



Shire of Cunderdin

Minutes of an Ordinary Council Meeting

Dear Council Member,

The Ordinary Meeting of the Cunderdin Shire Council was held on **Thursday 19th May 2022** in the Cunderdin Shire Council Chambers, WA, 6407 **commencing at 5.00pm.**

Stuart Hobley
Chief Executive Officer
19th May 2022

1.	Declaration of Opening	3
2.	Record of Attendance, Apologies and Approved Leave of Absence	3
3.	Public Question Time	4
4.	Petitions, Deputations & Presentations	4
5.	Applications for Leave of Absence	4
6.	Confirmation of the Minutes of Previous Meetings	4
6.1	Ordinary Meeting of Council held on 21st April 2022.....	4
7.	Declaration of Members and Officers Interests	4
8.	Announcements by President without Discussion	4
9.	Finance & Administration.....	5
9.1	Financial Reports for April 2022	5
9.2	Accounts Paid – 30th April 2022.....	6
9.3	Council Investments – As at 30th April 2022.....	8
9.4	Cunderdin Playgroup.....	11
9.5	Central Wheatbelt Visitor Centre MOU	14
9.6	Chief Executive Officers Report.....	16
10.	Environmental Health and Building	19
11.	Planning & Development.....	19
12.	Works & Services	19
13.	Urgent Items.....	19
14.	Scheduling of Meeting.....	19
14.1	June 2022 Ordinary Meeting.....	19
15.	Closure of meeting	19
16.	Certification.....	19

MINUTES

1. Declaration of Opening

The Shire President declared the meeting open at 5:01 pm

The Shire of Cunderdin disclaimer will be read aloud by 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 TE (Todd) Harris	
Cr B (Bernie) Daly	
Cr W (Sam) Stewart	
Cr N (Natalie) Snooke	

In Attendance

Stuart Hobley	Chief Executive Officer
Hayley Byrnes	Deputy Chief Executive Officer (Via Teams)
Emma McMiles	Governance and Administration Officer

Guests of Council

Members of the Public

2.2 Apologies

Cr A (Tony) Smith	Deputy Shire President
Cr NW (Norm) Jenzen	

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 21st April 2022

Resolution 6.1

That the Minutes of the Ordinary Council Meeting held on Thursday 21st April 2022 be confirmed as a true and correct record.

Moved: Cr W (Sam) Stewart

Seconded: Cr B (Bernie) Daly

Vote – Simple Majority

Carried: 5/0

Note to this item:

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

7. Declaration of Members and Officers Interests

Nil.

8. Announcements by President without Discussion

Nil.

9. Finance & Administration

9.1 Financial Reports for April 2022

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Date:	10th May 2022
Author:	Hayley Byrnes
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	2 attachments – Monthly Report April 2022 & April Rates Report

Proposal/Summary

The financial reports as at 30th April 2022 are presented for Councils 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

That Council receives the monthly financial reports for the periods ending 30th April 2022.

Moved: Cr N (Natalie) Snooke

Seconded: Cr W (Sam) Stewart

Vote – Simple Majority

Carried: 5/0

9.2 Accounts Paid – 30th April 2022

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	10th May 2022
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	2 attachments – Creditor’s list of payments April 2022 Credit Card Statement April 2022

Proposal/Summary

Council is requested to confirm the payment of Accounts totalling:

Total for Municipal -	\$690,352.47
Total for Trust -	\$0.00
TOTAL -	\$690,352.47

For April 2022 as listed in the Warrant of Payments for the period 1st to 30th April 2022.

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

10.9.2

1. That Council's payment of accounts amounting to \$690,352.47 being from Municipal Account for April, as follows:

Municipal Account	\$	Total
Electronic Funds Transfer: EFT 5916 - 6009	\$671,124.64	
Direct Debit (Inc Bank Charges):	\$4,999.08	
Cheques: 11783 - 11787	\$14,228.75	
TOTAL		\$690,352.47

be confirmed and noted; and,

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

Moved: Cr B (Bernie) Daly

Seconded: Cr TE (Todd) Harris

Vote – Simple Majority

Carried: 5/0

9.3 Council Investments – As at 30th April 2022

Location:	Cunderdin
Applicant:	Deputy Chief Executive Officer
Author:	Hayley Byrnes
Report Date:	10th May 2022
Item Approved By:	Stuart Hobley, Chief Executive Officer
Disclosure of Interest:	Nil
File Reference:	Nil
Attachment/s:	1 Attachment- Bank Statements April 2022

Proposal/Summary

To inform Council of its investments as at 30th April 2022.

Background

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

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

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

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

Comment

In addition to the Shire’s Municipal Operating Accounts, the below investment accounts are held as at 30th April 2022.

COUNCIL ACCOUNTS					
Institution	Amount	Investment type/ Account details	Municipal Funds	Reserve Funds	Trust Funds
Westpac Bank	\$1,131,741.02	Municipal- 0000030	\$1,131,741.02		
Bendigo Bank	\$1,825,961.94	Municipal- 155971377	\$1,825,961.94		
Westpac Bank	\$146.78	Business Cash Reserve 22-3647 0.50%		\$146.78	
Bendigo Bank	\$2,578.00	Bendigo Trust Account 164 488 686			\$2,578.00
Westpac Bank	\$1.00	Trust Working Account 12-2981			\$1.00
Bendigo Bank	\$1,228,299.01	Term Deposit 0.45% Exp 28 June 2022		\$1,228,299.01	
TOTAL INVESTMENTS	\$4,188,727.75		\$2,957,702.96	\$1,228,445.79	\$2,579.00

In addition to the above Shire funds, the Shire administers the Cunderdin Community Centre Trust Accounts being Bendigo Term Deposits# 3864633 \$369,862.05 & # 3864655 - \$169,855.00

CUNDERDIN COMMUNITY TRUST DETAILS
INTEREST ACCOUNT
30 April 2022

Opening Balance as per Bank Statement & Term		
Deposits	Term Deposit# 3864655	169,855.00
	TOTAL	169,855.00
	Credits	0.00
	Debits	0.00
Closing Balance as Per Bank Statements & Term		
Deposits	TOTAL	169,855.00
INCOMING		0.00
		0.00
OUTGOING		0.00
		0.00
Balance as at end of month	TOTAL	169,855.00

CUNDERDIN COMMUNITY TRUST DETAILS
CAPITAL ACCOUNT
30 April 2022

Opening Balance as per Bank Statement & Term		
Deposits	Term Deposit# 3864633	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
		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

That the report on Council investments as at 30th April 2022 be received and noted.

Moved: Cr N (Natalie) Snooke

Seconded: Cr TE (Todd) Harris

Vote – Simple Majority

Carried: 5/0

9.4 Cunderdin Playgroup

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	12th May 2022
Author:	Hayley Byrnes
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	1 x Attachment - letter from Cunderdin Playgroup

Proposal/Summary

For Council to review the correspondence received from the Cunderdin Playgroup regarding their request.

Background

Council in the 2021/2022 Annual Budget allocated \$30,000.00 for the Demolition of the Building on property 44 Lundy Avenue, previously the Old Toy Library.

On the 16th September 2021, Council advertised Expression of Interest for anyone wanting to utilise the building with submissions closing on Tuesday the 19th of October at 4pm. No submissions were received.

Council requested quotes to get the building demolished, with a purchase order being issued to Bentnail Building for \$13,632.66. Due to demolition being scheduled for early January 2022, Termite Inspection and RCD & HWSA Checks were not completed, and public notice of the demolition was advertised in the Bandicoot on the 25th November 2021.

An offer to purchase the property was then received via email on Monday the 6th December 2021 from Kate Retallack.

Council reviewed the offer to purchase at the December Ordinary Council Meeting, with the resolution for the item to be laid on the table for further investigation to allow Council to investigate the matter further with regards to evaluation of the property and future planning of housing developments.

Council reconsidered Ms Retallack's request at the March 2022 Ordinary Council Meeting and resolved:
That Council

- 1) *advise Ms Retallack that it is not going to sell 44 Lundy Ave.*
- 2) *complete the demolition of the Old Toy Library building.*
- 3) *enter into negotiations with the owners of Lot 53 Main Street to purchase the Lot.*
- 4) *a further report be submitted to Council with more information on the purchase of Lot 53 Main Street.*

The Shire has recently received correspondence from the Cunderdin Playgroup requesting permission to use the building at 44 Lundy Ave for the playgroup. The building has been previously used for playgroup in the past, however this was some time ago.

Comment

After an extended hiatus the Cunderdin Playgroup has recommenced. In the recent past the playgroup has operated out of the Shire owned Early Learning Centre (ELC) at 56 Lundy Avenue.

The ELC is currently leased by REED who operate a Daycare centre from the building four days per week and have successful cohabitated with the playgroup operations. The Playgroup operate on a Monday morning when the Daycare is closed.

Many years ago Playgroup was held at the Old Toy Library building at 44 Lundy Ave. The Old Toy Library building has had very little maintenance done on it over the past few years and would require a substantial upgrade to cater for young children.

The Cunderdin Playgroup believe that the ELC may not be available for them to use in the future and wish to relocate to the Old Toy Library at 44 Lundy Ave.

In consultation with Ms Elliott (cluster manager for REED) she has advised that due to previous parent surveys and the inability to get staff, at this time REED will not be increasing the days of operation as previously advised and have no issues with the playgroup continuing to utilise the facility on Monday mornings.

In discussions with Ms Elliott, a timeline was established that should REED decide in the future to explore the option of an additional day the Shire would be consulted, and the process would allow a minimum of three months for the Shire to source an alternative premises for playgroup to use.

In discussion with Ms Tindal of the Cunderdin Playgroup, there was some concerns that several items that were owned by the playgroup were disposed of including tables, chairs, and some outdoor play equipment (cubby house and a slide). The main items of concern were the tables and chairs as should the need arise to relocate, they would have liked to utilise these items.

The Shire is investigating where these items are, however, it is believed that the ownership of these items transferred to the Shire when the Shire took over the running of the Daycare from the Playgroup many years ago.

The Shire has also investigated alternative options for the Play group to utilise and considered utilising the Town Hall or hiring the rooms at the Cunderdin Community Resource Centre or the Cunderdin Sport and Recreation Centre.

Should the need arise in the future these options could be explored further, and the financial implications would need to be considered thus being the relevant hire fees for these premises.

Consultation

Shire Staff

Melissa Elliott – REED (Cluster Manager)

Jaimee Tindal

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

Funds needed to improve the property located at 44 Lundy Avenue (Old Toy Library Building) to be utilised by young children (minimum of \$25,000.00)

Hire fees should the need arise (\$5,200.00 per annum)

Strategic Implications

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

Resolution 9.4

That Council advise the Cunderdin Playgroup that it is not going to permit them to use 44 Lundy Ave Cunderdin for the Cunderdin Playgroup and that the building is going to be demolished.

Moved: Cr B (Bernie) Daly

Seconded: Cr W (Sam) Stewart

Vote – Simple majority

Carried: 5/0

9.5 Central Wheatbelt Visitor Centre MOU

Location:	Shire of Cunderdin
Applicant:	Administration
Date:	12th May 2022
Author:	Hayley Byrnes
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	1 x Attachment – Central Wheatbelt Visitor Centre MOU

Proposal/Summary

For Council to review, consider, and approve the signing of the MOU between the Shire of Merredin, Wheatbelt East Regional organisations of Council Inc (WEROC) and Shire Cunderdin for visitor servicing and regional promotion through the Central Wheatbelt Visitors Centre. 1

Background

The Shires of Cunderdin and Tammin are joint participants in the WQEROC MOU for Visitor Servicing and Regional Promotion through The Central Wheatbelt Visitor Centre for three (3) years for which an annual expense of \$1,929 is applicable.

Previously, the Shire of Cunderdin supported the MOU seeing value in the Central Wheatbelt Visitor Centres reach to promote the 20 eastern Wheatbelt member Shires at both state wide and intra state trade show opportunities.

Resolution from previous OCM.

Resolution 9.8 May 18

That Council;

1. Agrees to extend, for three (3) years, its participation in the Memorandum of Understanding between the Shire of Merredin and Wheatbelt East Regional Organisation of Councils (WEROC) of which the Shires of Cunderdin and Tammin are joint participants for Visitor Servicing and Regional Promotion through The Central Wheatbelt Visitor Centre (Merredin): and,
2. Approve expenditure of \$1,929 annually to The Central Wheatbelt Visitor Centre from Account 113210 – Expenses Relating to Tourism and Area Promotion.

Moved: Cr Norm Jenzen

Seconded: Cr Doug Kelly

Vote – Simple majority

Carried: 8/0

Comment

The Central Wheatbelt Visitor Centre promotes the Shire of Cunderdin through websites, “The Eastern Wheatbelt Visitors’ Guide” distributed throughout the Wheatbelt and by word of mouth. The proposed membership renewal will provide significant discount on promotional opportunities in addition to the Shire’s own promotional activities.

The MoU and Marketing Budget is attached and outlines the extra services and savings going forward.

In discussion with shire staff, they have advised that they believe the program is of considerable value in promoting the Shire of Cunderdin.

Consultation

Central Wheatbelt Visitors Centre
Shire Staff

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

\$1,929 of out Account 113210 – Expenses Relating to Tourism and Area Promotion
Inclusive of \$1,250 per annum and additional \$679 for activities as in schedule 2.

Strategic Implications

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

Resolution 9.5

That Council

1. Agrees to extend, for three (3) years, its participation in the Memorandum of Understanding between the Shire of Merredin and Wheatbelt East Regional Organisation of Councils (WEROC) of which the Shires of Cunderdin and Tammin are joint participants for Visitor Servicing and Regional Promotion through The Central Wheatbelt Visitor Centre (Merredin); and,
2. Approve expenditure of \$1,929 annually to The Central Wheatbelt Visitor Centre.

Moved: Cr B (Bernie) Daly

Seconded: Cr TE (Todd) Harris

Vote – Simple majority

Carried: 5/0

9.6 Chief Executive Officers Report

Location:	Cunderdin
Applicant:	Chief Executive Officer
Date:	10 th November 2021
Author:	Stuart Hobley
Item Approved by:	Stuart Hobley, Chief Executive Officer
File Reference:	Nil
Attachment/s:	Nil

Proposal/Summary

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

Background

Old Hospital Site and Ian Roberts Lodge

The Shire has been advised that a contractor has been appointed to complete the demolition of the Old Hospital. The demolition is likely to occur in mid 2022. It was suggested it would be best if the demolition could occur during the school holidays, but it is unlikely that this will be the case.

The Shire has requested that the community be well informed about the process before it commences to allay any concerns.

Local Roads and Community Infrastructure Program Projects

Round 1 Projects

Basketball Courts – Retaining Wall and Fencing \$30,000 – Completed.

AAA Garden - \$160,000 – Completed.

Oval Lights - \$270,000 (\$180,000 LRCIP) – Completed.

Cunderdin Irrigation Project (Part 1) \$20,000

This project has commenced and expected to be completed before the end of June 2022. Manager of Works is liaising with contractors.

Round 2 Projects

Cunderdin Swimming Pool - \$170,000

The contractor has commenced the works at the pool. New earth bonding has been completed on all metal surfaces and the pipes for the water features have been run to the toddler's pool.

The joins and cracks that are causing the issues have been identified and a treatment plan for each join/crack will be determined. The project is currently running on time and budget.

Cunderdin Irrigation Project (Part 2) \$40,000

This project has commenced and expected to be completed before the end of June 2022. Manager of Works is liaising with contractors.

Community Emergency Services Manager (CESM)

The Shires CESM, Mr Simon Bell, has been seconded to the Department of Fire and Emergency Services for DFES for a period of 6 weeks which may be extended.

After discussions between the CEO's of Cunderdin, Quairading and Tammin it was decided to employ an Acting CESM with significant administration experience. It was considered that during this period the Acting CESM could concentrate on developing policies, plans and procedures for the three Shires.

As the Acting period is during the winter months it is not considered that this will have any major implications on the operations of the Shires.

Light Industrial Land – Stage 2

The Shire will be meeting with the Project Manager from Development WA to commence the project in the near future.

Regional Airports Development Scheme (RADS)

The contractor (Airport Alliance) has commenced works at the airfield and has marked out the position of the new lights. During this process it was discovered that the official width of the runway is 30m even though we have a paved surface that extends to 45m.

The Aerodromes (Manual of Standards) 2019 advises that the lights are only permitted to be a maximum of 3m wider than the outside of the runway (6m m in total) meaning the usual width of the runway would be reduced to 36m from current 48m.

This would cause a significant inconvenience for the gliders as they are very likely to hit the lights which are extremely expensive to replace.

The proposed light is a small stalk that sits approximately 20cm above the ground. One solution is to install lights that are flush with the ground however these lights are an additional \$180,000 to purchase and install.

The Aerodromes (MOPS) also advise that an airfield for gliders should be a minimum of 37.5m wide with a minimum of 3m clearance on each side of the lights. This would mean the lights would be placed at a minimum of 43.5m.

In discussions with Airport Alliance and the Mr Ken Flecknell it has determined that the lights will be placed at approximately 46m, which is very close the current positioning. This should limit the issues for the gliders.

Meckering Sporting Club Roof

The Shire has received advice that it was successful in obtaining grant funding to complete improvements at the Meckering Club. These works included the replacing the roof and the installation of a disabled toilet.

The Shire will be working with the Club to organise the works at a suitable time.

Remote Roads Upgrade Pilot Program (RRUPP)

The Shire submitted a grant application to the RRUPP to upgrade the Cunderdin – Quairading Road. The total cost of the project was approximately \$15M. The Shire receive notification it was not successful with its application, however the scope of works for the project will be able to be used in the future to apply for similar grants to improve the Cunderdin – Quairading Road.

Comment

Nil.

Consultation

Nil.

Statutory Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Resolution 9.6

That the Chief Executives Officers Report be received.

Moved: Cr B (Bernie) Daly

Seconded: Cr W (Sam) Stewart

Vote – Simple majority

Carried: 5/0

10. Environmental Health and Building

Nil Items.

11. Planning & Development

Nil Items.

12. Works & Services

Nil Items.

13. Urgent Items

Nil Items.

14. Scheduling of Meeting

14.1 June 2022 Ordinary Meeting

The next ordinary meeting of council is scheduled to take place on Thursday 23rd June 2022 commencing at 5pm at the Cunderdin Shire Council Chambers, Cunderdin, WA 6407

15. Closure of meeting

There being no further business the Shire President will declare the meeting closed at 6:16 pm.

16. Certification

DECLARATION

I, Alison Harris, certify that the minutes of the Ordinary Council Meeting held on 19th May 2022 as shown were confirmed at the ordinary meeting of Council held on 23rd June 2022.

Signed: _____

Date: _____