



## Shire of Cunderdin

### Ordinary Council Meeting Minutes

Dear Council Member,

The next Ordinary Meeting of the Cunderdin Shire Council was held on **Wednesday 17 December 2025** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 4.00pm.**

Stuart Hobley  
**Chief Executive Officer**

17 December 2025

## CONTENTS

1	Declaration of Opening .....	3
2	Record of Attendance, Apologies and Approved Leave of Absence .....	3
3	Public Question Time .....	3
4	Petitions, Deputations & Presentations .....	3
5	Applications for Leave of Absence .....	4
	5.1 Applications for leave of absence .....	4
6	Confirmation of the Minutes of Previous Meetings .....	4
	6.1 Minutes of Ordinary Council Meeting held 26 <sup>th</sup> November 2025.....	4
	6.2 Minutes of Special Council Meeting held 5 <sup>th</sup> December 2025.....	4
7	Declaration of Members and Officers Interests .....	5
8	Announcements by President without Discussion .....	5
9	Finance and Administration.....	6
	9.1 Financial Reports for November 2025 .....	6
	9.2 Accounts Paid 30 November 2025 .....	8
	9.3 Council Investments 30 November 2025 .....	10
	9.4 Delegations Register 2025 – Adoption .....	13
	9.5 Move Behind Closed Doors .....	16
	9.6 Private & Confidential - RFT 04-25/26 Cunderdin Shared Path Construction – Lundy, Bedford, Baxter & Kennedy.....	17
	9.7 Move From Behind Closed Doors.....	20
	9.8 Minutes Audit Committee Meeting – 17 December 2025 .....	21
	9.9 Annual Report 2024/25.....	23
	9.10 Receival of WEROC Inc. AGM and Board Meeting minutes .....	27
	9.11 Chief Executive Officers Report .....	30
10	Environmental Health and Building .....	32
11	Planning & Development.....	32
12	Works & Services .....	32
13	Urgent Items.....	32
14	Scheduling of Meeting.....	32
	14.1 February 2026 Ordinary Meeting.....	32
15	Closure of meeting .....	32
16	Certification.....	32

## 1 Declaration of Opening

The Shire President declared the meeting open at 4.00pm.

The Shire of Cunderdin disclaimer was read aloud by Cr Bernie Daly.

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 attendance

#### Councillors

Cr AE (Alison) Harris	Shire President
Cr A (Tony) Smith	Deputy Shire President
Cr B (Bernie) Daly	
Cr J (Joanne) Fulwood	
Cr TE (Todd) Harris	
Cr S (Samantha) Pimlott	
Cr N (Natalie) Snooke	

#### Staff

Stuart Hobley	Chief Executive Officer
Kay Squibb	Deputy Chief Executive Officer
Brooke Davidson	Executive Assistant

#### Guests of Council

Nil.

#### Members of the Public

Nil.

### 2.2 Apologies

Nil.

### 2.3 Leave of Absence Previously Granted

Nil.

## 3 Public Question Time

Nil.

## 4 Petitions, Deputations & Presentations

Nil.

## **5 Applications for Leave of Absence**

### **5.1 Applications for leave of absence**

Cr S Pimlott requested a Leave of Absence for the 25 February 2026 Ordinary Council Meeting.

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#### **Resolution 5.1**

Moved Cr N Snooke      Seconded Cr J Fulwood

That Council approve Leave of Absence for Cr Pimlott for the 25 February 2026 Ordinary Council Meeting.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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

### **6.1 Minutes of Ordinary Council Meeting held 26<sup>th</sup> November 2025**

Attachment 6.1.1 - Unconfirmed Minutes OCM – 26<sup>th</sup> November 2025

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#### **Resolution 6.1**

Moved Cr B Daly      Seconded Cr S Pimlott

1. That the Minutes of the Ordinary Council Meeting held on Wednesday 26<sup>th</sup> November 2025 be confirmed as a true and correct record.
2. The President to sign the minute declaration on the previous minutes.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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### **6.2 Minutes of Special Council Meeting held 5<sup>th</sup> December 2025**

Attachment 6.2.1 - Unconfirmed Minutes SCM – 5<sup>th</sup> December 2025

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#### **Resolution 6.2**

Moved Cr A Smith      Seconded Cr J Fulwood

1. That the Minutes of the Special Council Meeting held on Friday 5<sup>th</sup> December 2025 be confirmed as a true and correct record.
2. The President to sign the minute declaration on the previous minutes.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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

Nil.

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

I wish to send the love and support of our community to the people of Bondi and the Jewish community, in the wake of the terrible slaughter at Bondi Beach, and unite with them in standing against acts of terrorism and antisemitism. Religious zealots will never be welcome in Australia.

In supreme contrast to the actions of those whose hearts are filled with idealism and hatred, are the actions of the first responders, who tended to those who were gunned down, and the heroic deeds of the man who risked his own life to disarm one of the shooters. These are the actions of true, peaceful Australians, who value life and accept all creeds and colours.

I call upon our political leaders to do as they have been elected to do - to lead, in protecting all citizens of Australia, by taking strong and powerful measures to stop these atrocities now, and take a stand against evil.

Australia's innocence may have been lost on one of our most iconic beaches, but with strong leadership, we can construct the kind of nation we thought we had.

We embrace those most deeply affected by this tragedy and save a place in our hearts for the families of those taken by bigotry and hatred.

## 9 Finance and Administration

### 9.1 Financial Reports for November 2025

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	10 December 2025
<b>Author:</b>	Kay Squibb
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.1.1 Financial Report November 2025

#### **Proposal/Summary**

The financial reports as at 30 November 2025 are presented for the Council's consideration.

#### **Background**

The *Local Government (Financial Management) Regulations 1996* require a statement of financial activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an Ordinary Council Meeting within two months after the end of the month to which the report relates.

#### **Comment**

In accordance with the *Local Government (Financial Management) Regulations 1996*, Council is required each financial year to adopt a percentage or value to be used in the Statement of Financial Activity for reporting material variances. As part of the 2025/26 budget adoption process, Council endorsed a material variance threshold of 10% or \$10,000, whichever is the greater.

The Statement of Financial Activity for the period ending 30 November 2025 is presented for Council's information.

#### **Consultation**

Chief Executive Officer

#### **Statutory Environment**

*Local Government Act 1995*

s6.4 Financial report

*Local Government (Financial Management) Regulations 1996*

r34. Financial activity statement report

#### **Policy Implications**

Nil.

#### **Financial Implications**

The report represents the financial position of the Shire at the end of each reporting period.

#### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

5. CIVIC LEADERSHIP

5.3 Implement systems and processes that meet legislative and audit obligations

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**Resolution 9.1**

Moved Cr S Pimlott      Seconded Cr N Snooke

That Council receives the monthly financial report for the period ending 30 November 2025.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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## 9.2 Accounts Paid 30 November 2025

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	10 December 2025
<b>Author:</b>	Kay Squibb
<b>Item Approved By:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.2.1 – List of Payments November 2025 Attachment 9.2.2 – Credit Card Statements

### **Proposal/Summary**

Council to consider the list of payments made from the Municipal and Trust funds during November 2025.

### **Background**

The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions. The list is to be presented to the Council at the next Ordinary Council Meeting after the list is prepared and recorded in the minutes of that meeting.

### **Comment**

A summary of the total payments made during the month are:

Total Municipal fund -	\$376,518.48
Total Trust fund -	\$0.00
Total Credit Cards -	\$5,393.21
TOTAL	<u>\$381,911.69</u>

### **Consultation**

Chief Executive Officer

### **Statutory Environment**

*Local Government (Financial Management) Regulations 1996*

r13. Lists of accounts

- (1) *If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared—*
- (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*

r13A. Payments by employees via purchasing cards

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
- (a) *the payee's name;*
  - (b) *the amount of the payment;*
  - (c) *the date of the payment;*
  - (d) *sufficient information to identify the payment.*

### **Policy Implications**

Nil.

### **Financial Implications**

All financial implications are contained within the reports.

### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

5. CIVIC LEADERSHIP

5.3 Implement systems and processes that meet legislative and audit obligations

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### **Resolution 9.2**

Moved Cr A Smith      Seconded Cr T Harris

That Council receive the list of payments made for the period ending 30 November 2025, as listed below

<b>Municipal fund</b>	\$
Electronic Funds Transfer: EFT 9939 – 10028	\$335,057.96
Cheques: 12015 to 12018	\$18,255.70
Direct Debits (Inc Bank Charges):	\$23,204.82
<b>Trust fund</b>	\$0.00
<b>Credit Cards</b>	\$5,393.21
<b>TOTAL</b>	<b>\$381,911.69</b>

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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### 9.3 Council Investments 30 November 2025

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	10 December 2025
<b>Author:</b>	Kay Squibb
<b>Item Approved By:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.3.1 Bank Statements November 2025 Attachment 9.3.2 CCT Bank Statements November

#### Proposal/Summary

To inform Council of its investments as at 30 November 2025.

#### 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 investment accounts below are held as at 30 November 2025 -

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$537,022.61	Municipal- 0000030	\$537,022.61		
Bendigo Bank	\$2,013,209.27	Municipal- 155971377	\$2,013,209.27		
Bendigo Bank	\$14,473.96	Bendigo Trust Account 164 488 686			\$14,473.96
Westpac Bank	\$0.00	Trust Working Account 12-2981			\$0.00
Westpac Bank	\$364,652.88	Business Cash Reserve 22-3647 0.45%		\$364,652.88	
Bendigo Bank	\$1,851,895.88	Term Deposit -4.25% Matures 21 May 2026		\$1,851.895.88	
<b>TOTAL INVESTMENTS</b>	<b>\$4,781,254.60</b>		<b>\$2,550,231.88</b>	<b>\$2,216,548.76</b>	<b>\$14,473.96</b>

Separately to the above Council funds, the Shire administers following accounts for the Cunderdin Community Centre Trust being Bendigo Term Deposits and Westpac operating account #000073 with a current balance of \$8,190.26.

<b>CUNDERDIN COMMUNITY TRUST</b> <b>~ INTEREST ACCOUNT ~</b> <b>30 November 2025</b> Term Deposit# 5285821 Maturing 4 May 2026 (4.25%)		
	Opening Balance as per Term Deposit	\$270,936.53
<i>INCOMING</i>	Interest earned – interest account	\$4,826.75
	Interest earned – capital account	\$6,589.12
	<b>Total interest</b>	<b>\$11,415.87</b>
<i>OUTGOING</i>		0.00
	<b>Balance at end of month</b>	<b>\$282,352.40</b>
<b>CUNDERDIN COMMUNITY TRUST</b> <b>~ CAPITAL ACCOUNT ~</b> <b>30 November 2025</b> Term Deposit# 5285825 Maturing 4 May 2026 (4.25%)		
	Opening Balance as per Term Deposit	\$369,862.05
<i>INCOMING</i>	Interest on maturity of investment	\$6,589.12
<i>OUTGOING</i>	Transfer to interest account	<b>\$-6,589.12</b>
	<b>Balance at end of month</b>	<b>369,862.05</b>

**Consultation**

Nil.

**Statutory Implications**

*Local Government Act 1995*

*s6.14 Power to invest*

*Local Government (Financial Management) Regulations 1996*

*r19 Investments, control procedures for*

*r19C Investment of money, restrictions on (Act s. 6.14(2)(a))*

**Policy Implications**

Nil.

**Financial Implications**

There are no financial implications in considering this item, for information only.

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

5. CIVIC LEADERSHIP

5.3 Implement systems and processes that meet legislative and audit obligations

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**Resolution 9.3**

Moved Cr N Snooke     Cr S Pimlott

That the report on Council investments as at 30 November 2025 be received.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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## 9.4 Delegations Register 2025 – Adoption

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Executive Assistant
<b>Date:</b>	29/10/2025
<b>Author:</b>	Brooke Davidson
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.4.1 - Delegation Register

### Proposal/Summary

For Council to adopt the revised Delegations Register.

### Background

Council's Delegations Register has been reviewed for relevance to current circumstances and operational effectiveness. The Local Government Act 1995 Section 5.46 (2) requires the Council to review the delegations to the CEO annually. Council last reviewed its delegations on 23<sup>rd</sup> October 2024.

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

### Comments

In assessing the current delegations, the review has concluded the current delegation levels overall are appropriate, effective and provide for administrative efficiencies. Delegations may be made, amended, or revoked at any time by absolute majority.

A comprehensive review of the Delegations Register was completed in 2024 and there are no changes that have been identified in this year's review.

### Consultation

Stuart Hobley, Chief Executive Officer

### Statutory Implications

*Local Government Act 1995*

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

(1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —  
this Act other than those referred to in section 5.43; or  
the Planning and Development Act 2005 section 214(2), (3) or (5).*

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

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

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

- a) any power or duty that requires a decision of an absolute majority of the council;*
- b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- c) appointing an auditor;*
- d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- f) borrowing money on behalf of the local government;*
- g) hearing or determining an objection of a kind referred to in section 9.5;*

- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor;*
- (i) such other powers or duties as may be prescribed.*

**5.44. CEO may delegate powers and duties to other employees**

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

**5.45. Other matters relevant to delegations under this Division**

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

**5.46. Register of, and records relevant to, delegations to CEO and employees**

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

**Policy Implications**

Nil.

**Financial Implications**

Nil.

### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

#### **5. CIVIC LEADERSHIP**

5.1 Shire communication is consistent, engaging and responsive

5.2 Forward planning and implementation of plans

Accountable and transparent decision making

5.3 Implement systems and processes that meet legislative and audit obligations

External Audits and Reviews confirm compliance with relevant legislation.

Capability of our organization is continually improved

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### **Resolution 9.4**

Moved Cr B Daly

Seconded Cr T Harris

That Council adopts the Shire of Cunderdin Delegations Register 2025 as presented.

Vote – Absolute majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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## 9.5 Move Behind Closed Doors

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### Resolution 9.5

Moved Cr J Fulwood    Seconded Cr A Smith

That Council move behind closed doors in accordance with s.5.23 of the *Local Government Act 1995*.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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**9.6 Private & Confidential - RFT 04-25/26 Cunderdin Shared Path Construction – Lundy, Bedford, Baxter & Kennedy**

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	2 December 2025
<b>Author:</b>	Liezl De Beer
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.6.1 – Private & Confidential - RFT 04-25/26 Tender Evaluation

**Proposal/Summary**

For Council to consider the five tender responses received for the Shire of Cunderdin Lundy, Bedford, Baxter & Kennedy Shared Path Construction Request for Tender.

**Background**

Tenders for Cunderdin Shared Path Construction – Lundy, Bedford, Baxter & Kennedy were opened on Saturday, 4 October 2025 with a closing date of Tuesday, 18 November 2025. Site inspections were held on Tuesday, 28 October 2025 and Tuesday, 11 November 2025.

Statewide public advertising featured in The West Australian on 4 October 2025. Public notification was given on the Shires website, social media, Shire Snippets and notice board displays.

Tender applications were advertised to be submitted in person or electronically. At the time of closing five Request for Tender documents were received.

**Comments**

These shared path works have been identified in the Shire of Cunderdin Pathways Plan and funded through the 25/26 footpath works budget (\$183,064) & Western Australian Bike Network Program (\$183,064), with total budget of \$366,128 for this project (inclusive of tree removal – not included in this tender).

After reviewing and assessing the submission in accordance with *Local Government (Functions and General) Regulations 1996*, the scoring of each tender against the selection criteria was undertaken by Council Staff. The following criteria was included in the RFT document and taken into consideration:

<b>RFT 04-25/26 - Shared Paths Construction</b>	
<b>Evaluation Criteria</b>	<b>Weight</b>
Relevant Experience, Personnel Skills and Experience, Resources	20%
Demonstrated Understanding	20%
Price*	60%
<b>Total Score</b>	<b>100%</b>

\*Regional Purchasing Policy to be considered

A comprehensive evaluation of tenders received can be found in Attachments 9.6.1.

**Consultation**

Stuart Hobley, Chief Executive Officer  
 Kay Squibb, Deputy Chief Executive Officer  
 Liezl De Beer, Project Manager

## **Statutory Implications**

### *Local Government Act 1995*

Section 3.57. Tenders for providing goods or services

1. A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
2. Regulations may make provision about tenders.

### *Local Government (Functions and General) Regulations 1996*

Regulations 11 to 24 deals with tenders for providing goods and services in detail.

## **Policy Implications**

Shire of Cunderdin Policy

### 3.1 Purchasing Framework

## **Financial Implications**

This project will be funded through the annual footpath budget and external funding, with budget allocations as follows:

- 25/26 Footpath works budget - \$183,064
- Western Australian Bike Network Program - \$183,064
- **Total budget of \$366,128**

Three tenders received (out of the five tenders) were within the allocated project budget. These were:

- Industrial Road Pavers (alternative tender) - \$278,400 (asphalt path instead of concrete path)
- Oasis Contracting - \$230,210 (excluding tree clearing)
- WA Concrete - \$155,033.50 (excluding tree clearing)

Projected costs for this shared path project include:

- RFT04-25/26 Shared Path Construction – depending on contractor selected
- Tree Removal (indicative quotes) - \$25,000
- Street Tree Planting & seating (awaiting quotes) - \$10,000
- Shire works - \$10,000

Any unspent project funds will be retained for contingency needs and potential cost escalations. It is also recommended to carry over unspent path budget to 26/27 (Year 3) WABN Shared Pathways projects, as we anticipate these projects to be more expensive than originally planned or budgeted.

## **Strategic Implications**

Shire of Cunderdin Strategic Community Plan 2022 -2032:

### 1. Community and Social

- 1.1 Community members have the opportunity to be active, engaged and connected.  
Inclusive access to Shire facilities and services
- 1.2 A healthy and safe community is planned for  
Promotion and advocacy of community health and wellbeing

### 3. Built environment

- 3.1 Safe, efficient and well maintained road infrastructure
- 3.2 Maintenance and extension of the footpath network

### 5. Civic Leadership

- 5.2 Forward planning and implementation of plans

## Shire of Cunderdin Pathway Plan

1.1 Cunderdin Townsite Vision To develop a network of safe, accessible, and attractive paths that promote walking, enhance community connectivity, and contribute to the overall well-being of residents and visitors in the Shire of Cunderdin.

### 1.2 Objectives:

1. Improve pedestrian safety by providing well-maintained footpaths separated from vehicle traffic.
  2. Promote physical activity by creating an environment conducive to walking.
  3. Enhance community connectivity by linking key destinations such as schools, health facilities, parks, sporting precincts, shops, and public transport hubs.
  4. Increase accessibility for all residents, including those with disabilities, the elderly, and families with young children.
  5. Boost local economy by encouraging foot traffic to local businesses.
  6. Enhance the aesthetic appeal of public spaces through landscaping and beautification.
- 

### **Resolution 9.6**

Moved Cr A Smith      Seconded Cr J Fulwood

That Council authorise the Chief Executive Officer to:

1. Accept the Tender submitted by WA Concrete for the amount of \$170,536.85 (inc GST) as per the attached schedule.
2. That all other tenders be advised of (1) above.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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## 9.7 Move From Behind Closed Doors

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### Resolution 9.7

Moved Cr B Daly          Seconded Cr T Harris

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

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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## 9.8 Minutes Audit Committee Meeting – 17 December 2025

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	12 December 2025
<b>Author:</b>	Kay Squibb
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.8.1 – Audit Committee Minutes

### **Proposal/Summary**

Council is requested to consider the recommendations from the Audit Committee meeting held on 17 December 2025.

### **Background**

An Audit Committee meeting was held for the purpose of

1. Adopting the 2024/25 Annual financial report
1. Receiving the Auditor's Report and Audit Concluding Memorandum for the year ended 30 June 2025.
2. Setting the date for the annual Electors meeting.

A copy of the minutes from this meeting can be found in Attachment 9.8.1.

### **Comments**

The following resolution was passed at the meeting:

*That the Audit Committee:*

1. *Adopt the 2024/25 annual financial report;*
2. *Receive the Auditors Report and Audit Concluding Memorandum for the year ended 30 June 2025;*
3. *Recommend to Council that the 2024/25 Annual Report, which incorporates the annual financial report and auditors report, be adopted.*
4. *Recommend to Council that the annual electors meeting be held on Wednesday 25 February 2026 in the Shire of Cunderdin Council Chambers.*

It is recommended that Council receive and endorse the Audit Committee minutes for the meeting held 17 December 2025 and adopt the resolution contained therein.

### **Consultation**

Stuart Hobley, Chief Executive Officer

### **Statutory Implications**

*Local Government Act 1995 Part 5 Division 2 Subdivision 3 – Section 5.22*

2. The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

*Local Government Act 1995*

*7.12A. Duties of local government with respect to audits*

1. *A local government is to do everything in its power to –*
  - a. *assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and*
  - b. *ensure that audits are conducted successfully and expeditiously.*
2. *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
3. *A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to –*

- a. *determine if any matters raised by the report, or reports, require action to be taken by the local government; and(b) ensure that appropriate action is taken in respect of those matters.*
4. *A local government is to —*
- a. *prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and*
  - b. *forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.*

*Local Government (Audit) Regulations 1996*

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan

5. CIVIC LEADERSHIP

5.2 Forward planning and implementation of plans

5.3 Implement systems and processes that meet legislative and audit obligations

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**Resolution 9.8**

Moved Cr B Daly            Seconded Cr N Snooke

That Council receive the minutes of the Audit Committee meeting held on 17 December 2025 and adopt the recommendation from the Audit Committee as presented in attachment 9.8.1.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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## 9.9 Annual Report 2024/25

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	9 December 2025
<b>Author:</b>	Kay Squibb
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.9.1 - Annual Report 2024/25

### **Proposal/Summary**

Council is requested to consider the Annual Report for the year ending 30 June 2025, which incorporates the annual financial report and auditors report.

### **Background**

Section 6.4 of the *Local Government Act 1995* requires that a local government is to prepare an annual financial report for the preceding financial year, in the manner and form prescribed. The accounts and annual financial report must be submitted to the auditor by 30 September each year.

Section 5.54 of the *Local Government Act 1995* requires an Annual Report to be accepted by the local government no later than 31 December in each year unless the Auditor's Report is not available in time. The *Local Government Act 1995* Section 5.42(2) provides that if the Annual Report is not accepted by the local government by 31 December, then it must be presented within two (2) months of the auditor's report becoming available.

The auditor's report for the 2024/25 year was received on 8 December 2025. An annual Electors meeting is required to be convened no later than 56 days of acceptance of the annual report, in accordance with section 5.27(2) of the *Local Government Act 1995*. It is proposed that the Electors meeting is held on the same day as the 25 February 2026 meeting.

### **Comments**

The audit exit meeting for the 2024/25 financial year to present the audit findings was held on 4 December 2025, and attended by Shire President Cr A Harris, CEO Stuart Hobley, Deputy CEO Kay Squibb, Auditors from Moore Australia and the Office of the Auditor General.

Financial report aside, projects and activities that have been accomplished throughout the 2024/25 year have been reported on within the Annual Report. The 2024/25 Annual Report, as presented, addresses the requirements of the *Local Government Act 1995*.

### **Consultation**

Stuart Hobley, Chief Executive Officer  
Cr A Harris, Shire President

### **Statutory Implications**

*Local Government Act 1995*

5.27. *Electors' general meetings*

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

### 5.53. Annual reports

- 1) *The local government is to prepare an annual report for each financial year.*
- 2) *The annual report is to contain —*
  - (a) *a report from the mayor or president; and*
  - (b) *a report from the CEO; and*
  - [(c), (d) deleted]
  - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
  - (f) *the financial report for the financial year; and*
  - (g) *such information as may be prescribed in relation to the payments made to employees; and*
  - (h) *the auditor's report for the financial year prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
  - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
  - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
    - (i) *the number of complaints recorded in the register of complaints; and*
    - (ii) *how the recorded complaints were dealt with; and*
    - (iii) *any other details that the regulations may require; and*
    - (i) *such other information as may be prescribed.*

### 5.54. Acceptance of annual reports

- 1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*
- 2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

### 5.55 Acceptance of annual reports

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

*\*Absolute majority required*

### 5.55A Publication of Annual Reports

*The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.*

### Local Government (Administration) Regulations 1996

#### Part 5 – Annual reports and planning

#### r19B Information to be included in annual report (Act s. 5.53(2)(g) and (i))

- 2) *For the purposes of section 5.53(2)(g) and (i), the annual report for a financial year beginning on or after 1 July 2020 must contain the following —*
  - a) *the number of employees of the local government entitled to an annual salary of \$130 000 or more;*
  - b) *the number of employees of the local government entitled to an annual salary that falls within each band of \$10 000 over \$130 000;*
  - c) *any remuneration and allowances paid by the local government under Schedule 5.1 clause 9 during the financial year;*
  - d) *any amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year;*
  - e) *the remuneration paid or provided to the CEO during the financial year;*
  - f) *the number of council and committee meetings attended by each council member during the financial year;*
  - g) *if available, the gender, linguistic background and country of birth of council members;*

- h) *if available, the number of council members who are aged —*
  - i) *between 18 years and 24 years; and*
  - ii) *between 25 years and 34 years; and*
  - iii) *between 35 years and 44 years; and*
  - iv) *between 45 years and 54 years; and*
  - v) *between 55 years and 64 years; and*
  - vi) *over the age of 64 years;*
- i) *if available, the number of council members who identify as Aboriginal or Torres Strait Islander;*
- j) *details of any modification made to a local government’s strategic community plan during the financial year;*
- k) *details of any significant modification made to a local government’s corporate business plan during the financial year.*

*r19BB Information about trading undertakings to be included in annual report (Act s. 5.53(2)(i))*

*r19BC. Information about land transactions to be included in annual report (Act s. 5.53(2)(i))*

*r19BD. Information about fees, expenses and allowances to be included in annual report (Act s. 5.53(2)(i))*

*19BE. Information about capital grants, subsidies and contributions to be included in annual report (Act s. 5.53(2)(i))*

### **Policy Implications**

Nil.

### **Financial Implications**

This item reports on the financial position of the Shire at 30 June 2025. The recommendation itself does not have any financial implications.

### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan

#### COMMUNITY AND SOCIAL

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

The Shire supports positive leisure, learning and recreation outcomes

1.2 A healthy and safe community is planned for

Volunteers and community groups feel supported and empowered

2.2 Renew and improve the visibility of the Shire of Cunderdin brand

Visitors receive timely and accurate information about our Shire attractions and services

Improved online presence and awareness of what we have to offer

#### 3. BUILT ENVIRONMENT

3.4 Protect and preserve heritage

Promotion and improved awareness of the Cunderdin Museum and Pump Station

#### CIVIC LEADERSHIP

5.3 Implement systems and processes that meet legislative and audit obligations

Capability of our organisation is continually improved

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**Resolution 9.9**

Moved Cr A Smith      Seconded Cr S Pimlott

That Council, in accordance with sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2024/25 financial year, which incorporates the annual financial report and auditors report.

Vote – Absolute majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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## 9.10 Receival of WEROC Inc. AGM and Board Meeting minutes

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Community Development Officer
<b>Date:</b>	10 December 2025
<b>Author:</b>	Brooke Davidson
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.10.1 - Board Meeting Minutes Attachment 9.10.2 - Annual General Meeting Minutes Attachment 9.10.3 - WEROC Annual Report 24/25

### **Proposal/Summary**

For Council to receive the minutes from the WEROC Inc Board Meeting and Annual General Meeting held Thursday 27<sup>th</sup> November 2025 in Cunderdin.

### **Background**

WEROC is an incorporated not-for-profit organisation whose membership is comprised of representatives from the Eastern Wheatbelt Shire's of Cunderdin, Bruce Rock, Kellerberrin, Merredin, Tammin, Westonia and Yilgarn.

WEROC exists to support the growth and development of the Eastern Wheatbelt.

Shire President, Alison Harris, and CEO, Stuart Hobley, attended the WEROC Board Meeting and AGM held Thursday 27<sup>th</sup> November 2025 at the Cunderdin Sport and Recreation Centre.

### **Comments**

The minutes of the Board Meeting can be found in the attachment to this item. A summary of the key items from the meeting include:

#### **Matters for Decision - 27 November 2025**

- WEROC was successful in obtaining a grant for \$100,000 to undertake the WEROC water audits/strategies project. As a majority response was received from the Board Members, the Executive Officer executed the signing of the Funding Agreement with DWER and the consulting services contract with Water Technology.
- Contract review – Executive Officer Services. The proposal from 150 Square Strategic Solutions was accepted for the period 28 Feb 2026 – 28 Feb 2029.
- Appointment of Signatories to the WEROC Inc. Bank Account – The bank signatories were appointed.
- Volunteer Emergency Ambulance Services – That the NEWROC Policy Position on Volunteer Emergency Ambulance Services be endorsed.

#### **Project Updates – 27 November 2025**

- Regional Housing Support Fund (RHSF) – The Shire of Merredin will submit the application on behalf of the group.
- Progress on the implementation of the WEROC Strategic Waste Management Plan – The Executive Officer will arrange a meeting with Avon Waste in early 2026
- Wheatbelt Medical Student Immersion Program 2026 - will take place from Tuesday 10 to Friday 13 March.
- Joint ROC Event: will take place on Monday 16 February 2026 at Beaumonde on the Point.
- Marketing – The Wildflower campaign provided the strongest result for the Eastern Wheatbelt drive trail.

### **Other Matters – 27 November 2025**

- Inquiry into local government funding and financial sustainability
- Peter Kenyon, WEROC Roadshow

### **Actions arising from the meeting held 14 October 2025**

- A meeting with WALGA CEO, Nick Sloan is scheduled for Monday 15 December to discuss the possibility of shared resourcing arrangements out of WALGA.
- An Email was sent to Wheatbelt NRM CEO, Ms Renata Paliskis 27 October 2025 advising of WEROC's decision to decline the invitation to re-join the Corella Management Project in its final year.
- Printing complete of up to 5,000 copies of the map
- Membership application completed for WEROC to become a member of Australia's Golden Outback.
- A letter was sent to Minister Saffioti regarding the state of the Great Eastern Highway
- A request was sent via email to Ms. Renee Manning, who advised that the WDC would be happy to be involved in a discussion about what a model for sub-regional planning services in the region might look like.

The minutes of the Annual General Meeting can be found as an attachment to this item, along with the WEROC Annual Report 2024/25.

### **Consultation**

WEROC Inc

Stuart Hobley, Chief Executive Officer

Cr AE (Alison) Harris, Shire of Cunderdin President

### **Statutory Implications**

*Local Government Act 1995*

*Part 3, Division 4 — Regional local governments and regional subsidiaries*

*3.61 - Establishing regional local government*

*1) Two or more local governments (referred to in this Division as the participants) may, with the Minister's approval, establish a regional local government to do things, for the participants, for any purpose for which a local government can do things under this Act or any other Act.*

*3.62 Constitution and purpose of regional local government*

*2) The purpose for which a regional local government is established (referred to in this Division as the regional purpose) is as set out in the establishment agreement.*

### **Policy Implications**

Nil.

### **Financial Implications**

WEROC Membership fees included in Annual Budget.

### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan.

5. CIVIC LEADERSHIP

5.2 Forward planning and implementation of plans

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**Resolution 9.10**

Moved Cr T Harris      Seconded Cr J Fulwood

That Council receive the minutes from the WEROC Inc Board Meeting and Annual General Meeting held Thursday 27<sup>th</sup> November 2025 in Cunderdin.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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## 9.11 Chief Executive Officers Report

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	10 December 2025
<b>Author:</b>	Stuart Hobley
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachments:</b>	Attachment 9.11.1 - DFES Emergency Management Meeting – Wheatbelt Roadshow Attachment 9.11.2 — Summary of Strategy – 150 Square – Session 1

### Proposal/Summary

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

### Background

#### Watts Street Subdivision

Awaiting quotes for the provision of Western Power infrastructure. These quotes should be back, and a contractor appointed before the end of the year.

NBN application has been submitted to allow for NBN to the lots.

Porters have advised that the lots should be ready for sale before the end of the financial year.

Design and Planning for Stage 2 has commenced. It is expected that this could take up to 12 months to complete the initial planning works as this will be more complicated and include internal road construction and deep sewerage connections.

#### Mitchell Street and Yilgarn Street Housing Update

##### Yilgarn Street

Stallion have advised that the buildings may be ready for handover before Christmas 2025.

##### Mitchell Street

Two garden sheds have been ordered and are waiting to be installed. Still waiting on the defect items listed from the Practical Completion Inspection to be completed.

#### Community Plan

150 Square have provided a Summary of Strategy from the consultation session with Council (Attachment 9.10.2)

Due to some of the proposed dates clashing with community events there have been a few changes to the proposed dates. The new proposed dates for our community/council consultation sessions are as follows:

- Community engagement sessions: (week in between Forum/Council meetings)
  - Meckering Seniors Morning Tea – Monday, 16 February 2026 @ 9am
  - Meckering Town Overall – Monday, 16 February 2026 @ 6pm
  - Cunderdin Seniors Morning Tea – Tuesday, 17 February @ 9am
  - Cunderdin Youth Council – Tuesday, 17 February 2026 @ 4pm
  - Cunderdin Overall – Tuesday, 17 February @ 6pm

### Play Our Way Basketball Court Shelter and Upgrade

The site has been decommissioned, and the base has been prepared. Plumbing works have commenced. The shed works will commence in the new year.

### Growing Regions – Aquatic & Wellness Hub

The Lotterywest grant has been submitted. An outcome should be known by the end of the December 2025.

Tenders have been called, and onsite meetings have been held with prospective contractors for the swimming pool upgrades and the Wellness Centre building. Several contractors attended and the tenders were well received.

### Pathways Construction

WA concrete have advised the pathway works will commence in December 2025 and be completed by January 2026.

### Department of Emergency Services (DFES) - Strategic Planning

DFES held a Strategic Planning session with Council to determine its level of preparedness for an emergency. The session was very productive and provided an insight for those attending into the collaboration between the Shire and DFES. A power point from the session is attached (Attachment 9.11.1)

### Comment

Nil.

### Consultation

Nil.

### Statutory Implications

Nil.

### Policy Implications

Nil.

### Financial Implications

Nil.

### Strategic Implications

Nil.

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### **Resolution 9.11**

Moved Cr N Snooke      Seconded Cr J Fulwood

That Council receive and accept the CEO report as presented.

Vote – Simple majority

Carried: 7/0

For: Cr A Harris, Cr A Smith, Cr B Daly, Cr J Fulwood, Cr T Harris, Cr S Pimlott, Cr N Snooke

Against: Nil

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**10 Environmental Health and Building**

Nil.

**11 Planning & Development**

Nil.

**12 Works & Services**

Nil.

**13 Urgent Items**

Nil.

**14 Scheduling of Meeting**

**14.1 February 2026 Ordinary Meeting**

The next ordinary meeting of Council is scheduled to take place on Wednesday 25<sup>th</sup> February 2026 commencing at 6:00pm at the Cunderdin Shire Council Chambers, Cunderdin, WA 6407.

**15 Closure of meeting**

There being no further business the Shire President declared the meeting closed at 4.14pm.

**16 Certification**

**DECLARATION**

I, Alison Harris, certify that the minutes of the Ordinary Council Meeting held on 17<sup>th</sup> December 2025, as shown, were confirmed at the ordinary meeting of Council held on Wednesday 26<sup>th</sup> February 2026.

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

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