



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 25th October 2023** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 5.00pm.**

Stuart Hobley
Chief Executive Officer
18th October 2023

Recommendation 9.2

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

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

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

Date	Job	Job Description	Comments	Line Total
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
			TOTAL	991.24

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

Location:	Shire of Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	9 October 2023
Author:	Hayley Byrnes
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	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

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

Location:	Shire of Cunderdin
Applicant:	Chief Executive Officer
Date:	19 th October 2023
Author:	Stuart Hobley
Item Approved by:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	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 28th 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

9.7. Shire of Cunderdin Bushfire Advisory Committee Minutes

Location:	Cunderdin
Applicant:	Bush Fire Advisory Committee
Date:	5 th August 2022
Author:	Hayley Byrnes
Item Approved By:	Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	
Attachment/s:	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 9th 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 9th 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

9.8. Proposed RAV Upgrade

Location:	Shire of Cunderdin
Applicant:	Governance & Administration
Date:	17 th October 2023
Author:	Samantha Pimlott
Item Approved by:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	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.

9.11. Meckering Murals Project

Location:	Shire of Cunderdin
Applicant:	Meckering Action Group
Date:	19 th July 2023
Author:	Liezl De Beer
Item Approved by:	Chief Executive Officer



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

Location:	Shire of Cunderdin
Applicant:	Chief Executive Officer
Date:	20 th September 2023
Author:	Stuart Hobley
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachments:	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 22nd 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 26th October 2023, as shown, were confirmed at the ordinary meeting of Council held on 22nd November 2023.

Signed: _____

Date: _____