



## Shire of Cunderdin

### Notice of an Ordinary Council Meeting

Dear Council Member,

The next Ordinary Meeting of the Cunderdin Shire Council will be held on **Wednesday 25<sup>th</sup> October 2023** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 5.00pm.**

Stuart Hobley  
**Chief Executive Officer**  
18<sup>th</sup> October 2023

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## AGENDA

### 1. Declaration of Opening

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

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

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

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

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

#### 2.1 Record of attendances

##### Councillors

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

##### In Attendance

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

##### Guests of Council

##### Members of the Public

#### 2.2 Apologies

#### 2.3 Leave of Absence Previously Granted

### 3. Public Question Time

Declaration of public question time opened at:

Declaration of public question time closed at:

### 4. Petitions, Deputations & Presentations

### 5. Applications for Leave of Absence

#### Recommendation 5.1

That Council approve Leave of Absence for 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 27<sup>th</sup> September 2023

#### Recommendation 6.1

1. That the Minutes of the Ordinary Council Meeting held on Wednesday 27<sup>th</sup> September 2023 be confirmed as a true and correct record.

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

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

Vote – Simple majority

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

#### **Note to this item:**

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

### 7. Declaration of Members and Officers Interests

### 8. Announcements by President without Discussion

## 9. Finance & Administration

### 9.1. Financial Reports for September 2023

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

#### **Proposal/Summary**

The financial reports as at 30<sup>th</sup> of September 2023 are presented for consideration.

#### **Background**

The financial reports have been circulated to all Councillors.

#### **Comment**

Nil.

#### **Consultation**

Nil.

#### **Statutory Environment**

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

#### **Policy Implications**

Nil.

#### **Financial Implications**

All financial implications are contained within the reports.

#### **Strategic Implications**

Nil.

#### **Recommendation 9.1**

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

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

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

Vote – Simple majority

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

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

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Hayley Byrnes
<b>Report Date:</b>	9 October 2023
<b>Item Approved By:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.2.1 – September 2023 Creditors Listing Attachment 9.2.2 - Credit Card Statement September 2023

### **Proposal/Summary**

Council is requested to confirm the payment of Accounts totalling:

1. Total for Municipal - \$244,623.16  
Total for Trust - \$0.00  
TOTAL - \$244,623.16  
For September 2023 as listed in the Warrant of Payments for the period 1<sup>st</sup> to 30<sup>th</sup> September 2023.
2. Total for Municipal - \$3,079.55  
Total for Trust - \$0.00  
TOTAL - \$3,079.55  
For September 2023 as listed in the Corporate Credit Card Warrant of Payments for the period 16<sup>th</sup> August to 17<sup>th</sup> September 2023.

### **Background**

Nil.

### **Comment**

Nil.

### **Consultation**

Nil.

### **Statutory Environment**

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

Financial Management Regulations 12 & 13.

### **Policy Implications**

Nil.

### **Financial Implications**

All financial implications are contained within the reports.

### **Strategic Implications**

Nil.

**Recommendation 9.2**

1. That Council's payments of accounts amounting to \$244,623.16 being from Municipal Account for September 2023, as follows:

<b>Municipal Account</b>	<b>\$</b>	<b>Total</b>
Electronic Funds Transfer: EFT 7377 - 7550	\$204,176.17	
Direct Debit (Inc Bank Charges):	\$19,894.58	
Cheques: 11878 - 11881	\$20,552.41	
<b>Trust Account</b>		
	\$0.00	
<b>TOTAL</b>		<b>\$244,623.16</b>

2. That Council's receive reports for payments of Corporate credit cards amounting to \$3,079.55 being from Municipal Account for period 16th August to 17th September 2023, as follows:

**40030 - Westpac Banking Corporation Visa – Hayley Byrnes**

<b>Date</b>	<b>Job</b>	<b>Job Description</b>	<b>Comments</b>	<b>Line Total</b>
19-Aug	P3012	2023 Isuzu D-Max Ute (CM0) - DCEO Ute	DCEO Diesel	134.77
20-Aug	P3012	2023 Isuzu D-Max Ute (CM0) - DCEO Ute	DCEO Diesel	97.56
21-Aug	P3012	2023 Isuzu D-Max Ute (CM0) - DCEO Ute	DCEO Diesel	137.34
22-Aug	11161030.521	Community Events Expenditure GEN	Pink Up decorations	178.50
22-Aug	11161030.521	Community Events Expenditure GEN	Medals and Trophies for Tour de Cunderdin	146.87
25-Aug	11451000.521	Expenses relating to Administration GEN	Printer Ink	108.03
27-Aug	P3012	2023 Isuzu D-Max Ute (CM0) - DCEO Ute	DCEO Diesel	64.53
1-Sep	P3012	2023 Isuzu D-Max Ute (CM0) - DCEO Ute	DCEO Diesel	78.29
10-Sep	P3012	2023 Isuzu D-Max Ute (CM0) - DCEO Ute	DCEO Car Wash	20.35
15-Sep	11411050.521	CBH Grass Roots funding- Cunderdin Youth Council Tour De Cunderdin event project EXPENDITURE GEN	Tour De Cunderdin Bread Rolls	25.00
			<b>TOTAL</b>	<b>991.24</b>





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

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Author:</b>	Hayley Byrnes
<b>Report Date:</b>	9 October 2023
<b>Item Approved By:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.3.1 - Bank Statements September 2023

#### Proposal/Summary

To inform Council of its investments as at 30th September 2023.

#### Background

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

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

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

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

#### Comment

In addition to the Shire's Municipal Operating Accounts, the below investment accounts are held as at 30th September 2023.

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$1,694,839.68	Municipal- 0000030	\$1,694,839.68		
Bendigo Bank	\$3,758,984.33	Municipal- 155971377	\$3,758,984.33		
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%		\$146.78	
Bendigo Bank	\$5,104.99	Bendigo Trust Account 164 488 686			\$5,104.99
Westpac Bank	\$0.00	Trust Working Account 12-2981			\$0.00
Bendigo Bank	\$1,386,843.67	Term Deposit 5.25% Exp 20 Dec 2023		\$1,386,843.67	
<b>TOTAL INVESTMENTS</b>	<b>\$5,423,449.96</b>		<b>\$4,031,354.52</b>	<b>\$1,386,990.45</b>	<b>\$5,104.99</b>

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

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

Opening Balance as per Bank Statement & Term Deposits

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

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

Opening Balance as per Bank Statement & Term Deposits

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

**Consultation**

Nil.

**Statutory Implications**

Financial Management Regulation 19.

**Policy Implications**

Nil.

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

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

**Recommendation 9.3**

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

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

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

Vote – Simple majority

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

#### 9.4. Shire of Cunderdin Quarterly Risk Management Report- June 2023

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Deputy Chief Executive Officer
<b>Date:</b>	9 October 2023
<b>Author:</b>	Hayley Byrnes
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	9.4.1 –Quarterly Risk Management Report- September 2023

#### **Proposal/Summary**

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

#### **Background**

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

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

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

#### **Resolution 9.12 OCM OCTOBER 2021**

*That council endorses the Shire of Cunderdin Risk Management Framework.*

#### **Comment**

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

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

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

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

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

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

#### Asset Sustainability Practices

- Most assets photographed – this process has commenced and is ongoing

Business & Community disruptions

- Generator – Quotes have been obtained and this is included in the 23/24 Budget this will be completed as part of the Disaster Relief Grant it is expected works will be completed prior to 1 July 2024.
- I.T. Disaster Recovery Plan – Quotes have been received and work has commenced, scheduled to be finalised December 2023 (First Draft has been reviewed, updated, and returned to IT).

Environment management

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

IT or communications systems and infrastructure

- I.T. Disaster Recovery Plan - Quotes have been received and work has commenced, scheduled to be finalised December 2023 (First Draft has been reviewed, updated, and returned to IT).

**Consultation**

Stuart Hobley, Chief Executive Officer  
Hayley Byrnes, Deputy Chief Executive Officer

**Statutory Implications**

*Local Government (Audit) Regulations 1996*

17. CEO to review certain systems and procedures

1. The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –
  - a) risk management; and
  - b) internal control; and
  - c) legislative compliance.
2. The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
3. The CEO is to report to the audit committee the results of that review.

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

**Policy Implications**

Shire of Cunderdin Policy Manual  
Policy 1.11 – Organisation Risk Management

**Financial Implications**

Nil

**Strategic Implications**

Shire of Cunderdin Strategic Community Plan 2022 -2032

<b>Recommendation 9.4</b>	
That Council accept the review of the Risk Dashboard Report identifying current and potential risks.	
Moved: Cr _____	Seconded: Cr _____
Vote – Simple majority	Carried/Lost: _____

## 9.5. Review of Appointments to Committees, Working Groups and Portfolios

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	19 <sup>th</sup> October 2023
<b>Author:</b>	Stuart Hobley
<b>Item Approved by:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### Proposal/Summary

Council to review appointments to Committees, Working Groups and Portfolios.

### Background

Council has various Committees, Working Groups and Portfolios. Please find following a list of groups and the Councillors were appointed as representatives on these groups. These appointments were made at the Ordinary Council Meeting held on 28<sup>th</sup> October 2021.

### Committees of Council

#### Audit Committee

All Councillors

#### Cunderdin Airfield Committee

Cr Alison Harris & Cr Todd Harris, Cr Tony Smith (Proxy Delegate)

#### Local Emergency Management Committee (LEMC)

Cr Alison Harris, Cr Sam Stewart, Cr Tony Smith (Proxy Delegate)

#### Museum Management Committee

Cr Todd Harris, Cr Tony Smith

#### Plant & Equipment

Cr Norm Jenzen & Cr Todd Harris

### Other Committees and Groups

#### Cunderdin AAAP

Cr Bernie Daly & Cr Natalie Snooke

#### Department of Fire and Emergency Services Committee (DFES)

Cr Todd Harris & Cr Norm Jenzen

#### Local Health Advisory Committee

Cr Bernie Daly

#### Regional Road Group Kellerberrin Sub Group

Cr Norm Jenzen & Cr Bernie Daly (Proxy)

#### WALGA Great Eastern Country Zone (GECZ)

Cr Alison Harris; Cr Tony Smith (Proxy Delegate)

### Portfolios

#### Buildings

Cr Sam Stewart, Cr Alison Harris & Cr Natalie Snooke

#### Cunderdin Community Resource Centre

Cr Bernie Daly

#### Cunderdin Sports & Recreation Centre Management Committee

CEO, Mr Stuart Hobley

### Education Issues

Cr Todd Harris & Cr Natalie Snooke

### Health Issues

Cr Alison Harris & Cr Tony Smith

### Law, Order & Police Issues

Cr Bernie Daly

### Meckering Action Group

Cr Sam Stewart, Cr Natalie Snooke (Proxy)

### Seniors Issues

Cr Bernie Daly

### Tourism and Marketing Issues

Cr Sam Stewart, Cr Alison Harris, Cr Todd Harris, Cr Tony Smith, Cr Natalie Snooke

### Cunderdin Business Association

Cr Todd Harris

### Youth

Cr Tony Smith

In April of 2023 minor adjustments were made to the representation. These adjustments were Cr A (Tony) Smith join the Local Emergency Management Committee, Cr NW (Norm) Jenzen be join the Building Portfolio.

### **Comments**

With the Councillors elections completed and the re-election of Cr B (Bernie) Daly, Cr TE (Todd) Harris, Cr A (Tony) Smith and the new appointment of Cr HN (Holly) Godfrey to Council it is appropriate to review the aforementioned appointments to the various Committees, Working Groups and Portfolios.

A further committee to be added to the list is Joint Development Assessment Panel.

### **Consultation**

Nil

### **Statutory Implications**

Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Strategic Community Plan

#### 1. Community & Social

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

1.2 A healthy and safe community is planned for.

1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire.

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

#### 2. Economy

2.3 Build economic capacity.

#### 3. Built Environment

3.1 Safe, efficient and well maintained road infrastructure.

3.3 Enhance public spaces and townscapes.

3.4 Protect and preserve heritage.

#### 4 Natural Environment

4.2 Conservation of our natural environment

5. Civic Leadership

5.2 Forward planning and implementation of plans

5.3 Implement systems and processes that meet legislative and audit obligations

**Recommendation 9.5**

Approve and endorse the following appointments to the Shire of Cunderdin Committees of Council, Working groups and Portfolios:

**Committees of Council**

Audit Committee

All Councillors

Cunderdin Airfield Committee

Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_ (Proxy Delegate)

Local Emergency Management Committee (LEMC)

Cr \_\_\_\_\_, Cr \_\_\_\_\_

Museum Management Committee

Cr \_\_\_\_\_, Cr \_\_\_\_\_

Plant & Equipment

Cr \_\_\_\_\_, Cr \_\_\_\_\_

**Other Committees and Groups**

Cunderdin AAAP

Cr \_\_\_\_\_, Cr \_\_\_\_\_

Department of Fire and Emergency Services Committee (DFES)

Cr \_\_\_\_\_, Cr \_\_\_\_\_

Local Health Advisory Committee

Cr \_\_\_\_\_

Regional Road Group Kellerberrin Sub Group

Cr \_\_\_\_\_, Cr \_\_\_\_\_ (Proxy)

**Portfolios**

WALGA Great Eastern Country Zone (GECZ)

Cr \_\_\_\_\_, Cr \_\_\_\_\_ (Proxy Delegate)

Buildings

Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_

Cunderdin Community Resource Centre

Cr \_\_\_\_\_

Cunderdin Sports & Recreation Centre Management Committee

Cr \_\_\_\_\_

Education Issues

Cr \_\_\_\_\_, Cr \_\_\_\_\_



Health Issues

Cr \_\_\_\_\_

Law, Order & Police Issues

Cr \_\_\_\_\_

Meckering Action Group

Cr \_\_\_\_\_

Seniors Issues

Cr \_\_\_\_\_

Tourism and Marketing Issues

Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_, Cr \_\_\_\_\_

Cunderdin Business Association

Cr \_\_\_\_\_

Youth

Cr \_\_\_\_\_

Joint Development Assessment Panel

Cr \_\_\_\_\_

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

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

Vote – Simple majority

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

## 9.6. Shire of Cunderdin Administration Christmas Closing Period

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Administration
<b>Date:</b>	17 <sup>th</sup> October 2023
<b>Author:</b>	Samantha Pimlott
<b>Item Approved by:</b>	Stuart Hopley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Nil

### Proposal/Summary

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

This report recommends Council endorsement of the proposal as in recent years.

### Background

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

2018/19	21 <sup>st</sup> December 2018, returning on Wednesday 2 <sup>nd</sup> January 2019
2019/20	24 <sup>th</sup> December 2019, returning on Thursday 2 <sup>nd</sup> January 2020
2020/21	24 <sup>th</sup> December 2020, returning on Monday 4 <sup>th</sup> January 2021
2021/22	24 <sup>th</sup> December 2021, returning on Tuesday 4 <sup>th</sup> January 2022
2022/23	26 <sup>th</sup> December 2022, returning on Tuesday 3 <sup>rd</sup> January 2023

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

### Comment

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

It is proposed the office be closed from the Monday 25<sup>th</sup> December 2023, to Monday 1<sup>st</sup> January 2024 inclusive, reopening on Tuesday 2<sup>nd</sup> January 2024.

Monday 25 <sup>th</sup> December	Public Holiday – Christmas Day
Tuesday 26 <sup>th</sup> December	Public Holiday - Boxing Day
Wednesday 27 <sup>th</sup> December	TIL/Annual Leave/PSD
Thursday 28 <sup>th</sup> December	TIL/Annual Leave /PSD
Friday 29 <sup>th</sup> December	TIL/Annual Leave /PSD
Monday 1 <sup>st</sup> January	Public Holiday – New Years Day

During the proposed six (6) business day closure period staff time will be allocated to public holidays (3 days) and 3 days to either Annual Leave, Public Service Day or Time in Lieu.

The outside works crew will stand down on the 22<sup>nd</sup> December 2023 and return to work on the 8<sup>th</sup> January 2024. A skeleton staff will be available to work through this period and attend to any emergencies.

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

### Consultation

Shire Staff.

### Statutory Implications

Nil.

**Policy Implications**

Nil.

**Financial Implications**

Nil.

**Strategic Implications**

Cunderdin Community Strategic Plan 2022 - 2032

Community and Social

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

1.2 A healthy and safe community is planned for promotion and advocacy of community health and wellbeing.

Economy

2.1 Facilitate local business retention and growth

**Recommendation 9.6**

That Council resolves to:

1. Approve the closure of the Shire of Cunderdin Administration Office during the Christmas / New Year period from Monday 25<sup>th</sup> December 2023 to Monday 1<sup>st</sup> January 2024 inclusive, reopening on Tuesday 2<sup>nd</sup> January 2024 at 8.30am.
2. Advertises the Administration Office closure in the Bandicoot, on local notice boards, the Shire website and Shire Facebook page.

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

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

Vote – Simple majority

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

## 9.7. Shire of Cunderdin Bushfire Advisory Committee Minutes

<b>Location:</b>	Cunderdin
<b>Applicant:</b>	Bush Fire Advisory Committee
<b>Date:</b>	5 <sup>th</sup> August 2022
<b>Author:</b>	Hayley Byrnes
<b>Item Approved By:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	
<b>Attachment/s:</b>	Attachment 9.7.1 - BFAC Minutes 9th October 2023

### Proposal/Summary

Council to receive the minutes of the Bush Fire Advisory Committee (BFAC) Meeting held on Monday 9<sup>th</sup> October 2023.

For Council to endorse the appointments in accordance with the Bush Fire Act 1954 for the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers.

### Background

A copy of the Bush Fire Advisory Committee Minutes of the meeting held on the 9<sup>th</sup> October 2023 have been circulated to all Councillors.

### Comment

Under the Regulation of the Bush Fires Act 1954, The Bush Fire Advisory Committee meets twice a year, once pre-season, and another post season.

At the recent meeting resolutions were made for the appointments for Chief, Deputy Chief and Fire Control Officers. These resolutions are as follows:

#### Chief Bush Fire Control Officer

- Mr T Harris nominated Mr A Burges
- Mr N Jenzen seconded this nomination
- Mr A Burges accepted nomination

There being no further nominations, Mr A Burges was elected unopposed

#### Deputy Chief Bush Fire Control Officer

- Mr T Harris nominated Mr D Beard
- Mr N Jenzen seconded this nomination
- Mr D Beard accepted nomination

There being no further nominations, Mr D Beard was elected unopposed

#### Fire Control Officers

The following persons, subject to their acceptance be elected as Fire Control Officers for the Shire of Cunderdin for the forthcoming year:-

Mr A Burges (CBFCO), Mr D Beard (DCBFCO), Mr D Smith, Mr T Harris, Mr D Wilmott, Mr N Jenzen, Mr J Snooke, Mr D Kelly, Mr P Arnold, Mr D Fisher, (CESM) and Mr S Hobley (CEO), Mrs H Byrnes (DCEO).

### Consultation

Stuart Hobley - Manager of Corporate Services and Finance  
Hayley Byrnes – Deputy Chief Executive Officer  
Ben Davies – Community Emergency Services Manager

**Statutory Environment**

Bush Fire Act 1954

**Policy Implications**

Shire of Cunderdin Policy Manual – Fire Control (Section 5)

**Financial Implications**

There are no financial implications in considering this item.

**Strategic Implications**

There are no strategic implications in considering this item.

**Recommendation 9.7**

1. That the Minutes of the Bush Fire Advisory Committee held on 9<sup>th</sup> October 2023, be received.
2. That Council endorses the following appointments under section 38 of the Bush Fire Act 1954:
  - a. Chief Bush Fire Control Officer – Mr Ashley Burges
  - b. Deputy Chief Bush Fire Control Officer – Mr David Beard
  - c. Fire Control Officers - Mr A Burges (CBFCO), Mr D Beard (DCBFCO), Mr D Smith, Mr T Harris, Mr D Wilmott, Mr N Jenzen, Mr J Snooke, Mr D Kelly, Mr P Arnold, Mr D Fisher, (CESM) and Mr S Hobley (CEO), Mrs H Byrnes (DCEO).

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

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

Vote – Simple majority

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

## 9.8. Proposed RAV Upgrade

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Governance & Administration
<b>Date:</b>	17 <sup>th</sup> October 2023
<b>Author:</b>	Samantha Pimlott
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>File Reference:</b>	Nil
<b>Attachment/s:</b>	Attachment 9.8.1 – Application RAV Road Owner Support Attachment 9.8.2 - AMMS Tandem Drive Prime Mover Trailer Combinations RAV Categories Attachment 9.8.3 - Tandem Drive Prime Mover Trailer Combinations RAV Categories

### **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) received an application to add the following sections of roads onto the Restricted Access Vehicle (RAV) Network RAV N7.3.

Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4060163	Cubbine St	Great Eastern HWY (0.00)	Quairading Rd (1.38)	Tandem Drive Network 6	Tandem Drive Network 7
4060164	Quairading Rd	Cubbine St (0.00)	Quairading – Cunderdin Rd (21.88)	Tandem Drive Network 6	Tandem Drive Network 7

Cubbine Street and Quairading Road are currently both approved as Tandem Drive Network 6 without restrictions.

The applicant has advised Main Roads that the requested RAV 7.3 Network access is for Agricultural Haulage.

If the road is deemed unsuitable to be added to the requested RAV7.3 network when assessed by Main Roads, it may be considered for a Restricted Local Access Permit (RLAP). This permit is for individual access to a road with a specific combination and with suitable conditions to mitigate any risk.

### **Comment**

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

To assist HVS in this process, estimated traffic volumes and any comments relating to road condition, that the Shire can foresee impacting the above roads can be reported to HVS as per Attachment 9.7.1 – Application RAV Road Owner Support

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

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

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

Craig Robertson, Manager of Works and Services has provided below comments on the condition of the roads that the application refers to;

- No concerns on Cubbine Street
- Quairading Road is an ongoing concern for its condition.
- The difference between the two net ratings is both length and weight. Both would have pros and cons. Some of the bends near the boarder of Cunderdin and Quairading would be tight. Would recommend that Main Roads will place restrictions for use on the permit if successfully awarded a RAV change.
- With a dry winter, sub soil moisture should be low improving sub soil compaction.

#### **Consultation**

Main Roads Heavy Vehicle Service (HVS)  
Mr Stuart Hobley, Chief Executive Officer  
Mr Craig Robertson, Manager of Works and Services

#### **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 9.8**

That Council;  
Accepts and approves the request to amend the RAV rating of;  
1. Cubbine Street - Road number 4060163  
2. Quairading Road - Road number 4060164  
to a Restricted Access Vehicle (RAV) Network rating of 7.3.

This approval is subject to the Shire receiving a favourable road condition report being received from Main Roads Heavy Vehicle Services on the completion of their road assessments.

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

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

Vote – Simple majority

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

## 9.9. Corporate Business Plan Quarterly Review

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Governance & Administration
<b>Date:</b>	
<b>Author:</b>	
<b>Item Approved by:</b>	Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachments:</b>	Attachment 9.9.1 - Shire of Cunderdin Corporate Business Plan 2021 - 2024 - Adopted 15.06.2023 Attachment 9.9.2 – Quarterly Corporate Business Plan Report as at 30 September 2023

### **Proposal/Summary**

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

### **Background**

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

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

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

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

### **Comment**

Attachment 9.4.2 – Quarterly Corporate Business Plan Report at 30 September 2023 identifies the strategies and actions for each Strategic Community Plan objective and the year/s of implementation for the four-year life of the Corporate Business Plan.

On review of the required actions, it can be seen that the Shire is achieving good overall results. A number of projects have been undertaken or are in progress to deliver on the strategic outcomes of the Plan.

### **Consultation**

Shire of Cunderdin Staff.

### **Statutory Implications**

*Local Government Act 1995 - 5.56 (1)*

*Local Government (Administration) Regulations 1996 - 19DA. Corporate business plans, requirements for (Act s. 5.56)*

### **Policy Implications**

Nil.

### **Financial Implications**

2023/24 Adopted Budget.

### **Strategic Implications**

Shire of Cunderdin Strategic Community Plan.



**Recommendation 9.9**

That Council receive and endorse the Corporate Business Plan Report for the quarter ending 30 September 2023.

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

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

Vote – Simple majority

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



## 9.10. Council Policy Manual Review

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Governance & Administration
<b>Date:</b>	17 <sup>th</sup> October 2023
<b>Author:</b>	Samantha Pimlott
<b>Item Approved by:</b>	Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachments:</b>	Attachment 9.10.1 – Section 8 Reveiwed Council Policy Items 8.1 -8.6

### **Proposal/Summary**

Council should complete a review of its Policies on a regular basis. Policy items contained in Section 8 – Personnel have been reviewed and require adoption by Council.

### **Background**

In accordance with best practice governance principles, Councils Policies are reviewed and updated on a regular basis. Review on a regular basis ensures policies reflect current operating practices and procedures.

The policies presented here are Council and not administrative policies. The purpose of the policies is to provide a guide to the Council and Administration, assisting it to function in an efficient and effective manner and, where relevant, respond to community enquiries in an efficient and consistent manner. The policies are a guide to Council's position in regard to the various subject matters to enable the Administration to act without unnecessary and repetitious reference to Council. The policy manual is not prepared as a reference manual of solutions to all problems that Council may be requested to investigate.

All of the Council's policies are required to be presented to Council for consideration.

### **Comment**

#### **Section 8 - Personnel**

##### 8.1 – Preamble

Change to Local Government Act references

##### 8.2 Training, Study and Education

Minor formatting and reference adjustments.

##### 8.3 Leave – Community Service

Formatting changes and reference adjustments

##### 8.4 Workplace Surveillance

Minor formatting changes

##### 8.5 Employees – Recognition of Service (Gratuity)

Minor formatting changes

##### 8.6 Employee Superannuation

Minor Formatting and reference adjustments

### **Consultation**

Nil.

### **Statutory Implications**

*Local Government Act 1995:*

### **Policy Implications**

Nil.

**Financial Implications**

Nil

**Strategic Implications**

**5. Civic Leadership**

5.1 Shire communication is consistent, engaging and responsive.

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

**Recommendation 9.10**

That Council's policies, 8.1 – Preamble, 8.2 Training, Study and Education, 8.3 Leave – Community Service, 8.4 Workplace Surveillance, 8.5 Employees – Recognition of Service (Gratuity) and 8.6 Employee Superannuation have been amended, and amendments are now to be incorporated into the Council Policy Manual.

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

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

Vote – Simple majority

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

### 9.11. Meckering Murals Project

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Meckering Action Group
<b>Date:</b>	19 <sup>th</sup> July 2023
<b>Author:</b>	Liezl De Beer
<b>Item Approved by:</b>	Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachments:</b>	Attachment 9.11.1 – Gazebo Images of the Proposed Murals by the Artist. Attachment 9.11.2 – Hall Images of the Proposed Murals by the Artist.

#### **Proposal/Summary**

Council to grant permission to the Meckering Action Group (MAG) to proceed with the installation of public art on the Meckering Town Hall and the gazebo located in the earthquake garden, based on the proposed designs (refer to attachment).

#### **Background**

MAG have obtained an artist impression for a mural on the side of the town hall depicting the heritage of the Meckering community. The design is in a sepia/black and white format – reflecting the times and history.

For the Meckering Memorial Garden the artist have designed a colourful image reflecting the earthquake in a mural. This design will fit the vibrant new garden and enhance the story of the earthquake.

The proposed mural designs for the gazebo in the earthquake garden and town hall is located in Attachment 9.10.1 – Images of the proposed murals by the artist.

Funding for this project has been approved by the FRRR grant (MAG as the applicant).

In Resolution 9.8 OCM May 2023, Council:

1. Grant permission for MAG to proceed with their investigation in engaging an artist to design a mural for the public art installation project on the Meckering Town Hall and Earthquake Gazebo.
2. Offer MAG letters of support to aid with grant applications the committee prepares and lodges.
3. Will have final approval of all artwork on Council facilities.

#### **Comment**

The proposed mural designs for the gazebo in the earthquake garden are located in Attachment 9.10.1 – Gazebo Images of the Proposed Murals by the Artist.

The proposed area for the mural located on the north side of the town hall Attachment 9.10.2 – Hall Images of the Proposed Murals by the Artist.

There are two options:

1. The first option is for the mural to go on the wall around the BBQ area. The front wall of this space (closest to the Highway) measures 4.5m in length and 1.9m in height.
2. The wall facing the overnight caravan park is 9m in length and 1.9m in height.

#### **Consultation**

Liezl De Beer – Community Development Officer  
Meckering Action Group

#### **Statutory Implications**

Nil

#### **Policy Implications**

Nil

**Financial Implications**

Nil

**Strategic Implications**

1.Community and Social

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

1.2 A healthy and safe community is planned for:

- Volunteers and community groups feel supported and empowered.

3. Built Environment

3.3 Enhance public spaces and townscapes

5. Civic Leadership

5.2 Forward planning and implementation of plans

- Financial sustainability in achieving community aspirations.

**Recommendation 9.11**

That Council:

1. Grant permission for MAG to proceed with the public art installation project on the Meckering Town Hall and Earthquake Gazebo, as per artist proposal.

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

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

Vote – Simple majority

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

**9.12. Move behind Closed Doors**

**Recommendation 9.12**

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

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

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

Vote – Simple majority

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

**9.13. PRIVATE & CONFIDENTIAL**

**9.14. PRIVATE & CONFIDENTIAL**

**9.15. Move from behind Closed Doors**

**Recommendation 9.15**

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

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

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

Vote – Simple majority

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

## 9.16. Chief Executive Officers Report

<b>Location:</b>	Shire of Cunderdin
<b>Applicant:</b>	Chief Executive Officer
<b>Date:</b>	20 <sup>th</sup> September 2023
<b>Author:</b>	Stuart Hobley
<b>Item Approved by:</b>	Stuart Hobley, Chief Executive Officer
<b>File Reference:</b>	Nil
<b>Attachments:</b>	Nil

### Proposal/Summary

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

### Background

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

The following have been completed under Stage 3 of the LRCIP

O'Connor Park

Cunderdin Golf Club – Shed

Tennis Club – Installation of the Soft Fall.

Cunderdin Sport and Recreation Club - Blinds

The projects below are still to be completed

Meckering Earthquake Memorial Garden

The project has commenced and is expected to be completed within four weeks.

#### Cunderdin Industrial Lot Development

Development WA have completed the final plans for the industrial development and prepared a Contract of Sale.

Council has completed and returned the offer and acceptance to Co-operative Bulk Handling (CBH

CBH have provided the details of the restrictive covenant and Development WA are proceeding with finalising the sale.

The Western Australian Planning Commission (WAPC) have given their final consent for the unconditional approval of the subdivision plan.

#### Watts Street Subdivision and Cubbine Street Subdivision

Quotes have been requested for contractors to complete the subdivision concept design, cost estimates, contour and feature surveys, soil and site investigations and civil engineering services.

These works will be completed in the upcoming weeks.

Department of Local Government – Local Government Reform

The Department have advised that the regulations in currently in development to continue the Governments reform process are as follows:

- Owners and occupiers enrolment changes (for 2025 elections)
- Electronic broadcasting (livestreaming) and recording of council meetings
- Training and development allowances for council members
- Streamlining of driveway crossover and incidental outdoor trading (alfresco) approvals
- Council planning (integrated planning and reporting)
- Community engagement charters
- Community surveys

- Online registers
- Standardised meeting procedures
- Communications agreements
- CEO performance indicators

#### Board Nominations – Wheatbelt Development Commission and Regional Development Australia

Please note both the Wheatbelt Development Commission (WDC) and Regional Development Australia (RDA) are calling for nominations for Board Members.

If you would like to consider a position on either of these boards please let me know.

#### ABC Radio Harvest Ban information

The ABC radio has just released its requirements for harvest ban information.

The Shire of Cunderdin has not forwarded its harvest ban information onto the ABC for at least five years. Given the rules that the ABC have put in place I can see no benefit in the Shire recommencing advising the ABC of harvest bans.

The Shire provides up to date information to the community via WhatsApp messaging and this has proven to be very successful.

#### Electronic Scoreboard

The Shire continues to negotiate with the Cunderdin Football Club regarding the new electronic scoreboard. This includes working out exactly what equipment will be required to operate the scoreboard and maximise its potential.

The Football club has advised it has received donations from four sponsors.

#### Manager of Works Vacancies

Interviews for the Manager of Works will be held before the Council Meeting. The Interview panel consists of the CEO, Shire President and Deputy Shire President. As the Manager of Works is a Designated Senior Employee a Late Agenda Item will be sent to Councillors to approve the panels recommendation.

#### **Comment**

Nil.

#### **Consultation**

Nil.

#### **Statutory Implications**

Nil.

#### **Policy Implications**

Nil.

#### **Financial Implications**

Nil.

#### **Strategic Implications**

Nil.

**Recommendation 9.16**

That the Chief Executives Officers Report be received.

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

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

Vote – Simple majority

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

**10. Environmental Health and Building**

Nil.

**11. Planning & Development**

Nil.

**12. Works & Services**

Nil.

**13. Urgent Items**

Nil.

**14. Scheduling of Meeting**

**14.1. October 2023 Ordinary Meeting**

The next ordinary meeting of council is scheduled to take place on Wednesday 22<sup>nd</sup> November 2023 commencing at 5:00pm at the Cunderdin Shire Council Chambers, Cunderdin, WA 6407.

**15. Closure of meeting**

There being no further business the Shire President will declare the meeting closed at \_\_: \_\_pm.

**16. Certification**

**DECLARATION**

I, Alison Harris, certify that the minutes of the Ordinary Council Meeting held on 26<sup>th</sup> October 2023, as shown, were confirmed at the ordinary meeting of Council held on 22<sup>nd</sup> November 2023.

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

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