



Shire of Cunderdin

Notice of an Ordinary Council Meeting

Dear Council Member,

The next Ordinary Meeting of the Cunderdin Shire Council will be held on **Thursday 19 March 2020** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 5.00pm**

Stuart Hobley
Chief Executive Officer
13 March 2020

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AGENDA

1. Declaration of Opening

The President declared the meeting open at ____pm

The Shire of Cunderdin disclaimer will be read aloud.

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

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

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

2.1 Record of attendances

Councillors

Cr DA (Dennis) Whisson	Shire President
Cr NW (Norm) Jenzen	
Cr B (Bernie) Daly	
Cr J (Jayson) Goldson	
Cr W (William) Stewart	
Cr A (Anthony) Smith	

In Attendance

Stuart Hobley	Chief Executive Officer
Hayley Byrnes	Deputy Chief Executive Officer
Lauren Cole	Governance and Compliance Officer

Guests of Council

Members of the Public

2.2 Apologies

2.3 Leave of Absence Previously Granted

Cr AE (Alison) Harris	Deputy President
Cr TE (Todd) Harris	

3. Public Question Time

Declaration of public question time opened at:

Declaration of public question time closed at:

4. Petitions, Deputations & Presentations

5. Applications for Leave of Absence

Recommendation 5.1

That Council approve Leave of Absence for Cr _____ from _____ to _____ inclusive

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost: __/__

6. Confirmation of the Minutes of Previous Meetings

6.1 Ordinary Meeting of Council held on 20th February 2019

Recommendation 6.1

That the Minutes of the Ordinary Council Meeting held on Thursday 20th February 2020 be confirmed as a true and correct record.

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost: __/__

Note to this item:

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

7. Declaration of Members and Officers Interests

8. Announcements by President without Discussion

9. Finance & Administration

9.1 Financial Reports for February 2020

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	11 March 2020
Author:	Hayley Byrnes
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	1 attachment – Monthly Report

Proposal/Summary

The financial reports as at 29 February 2020 are presented for consideration.

Background

The financial reports have been circulated to all Councillors.

Comment

Nil.

Consultation

Nil.

Statutory Environment

The *Local Government Act 1995* Part 6 Division 3 requires that a monthly financial report be presented to Council.

Policy Implications

Nil.

Financial Implications

All financial implications are contained within the reports.

Strategic Implications

Nil.

Recommendation 9.1

That Council receives the monthly financial reports for the period ending 29 February 2020.

Moved: Cr ____

Seconded: Cr ____

Vote – Simple Majority

Carried/Lost: __/__

9.2 Accounts Paid – February 2020

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	12 March 2020
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 attachment – Creditors list of payments February 2020

Proposal/Summary

Council is requested to confirm the payment of Accounts totalling:

Total for Municipal -	\$335,104.96
Total for Trust -	\$0.00
TOTAL -	\$335,104.96

For February 2020 as listed in the Warrant of Payments for the period 1st to 29th February 2020.

Background

Nil.

Comment

Nil.

Consultation

Nil.

Statutory Environment

In accordance with Financial Management Regulations 12 & 13, a List of all accounts paid or payable shall be presented to Council (Refer Warrant of Payments attached).

Financial Management Regulations 12 & 13.

Policy Implications

Nil.

Financial Implications

All financial implications are contained within the reports.

Strategic Implications

Nil.

Recommendation 9.2

1. That Council's payment of accounts amounting to \$335,104.96 being from Municipal Account for February 2020, as follows:

Municipal Account	\$	Total
Electronic Funds Transfer: EFT 3935 – 3990	\$307,947.03	
Direct Debit (Inc Bank Charges): DD1745.1-DD17470.12	\$12,757.45	
Cheques: 11589-11597	\$14,400.48	
TOTAL		\$335,104.96

be confirmed and noted; and,

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

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost: __ / __

9.3 Council Investments – As at 29th February 2020

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	12 March 2020
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 Attachment- Bank Statements

Proposal/Summary

To inform Council of its investments as at 29th February 2020.

Background

The authority to invest money held in any Council Fund is delegated to the Chief Executive Officer. Council Funds may be invested in one or more of the following:

- Fixed Deposits;
- Commercial Bills;
- Government bonds; and
- Other Short-term Authorised Investments.

Council funds are to be invested with the following financial institutions:

- Major Banks & Bonds Issued by Government and/ or Government Authorities.

Comment

In addition to the Shire's Municipal Operating Accounts, the below investment accounts are held as at 29th February 2020.

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$672,584.87	Municipal- 0000030	\$672,584.87		
Bendigo Bank	\$125,137.38	Municipal- 155971377	\$125,137.38		
Bendigo Bank	\$990,594.47	Reserves Term Deposit 1.9% Expires : 23/12/2019		\$990,594.47	
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%	\$146.78		
Bendigo Bank	\$1,098.37	Bendigo Trust Account 164 488 686			\$1,098.37
Westpac Bank	\$60,485.29	Trust Working Account 12-2981			\$60,485.29
Bendigo Bank	\$250,000.00	Bendigo Term Deposit 1.50% Expires:09/04/2020	\$250,000.00		
Westpac Bank	\$1,000,000.00	Westpac Term Deposit 1.75% Expires:09/02/2020	\$1,000,000.00		
TOTAL INVESTMENTS	\$3,100,047.16		\$2,047,869.03	\$990,594.47	\$61,583.66

In addition to the above Shire funds, the Shire administers the Cunderdin Community Centre Trust Account being Westpac Account 000 073 - \$ 95,718.92 and Bendigo Term Deposit Ref: 3030072 – \$ 448,062.49.

Consultation

Nil.

Statutory Implications

Financial Management Regulation 19.

Policy Implications

Nil.

Financial Implications

There are no financial implications in considering this item.

Strategic Implications

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

Recommendation 9.3

That the report on Council investments as at 29th February 2020 be received and noted.

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost: __/ __

9.4 Request for Financial Assistance – Meckering Sporting Club

Location:	Meckering Sporting Club
Applicant:	Sharon Reynolds – Meckering Sporting Club
Date:	12 th March 2020
Author:	Lauren Cole
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	2 x attachment

Proposal/Summary

The Council have received an email request from the Meckering Sporting Club requesting assistance with the preparation of their 50th Year celebrations.

They were seeking assistance in gardening maintenance in the week leading up to the 50th, which the Manager of Works and Services has already been liaising with Mr Jeff Snooke regarding providing this assistance.

The other request is seeking some financial assistance in helping pay for the cost of getting the outside of the building painted. The quote provided was for \$9,691.00

Background

The Meckering Sporting Club have already received this financial year;

- \$1919.50 for part payment of Pest Control invoice
(Full Invoice was for the amount of \$2414.50)
- \$230 in general maintenance

Council have also budgeted \$30,000 for an upgrade on the Meckering Sporting Club roof, this has not yet been completed and is looking like it may not be completed this financial year.

Comment

The Council owns the land and building and the Meckering Sporting Club cover all other cost associated with the building such as electricity and water. We currently do not hold a lease or agreement with the Meckering Sporting Club.

The 50th year celebration is being held on the 28th March 2020, the Meckering Sporting Club have accepted the attached quote and painting has already commenced to ensure it is completed before the event.

Consultation

Sharon Reynolds – Secretary/ Treasurer of the Meckering Sporting Club

Statutory Implications

Nil

Policy Implications

3.4 – Minor Request for Financial and Other Assistance

3. The Shire of Cunderdin provides financial and in-kind assistance to sporting, community and welfare groups / organisations to support specific projects of a capital purchases which respond to identified community needs.

Financial Implications

Depending on Council Resolution, no budgeted amount have been allocated.

Strategic Implications

Cunderdin Community Strategic Plan

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

Social

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

Environmental

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

Economic

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.

Position the area as a regional strategic location and transport hub

Recommendation 9.4

That Council:

Endorse the request for financial assistance from the Meckering Sporting Club for \$2,000 for the purpose of assisting with payment of the Painting of exterior of the Meckering Sporting Club.

Moved: Cr

Seconded: Cr

Vote – Simple Majority

Carried/Lost: _____

9.5 Equal Employment Opportunity Plan

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	12 th March 2020
Author:	Lauren Cole
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	EEOMP July 2019 EEOMP 2019 -2021

Proposal/Summary

For Council to adopt the Equal Employment Opportunity Management Plan for the period July 2019 to July 2021.

Background

Council at its July 2019 Ordinary Council Meeting resolved the following;

Resolution 9.5 July 2019

That Council adopt the Equal Employment Opportunity Management Plan dated 18 July 2019.

Moved: Cr Bernie Daly

Seconded: Cr Doug Kelly

Vote – Simple Majority

Carried: 6/0

Council is required to adopt an Equal Employment Opportunity Plan in accordance with Section 145(1) of the Equal Employment Opportunity Act 1984 (EEO Act). In December 2019 Council adopted its Policy Manual which included an Equal Opportunity Policy and was reconfirmed at the June 2019 Meeting. The Policy details Councils commitment to the EEO Act, and the Management Plan.

Comments

Section 145(1) of the Equal Opportunity Act 1984 (EO Act) requires public authorities to prepare and implement an Equal Employment Opportunity (EEO) Management Plan.

Council has been in discussion with Cherie Wabeke from Workforce Planning regarding our current Equal Employment Opportunity Management Plan. The current plan that council adopted is seen as a policy document and does not meet the requirements set out in Section 145(1) of the Equal Opportunity Act 1984 (EO Act).

In accordance with the EO Act plans must include the following provisions:

- a process for the development of EEO policies and programs [section 145(2)(a)]
- strategies to communicate the EEO policies and programs [section 145(2)(b)]
- methods for the collection and recording of workforce diversity data [section 145(2)(c)]
- processes for the review of personnel practices to identify possible discriminatory practices [section 145(2)(d)]
- the inclusion of goals and targets to determine the success of the EEO management plan [section 145(2)(e)]
- strategies to evaluate the EEO policies and programs [section 145(2)(f)]
- a process to review and amend the EEO management plan [section 145(2)(g)]

- the delegation of implementation, monitoring and review responsibilities. [section 145(2)(h)].

To meet the requirements under the EO Act public authorities must submit their EEO management plan and any further amendments of the Plan to the Director of Equal Opportunity in Public Employment (DEOPE) as soon as practicable once it has been prepared and endorsed.

Currently the Council has adopted a Policy statement but are required to submit an action plan.

Attached is Shire of Cunderdin Equal Employment Opportunity Management Plan for the period of July 2019 to July 2021 for adoption.

Consultation

Cherie Webeke – Principal Consultant Workforce Planning

Statutory Implications

Equal Opportunity Act 1984, Section 146

Policy Implications

Existing Policy and Implementation if an Associated Management Plan.

Financial Implications

Nil

Strategic Implications

Cunderdin Community Strategic Plan

The Cunderdin Community Strategic Plan aims to manage growth sustainably through governance, leadership, and targeted service and economic growth. The goals to achieve the aim are:

Social

- Grow and build the population base.
- Improve community spirit, collectively caring for each other.
- Build an active community, increasing participation and ownership.

Environmental

- Maintain and enhance the natural environment and resources.
- Maintain and enhance the area's infrastructure.

Economic

- Strengthen local business and employment capacity.
- Support and encourage sustainable business growth.
- Position the area as a regional strategic location and transport hub.

Recommendation 9.5

That Council,

1. Adopt the Equal Employment Opportunity Management Plan for the period July 2019 – July 2021 as prepared.
2. That a copy be sent to the Director of Equal Opportunity in Public Employment.

Moved: Cr _____

Seconded: Cr _____

Vote – Simple Majority

Carried/Lost ____/____

9.6 Chief Executive Officers Report

Location:	Cunderdin
Applicant:	Chief Executive Officer
Date:	14 February 2020
Author:	Stuart Hobley
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

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

Background

Corona Virus Update

The Shire is receiving regular updates from the Department of Health with respect to the Corona Virus on a daily basis.

At this stage the Shire is planning for a disruption to its normal business at some stage in the next four months.

Community Development Officer

The contract for the Community Development Officer is ending on the 31 March 2020. Mrs De Beer has been employed as the Community Development Officer for a period of 12 months and in this time has established a strong connection with the community.

The Shire has received numerous positive comments from community members with respects to the events that she has been involved in and the programs she has run.

She has established a very strong connection with the schools and the youth groups in both Cunderdin and Meckering. She is also assisting the Cunderdin Meckering Tammin Seniors group and has helped several community groups including Meckering Mens Shed.

She has written multiple grant applications of which several have been successful including the Meckering Mens Shed, Mental Health First Aid Training and Connecting Corridors.

The Shire has an objective of promoting the shire as a tourist destination and the CDO plays an important part in this role.

It is intended to extend the contract of the current CDO for a period of up to three years. This will be included in the 2020/21 Budget.

Early Learning Centre

The Early Learning Centre has been handed over to the REED and they are now operating from the Centre. The Shire is not aware of an issues created from the handover. It is intended that a detailed report on the financial operations of the ELC for 2019/20 will be presented to the April 2020 Council Meeting.

Auction of Land for Non Payment Rates

The following lots were auctioned for sale on the 20 February 2020 for non-payment of rates:

- 121 Cunderdin Wyalkatchem Road
- Lot 286 Collins Street Meckering.

Neither lot was sold at auction. There has been some interested in lot at 121 Wyalkatchem Cunderdin Road and it is intended to sell the thorough a local real estate agent. The Shire has contacted several real estate

agents for a valuation and fees for service however they are unable to enter the building as it is locked up. The Shire is seeking advice on its options to enter the building.

The Collins St Meckering lot is part of the salt plain in Meckering and has no value. It is intended to transfer this title back to the Crown.

Sale of Cat Grader

The old Cat Grader has been sold at auction in late February 2020 for \$107,250 inc GST. Selling cost of approximately \$3,500 were incurred. The reserve was set at \$60,000 and it was budgeted to sell grader for \$70,000.

Comment

Nil.

Consultation

Nil.

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Recommendation 9.6

That the Chief Executives Officers Report be received.

Moved: Cr

Seconded: Cr

Vote – Simple majority

Carried/Lost: _____

10. Environmental Health and Building
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Nil

11. Planning & Development

Nil

12. Works & Services

12.1 Proposed RAV Upgrade

Location:	Shire of Cunderdin
Applicant:	Manager of Works and Services
Date:	12 th of March 2020
Author:	Craig Robertson
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	RAV Assessment Vehicle

Proposal/Summary

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

Background

Heavy Vehicle Services (HVS) has received an application to add the following section of road(s) onto the Restricted Access Vehicle (RAV) Network:

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4060019	Scaddan Rd	Cunderdin – Wyalkatchem Rd (0.00)	End of Road (7.10)	RAV 4	RAV 5
4060020	Flowery Patch Rd	Scaddan Rd (0.00)	LGA Boundary (9.00)	RAV 4	RAV 5
4060072	Matthew Rd	Rabbit Proof Fence North Rd (2.36)	Cunderdin – Wyalkatchem Rd (5.04)	RAV 4	RAV 5
4060077	Harris Rd	Cunderdin – Wyalkatchem Rd (0.00)	Fuller Rd (4.60)	RAV 4	RAV 5
4060122	Rabbit Proof Fence North Rd	Start of Road (0.00)	Matthew Rd (14.42)	RAV 4	RAV 5
4060153	Fuller Rd	Harris Rd (0.00)	Scaddan Rd (4.20)	RAV 4	RAV 5
4060159	Edbrooke Rd	Cunderdin – Minivale Rd (0.00)	Rabbit Proof Fence North Rd	RAV 4	RAV 5

Comment

Main Roads HVS have asked if the Shire will support amending the classification of this road under the Restricted Access Vehicle (RAV) Network.

For the process to move ahead the Shire will need;

- Support to have the road assessed with the view to upgrading the RAV classification of these road;
or
 - Decline the request
1. If the Shire is in favour of supporting the request, HVS will assess the mentioned road and a condition report will be sent to the Shire on its findings.
 2. If the road is suitable and is to the RAV requirements it then will be added to the network as per the requested RAV rating.
 3. Any road that requires maintenance or works will not be added to the network until the condition of the road is to the requirements of the assessment. (Noting that either the applicant or the shire will need to get the road to the required standard) for it to be upgraded to the RAV rating.

Any upgrade will require increased on-going maintenance.

Going from a RAV 4 to a RAV 5 road will mean that the longest of the trucks will increase from 27.5m to 36.5m.

Consultation

Main Roads Heavy Vehicle Service (HVS),

Statutory Implications

Road Traffic (Vehicles) Act, 2012

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Environmental – roadside vegetation

Infrastructure – appropriate for local business operations

Recommendation 12.1

That Council:

1. Approve/Decline the request for the amendment of the RAV rating of the portions of the road as per the table below for the purpose of the Restricted Access Vehicle (RAV) Network;

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4060019	Scaddan Rd	Cunderdin – Wyalkatchem Rd (0.00)	End of Road (7.10)	RAV 4	RAV 5
4060020	Flowery Patch Rd	Scaddan Rd (0.00)	LGA Boundary (9.00)	RAV 4	RAV 5
4060072	Matthew Rd	Rabbit Proof Fence North Rd (2.36)	Cunderdin – Wyalkatchem Rd (5.04)	RAV 4	RAV 5
4060077	Harris Rd	Cunderdin – Wyalkatchem Rd (0.00)	Fuller Rd (4.60)	RAV 4	RAV 5
4060122	Rabbit Proof Fence North Rd	Start of Road (0.00)	Matthew Rd (14.42)	RAV 4	RAV 5
4060153	Fuller Rd	Harris Rd (0.00)	Scaddan Rd (4.20)	RAV 4	RAV 5
4060159	Edbrooke Rd	Cunderdin – Minivale Rd (0.00)	Rabbit Proof Fence North Rd	RAV 4	RAV 5

Moved: Cr

Seconded: Cr

Vote – Simple majority

Carried/Lost: _/_

13. Urgent Items

Nil

14. Scheduling of Meeting

14.1 April 2020 Ordinary Meeting

The next ordinary meeting of council is scheduled to take place on Thursday 16 April 2020 commencing at 5pm at the Cunderdin Shire Council Chambers, Cunderdin, WA 6407

15. Closure of meeting

There being no further business the Shire President will declare the meeting closed at __: __pm.

16. Certification

DECLARATION

I, Dennis Whisson, certify that the minutes of the Ordinary Council Meeting held on 19 March 2020 as shown were confirmed at the ordinary meeting of Council held on 16 April 2020.

Signed: _____

Date: _____