth Lake Grace-Karlgarin Road (Final seal).

- **Shire Funded:** Pederah East Road, Karlgarin Sth Road, Karlgarin East Road, Medcalf Rock Road, Truck Car Park Hyden (Construct & seal) and Coronation Park Laneway
- 2. \$3.4M for **Building Construction** to include -
  - Upgrade to Kondinin Sports Pavilion 2023/24 carry forward (funded through DSR, LRCI-4(A), KCRC and Shire).
  - WACHS Housing Project 2023/24 carry forward (all funded from WA Treasury Loan).
  - Karlgarin Bowling Club Building (funding contributions from Karlgarin Progress Assn, Karlgarin Bowling Club, Shire and Recreation Facilities Reserve).
  - Shire Housing Project 2023/24 carry forward.
- 3. \$1.09M for **Plant and Equipment** acquisition and replacement –
  - 2016 John Deere Grader (KN64)
  - 2016 Side Tipper (KN2418)
  - Multi-Tyred Roller (new)
  - Administration Vehicles (0KN, KN04, KN52, KN54 & KN0).
- 4. \$0.55M for Other infrastructure to include –
  - Footpaths (Hyden and Kondinin)
  - Concrete Path (Hyden Youth Base to Brookton Hwy)
  - Plant Shed (Hyden)
  - Entry Signs (Kondinin)
  - Entry Statement (Hyden) 2023/24 carry forward
  - Hyden Railway Baracks signage and retaining wall
  - Hyden War Memorial Improvements (grant funded)
  - Kondinin Memorial Garden Improvements 2023/24 carry forward (grant funded)
  - Wave Rock Precinct improvement (Tourism Reserve funded)
  - Corten and Stainless Steel Park Signage (Karlgarin)
  - Swimming Pool Blocks 2023/24 carry forward.
- 5. \$0.022M for new phone system
- ✓ Principal grants and contributions funding for the year are expected as follows:
  - Remote Road Upgrade Pilot Program (RRUPP) Federal - \$1M.
  - Regional Road Group (RRG) – MRWA - \$407,354.
  - Roads to Recovery (R2R) Federal - \$891,275.
  - Local Roads and Community Infrastructure program (LRCI) Phase 4(A&B) balance - \$342,633.
  - Local Roads and Community Infrastructure program (LRCI) Phase 3 balance - \$108,647.
  - Department of Sports and Recreation (DSR) - \$420,882.
  - Kondinin Community and Recreation Council (KCRC) - \$300,000.
  - Karlgarin Bowling Club and Karlgarin Progress Assn - \$230,000.
  - Main Roads Western Australia (MRWA) – Direct Grant - \$298,653 for general road maintenance.

Details of capital expenditure and sources of funding is on page 28 of the 2024/2025 budget document.

- ✓ Other Capital and Operating Contributions, transfer to(from) cash reserves are as follows:
  - Community grants and other contributions - \$102,531.26 (Res4349, 2273).
  - Transfer to SJA Capital Upgrade Reserve - \$50,000 (Res4128).
  - Transfer to Tourism Development Reserve - \$19,523 (Wave Rock Infrastructure Depreciation)
  - Transfer to Hyden Discovery Centre Reserve - \$200,000.
  - Transfer to Housing Reserve - \$200,000.
  - Transfer to Employee Leave Reserve - \$40,000.
  - Transfer to Plant Replacement Reserve - \$200,000.
  - Transfer from Roads Reserve – (75,000).
  - Transfer from Housing Reserve - \$(500,000).
  - Transfer from Recreation Facilities Reserve - \$(110,000).
  - Transfer from Tourism Development Reserve - \$(50,000).
- ✓ An estimated surplus of about \$5.4M is anticipated to be brought forward from 30 June 2024 comprising of Advanced Financial Assistance Grants (FAGS) allocation, Loan fund for WACHS Housing Project and capital grants for LRCI projects carried forward. However, this amount is unaudited and may change. Any changes will be addressed as part of the mid-year budget review.
- ✓ \$3.6m of rates is expected to be raised to cover the budget deficiency and to bring the budget to balance.

### **Consultation**

Extensive internal consultation has occurred between Executive Management and through discussions with elected members at budget workshops.

### **Statutory Environment**

Section 6.2 of the *Local Government Act 1995* requires that no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Division 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2024/2025 budget as presented is considered to meet the statutory requirements.

### **Policy Implications**

The budget is based on the principles contained in the Integrated Plans such as: Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plan and Workforce Plan.

### **Financial Implications**

Specific financial implications are as outlined in the detailed section of this report and as itemized in the draft 2024/2025 budget for adoption.

### **Strategic Implications**

Supports the following section of the Shire's Strategic Community Plan 2022 – 2032  
" 4. Civic Leadership

4.2 We are a compliant and resourced Local Government”

**Voting Requirement**

Absolute Majority required: Yes, for some of the parts of the recommendations.

**PROCEDURAL RESOLUTION**

Moved: Cr

Seconded: Cr

That Part A to Part D be considered en-bloc.

FOR:

AGAINST:

ABSENT: Cr

Carried:

**RESOLUTION:**

Moved: Cr

Seconded: Cr

That Council:

ADOPT the tabled 2024/2025 budget:

**PART A – MUNICIPAL FUND BUDGET FOR 2024/2025**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in Attachment of this agenda, for the Shire of Kondinin for the 2024/2025 financial year which includes the following:

1. Statement of comprehensive Income on page 2 showing a net result for the year of (\$6,498,761).
2. Statement of Cash Flows on page 3 showing an estimated cash and cash equivalents of \$4,861,933.
3. Statement of Financial Activity on page 4 showing an amount required from general rates of \$3,690,386.
4. Index to Notes as Forming Part of the Statutory Budget on pages 5 to 27.
5. Budget Capital Expenditure (itemized) as detailed in page 28.
6. Budget Summary and Program Schedules (detailed) on pages 29 to 49.

FOR:

AGAINST:

ABSENT: Cr

Carried:

**ABSOLUTE MAJORITY REQUIRED**

**PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general and minimum rates on Gross Rental and Unimproved Values.

1.1 Differential General Rates

- Residential (GRV)	13.0522 cents in the dollar
- Mining (GRV)	26.2824 cents in the dollar
- Rural (UV)	0.9342 cents in the dollar
- Mining (UV)	26.3342 cents in the dollar

1.2 Minimum Rates

- Residential (GRV)	\$475
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- Mining (GRV)	\$475
- Rural (UV)	\$475
- Mining (UV)	\$475

2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

- Full payment and 1 <sup>st</sup> instalment due date	1 <sup>st</sup> November 2024
- 2 <sup>nd</sup> quarterly instalment due date	3 <sup>rd</sup> January 2025
- 3 <sup>rd</sup> quarterly instalment due date	3 <sup>rd</sup> March 2025
- 4 <sup>th</sup> and final quarterly payment due date	2 <sup>nd</sup> May 2025
- 2 <sup>nd</sup> half instalment due date	3 <sup>rd</sup> March 2025

3. Pursuant to section 6.46 of the *Local Government Act 1995*, council offers a discount of 3% to ratepayers who have paid their rates in full, including arrears on or before 4<sup>th</sup> October 2024 or 35 days after the date the service appearing on the rate notice, whichever is the later.

4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has to pay rates through an instalment option of \$10 for each instalment after the initial instalment is paid.

5. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5% where the owner has elected to pay rates through an instalment option.

6. Pursuant to section 6.47 of the *Local Government Act 1995*, council grants full rating concession to the following:

Assessment Number:

7037	Kondinin Community Resource Centre	3-5 Gordon Street, Kondinin
7039	Kondinin Golf Club Inc.	Avon Location 28325, Kondinin
7042	Kondinin Arts Centre	Lot 11 Rankin Street, Kondinin
7517	Hyden Golf Club	Roe Location 2936, Hyden
7017	Kondinin Country Club	Lot 263-1 Gordon Street, Kondinin
7018	Kondinin Tennis Club	Lot 263-2 Gordon Street, Kondinin
7508	Hyden Tennis Club	Lot 151/3 Marshall Street, Hyden
7514	Hyden Community Resource Centre	Lot 151 Naughton Street, Hyden
7027	Kondinin Lions Club & Seniors Centre	Lot 22 Jones Street, Kondinin
515	Karlgarin Country Club	Lot 19, 22, 23 & 24 Karlgarin
210	Kondinin Men's Shed	Lot 277 Nicholls Street, Kondinin
7513	Regional Early Education & Development	Lot 70 McPherson Street, Hyden

**FOR:**

**AGAINST:**

**ABSENT:** Cr

**Carried:**

**ABSOLUTE MAJORITY REQUIRED**

**PART C – OTHER STATUTORY FEES FOR 2024/2025**

Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, Council adopts the following charges for the removal and deposit of domestic and commercial waste:

-	240ltr bin	\$486 pa
-	140ltr bin	\$362 pa
-	Rural Waste	\$134 pa
-	Kondinin Golf Club	\$207 pa

- Hyden Golf Club \$207 pa
- Karlgarin Bowling Club \$207 pa

**FOR:**

**AGAINST:**

**ABSENT:** Cr

**Carried:**

**ABSOLUTE MAJORITY REQUIRED**

**PART D – MATERIAL VARIANCE REPORTING FOR 2023/2024**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2024/2025 for reporting material variances shall be 10% or \$10,000 whichever is the greater.

**FOR:**

**AGAINST:**

**ABSENT:** Cr

**Carried:**

**ABSOLUTE MAJORITY REQUIRED**



**9.2.2 LIST OF ACCOUNTS**

**Applicant:** Shire of Kondinin  
**Author:** Vince Bugna, Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Date:** 9<sup>th</sup> September, 2024  
**Attachment(s):** List of Accounts 01/08/2024 to 31/08/2024

**OFFICER RECOMMENDATION**

**Moved: Cr**

**Seconded: Cr**

That Council receive the attached report – List of Accounts Due & Submitted to Council for the month of August 2024:

- Municipal Fund payment cheque numbers 19430 to 19438 = \$ 28,168.69
- Municipal EFT19110–19127;19129-19198;19200-19240;19242-19265 = \$ 654,209.85
- Direct Debits – Transport – Hyden Office = \$ 10,741.15
- Direct Debits – Transport – Kondinin Office = \$ 10,824.45
- Direct Debits – Credit Cards DD21581.1 = \$ 4,079.91
- Direct Debits – Other = \$ 24,747.90
- EFTPOS Merchant Fees & Tyro = \$ 1,993.98
- Bank Fees – NAB Connect = \$ 20.00
- Payroll = \$133,521.23
- Trust Fund EFT19128; 19199; 19241 &19266 = \$ 900.00

**TOTAL = \$869,207.16**

**Carried:**

**SUMMARY**

To present to Council a list of accounts paid from Municipal and Trust Funds (when applicable) under the delegated authority to the CEO.

**BACKGROUND**

The Chief Executive of a local government has delegated authority to make payments from Municipal and Trust Fund accounts pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

As required by sub regulation (1), a list of accounts paid by the CEO each month should show –

- (a) the payee’s name;
- (b) the amount of the payment;

- (c) the date of the payment;*
- (d) sufficient information to identify the transaction*

Sub regulation (3), a list prepared under sub regulation (1) and (2) is to be –

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) recorded in the minutes of that meeting.*

## **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

## **POLICY IMPLICATIONS**

Nil

## **PUBLIC CONSULTATION**

Nil

## **FINANCIAL IMPLICATIONS**

All payments made to the Shire creditors have been in accordance with the 2024/25 Annual Budget.

## **STRATEGIC IMPLICATIONS**

*Shire's Strategic Community Plan 2022 – 2032*

### *4. Civic Leadership*

#### *4.1 Skilled, capable and transparent team:*

- We engage with the community on key projects and we provide regular, transparent communication*

- The capability of our organisation is continually improved*

#### *4.2 We are a compliant and resourced Local Government:*

- External audits and reviews confirm compliance with relevant Local Government legislation*

- Financial sustainability in achieving community aspirations*

## **VOTING REQUIREMENTS**

Simple Majority

**9.2.3 FINANCIAL REPORTS JULY 2024**

**Applicant:** Shire of Kondinin  
**Author:** Vince Bugna, Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Date:** 10<sup>th</sup> September 2024  
**Attachment(s):** Monthly Financial Report for the period ended 31 July 2024

**OFFICER RECOMMENDATION**

**Moved: Cr**

**Seconded: Cr**

That Council receive the attached reports entitled Monthly Financial Report (Containing the required Statement of Financial Activity and Statement of Financial Position) for the period ended 31 July 2024.

**Carried:**

**SUMMARY**

To present to Council the Monthly Financial Report for the period ended 31 July 2024.

**BACKGROUND**

The monthly Financial Report (Containing the Financial Activity and Financial Position) is presented in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulation 1996.

Regulation 4(4) states that, *a statement of financial activity, and the accompanying documents (notes) referred to in sub regulation (2), are to be –*

- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*

The Statement of Financial Activity summarizes the Shire’s financial activities for the period at which it relates.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulation 1996*

**POLICY IMPLICATIONS**

Nil

**PUBLIC CONSULTATION**

Nil

**FINANCIAL IMPLICATIONS**

In accordance with the approved material variances of 10% or \$10,000 whichever is the greater within the monthly Statement of Financial Activity during the 2024/25 financial year.

**STRATEGIC IMPLICATIONS**

*Shire’s Strategic Community Plan 2022 – 2032*

*4. Civic Leadership*

*4.1 Skilled, capable and transparent team:*

*- We engage with the community on key projects and we provide regular, transparent communication*

*- The capability of our organisation is continually improved*

*4.2 We are a compliant and resourced Local Government:*

*- External audits and reviews confirm compliance with relevant Local Government legislation*

*- Financial sustainability in achieving community aspirations*

**REPORTING OFFICER’S COMMENT**

The highlights of the July 2024 financial reports are as follows:

<b>Item</b>	<b>Reference</b>
<ul style="list-style-type: none"> <li> <b>Cash at Bank</b>                      The Shire’s total cash as at 31 July 2024 was <b>\$9,335,876</b> – composed of \$3,655,655 reserve accounts (restricted), \$51,265 LCDC fund, \$3,668,956 term deposit investments and \$1,960,000 general fund (Muni, OCDF &amp; Petty cash).                 </li> </ul>	Page 9 – Note 6 Cash and Financial Assets  Page 10 – Note 7 Reserve Accounts
<ul style="list-style-type: none"> <li> <b>Receivables</b>  <b>Rates and Rubbish</b> – \$378,206 current outstanding pending budget approval for the current financial year.  <b>Other receivables</b> of \$248,284 – composed of \$196,233 sundry debtors (of which \$176,704 invoiced to Main Roads for 40% RRG CFY budget), \$56,275 gst receivable and (\$4,224) impairment of receivables.                 </li> </ul>	Page 16 – Note 10 Receivables
<ul style="list-style-type: none"> <li> <b>Current Liabilities</b>                      YTD balance is \$1,430,361 which includes \$501,221 of employees’ annual and long service leave provision, \$247,238 Current portion of borrowings (payable within 12 months), \$364,342 unearned Capital Grants/Contributions and \$317,560 of gst and other payables.                 </li> </ul>	Page 5 – Note 2 Net Current Assets used in the Statement of Financial Activity
<ul style="list-style-type: none"> <li> <b>Closing Funding Surplus(Deficit)</b>                      YTD actual is \$5,161,993– composed of \$10,104,740 Current Assets less \$1,430,361 Current Liabilities and \$(3,512,387) Net Adjustments to Net Current Assets.                 </li> </ul>	Page 5 – Note 2 Net Current Assets used in the Statement of Financial Activity
<ul style="list-style-type: none"> <li> <b>Significant Capital Projects:</b> <ul style="list-style-type: none"> <li>✓ Roadworks has been budget for \$3.8m this financial year of which 5% completed for the first month of operation.</li> <li>✓ Plant and equipment have a budget of \$1.093m – acquisitions in progress.</li> <li>✓ Land and buildings have a total budget of \$3.04m for WACHS housing, Kondinin Pavilion upgrade and staff housing – in progress.</li> </ul> </li> </ul>	Page 7 – Key Information  Page 11 to 14 – Note 8 Capital Acquisitions

<ul style="list-style-type: none"><li>• <b>Grants, Subsidies and Contributions</b><ul style="list-style-type: none"><li>✓ Operating grant of \$298,653 has been received from Main Roads WA for Road Maintenance.</li><li>✓ Capital grant of \$176,704 (including gst) invoiced to MRWA equivalent to 40% advance payment for RRG Lovering Road.</li></ul></li></ul>	Pages 21 – Note 15 Grants, Subsidies and Contributions Page 22 – Note 16 Capital Grants, Subsidies and Contributions.
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In relation to material variances, “timing difference are due to the monthly spread of the budget not matching in comparison to the actual spread of revenue or expenditure. Timing difference will not result in a forecast adjustment. Where the material variance is flagged as “permanent”, this indicates that a forecast adjustment to the annual budget is required. – Page 6, Note 3 – Explanation of Material Variances.

**VOTING REQUIREMENTS**

Simple Majority

**9.2.4 FINANCIAL REPORTS AUGUST 2024**

**Applicant:** Shire of Kondinin  
**Author:** Vince Bugna, Manager Corporate Services  
**Disclosure of Interest:** Nil  
**Date:** 11<sup>th</sup> September 2024  
**Attachment(s):** Monthly Financial Report for the period ended 31 August 2024

**OFFICER RECOMMENDATION**

**Moved: Cr**

**Seconded: Cr**

That Council receive the attached reports entitled Monthly Financial Report (Containing the required Statement of Financial Activity and Statement of Financial Position) for the period ended 31 August 2024.

**Carried:**

**SUMMARY**

To present to Council the Monthly Financial Report for the period ended 31 August 2024.

**BACKGROUND**

The monthly Financial Report (Containing the Financial Activity and Financial Position) is presented in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulation 1996.

Regulation 4(4) states that, *a statement of financial activity, and the accompanying documents (notes) referred to in sub regulation (2), are to be –*

- (c) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (d) recorded in the minutes of the meeting at which it is presented.*

The Statement of Financial Activity summarizes the Shire's financial activities for the period at which it relates.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulation 1996*

**POLICY IMPLICATIONS**

Nil

**PUBLIC CONSULTATION**

Nil

**FINANCIAL IMPLICATIONS**

In accordance with the approved material variances of 10% or \$10,000 whichever is the greater within the monthly Statement of Financial Activity during the 2024/25 financial year.

**STRATEGIC IMPLICATIONS**

*Shire’s Strategic Community Plan 2022 – 2032*

*4. Civic Leadership*

*4.1 Skilled, capable and transparent team:*

*- We engage with the community on key projects and we provide regular, transparent communication*

*- The capability of our organisation is continually improved*

*4.2 We are a compliant and resourced Local Government:*

*- External audits and reviews confirm compliance with relevant Local Government legislation*

*- Financial sustainability in achieving community aspirations*

**REPORTING OFFICER’S COMMENT**

The highlights of the August 2024 financial reports are as follows:

<b>Item</b>	<b>Reference</b>
<ul style="list-style-type: none"> <li> <b>Cash at Bank</b>                      The Shire’s total cash as at 31 July 2024 was <b>\$8,856,117</b> – composed of \$3,655,655 reserve accounts (restricted), \$51,265 LCDC fund, \$3,668,956 term deposit investments and \$1,480,241 general fund (Muni, OCDF &amp; Petty cash).                 </li> </ul>	Page 9 – Note 6 Cash and Financial Assets  Page 10 – Note 7 Reserve Accounts
<ul style="list-style-type: none"> <li> <b>Receivables</b>  <b>Rates and Rubbish</b> – \$378,206 current outstanding pending billing run for the current financial year.  <b>Other receivables</b> of \$106,581 – composed of \$41,183 sundry debtors aggregate minor balances, \$69,622 gst receivable and (\$4,224) impairment of receivables.                 </li> </ul>	Page 16 – Note 10 Receivables
<ul style="list-style-type: none"> <li> <b>Current Liabilities</b>                      YTD balance is \$1,490,323 which includes \$501,221 of employees’ annual and long service leave provision, \$247,238 Current portion of borrowings (payable within 12 months), \$364,342 unearned Capital Grants/Contributions and \$377,522 of gst and other payables.                 </li> </ul>	Page 5 – Note 2 Net Current Assets used in the Statement of Financial Activity
<ul style="list-style-type: none"> <li> <b>Closing Funding Surplus(Deficit)</b>                      YTD actual is \$4,432,994 – composed of \$9,435,704 Current Assets less \$1,490,323 Current Liabilities and \$(3,512,387) Net Adjustments to Net Current Assets.                 </li> </ul>	Page 5 – Note 2 Net Current Assets used in the Statement of Financial Activity
<ul style="list-style-type: none"> <li> <b>Significant Capital Projects:</b> <ul style="list-style-type: none"> <li>✓ Roadworks has been budget for \$3.8m this financial year of which 17% completed for two months operation.</li> <li>✓ Plant and equipment have a budget of \$1.093m – acquisitions in progress.</li> <li>✓ Land and buildings have a total budget of \$3.04m for WACHS housing, Kondinin Pavilion upgrade and staff housing – in progress.</li> </ul> </li> </ul>	Page 7 – Key Information  Page 11 to 14 – Note 8 Capital Acquisitions
<ul style="list-style-type: none"> <li> <b>Grants, Subsidies and Contributions</b> <ul style="list-style-type: none"> <li>✓ Operating grant of \$298,653 has been received from Main Roads WA for Road Maintenance.</li> </ul> </li> </ul>	Pages 21 – Note 15 Grants, Subsidies and Contributions

<ul style="list-style-type: none"><li>✓ General purpose and road grants 1<sup>st</sup> quarter allocation received was \$79,092.</li><li>✓ Capital grant of \$176,704 (including gst) invoiced to MRWA equivalent to 40% advance payment for RRG Lovering Road.</li></ul>	Page 22 – Note 16 Capital Grants, Subsidies and Contributions.
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In relation to material variances, “timing difference are due to the monthly spread of the budget not matching in comparison to the actual spread of revenue or expenditure. Timing difference will not result in a forecast adjustment. Where the material variance is flagged as “permanent”, this indicates that a forecast adjustment to the annual budget is required. – Page 6, Note 3 – Explanation of Material Variances.

**VOTING REQUIREMENTS**

Simple Majority



## 9.3 MANAGER OF WORKS

NIL

## 9.4 CHIEF EXECUTIVE OFFICER

### 9.4.1 DISCOVERY CENTRE BUSINESS PLAN AND UPDATE

<b>Author:</b>	CEO - David Burton
<b>Authorised Officer:</b>	CEO - David Burton
<b>Date:</b>	10 <sup>th</sup> September 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Business Plan Submissions, Response to KCRC, Budget for Discovery Centre operations.

#### OFFICER RECOMMENDATION:

That Council:

1. **NOTES** the submissions for the Business Case;
2. **APPROVES** the Chief Executive Officer to proceed with a funding application under Growing Regions Funding with the information being presented to Council prior to lodgement if possible;
3. **REQUESTS** the Working Group to prepare a response Questions and Answer Fact Sheet for the project to respond to the questions raised in the submissions.

#### Summary

This report is to provide information and updates in relation to the Discovery Centre Project (the 'Project') and responses to the Business Plan.

#### Background

Since 2018, the Shire of Kondinin has been working with the Hyden CRC (HCRC) and the Hyden Progress Association (HPA) for construction of a Centre in Hyden for the CRC and to promote tourism for the Shire and region.

An application was made for funding in 2020 but failed to gain financial support. The Working Group has been following through with improving the project and seeking funding.

This Project is in the Shire of Kondinin Strategic Community Plan and Long-Term Financial Plan.

Funding through the Federal Growing Regions Funding will be available now and will be the final round of funding for this project. It is likely that other funding may be available but details and timeframes are not known and no indications of future funding have been made.

The Working Group are also trying to get funding from State Government to reduce the financial impact of the project for the Shire of Kondinin residents and ratepayers.

As required under Section 3.50 of the *Local Government Act 1995* (WA) a Business Plan was drafted and released for public submission (Business Plan numbered 13 submission). A copy of the submission has been provided for Council consideration.

## Comment

### Business Plan Submissions

The submission from the Kondinin Community Recreation Council was submitted early and a response formulated addressing concerns raised to provide more information. A copy of the response has been included with the submission.

Most of the submission focuses on several main areas of the Business Plan. This included:

- Cost of the building and how it is to be funded
- Size of the building
- Operating costs
- Impact on other projects currently being investigated by the Shire
- Other considerations

### Cost of the Building

The Building costs are estimated to be \$12.3m.<sup>1</sup> This is to be funded as follows:

- \$4m State Government
- \$8m Federal Government.
- \$0.3m Shire/HPA

The estimate allows for cost increases to 30 June 2025 and the Shire has already applied for \$700,000 through the Federal Regional Precincts Program for Project planning.

The cost of the current proposal is heavily reliant on funding from other sources since the Shire, HPA and HCRC are unlikely to be able to fund the Project without significant funding (almost 100%) from other sources. The Shire and HPA currently have \$500,000 each in a Reserve for the facility and it is anticipated that this will cover any additional costs that are not already covered by the grant funding.

The Shire is currently seeking funds through several sources to fund the building. This includes State and Federal funding for the project.

### *State Grants*

At this time the Working Group are approaching State Government for a commitment of \$4m for the project. The Working Group has requested a meeting with Minister Saffioti or her advisors to seek funding to reduce the impact on the Shire and local funds. This may be received as an election commitment since the State Government is due to go into 'caretaker' mode for the upcoming 2025 State Elections. This funding will be used as a co-contribution with Federal Funding.

### *Federal Grants*

The bulk of the funding will be through an application for the Federal Growing Regions Funding round that will close 10 October 2024. The Shire will apply for the balance of the funding, approximately \$8m, from this funding source. This represents approximately 66% of Project costs with the Shire able to apply for up to 70% of the funds through the Federal Growing Regions Funding. A reduction from the 70% allowance will likely be favorable for

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<sup>1</sup> Quantity Surveyor Report, January 2024.

the application.

The Business Case recognized expenditure of \$7.5m for the 2025/26 Financial Year and concerns were raised in submissions that this was to be from Shire funds. The allowance was from the Shire Long-Term Financial Plan (LTFP) which required substantial funds to come from grant funding not Shire sources. The LTFP will need an update as this was drafted prior to the final costings of the project.

If the Growing Regions Funds are not received then the Shire can also apply for Round 2 of the Regional Precincts Program which does not specify a level of local funding commitment for the application.

If no State or Federal funds are received for the building then the Working Group may need to look at reducing the scope of the Project to make it fit within more acceptable funding parameters. This will have an impact on the size and cost of the building along with anticipated income and expenditure.

#### Size of Building

The Working Group has been working on the basis of applying for the maximum possible grant funding to ensure the building will meet future needs rather than renovating at a later stage which will be costlier.

The current facility allows for a retail area to attract tourism business and to create an income stream for the facility. The theatre will also show local video content (Centenary celebrations, etc.) while allowing for educational or other purposes for future use.

#### Cost of Operations

The Business Case gave the total operating expenditure and income which was questioned in several submissions. A copy of the operational budget is enclosed for further detail as an attachment.

Expenditure is estimated based on current facilities and costings within the Shire. Staffing costs for the CRC and Shire have not been included in the operating costs since these costs will be incurred by the Shire and CRC even without the new facility.

An allowance has been made for employing a Tourism Manager to ensure the facility and region is promoted and to secure the sustainability of the Centre. This is expected to relieve the workload on existing Shire staff on whom the majority of the tourism-related enquiries are directed.

#### Viability

The estimated annual income is \$104,000 and further details of calculations are in the below. Conservative estimates have been used in respect of the number of visitors and entrance fees. Visitor numbers are sourced from the CCTV Camera at Wave Rock.

- 40 people per day, at \$10 per head, by 5 days a week (although it is anticipated the Centre would be open 7 days a week), by 52 weeks a year. Total income \$ 104,000 for the first year. This is based on 200 people to enter the Discovery Centre per week.

The Centre is expected to attract further visitors to the Wheatbelt region and create commercial opportunities. This will create jobs for residents and boost the local economy.

The number of tourism to Wave Rock was also questioned, but this was taken from the CCTV Camera system installed at Wave Rock.

Based on the numbers of people visiting Wave Rock, the figure of 40 people per day attending the Discovery Centre may be considered low, especially during the peak periods where over 1,000 people a week visit Wave Rock and this does not include those that are passing through Hyden that may use the Centre also.

#### Impact on other Projects.

The cost of the facility has raised significant concern from the respondents with regards to the Shires ability to fund other projects such as housing and recreational facilities.

It should be noted that while considering the project the Shire has also begun projects or is looking for funding for projects including:

- Upgrades to the Kondinin Sports Pavilion
- New building for the Karlgarin Bowling Club
- Upgrades to the Hyden Tennis Club Building
- Preparations for upgrades to the Hyden Recreational facilities.

At this time, none of these projects have been impacted by the consideration of funding for the Discovery Centre. Being that the cost of the Centre is reliant on grant funding being received, the impact on other facilities should be minimal.

As suggested by one of the submission, the true cost of the facility will not be known until the tender has been advertised and responded to. This is very correct and all costings before that can only be considered estimates. It should also be noted that the cost of the building may be able to be reduced to fit within the funding allowances, but any reduction to the tendered works (usually 10% allowance) may require the tender to be recalled with the reduce scope of works.

The Shire is still considering other strategic projects including housing a recreation facilities. As the Discovery Centre will be funded mostly through grant funding, it should not impact other projects.

#### Other Considerations

There are concerns over the number of tourists indicated in the business case, but these figures are taken from the CCTV camera at Wave Rock. The ratio of people vs vehicle would suggest that it is within expectations, with most vehicles having two occupants.

Concern was also raised about the Discovery Centre not attracting more people, but the main aim of the Centre will be to provide people with more information and to explore other areas of the Shire and district, encouraging longer stays in our region. As Wave Rock is a destination, calculations for the Centre were based more on current visitor levels.

The Centre will have an area for the Shire Office, the area is smaller than the current Shire facilities in Hyden as the library will be in the main area. To ensure flexibility, the building

has been designed so that walls can be moved for suitability, which may allow space to change purposes. The administration area of the Centre is not likely to be able to house the Shire Administration and the HCRC in this area. The option of shifting the Shire administration to Hyden has not been considered for this project and would require significant investigation due to costs and impacts for the Shire. At this time, it is unlikely for this to be a consideration for this project.

Tourism does not impact all members of the community, but it can be shared by many businesses. As our area is predominantly an agriculture area, weather impacts can have significant impact and reduce the disposable cash of the residents putting strain on local business. Tourism is seen as a divergent income stream to assist local business with external funds being spent in our towns to support our economy.

The valuation of the land owned by HPA has been certified. While some may disagree with the value, it will only be used as a contribution for the project. Any reduction in the valuation would only serve to reduce the local contribution to the project.

Hyden currently has empty commercial buildings and the question of why the facility has a retail area has been raised. It is anticipated that the construction of the Centre will entice tourism focused businesses into the facility to ensure it is close to its market audience. This may not be able to be achieved with buildings in other areas of the town as the patrons would have to 'hunt' for the facilities. For the retail area, care must be taken so as to not set up a competitor for a current business in town as this would simply create another empty building.

Tourism information is provided by several outlets in the Shire of Kondinin, including the Shire offices, CRC's and also the Hyden Caravan Park and Café. With the Caravan Park and the Café being close to Wave Rock, it is an ideal location for information, but is also off the main road for people passing through. The Discovery Centre will have a location that will be accessible to all people going through Hyden, so will attract people not only for Wave Rock, but those travelling from Perth to Esperance or Kalgoorlie to Albany.

The building currently used for the HCRC can be repurposed and there have been several suggestions for this including:

- i. Gym / Health Care Centre
- ii. Changerooms for Sporting area
- iii. Relocation of REED Childcare Services.

As the use of the facility is not yet known, the cost of the changeover has not been considered as part of the project.

Several respondents were concerned about the facility being a benefit for wider community and this has been a consideration for the Shire as well. In recent times, we have seen the Kondinin community putting significant funding into murals around town and Yerrakine Rock to add to other murals around the Shire. The aim of the Discovery Centre is to have a captive audience that can be informed about the significant attractions and direct tourists to these areas. This will also be a focus of the Tourism Master Plan recently released for comment. This increase in visitation to all areas of our Shire does try to capture the benefits of tourism for all areas of the Shire, not just Hyden or Wave Rock. As noted by one of the submissions, we need to ensure that other areas are highlighted rather than tourists simply driving past or taking an alternative route and missing several of the attractions on offer.

The responses to the questions asked are currently the view of the author. It is recommended that the Working Group look at providing a Q&A response to the questions asked in the submission which can then be shared out to the community.

The Business Plan also suggested a community session being held to discuss the business plan and project. In discussions with the working group, it was recommended that this be done once funding has been approved as any community session held prior to that would likely be focused on the cost and scale of the project rather than any benefit that can be gained.

### Growing Regions Funding

The current round of Growing Regions Funding is now open and staff are preparing a submission. This round is different to the first round in that it will be a single application process. Documentation will be required for the signing of the finalized agreement. Funding has been applied for through the Regional Precincts and Partnership program to proceed with the documentation required and we should be hearing about our application at the end of this month or early next month.

The application for the funding will be dependent on the Cost Benefit Analysis giving a result that will be accepted for the Grant, and State Government Funding being committed in writing (even as an election commitment) or the funding application will fail.

### **Policy Implications**

Nil

### **Financial Implications**

The building will require substantial funding before it can go ahead and funding options are being sought through federal and state sources. Funding opportunities are being sought for this, with an application being prepared for the Growing Regions Funding program and a commitment from State Government.

### **Consultation**

Discovery Centre Working Group comprising of members from Hyden Progress Association, Hyden CRC, local Business and Council representatives.

### **Strategic Implications**

Strategic Community Plan 2022-2023

- "1.3 *Celebrate our pioneers, community members and protect our heritage*  
*Shire owned heritage buildings and places of interest are maintained and manager appropriately*
- 2.1 *Support the diverse industry across the Shire*  
*Townsite entrances, Shire verges and aesthetics are tidy, green and welcoming*
- 4.1 *Skilled, capable and transparent team*  
*We are inclusive and our communities feel heard*  
*We engage with the community on key projects and we provide regular,*

*transparent communication”*

**Voting Requirement**  
Simple Majority

#### 9.4.2 **CHRISTMAS ADMINISTRATION HOURS**

**Author:** CEO- David Burton  
**Authorised Officer:** CEO- David Burton  
**Date:** 9<sup>th</sup> September 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

##### **OFFICER RECOMMENDATION:**

That Council:

APPROVES that the Shire Administration Offices be closed for the Festive Season from close of business on Friday 20<sup>th</sup> December 2024 and re-open on Thursday 2<sup>nd</sup> January 2025.

#### **Summary**

This report is for Council to consider the closure of the Administration Office during the Christmas/New Year period.

#### **Background**

As a general practice, the Shire Administration offices have been closed over the Christmas / New Year period as most residents are away or engaged in other activities, and the need for the administration office is low. This closure also allows staff to take some time to travel to be with families during the festive season, without the concern of having to rush back to work.

#### **Comment**

Taking into consideration that the use of the Administration Office during the Christmas / New Year period is significantly reduced, it is again recommended that the Administration Offices be closed for the period and that this be advertised to the general public.

It is recommended that the Administration Offices be closed from close of business from Friday 20<sup>th</sup> December 2024 and re-open on Thursday 2<sup>nd</sup> January 2025. There are several public holidays in this period and other days will be covered by using staff annual leave or accrued time for the period.

The closure period does allow staff that are travelling, time to get to and from their destinations without rushing, leaving at the last minute, or taking the time off anyway, so it does provide a safer option for staff during the festive season with minimal impact to the Shire operations.

In any emergency situation, staff will be recalled as required for the Shire to manage the crisis.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Policy Manual- Operating Hours ADM-004



**Financial Implications**

As staff are using public holidays or accrued leave, there is no financial implication as the time is already owed to staff.

**Consultation**

Nil

**Strategic Implications**

The project meets the following objectives of the Shire’s Community Strategic Plan 2022-2032:

*“4: Civic Leadership*

*4.2 We are a compliant and resourced Local Government*

*Financial sustainability in achieving community aspirations”*

**Voting Requirement**

Simple Majority

### **9.4.3 BUSH FIRE BRIGADE FIRE CONTROL OFFICERS**

**Applicant:** Shire of Kondinin  
**Author:** CEO – David Burton  
**Authorising Officer:**  
**Date:** 10<sup>th</sup> September 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

#### **OFFICER RECOMMENDATION**

That Council ENDORSES the Bush Fire Control Officers and Dual Bush Fire Control Officers as listed in the report.

#### **Summary**

This report is for Council to consider the appointment of Bush Fire Control Officers for 2024/2025

#### **Background**

At the AGM of the Bush Fire Brigades, the Bush Fire Control Officers and Dual Bush Fire Control Officers were recommended as included in the report.

#### **Comment**

The Bush Fire Control Officers for the various brigades in the Shire of Kondinin are:

#### **Chief Fire Control Officer & Fire Weather Officer**

David Burton, CEO

#### **Deputy Chief Fire Control Officer & Fire Weather Officer**

Tom Mulcahy (East) FCO  
Roger Northey (West) DFCO

#### **Kondinin Town Brigade**

John Young FCO  
DFCO

#### **Kondinin Brigade (West)**

Glenn Browning FCO  
Kurt Spurgeon DFCO

#### **Kondinin Brigade (East)**

Neil Whyte FCO  
Geoff Whyte DFCO

#### **Karlgarin Brigade (North)**

Murray James FCO  
Peter Richter DFCO

#### **Karlgarin Brigade (South)**

Andrew James FCO  
Craig Trestrail DFCO

#### **Hyden Town Brigade**

Ashley Rogers FCO

#### **Hyden Brigade (North)**

Paul Green	FCO
Lachlan Mouritz	DFCO
<b>Hyden Brigade (South)</b>	
Trevor Hinck	FCO
Stephen James	DFCO
<b>East Hyden Brigade (North)</b>	
James Falconer	FCO
Dennis Gittos	DFCO
<b>Forrestania Brigade</b>	
Forrestania Mine	
General Manager	

The Dual Bush Fire Control Officers for the Shire of Kondinin and neighbouring Shires includes:

<b>Shire of Corrigin</b> Glenn Browning Roger Northey
<b>Shire of Kulin</b> Trevor Hinck Andrew James
<b>Shire of Narembeen</b> Neil Whyte Murray James Paul Green
<b>Shire of Yilgarn</b> James Falconer
<b>Shire of Lake grace</b> Tom Mulcahy

**Statutory Environment**

Bush Fires Act

**Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

*Strategic Community Plan 2022-2032*

**1. Community**

- a. Support local volunteer organisations
- b. Support emergency services planning, risk mitigation, response and recovery

**Voting Requirement**

Simple Majority

#### **9.4.4 PROHIBITIVE BURNING PERIOD**

**Applicant:** Shire of Kondinin  
**Author:** CEO – David Burton  
**Authorising Officer:**  
**Date:** 10<sup>th</sup> September 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

#### **OFFICER RECOMMENDATION**

That Council APPROVES the Prohibited Burning dates be 1<sup>st</sup> November 2024 to 14 February 2025

#### **Summary**

This report is for Council to approve the Prohibited Burning dates for the coming fire seasons

#### **Background**

Each year the restricted period is reviewed by the Bush Fire Brigade for consideration of dangers for the season and the dates of control.

#### **Comment**

The Prohibited Period is to ensure that no fires are lit during this time as the dangers with dry fuel would create significant loss and damage for local residents.

The time can be extended beyond 14<sup>th</sup> February is required at the discretion of the Chief Bush Fire Control Officer. This is usually done in consultation with the Chief Fire Control Officers, based on fuel loads and weather factors.

#### **Statutory Environment**

Bush Fires Act 1954

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Strategic Implications**

*Strategic Community Plan 2022-2032*

##### **1. Community**

- a. Support local volunteer organisations
- b. Support emergency services planning, risk mitigation, response and recovery

**Voting Requirement**  
Simple Majority

#### **9.4.5 EXTENDED TRADING HOURS FOR SHIRE**

**Applicant:** Shire of Kondinin  
**Author:** David Burton – Chief Executive Officer  
**Authorising Officer:** David Burton – Chief Executive Officer  
**Date:** 10<sup>th</sup> September 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Christmas Recommended Trading Hours.

#### **OFFICER RECOMMENDATION**

That the Chief Executive Officer notify the Department of Commerce of the Shire of Kondinin's proposed extended Christmas trading hours for local retailers, commencing on Monday 25<sup>th</sup> November 2024 and concluding on Sunday 5<sup>th</sup> January 2025 inclusive, be 6.45am to 9.00pm Monday to Friday, 6.45am to 5.00pm on Saturdays and from 11.00am to 5.00pm on Sundays and public holidays, other than Christmas Day, which will be a closed day.

#### **Summary**

This report is for Council to consider altering the trading hours in the Shire to allow access during the festive/harvest season should retailers wish to make a change.

#### **Background**

In previous years the Department of Commerce has provided a trading hour's package to regional Local Governments based on current Perth hours. However, the majority of Local Governments have declined the offer in the past and applied for their own locally preferred Christmas trading arrangements.

Previously the package offered allowed general retail shops to trade from 8.00am to 9.00pm Monday to Friday, 8.00am to 5.00pm on Saturdays and from 11.00am to 5.00pm on Sundays and public holidays, other than Christmas Day, which will be a closed day.

The Shire of Kondinin is recommended to propose trading hours in accordance with community needs and based on existing opening times for community retailers it is suggested to bring Mondays - Fridays and Saturdays forward to 6:45am.

In the 2021/2022, 2022/2023 and 2023/2024 years, the extended trading period was from the last Monday in November to the first Sunday in January, both dates inclusive. As is the case with all extended trading variations, the decision to open or not during the additional hours provided is at the discretion of individual retailers.

#### **Comment**

The extended trading hours are still up to the individual shop owners and is not something that is forced upon them. It does however allow for extended trading during the harvest/festive season should they wish to take up the extra trading hours.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

There are no known financial implications for this item, however, if shops do increase their hours, it would be a financial consideration for them to look into.

**Strategic Implications**

*Strategic Community Plan 2022-2032*

**1. Economy**

- a. Support the diverse industry across the Shire

**Voting Requirement**

Simple Majority



#### **9.4.6 TOURISM MASTER PLAN**

<b>Applicant:</b>	Shire of Kondinin
<b>Author:</b>	David Burton – Chief Executive Officer
<b>Authorising Officer:</b>	David Burton – Chief Executive Officer
<b>Date:</b>	10 <sup>th</sup> September 2024
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Draft Tourism Master Plan

#### **OFFICER RECOMMENDATION**

That:

- The Council **ADOPTS** the Tourism Master Plan to give direction for development of tourism in the Shire of Kondinin; and
- The CEO **CONTINUES** to work with interested persons in a working group to further tourism for the Shire.

#### **Summary**

This report is for Council to consider altering the trading hours in the Shire to allow access during the festive/harvest season should retailers wish to make a change.

#### **Background**

As part of the Destination Development Plan by Tourism WA and Australia's Golden Outback, it was recommended that the Shire of Kondinin look at a Tourism Master Plan for the Shire. Following this, staff along with members of the community workshopped items to look at several key features for the Tourism Plan. This included:

- Ensuring all towns are included with attractions
- Look at extending visitor stays within the Shire
- Increase awareness of the various attractions across the Shire.

The Plan will give the Shire and Development Officers assistance and direction as we work with the community to highlight the many attractions across the Shire and towns.

#### **Comment**

The Working Group for the development of the Master Plan included people from all towns, local business representatives and those with an interest in tourism. Working together, they looked at attractions around the Shire and towns and how we can improve the visitor experience in our region.

With the establishment of the working group, it would also be an ideal opportunity for the group to continue (if able) as the Plan will be a living document that will require updating as we work through the projects. It would also be good to have input from local business and people interested in tourism which can then be taken back to Roe Tourism for the wider region.

At the time of printing the Agenda, no submission had been made for the Plan. If any are received, they will be assessed and presented to the meeting.

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Funding for tourism activities and promotion is in the budget annually. Staff should be able to work with the current funding to delivery of the smaller initiatives of the Master Plan. Larger items will require further planning and inclusion in the budget process.

**Strategic Implications**

*Strategic Community Plan 2022-2032*

**2. Community**

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

**3. Economy**

- a. Coordinated planning and promotion of the visitor and tourist experience

**Voting Requirement**

Simple Majority

#### **9.4.7 CWA BUILDING IN HYDEN**

**Applicant:** Shire of Kondinin  
**Author:** David Burton – Chief Executive Officer  
**Authorising Officer:** David Burton – Chief Executive Officer  
**Date:** 12<sup>th</sup> September 2024  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

#### **OFFICER RECOMMENDATION**

That Council **SUPPORTS IN PRINCIPLE** the transfer of the CWA Property at No. 1 (Lot 17) Lynch Street, Hyden to the Shire with the building to be leased back to the Hyden CWA on a peppercorn lease arrangement.

#### **Summary**

This report is for Council to consider the transfer of the current Hyden CWA property at No. 1 (Lot 17) Lynch Street, Hyden to the Shire of Kondinin and the lease back to the group for a peppercorn lease arrangement.

#### **Background**

The Shire has been approached by the Hyden CWA Members for the possible transfer of the Hyden CWA property to be transferred to the Shire, but the CWA being able to continue the use of the facility.

The CEO is currently in discussion with CWA for the transfer.

#### **Comment**

The Hyden CWA building is linked to the Hyden Town Hall, with the facilities of both being used by both buildings, i.e., the CWA provides a kitchen facility and power goes to the CWA from the Hall.

In recent times, the Hyden CWA have found the increasing cost of insurance and other building costs a burden on the small group of members, but a still wanting to be able to continue providing services to the community.

CWA as an institution has provided many benefits to the community and to the state as a whole. The group is wanting to continue to serve the community, but the financial costs of the building may be prohibitive. The building was originally gifted to CWA by a local resident and the current members want to ensure the facility still remains part of the community and the group can continue.

In initial discussions, a price was considered for the property, but as it was initially gifted to CWA, the members felt that it was not right for the property to be 'sold' to the Shire for market value.

In discussions with the CEO from CWA Western Australia, CWA are proposing to gift the property to the Shire as long as the Shire pays for legal fees associated with the transfer.

The transfer of the property to the Shire will enable costs associated with the upkeep of the building to be met by the Shire (which uses the facility as well) and reduce the burden to the local members. This will also reduce the current issues with the two buildings having a symbiotic relationship, but two owners. It should be noted that the CWA building is on the State Heritage listing, so no changes can be made to the building without heritage approval.

The Hyden CWA group is still wanting to continue, but as the group is small, costs are proving to be a burden. For many of the members, the activities of CWA do allow them to participate with others which can have many health benefits.

Negotiations with CWA are still to be finalised, so this item is just to support the process in principle pending the final negotiations, but will give the members a direction of where things are heading so they can be comfortable with the change.

### **Statutory Environment**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

The CWA are looking to transfer the property to the Shire for only the cost of the legal fees for the land transfer. At the current time, these fees are unknown, but are not expected to be excessive.

The transfer of the building will have maintenance costs associated with the building, however these should be able to be covered within the Shire current property portfolio. The Shire currently maintains the garden of the property from a previous arrangement with the CWA from March 2023

The lease back to the members will enable the group to continue and provide benefit to the community. While this will be no tangible benefit to the Shire financially, it will be a benefit to the community for the group's activities.

### **Strategic Implications**

*Strategic Community Plan 2022-2032*

#### **1. Community**

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

### **Voting Requirement**

Simple Majority



**9.5 COMMUNITY DEVELOPMENT OFFICER**

**9.6 ENVIRONMENTAL HEALTH OFFICER**

**9.7 HOUSING AND BUILDING COMMITTEE MEETINGS**

**10. BUSINESS OF AN URGENT NATURE**

**11.CLOSURE**