



Shire of Cunderdin

Minutes of the Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Wednesday 25th October 2023** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 5.00pm.**

Stuart Hobley
Chief Executive Officer
25th October 2023

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MINUTES

1. Declaration of Opening

The Shire President declared the meeting open at 5pm.

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

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

Nil.

6. Confirmation of the Minutes of Previous Meetings

6.1. Ordinary Meeting of Council held on 27th September 2023

Resolution 6.1 OCM October 2023

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

Moved: Cr B (Bernie) Daly

Seconded: Cr N (Natalie) Snooke

Vote – Simple majority

Carried: 7/0

Note to this item:

The President signed the minute declaration on the previous minutes.

7. Declaration of Members and Officers Interests

Cr NW (Norm) Jenzen declared an impartiality interest in Item 9.13 Cunderdin Community Grants Applications 2023 as he is a member of the Cunderdin Sporting and Recreation Centre.

Cr B (Bernie) Daly declared an impartiality interest in Item 9.13 Cunderdin Community Grants Applications 2023 as he is a member of the Cunderdin Community Gymnasium.

Cr A (Tony) Smith declared an impartiality interest in Item 9.13 Cunderdin Community Grants Applications 2023 as he is a member of the Cunderdin 100 Mile Club.

Cr HN (Holly) Godfrey declared an impartiality interest in Item 9.13 Cunderdin Community Grants Applications 2023 as she is a member of the Cunderdin Sporting and Recreation Centre.

8. Announcements by President without Discussion

Cr AE (Alison) Harris, President, welcomed Cr HN (Holly) Godfrey to Council. Wishing her all the best with for her term on Council. Congratulations were also extended to Cr A (Tony) Smith, Cr B (Bernie) Daly and Cr TE (Todd) Harris on their reelection to Council.

9. Finance & Administration

9.1. Financial Reports for September 2023

Location:	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:	Attachment 9.1.1 – September 2023 Monthly Financial Report Attachment 9.1.2 - Rates details September 2023

Proposal/Summary

The financial reports as at 30th 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.

Resolution 9.1 OCM October 2023

That Council receives the monthly financial reports for the periods ending 30th September 2023.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr A (Tony) Smith

Vote – Simple majority

Carried: 7/0

9.2. Accounts Paid – 30th September 2023

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	9 October 2023
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	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 1st to 30th 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 16th August to 17th 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.

Resolution 9.2 OCM October 2023

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

40030 - Westpac Banking Corporation Visa – Craig Robertson				
Date	Job	Job Description	Comments	Line Total
19-Aug	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	145.00
22-Aug	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	146.53
23-Aug	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	107.13
27-Aug	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	147.70
31-Aug	TRAIN	Training	Shaun Byrnes White Card	44.59
2-Sep	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	148.47
5-Sep	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	158.93
10-Sep	P3013	2021 Ford Ranger Ute (CM00) - MoW Ute	WMAN Diesel	159.62
13-Sep	TRAIN	Training	Ralph Colton White Card	44.59
14-Sep	P1505	2016 Mitsubishi Canter Truck (CM878) - Patching Truck	Parts for Sprayer	119.94
			TOTAL	1222.50
40030 - Westpac Banking Corporation Visa – Stuart Hobley				
Date	Job	Job Description	Comments	Line Total
22-Aug	11161030.521	Community Events Expenditure GEN	Pink Up Sheep	79.49
25-Aug	11451000.520	Expenses relating to Administration GEN	CEO Breakfast	36.80
25-Aug	11451000.520	Expenses relating to Administration GEN	CEO Lunch	16.95
25-Aug	11451000.520	Expenses relating to Administration GEN	Accom for Local Government Golf Day	365.94
9-Sep	11451110.521	Staff Uniform - Admin GEN	CEO Uniform	97.46
9-Sep	11451110.521	Staff Uniform - Admin GEN	CEO Uniform	149.92
9-Sep	11451110.521	Staff Uniform - Admin GEN	CEO Uniform	119.25
			TOTAL	865.81
			TOTAL PAYMENTS	3079.55
Moved: Cr N (Natalie) Snooke		Seconded: Cr B (Bernie) Daly		
Vote – Simple majority		Carried: 7/0		

9.3. Council Investments – As at 30th September 2023

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	9 October 2023
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	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	
TOTAL INVESTMENTS	\$5,423,449.96		\$4,031,354.52	\$1,386,990.45	\$5,104.99

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

TOTAL **211,249.28**

Credits 0.00

Debits 0.00

Closing Balance as Per Bank Statements & Term Deposits

TOTAL **211,249.28**

INCOMING

*Interest earnt
on TD @
maturity* 0.00

0.00

OUTGOING

0.00

Balance as at end of month

TOTAL **211,249.28**

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

TOTAL **369,862.05**

Credits 0.00

Debits 0.00

Closing Balance as Per Bank Statements & Term Deposits

TOTAL **369,862.05**

INCOMING

0.00

0.00

OUTGOING

0.00

Balance as at end of month

TOTAL **369,862.05**

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.

Resolution 9.3 OCM October 2023

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

Moved: Cr NW (Norm) Jenzen

Seconded: Cr TE (Todd) Harris

Vote – Simple majority

Carried: 7/0

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

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

Resolution 9.4 OCM October 2023

That Council accept the review of the Risk Dashboard Report identifying current and potential risks.

Moved: Cr A (Tony) Smith

Seconded: Cr N (Natalie) Snooke

Vote – Simple majority

Carried: 7/0

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

5. Civic Leadership

5.2 Forward planning and implementation of plans

5.3 Implement systems and processes that meet legislative and audit obligations

Resolution 9.5 OCM October 2023

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 AE (Alison) Harris , Cr TE (Todd) Harris , Cr A (Tony) Smith (Proxy Delegate).

Local Emergency Management Committee (LEMC)

Cr AE (Alison) Harris, Cr N (Natalie) Snooke.

Museum Management Committee

Cr A (Tony) Smith, Cr HN (Holly) Godfrey, Cr TE (Todd) Harris (Proxy Delegate)

Plant & Equipment

Cr NW (Norm) Jenzen, Cr TE (Todd) Harris.

Other Committees and Groups

Department of Fire and Emergency Services Committee (DFES)

Cr TE (Todd) Harris, Cr NW (Norm) Jenzen, Cr HN (Holly) Godfrey.

Regional Road Group Kellerberrin Sub Group

Cr A (Tony) Smith, Cr B (Bernie) Daly (Proxy)

Portfolios

WALGA Great Eastern Country Zone (GECZ)

Cr AE (Alison) Harris, Cr A (Tony) Smith (Proxy Delegate)

Buildings

Cr AE (Alison) Harris, Cr N (Natalie) Snooke, Cr A (Tony) Smith.

Cunderdin Community Resource Centre

Cr B (Bernie) Daly.

Cunderdin Sports & Recreation Centre Management Committee

Stuart Hobley, Chief Executive Officer.

Education Issues

Cr TE (Todd) Harris, Cr N (Natalie) Snooke.

Health Issues

Cr AE (Alison) Harris, Cr A (Tony) Smith.

Law, Order & Police Issues

Cr B (Bernie) Daly.

Meckering Action Group

Cr N (Natalie) Snooke, Cr AE (Alison) Harris (Proxy)

Seniors Issues

Cr B (Bernie) Daly.

Tourism and Marketing Issues

Cr AE (Alison) Harris, Cr TE (Todd) Harris, Cr N (Natalie) Snooke, Cr HN (Holly) Godfrey, Cr A (Tony) Smith.

Cunderdin Business Association

Cr TE (Todd) Harris

Youth

Cr A (Tony) Smith, Cr N (Natalie) Snooke, Cr HN (Holly) Godfrey.

Joint Development Assessment Panel

Cr AE (Alison) Harris. Cr A (Tony) Smith

Cr B (Bernie) Daly (Proxy)

It was decided that the Cunderdin AAAP Group and Local Health Advisory Groups be disbanded until a future need for Council representation in these areas is required.

Moved: Cr A (Tony) Smith

Seconded: Cr NW (Norm) Jenzen

Vote – Simple majority

Carried: 7/0

9.6. Shire of Cunderdin Administration Christmas Closing Period

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	17 th October 2023
Author:	Samantha Pimlott
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	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 st December 2018, returning on Wednesday 2 nd January 2019
2019/20	24 th December 2019, returning on Thursday 2 nd January 2020
2020/21	24 th December 2020, returning on Monday 4 th January 2021
2021/22	24 th December 2021, returning on Tuesday 4 th January 2022
2022/23	26 th December 2022, returning on Tuesday 3 rd 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 25th December 2023, to Monday 1st January 2024 inclusive, reopening on Tuesday 2nd January 2024.

Monday 25 th December	Public Holiday – Christmas Day
Tuesday 26 th December	Public Holiday - Boxing Day
Wednesday 27 th December	TIL/Annual Leave/PSD
Thursday 28 th December	TIL/Annual Leave /PSD
Friday 29 th December	TIL/Annual Leave /PSD
Monday 1 st 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 22nd December 2023 and return to work on the 8th 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

Resolution 9.6 OCM October 2023

That Council resolves to:

1. Approve the closure of the Shire of Cunderdin Administration Office during the Christmas / New Year period from Monday 25th December 2023 to Monday 1st January 2024 inclusive, reopening on Tuesday 2nd 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 NW (Norm) Jenzen

Seconded: Cr HN (Holly) Godfrey

Vote – Simple majority

Carried: 7/0

9.7. Shire of Cunderdin Bushfire Advisory Committee Minutes

Location:	Cunderdin
Applicant:	Bush Fire Advisory Committee
Date:	17 th October 2023
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

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.

Resolution 9.7 OCM October 2023

1. That the Minutes of the Bush Fire Advisory Committee held on 9th October 2023, be received.
2. That Council endorses the following appointments under section 38 of the Bush Fire Act 1954:
 - i) Chief Bush Fire Control Officer – Mr Ashley Burges
 - ii) Deputy Chief Bush Fire Control Officer – Mr David Beard
 - iii) 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 NW (Norm) Jenzen

Seconded: Cr TE (Todd) Harris

Vote – Simple majority

Carried: 7/0

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.

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.

Resolution 9.8 OCM October 2023

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 B (Bernie) Daly

Seconded: Cr N (Natalie) Snooke

Vote – Simple majority

Carried: 7/0

9.9. Corporate Business Plan Quarterly Review

Location:	Shire of Cunderdin
Applicant:	Governance & Administration
Date:	
Author:	
Item Approved by:	Chief Executive Officer
File Reference:	Nil
Attachments:	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 15th 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.

Resolution 9.9 OCM October 2023

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

Moved: Cr NW (Norm) Jenzen

Seconded: Cr B (Bernie) Daly

Vote – Simple majority

Carried: 7/0



9.10. Council Policy Manual Review

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

Proposal/Summary

To complete a review of Council Policy, Section 8 Personnel.

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.

Resolution 9.10 OCM October 2023

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 N (Natalie) Snooke

Seconded: Cr A (Tony) Smith

Vote – Absolute majority

Carried: 7/0

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
File Reference:	Nil
Attachments:	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

For Council to consider granting 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.

Resolution 9.11 OCM October 2023

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 B (Bernie) Daly

Seconded: Cr HN (Holly) Godfrey

Vote – Simple majority

Carried: 7/0

9.12. Move behind Closed Doors

Resolution 9.12 OCM October 2023

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

Moved: Cr TE (Todd) Harris

Seconded: Cr B (Bernie) Daly

Vote – Simple majority

Carried: 7/0

Cr NW (Norm) Jenzen declared an impartiality interest in Item 9.13 Cunderdin Community Grants Applications 2023 as he is a member of the Cunderdin Sporting and Recreation Centre.

Cr B (Bernie) Daly declared an impartiality interest in Item 9.13 Cunderdin Community Grants Applications 2023 as he is a member of the Cunderdin Community Gymnasium.

Cr A (Tony) Smith declared an impartiality interest in Item 9.13 Cunderdin Community Grants Applications 2023 as he is a member of the Cunderdin 100 Mile Club.

Cr HN (Holly) Godfrey declared an impartiality interest in Item 9.13 Cunderdin Community Grants Applications 2023 as she is a member of the Cunderdin Sporting and Recreation Centre.

9.13. PRIVATE & CONFIDENTIAL – Cunderdin Community Grants Applications 2023

9.14. PRIVATE & CONFIDENTIAL – Cunderdin Museum Business Case

9.15. Move from behind Closed Doors

Resolution 9.15 OCM October 2023

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

Moved: Cr N (Natalie) Snooke

Seconded: Cr HN (Holly) Godfrey

Vote – Simple majority

Carried: 7/0

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.

Resolution 9.16 OCM October 2023

That the Chief Executives Officers Report be received.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr A (Tony) Smith

Vote – Simple majority

Carried: 7/0

10. Environmental Health and Building

Nil.

11. Planning & Development

Nil.

12. Works & Services

Nil.

13. Urgent Items

13.1. Acceptance of urgent items

Recommendation 13.1

That Council move to accept the late agenda items..

Moved: Cr TE (Todd) Harris

Seconded: Cr B (Bernie) Daly

Vote – Simple majority

Carried: 7/0

13.2. Invitation for Tender on Fleet Vehicle - Ford Ranger

Location:	Shire of Cunderdin
Applicant:	Governance & Administration
Date:	17 th October 2023
Author:	Samantha Pimlott
Item Approved by:	Chief Executive Officer
File Reference:	Nil
Attachments:	Attachment 13.2.1 - Tender Offer

Proposal/Summary

For Council to consider the tender offer for the Manager of Works 2021 Ford Ranger (CM00)

Background

Council invited Tenders for the purchase of the following Vehicle pursuant to the Local Government Act 1995 (Section 3.58(1)):

- Ford Ranger 2021 – CM00

The invitation to tender was advertised over a 21 day period through the Shires social media channels, the Bandicoot, community notice boards and the Shires website with a closing date of 23rd October 2023.

Comment

In this period there was one (1) tender offer received;

- Mr Simon Kirk made an offer of \$37,000.00

The tender advertising invited tenders over \$36,000.00 to be submitted in writing to the CEO, Stuart Hobley, prior to the tender closing on Monday, 23rd October at 4pm.

Mr Kirk's offer was received via email at 1.24pm, Monday, 23rd October 2023.

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.

Resolution 13.2 OCM October

That Council in accordance with section 3.58 (2) of the Local Government Act:

1. Authorises the sale of the Ford Ranger CM00 – to Mr Simon Kirk for the sum of \$37,000.00 as per his tender offer submitted.

Moved: Cr A (Tony) Smith

Seconded: Cr B (Bernie) Daly

Vote – Absolute majority

Carried: 7/0

13.3. Disposal of Plant Item

Location:	Shire of Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	23 rd October 2023
Author:	Hayley Byrnes
Item Approved by:	Chief Executive Officer
File Reference:	Nil.
Attachments:	Nil.

Proposal/Summary

For Council to approve for the Chief Executive Officer to dispose of Council asset being P1010 2002 Cool room Trailer (CM4602)

Background

The coolroom trailer was constructed by the Bulgin Bush Races for the use of the races and other community events.

At the cessation of the races the trailer was donated to the Shire and was to be on offer for the community to use.

It has been stored at the Cunderdin Co-op as per the Deed of Agreement as seen in Attachment 13.3.1.

The Trailer is currently known to be nonoperational due to requiring a number of maintenance requirements.

Comment

Council has received queries from several different parties in recent times with regards to the trailer wishing to purchase it.

Due to the number of issues with the trailer it is rarely hired by the community and is in constant need of repair.

There would be no issue with disposing of this asset to an outside party.

Consultation

Nil.

Statutory Implications

Local Government Act 1995, s 3.58 Disposing of property.

Policy Implications

Nil.

Financial Implications

Unbudgeted income from disposal of asset

Strategic Implications

Nil.

Resolution 13.3 OCM October 2023

That Council authorises the Chief Executive Officer:

1. To dispose of Council asset being P1010 2002 Cool room Trailer (CM4602).
2. Advertise for disposal of asset in Local Publications.

Moved: Cr NW (Norm) Jenzen

Seconded: Cr A (Tony) Smith

Vote – Absolute majority

Carried: 7/0

13.4. Cunderdin Museum Terms of Reference

Location:	Shire of Cunderdin
Applicant:	Governance & Administration Officer
Date:	25 th October 2023
Author:	Hayley Byrnes
Item Approved by:	Chief Executive Officer
File Reference:	Nil.
Attachments:	Attachment 13.4.1 – Cunderdin Museum Management Terms of Reference.

Proposal/Summary

That Council endorse and accept the attached Cunderdin Museum Management Committee (CMMC) Terms of Reference (TOR).

Background

The Museum Management Committee is an established Committee of the Shire of Cunderdin Council established in accordance with the *Local Government Act section 5.8*.

The establishment of committees assist Council in exercising the powers and duties in accordance with the Shire of Cunderdin Delegations Register.

The CMMC TOR have not been updated for a number of years.

The attached TOR have been viewed and accepted by the CMMC meeting at their recent meeting on 24th October 2023.

Comment

It is recommended for Committees of Council Terms of Reference to be revised on a regular basis.

Currently Council has delegated that all two (2) members of Council sit on the CMMC with three (3) to five (5) community representatives and an employee of the Shire to provide guidance to the Committee.

Consultation

Stuart Hobley, Chief Executive Officer
Hayley Byrnes, Deputy Chief Executive Officer
Museum Management Committee

Statutory Implications

Local Government Act section 5.8.

Financial Implications

Nil.

Strategic Implications

Shire of Cunderdin Strategic Community Plan 2022 -2032

2. Economy

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

Attraction and retention of permanent and transient populations.

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.

5. Civic Leadership

5.2 Forward planning and implementation of plans.

Accountable and transparent decision making.

Financial sustainability in achieving community aspirations.

Resolution 13.4 OCM October 2023

That Council resolves to adopt the Cunderdin Museum Management Committee Terms of Reference as attached.

Moved: Cr A (Tony) Smith

Seconded: Cr NW (Norm) Jenzen

Vote – Absolute majority

Carried: 7/0

14. Scheduling of Meeting

14.1. November 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 6.49pm.

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: 22.11.2023.