

SHIRE
OF

CUBALLING

COUNCIL MEETING
HELD ON 20 SEPTEMBER 2012

MINUTES

These minutes were confirmed at a meeting on.....

Signed.....
Presiding Person at the meeting at which the minutes were confirmed

Date:.....

SHIRE OF CUBALLING
COUNCIL MEETING THURSDAY 20 SEPTEMBER 2012

MINUTES

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1. **OPENING - ANNOUNCEMENT OF VISITORS**

The meeting Commenced at 3.14pm

2. **ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

| | |
|--------------------|-------------------------|
| Cr Tom Wittwer | President |
| Cr Roger Newman | Deputy President |
| Cr Tim Haslam | |
| Cr Carol McDougall | |
| Cr Mark Conley | |
| Mrs Eva Haydon | Chief Executive Officer |

3. **PUBLIC QUESTION TIME**

NIL

4. **STANDING ORDERS**

OFFICER RECOMMENDATION

That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.

Moved: Cr Haslam

Seconded: Cr McDougall

Carried 5/0

5. **LEAVE OF ABSENCE:**

Cr Chad Hawksley

6. **MINUTES**

6.1 CONFIRMATION OF 16 AUGUST 2012 ORDINARY MEETING OF COUNCIL

OFFICER RECOMMENDATION

That the minutes (as circulated) of the ordinary meeting of the Shire of Cuballing held in the Council Chambers on 16 August 2012 be confirmed.

Moved: Cr Newman

Seconded: Cr McDougall

Carried 5/0

7. **PETITIONS, DEPUTATIONS, PRESENTATIONS & DECLARATIONS**

NIL

8. DISCLOSURES OF INTEREST

Councillors' and Employees' Disclosures of Interest.

8.1 DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

Cr Tom Wittwer – Stratherne Road, item 11.1.11

Mrs Eva Haydon, Chief Executive Officer – Performance Review, item 11.1.8

8.2 DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

9.1 REPORTS – FINANCE AND ADMINISTRATION

9.1.19 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – AUGUST 2012

Submission to: Ordinary Meeting of Council
Location/Address: Not applicable
Reporting Officer: Nikole Brennan, Administration Officer
Enabling Legislation: Local Government (Financial Management) Regulations 1996
Council Policy: Register Delegated Authority
Budget Implications: Nil
File Reference: CMR 7
Voting Requirements: Simple Majority

Background

Council is supplied with a list of payments for consideration.

Comment

A copy of the list of payments made from each of Council's bank accounts is attached to this item.

COUNCIL DECISION:

That Council:

Approve for payment the list of Creditors paid from the Municipal fund, as detailed below, totalling: \$198,856.62

| | |
|----------------------------------|---------------------|
| Voucher 14196 - 14202 | \$52,122.02 |
| Electronic Fund Transfers | \$145,227.87 |
| Credit Card | \$1506.73 |

| | |
|-----------------------------------|---------------|
| <u>Trust</u> | |
| Vouchers | \$0.00 |
| Electronic Funds Transfers | \$0 |

Moved: Cr Conley

Seconded: Cr Newman

Carried 5/0

10:16 AM
30/08/12

Shire of Cuballing Cheque Detail

August 1 - 30, 2012

| Type | Num | Date | Name | Description | Original Amount |
|------------------|-------|------------|--|---|-----------------|
| Bill Pmt -Cheque | Debit | 09/08/2012 | Midalia Steel | Materials for Improvements at the Mens Shed | -1,659.10 |
| Bill Pmt -Cheque | Debit | 09/08/2012 | LGIS Insurance Broking | Personal Accident and Sickness | -2,141.94 |
| Bill Pmt -Cheque | Debit | 09/08/2012 | Medina Grand Perth | Accommodation, Expenses for Councillors | -9,640.05 |
| Bill Pmt -Cheque | Debit | 09/08/2012 | TELSTRA | Telephone Charges | -181.76 |
| Bill Pmt -Cheque | Debit | 10/08/2012 | Department of Transport | Licence | -24.05 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | Able Sales | Survey Total Station Kit | -6,698.00 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | Albany Advertiser | Advertise for Plant Operator | -110.00 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | AUSTRALIA POST | Postage for Rates | -315.40 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | CUBY ROADHOUSE | July Charges | -380.30 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | CORNER'S AUTOMOTIVE ELECTRICS | Repair fault in passenger door | -711.15 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | CORNER'S AUTOMOTIVE ELECTRICS | Parts | -247.50 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | CUBALLING TAVERN | Council Meals | -157.50 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | EDWARDS MOTORS PTY LTD | 30000km Service | -227.15 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | Fuji Xerox | Photocopying | -483.15 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | GREAT SOUTHERN FUEL SUPPLIES | Fuel Charges for July 12 | -16,580.63 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | Hydraulink Hose and Fittings | Parts | -684.16 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | LANDGATE | Rural UV Interim Valuation | -73.60 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | LANDGATE | GRV Interim Vals | -81.00 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | Limitless Promotions | Dog Tags | -585.00 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | LANDVISION | Prep of Consolidation report | -1,677.50 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | LOCAL HEALTH AUTHORITIES ANALYTICAL SERVICES 2012/2013 | Prep of Consolidation report | -441.39 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | MAKIT NARROGIN HARDWARE | Misc Items | -81.00 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | MCDUGALL WELDMENTS | Weld new wear plates into bucket | -1,796.01 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | MCDUGALL WELDMENTS | Grinding discs | -3.91 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | Narrogin Pumps Sales & Service | Fittings | -137.52 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | NARROGIN TOYOTA | Parts | -44.10 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | Narrogin Quarry Operations | Crushed Metal | -1,849.32 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | NARROGIN PACKAGING | Toilet paper and bin liners | -182.30 |
| Bill Pmt -Cheque | Debit | 14/08/2012 | NARROGIN BEARING SERVICE | Parts | -9.63 |
| Bill Pmt -Cheque | Debit | 15/08/2012 | Department of Transport | Registration CN1 | -779.55 |
| Bill Pmt -Cheque | Debit | 16/08/2012 | Toll Ipec | Freight | -28.47 |
| Bill Pmt -Cheque | Debit | 16/08/2012 | Origin | Gas Bottle Rental | -58.00 |

| Type | Num | Date | Name | Description | Original Amount |
|------------------|-------|------------|-----------------------------|--|-----------------|
| Bill Pmt -Cheque | Debit | 16/08/2012 | TELSTRA | Phone Charges | -599.74 |
| Bill Pmt -Cheque | Debit | 17/08/2012 | Daniel Leonard. | Work Safely in the construction Industry Course | -60.00 |
| Bill Pmt -Cheque | Debit | 22/08/2012 | bims earthmoving | Clean Up Storm Damage | -15,444.00 |
| Bill Pmt -Cheque | Debit | 22/08/2012 | bims earthmoving | Clean Up Storm Damage | -18,876.00 |
| Bill Pmt -Cheque | Debit | 22/08/2012 | A.C & E.J Fulford | Push Gravel | -17,600.00 |
| Bill Pmt -Cheque | Debit | 22/08/2012 | Avon Waste | Bulk Bin service and rent | -531.90 |
| Bill Pmt -Cheque | Debit | 22/08/2012 | AIR LIQUIDE WA PTY LTD | Cylinder Fee | -100.58 |
| Bill Pmt -Cheque | Debit | 22/08/2012 | Auslec | Clothing for Morty | -252.01 |
| Bill Pmt -Cheque | Debit | 22/08/2012 | Auslec | Electrical Parts for Rec Centre/Popo Fireshed | -370.56 |
| Bill Pmt -Cheque | Debit | 22/08/2012 | Auslec | Electrical parts for Mens Shed | -549.02 |
| Bill Pmt -Cheque | Debit | 23/08/2012 | Hollywood Touch | 2nd payment for fence | -13,209.75 |
| Bill Pmt -Cheque | Debit | 24/08/2012 | Concept Steel Constructions | Deposit for gazebo drawings | -1,100.00 |
| Bill Pmt -Cheque | Debit | 28/08/2012 | WALGA | Roman II Subscription | -5,227.20 |
| Bill Pmt -Cheque | Debit | 28/08/2012 | WALGA | Annual Web Service Subscription | -3,946.80 |
| Bill Pmt -Cheque | Debit | 28/08/2012 | WALGA | Annual Association Membership Subscription | -6,400.24 |
| Bill Pmt -Cheque | Debit | 28/08/2012 | WALGA | Email Subscription | -330.00 |
| Bill Pmt -Cheque | Debit | 28/08/2012 | WALGA | Workplace Solutions Subscription | -1,743.50 |
| Bill Pmt -Cheque | Debit | 28/08/2012 | WALGA | 2012 Local Gov Registrations | -6,954.00 |
| Bill Pmt -Cheque | Debit | 28/08/2012 | Synergy | Power Charges for Streetlights | -502.95 |
| Bill Pmt -Cheque | 14196 | 07/08/2012 | SHIRE OF CUBALLING. | Rates Assessments 112/35/822/953/126/848 | -3,359.48 |
| Bill Pmt -Cheque | 14197 | 07/08/2012 | SHIRE OF CUBALLING. | Terry Clarke Rates 1/7-1/8/2012 | -60.00 |
| Bill Pmt -Cheque | 14198 | 09/08/2012 | IN2BALANCE | Annual Licence maintenance and support fees for the ye | -20,020.00 |
| Bill Pmt -Cheque | 14199 | 09/08/2012 | CASH. | Coles Card | -500.00 |
| Bill Pmt -Cheque | 14200 | 14/08/2012 | Dryandra Grazing Co | Gravel | -8,800.00 |
| Bill Pmt -Cheque | 14201 | 23/08/2012 | John Papas Trailers | Purchase and Registration of trailer CN3434 | -3,565.00 |
| Bill Pmt -Cheque | 14202 | 24/08/2012 | JOHN ROBERTSON | Work to Popanyinning Train Station | -8,360.59 |
| Bill Pmt -Cheque | Debit | | Commonwealth Bank | Credit Card Charges | -1,506.73 |
| | | | | Municipal - Direct Debit | -\$ 145,227.87 |
| | | | | Municipal - Cheque | -\$ 52,122.02 |
| | | | | Credit Card | -\$ 1,506.73 |
| | | | | Trust | \$ - |
| | | | | Total | -\$ 198,856.62 |

9.1.20 STATEMENT OF FINANCIAL ACTIVITY

Submission to: Ordinary Meeting of Council
Location/Address: Not applicable
Reporting Officer: Clare Thomson
Enabling Legislation: Local Government (Financial Management) Regulations 1996
Council Policy: Nil
Budget Implications: Nil
File Reference: CMR 7
Voting Requirements: Simple majority

Background

Local Government (Financial Management) Regulations 1996, section 34, provides for monthly financial reporting requirements for local government.

Comment

A Statement of Financial Activity has been prepared for period ending 31 August 2012 in accordance with the abovementioned legislation and circulated with the Council Meeting Agenda.

COUNCIL DECISION:

That the Statement of Financial Activity, as circulated, for the Shire of Cuballing for period ending 31 August 2012, be received.

Moved: Cr Conley

Seconded: Cr McDougall

Carried 5/0

Bank Reconciliation as at 31 August 2012

| | Municipal Fund | Trust Fund | Reserve Accts |
|------------------------|-----------------------|-------------------|----------------------|
| Opening balance | 1,338,141.73 | 58,339.07 | 673,674.89 |
| Income | 950,472.47 | 490.00 | - |
| Add interest | 2,917.06 | - | 1,609.00 |
| Expenditure | - 286,120.06 | - | - |
| Closing balance | 2,005,411.20 | 58,829.07 | 675,283.89 |
| Bank account | 521,532.10 | 58,829.07 | 2,903.89 |
| Investments | 1,500,000.00 | - | 672,380.00 |
| Plus O/S deposits | 1,039.69 | - | - |
| Less O/S cheques | - 17,160.59 | - | - |
| Closing balance | 2,005,411.20 | 58,829.07 | 675,283.89 |

Investments

at 31 August 2012

| Account Number | Maturity Date | Interest Rate | Fund/Account | | |
|----------------|-----------------|---------------|---------------------|-------------|-------------------|
| | | | Municipal | Trust | Reserve |
| 50360038 | Term Deposit 5m | 4.50% | - | - | 672,380.00 |
| 34681402 | Cash Deposit | 4.00% | 300,000.00 | | |
| | Online account | | 1,200,000.00 | | |
| Total | | | 1,500,000.00 | 0.00 | 672,380.00 |

Shire of Cuballing
Notes on financial reports for August 2012

General Purpose Funding

Rates

At present an amount of \$830,823 has been raised in rates. An amount of \$47,694 has been applied as a discount for the year. At present rate debtors are \$162,983.

Governance

Conferences

An amount of \$15,086 has been spent on conferences this year.

Annual Subscriptions

An amount of \$14,491 has been spent on subscriptions – this includes \$11,291 to WALGA and \$3,200 to Central Country Zone as memberships to various services.

Computer Equipment Mtnc

This is the cost of the annual licence and maintenance fee to Haines Norton for the computer software for the year.

Law Order Public Safety

Grant and Subsidies

First quarterly grant from FESA has been received.

Transport

Grants and Subsidies

Council has received MRWA direct grant funding of \$55,448 and Grain freight funding of \$400,000.

Other Property and Services

Private Works

Council is undertaking private works for a local contractor.

Other Notes

No depreciation has been charged on the accounts for August – this will be completed once the auditor has signed off Council's books for the 11/12 financial year.

SHIRE OF CUBALLING
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

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SHIRE OF CUBALLING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

| Operating | NOTE 31 AUGUST 2012 Actual \$ | 31 AUGUST 2012 Y-T-D Budget \$ | 2012/2013 Budget \$ | Variences Budget to Actual Y-T-D % |
|--|--|---|------------------------------------|---|
| Revenues/Sources | | | | |
| Governance | 23 | - | 6,196 | 0.00% |
| General Purpose Funding | 8,361 | 6,200 | 243,597 | (34.85%) |
| Law, Order, Public Safety | 6,874 | 6,000 | 24,440 | (14.57%) |
| Health | - | - | 1,164 | |
| Education and Welfare | - | | - | |
| Housing | - | | - | |
| Community Amenities | 426 | 350 | 1,258 | (21.71%) |
| Recreation and Culture | 338 | 250 | 637,152 | (35.20%) |
| Transport | 457,169 | 425,000 | 1,997,559 | (7.57%) |
| Economic Services | 1,392 | 1,200 | 9,560 | (16.00%) |
| Other Property and Services | 29,854 | 26,500 | 26,495 | (12.66%) |
| | <u>504,437</u> | <u>465,500</u> | <u>2,947,421</u> | |
| (Expenses)/(Applications) | | | | |
| Governance | (118,702) | (112,500) | (121,971) | (5.51%) |
| General Purpose Funding | (343) | (150) | (159,190) | |
| Law, Order, Public Safety | (3,378) | (3,200) | (113,610) | (5.56%) |
| Health | (1,855) | (1,200) | (34,799) | (54.58%) |
| Education and Welfare | - | - | (10,714) | |
| Housing | (2,166) | (2,100) | (16,168) | (3.14%) |
| Community Amenities | (10,237) | (9,500) | (163,577) | (7.76%) |
| Recreation & Culture | (15,221) | (15,600) | (197,741) | 2.43% |
| Transport | (273,846) | (252,000) | (1,859,249) | (8.67%) |
| Economic Services | (3,751) | (3,500) | (115,650) | (7.17%) |
| Other Property and Services | (22,689) | (21,500) | (42,556) | (5.53%) |
| | <u>(452,188)</u> | <u>(421,250)</u> | <u>(2,835,225)</u> | |
| Adjustments for Non-Cash | | | | |
| (Revenue) and Expenditure | | | | |
| (Profit)/Loss on Asset Disposals | - | - | - | |
| Depreciation on Assets | - | - | 802,650 | |
| Movement in non current leave entitlements | - | - | - | |
| Capital Revenue and (Expenditure) | | | | |
| Purchase Land Held for Resale | - | - | - | |
| Purchase Land and Buildings | (6,427) | (6,364) | (606,313) | |
| Purchase Infrastructure Assets - Roads & Footpaths | (47,579) | (47,579) | (1,700,090) | |
| Purchase Infrastructure Assets - Other | (25,766) | (25,766) | (410,505) | |
| Purchase Plant and Equipment | (13,110) | (13,110) | (104,300) | |
| Purchase Furniture and Equipment | (7,477) | - | (14,000) | |
| Proceeds from Disposal of Assets | - | - | - | |
| Repayment of Debentures | - | - | (33,558) | |
| Proceeds from New Debentures | - | - | - | |
| Transfers to Reserves (Restricted Assets) | (1,609) | (1,609) | (16,000) | |
| Transfers from Reserves (Restricted Assets) | - | - | - | |
| ADD Net Current Assets July 1 B/Fwd | 1,535,319 | 1,190,765 | 1,190,765 | |
| LESS Net Current Assets Year to Date | (2,269,795) | (1,919,742) | - | |
| Amount Raised from Rates | <u>(784,194)</u> | <u>(779,154)</u> | <u>(779,154)</u> | |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

| | 31-Aug 2012 Actual \$ | 2013 Budget \$ |
|---|--|-------------------------------|
| 3. ACQUISITION OF ASSETS | | |
| The following assets have been acquired during the period under review: | | |
| <u>By Program</u> | | |
| Governance | - | 19,200 |
| Community Amenities | 1,499 | 54,663 |
| Recreation and Culture | 37,921 | 455,129 |
| Transport | 60,689 | 2,259,395 |
| Economic Services | 250 | 46,821 |
| | 100,359 | 2,835,208 |
| <u>By Class</u> | | |
| Land Held for Resale | | |
| Land and Buildings | 6,427 | 482,229 |
| Infrastructure Assets - Roads & Footpaths | 47,579 | 2,144,595 |
| Infrastructure - Other Assets | 25,766 | 84,884 |
| Plant and Equipment | 13,110 | 104,300 |
| Furniture and fittings | 7,477 | 19,200 |
| | 100,359 | 2,835,208 |

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

4. DISPOSALS OF ASSETS

No assets have been disposed of at this time.

| <u>By Program</u> | Net Book Value | Sale Proceeds | Profit(Loss) |
|------------------------|--------------------------------|--------------------------------|--------------------------------|
| | 31-Aug 2012 Actual \$ | 31-Aug 2012 Actual \$ | 31-Aug 2012 Actual \$ |
| Governance | | | - |
| Recreation and culture | | | - |
| Transport | | | - |
| | - | | - |
| | | - | - |

| | Net Book Value | Sale Proceeds | Profit(Loss) |
|---------------------|--------------------------------|--------------------------------|--------------------------------|
| | 31-Aug 2012 Actual \$ | 31-Aug 2012 Actual \$ | 31-Aug 2012 Actual \$ |
| Plant and Equipment | | | - |
| | - | | - |
| | | | - |
| | - | | - |
| | | - | - |

Summary

Profit on Asset Disposals
Loss on Asset Disposals

**31-Aug
2012
Actual
\$**

-
-

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-11 | New Loans | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---------------------------------|-----------------------|--------------|-------------------------|--------------|--------------------------|--------------|------------------------|--------------|
| | | | Actual \$ | Budget \$ | Actual \$ | Budget \$ | Actual \$ | Budget \$ |
| Recreation & Culture | | | | | | | | |
| Loan #61 | 31,461 | | - | 9,055 | 31,461 | 22,406 | - | 1,581 |
| Transport | | | | | | | | |
| Loan #62 | 174,562 | | - | 24,503 | 174,562 | 150,059 | - | 10,936 |
| | 206,023 | - | - | 33,558 | 206,023 | 172,465 | - | 12,517 |

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

Council is not proposing to take out any new loans in the 2012/13 financial year.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

| | 31-Jul 2012 Actual \$ | 2012/13 Budget \$ |
|--|--------------------------------|-------------------------|
| 6. RESERVES | | |
| Cash Backed Reserves | | |
| (a) Plant and Equipment Reserve | | |
| Opening Balance | 190,607 | 190,223 |
| Amount Set Aside / Transfer to Reserve | 455 | 4,451 |
| Amount Used / Transfer from Reserve | - | - |
| | <u>191,062</u> | <u>194,674</u> |
| (b) IT and Office Equipment Reserve | | |
| Opening Balance | 8,687 | 8,682 |
| Amount Set Aside / Transfer to Reserve | 21 | 202 |
| Amount Used / Transfer from Reserve | - | - |
| | <u>8,708</u> | <u>8,884</u> |
| (c) Employee Entitlements Reserve | | |
| Opening Balance | 111,811 | 111,736 |
| Amount Set Aside / Transfer to Reserve | 267 | 2,600 |
| Amount Used / Transfer from Reserve | - | - |
| | <u>112,078</u> | <u>114,336</u> |
| (d) Housing Reserve | | |
| Opening Balance | 7,173 | 7,200 |
| Amount Set Aside / Transfer to Reserve | 16 | 168 |
| Amount Used / Transfer from Reserve | - | - |
| | <u>7,189</u> | <u>7,368</u> |
| (e) Recreation and Community Facility Res | | |
| Opening Balance | 274,998 | 275,000 |
| Amount Set Aside / Transfer to Reserve | 657 | 6,403 |
| Amount Used / Transfer from Reserve | - | - |
| | <u>275,655</u> | <u>281,403</u> |
| (f) Refuse Site Reserve | | |
| Opening Balance | 55,031 | 55,000 |
| Amount Set Aside / Transfer to Reserve | 133 | 1,280 |
| Amount Used / Transfer from Reserve | - | - |
| | <u>55,164</u> | <u>56,280</u> |
| (g) Grain Freight Reserve | | |
| Opening Balance | 25,367 | 25,367 |
| Amount Set Aside / Transfer to Reserve | 60 | 896 |
| Amount Used / Transfer from Reserve | - | - |
| | <u>25,427</u> | <u>26,263</u> |
| Total Cash Backed Reserves | <u>675,283</u> | <u>689,208</u> |

All of the above reserve accounts are supported by money held in financial institutions.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

| | 31-Jul 2012 Actual \$ | 2012/13 Budget \$ |
|---|--|----------------------------------|
| 6. RESERVES (Continued) | | |
| Summary of Transfers To Cash Backed Reserves | | |
| Transfers to Reserves | | |
| Plant and Equipment Reserve | 455 | 4,451 |
| Office Equipment Reserve | 21 | 202 |
| Employee Entitlement Reserve | 267 | 2,600 |
| Housing Reserve | 16 | 168 |
| Recreation and Community Facility Reserve | 657 | 6,403 |
| Refuse Site Reserve | 133 | 1,280 |
| Grain Freight Reserve | 60 | 896 |
| | 1,609 | 16,000 |
| Transfers from Reserves | | |
| Plant and Equipment Reserve | - | - |
| IT and Office Equipment Reserve | - | - |
| Employee Entitlements Reserve | - | - |
| Housing Reserve | - | - |
| Recreation and Community Facility Reserve | - | - |
| Refuse Site Reserve | - | - |
| Grain Freight Reserve | - | - |
| | - | - |
| Total Transfer to/(from) Reserves | 1,609 | 16,000 |

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Plant and Equipment Reserve

- to be used for the purchase and replacement of major items..

Office Equipment Reserve

- to be used for the purchase of new and/or replacement of office equipment or furniture items.

Long Service Leave Reserve

- to be used to fund long service leave requirements.

Road and Bridge Construction Reserve

- to be used to fund road and bridge construction projects that cannot be funded by grants.

Housing Reserve

- to be used to fund the construction of new shire housing.

Recreation and Community Facility Reserve

- to be used to fund the upgrade of the oval and associated facilities.

Refuse Site Reserve

- to be used to fund the upgrade of the refuse site.

Grain Freight Reserve

- to be used to maintain the grain freight route through the district.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

| | 31-Aug 2012 Actual \$ | Brought Forward 1-Jul \$ |
|--|--|---|
| 7. NET CURRENT ASSETS | | |
| Composition of Estimated Net Current Asset Position | | |
| CURRENT ASSETS | | |
| Cash - Unrestricted | 2,008,621 | 1,245,686 |
| Cash - Restricted | 675,283 | 673,674 |
| Prepaid assets | - | - |
| Receivables | 454,165 | 379,010 |
| Inventories | 2,923 | 2,923 |
| | 3,140,992 | 2,301,293 |
| LESS: CURRENT LIABILITIES | | |
| Payables and Provisions | (195,914) | (92,300) |
| NET CURRENT ASSET POSITION | 2,945,078 | 2,208,993 |
| Less: Cash - Reserves - Restricted | (675,283) | (673,674) |
| NET CURRENT ASSET POSITION | 2,269,795 | 1,535,319 |
| Net Current Asset Position for 2012/13 Budget was | | 1,190,765 |
| Difference comprises: | | |
| Municipal cash at bank | | 334,846 |
| Debtors | | (614) |
| Reserves | | 1,666 |
| Creditors | | 4,035 |
| Accrued wages | | 2,563 |
| Payroll tax | | 231 |
| Collections | | (164) |
| GST payable | | (10,543) |
| Expenses included as operating | | 13,000 |
| Less amount transferred to reserves | | (466) |
| Actual net current asset position | | 1,535,319 |

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

8. RATING INFORMATION

| <u>RATE TYPE</u> | Rate in \$ | Number of Properties | Rateable Value \$ | 2012/13 Rate Revenue \$ | 2012/13 Interim Rates \$ | 2012/13 Back Rates \$ | 2012/13 Total Revenue \$ | 2012/13 Budget \$ |
|---|------------|----------------------|-------------------|-------------------------|--------------------------|-----------------------|--------------------------|-------------------|
| General Rate | | | | | | | | |
| UV - Cuballing | 0.005746 | 275 | 105,981,484 | 609,179 | 1,645 | - | 610,824 | 609,012 |
| GRV Cuballing | 0.062077 | 175 | 1,821,435 | 113,064 | - | - | 113,064 | 113,278 |
| Sub-Totals | | 450 | 107,802,919 | 722,243 | 1,645 | - | 723,888 | 722,290 |
| Minimum Rates | | | | | | | | |
| UV - Cuballing | 500 | 63 | 4,629,197 | 31,500 | - | - | 31,500 | 31,500 |
| GRV Cuballing | 500 | 154 | 638,215 | 76,500 | - | - | 76,500 | 77,000 |
| Sub-Totals | | 217 | 5,267,412 | 108,000 | - | - | 108,000 | 108,500 |
| Ex gratia rates Specified Area Rates | | | | | | | | |
| | | | | | | | 831,888 | 830,790 |
| | | | | | | | - | 364 |
| Discounts | | | | | | | 831,888 | 831,154 |
| | | | | | | | (47,694) | (52,000) |
| Totals | | | | | | | 784,194 | 779,154 |

All land except exempt land in the Shire of Cuballing is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2008/09 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2010 TO 31 JULY 2012

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

| Detail | Balance 1-Jul-10 \$ | Amounts Received \$ | Amounts Paid (\$) | Balance \$ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|-----------------------|
| Badminton Club | 232 | - | - | 232 |
| Commodine Tennis Club | 3,290 | - | - | 3,290 |
| Cuballing Fire Brigade | 3,704 | - | - | 3,704 |
| Recycling Children Fund | 1,417 | - | - | 1,417 |
| BCITF | 0 | - | - | - |
| Bonds - Building | 6,839 | - | - | 6,839 |
| Bonds - Hall Hire | 900 | - | - | 900 |
| Reimbursements | 8,962 | - | - | 8,962 |
| Social Club | 5,253 | 461 | - | 5,714 |
| Upper Hotham Project | 15,027 | - | - | 15,027 |
| Environment and Townscape Trust Fund | 5,574 | - | - | 5,574 |
| LCDC East Yornaning | 1,360 | - | - | 1,360 |
| Cuballing Country Festival | 1,096 | 30 | - | 1,126 |
| Cuballing Mens Shed | 500 | - | - | 500 |
| Cuballing Cricket Club | 200 | - | - | 200 |
| Cuballing Football Asson | 2,566 | - | - | 2,566 |
| Swipe cards | 1,025 | - | - | 1,025 |
| Cuballing Christmas Tree | 393.00 | - | - | 393 |
| | <u>58,338</u> | | | <u>58,829</u> |

10. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

- Operating Statement;
- Balance Sheet;
- Debtors listings;
- Creditors listings;
- Cash/Investment summaries;
- Plant reports;
- Ratio analysis; and
- Other information considered relevant.

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

| | |
|--|-----------------|
| Buildings | 30 to 50 years |
| Furniture and Equipment | 4 to 10 years |
| Plant and Equipment | 5 to 15 years |
| Sealed roads and streets | |
| clearing and earthworks | not depreciated |
| construction/road base | 50 years |
| original surfacing and | |
| major re-surfacing | |
| - bituminous seals | 20 years |
| - asphalt surfaces | 25 years |
| Gravel roads | |
| clearing and earthworks | not depreciated |
| construction/road base | 50 years |
| gravel sheet | 12 years |
| Formed roads (unsealed) | |
| clearing and earthworks | not depreciated |
| construction/road base | 50 years |
| Footpaths - slab | 40 years |
| Sewerage piping | 100 years |
| Water supply piping & drainage systems | 75 years |

(k) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2009.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

(l) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(n) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(o) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

(p) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Reporting of Monthly Financial Variances

That the Shire of Cuballing adopts a material variance of +/-10% with a minimum dollar value of \$5,000 from the base figure for the financial year 2010/2011, and report variances by way of supporting note in the Monthly Statement of Financial Activity.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 AUGUST 2012

2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific activities.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws, fire prevention, emergency services

HEALTH

Food control.

EDUCATION AND WELFARE

Support of school activities.

HOUSING

Provision and maintenance of housing.

COMMUNITY AMENITIES

Operation of refuse site, noise control and administration of the Town Planning Scheme.

RECREATION AND CULTURE

Maintenance of halls, recreation centre and various reserves. Support library services in Narrogin.

TRANSPORT

Construction and maintenance of streets, roads, bridges, footpaths, drainage works, parking facilities, traffic signs and bus shelters. Depot maintenance.

ECONOMIC SERVICES

The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.

OTHER PROPERTY & SERVICES

Private works operations, plant repairs and operation costs.

9.2.40 COMMUNITY CONSULTATION FRAMEWORK

| | |
|------------------------------|--------------------------------------|
| Location/Address: | Whole of shire |
| Reporting Officer: | Eva Haydon – Chief Executive Officer |
| Enabling Legislation: | Local Government Act 1995as amended |
| Council Policy: | New Policy |
| Budget Implications: | To be determined |
| File Reference: | |
| Voting Requirements: | Absolute Majority |

Background

Council is required to adopt a Strategic Community Plan as part of the Integrated Planning required by the Local Government Act.

In order that the Strategic Community Plan is effective, a Community Engagement Framework should be adopted by Council.

Comment

There are various levels of engagement identified and defined by the International Association for Public Participation (IAP2) and these are listed as follows:

- **INFORM** – One way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.
- **CONSULT** – Two way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.
- **INVOLVE** – Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.
- **COLLABORATE** – Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.

It is to be noted that the IAP2 Spectrum continues to also include “empower” as a level of community engagement, whereby final decision making is in the hands of the public. The Local Government Act does not provide for that level of decision making by the community, except in the case of Local Government Elections and Amalgamations, however the term “empower” is often used by Councils and other government agencies when referring to community development and community capacity building initiatives.

| Inform | Consult | Involve | Collaborate |
|--|--|---|---|
| <u>Public Participation Goal</u> To provide balanced and objective information to assist understanding of the topic, alternatives, opportunities and/or solutions | <u>Public Participation Goal</u> To obtain public feedback on analysis, alternatives and/or decisions | <u>Public Participation Goal</u> To work with the public throughout the process to ensure that concerns and aspirations are consistently understood and considered | <u>Public Participation Goal</u> To partner with the public in each aspect of the decision including development of alternatives and identification of preferred solutions |
| <u>Promise to the Public</u> We will keep you informed | <u>Promise to the Public</u> We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how input influenced the decision | <u>Promise to the Public</u> We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how input influenced the decision | <u>Promise to the Public</u> We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible |
| <u>Techniques</u> Fact Sheets Web Sites Open Days | <u>Techniques</u> Newsletter Focus Groups Surveys | <u>Techniques</u> Workshop Deliberate Polling | <u>Techniques</u> Community Committees Consensus building Participatory decision making |

The key points to getting it right are as follows:

- Clarify the roles of decision makers and when/how they will make decisions
- Acknowledge the elected body of Council as the final decision maker
- Identify who else may make operational decisions or recommendations to decision makers throughout the community engagement process
- Meet with Council Members as early as possible to clarify their expectations and gain their commitment to the process
- Clarify the expectations of internal stakeholders, decision makers and external key stakeholders
- Consider the appointment of a Community Engagement Coordinator for each major project.

The Shire of Cuballing has, in the past, conducted various types of community engagement even though there was no formally documented framework for this process.

As our community is relatively compact, a simple framework would be easiest to understand and follow.

A relatively simple and effective Community Consultation Policy follows:

COMMUNITY CONSULTATION FRAMEWORK

Council Policy

Council will consult with the community on issues affecting the quality of life and services to the residents of the district.

Objective

The Shire of Cuballing is strongly committed to genuine, effective and timely community consultation on a range of issues, often exceeding the minimum consultation requirements.

The process of consultation must encourage the community to actively participate in policy development, planning and programming, the management and evaluation of services and in identifying areas of concern.

Community consultation precedes action. It must be seen as the beginning of the cycle which results in action. Consultation must serve and build trust within the community.

Operational Guidelines

Roles and responsibilities

The elected Council is charged with making decisions on the community's behalf. Appropriate levels of consultation will ensure that decisions take into account whole of community views rather than specific interest groups' views. This policy will apply to elected members, staff, contractors, agents and consultants acting on behalf of Council.

The Chief Executive Officer is responsible for the implementation of the Community Consultation policy, establishing the consultation level, reporting outcomes of the consultations to Council, reviewing the value of the policy and determining elements within that process where consultation has not been adequate in the opinion of the community.

Consultation Methods

Generally, the strategic objective of any community consultation plan is to ensure that all residents receive regular information about Council's achievements, objectives and performance, and are advised of major issues affecting the community with the opportunity to comment upon and be consulted about these issues.

Elements of the process include:-

- A regular newsletter
- Other direct mail publications or letterbox drops, as appropriate
- Advertising in local media as deemed appropriate
- Regular media releases to appropriate media outlets and community groups
- Community forums and stakeholder meetings
- Direct consultation with community representative groups (Progress Associations, Sporting Clubs etc.)
- Council's website
- General fixed displays (notices on noticeboards)
- Specific displays as appropriate

Statutory Requirements

In a number of areas, Council is required to comply with specific legislative requirements such as minimum periods of notice and publication in newspapers circulating local or state wide.

Consultation processes identified within this Policy should be seen as complementing any prescribed statutory requirements, which may or may not be exceeded.

Development Approval

This Policy does not cover consultation in respect to planning and building applications. Planning legislation establishes specific requirements for development approvals in addition to which Council may have a policy for informal notification in specific circumstances.

Public Submissions

Major forms of community consultation will include an invitation for members of the public to provide a submission to Council where possible. This invitation will include any minimum submission requirement (i.e. verbal, written only, website, etc.) and provide a closing date for receipt of submissions by Council.

Consultation Categories

There are four levels of consultation which will in all likelihood cater for the majority of consultation requirements in the Shire of Cuballing and range from the most basic public notification to a major project or issue of community wide significance:

- Advertising once or over several weeks on Council's noticeboard and website
- Written consultation to affected landowners or specific community groups
- Written consultation to all residents
- Public meetings

Each level specifies the minimum requirements relating to community consultation and may exceed them with a mixture of activities that may or may not be required.

It is Council's prerogative to establish the level of consultation required when considering a subject requiring community consultation. The level will need to reflect the minimum statutory requirements relating to that subject and the expected community input and be applied to any matter where consultation is required by legislation, Council policy or when Council considers this to be appropriate.

Any good consultation strategy requires a degree of flexibility to suit the specific situation. When setting out minimum standards, each activity level reflects this need by not being too prescriptive. The following list indicates which level may apply for certain activities. (These are examples only and should not be regarded as a comprehensive list.)

| | |
|--|--|
| • Office opening hours | Advertising over several weeks |
| • Change of street and road names | Consult with affected landowners |
| • Notice of minor works | Advertising once prior to commencement |
| • Community events | Advertising over several weeks |
| • Lease, redevelopment or sale of Community Land | Statutory Requirements |
| • Traffic management Plans | Written notice to affected landholders prior to commencement |
| • Strategic Community Plans | Public meetings and statutory requirements |
| • Major Projects | Statutory Requirements and Advertising |
| • Closure of a Council facility (eg tip) | Public meetings |

COUNCIL DECISION:

That the above Community Consultation Framework be adopted.

Moved: Cr Newman

Seconded: Cr Haslam

CARRIED BY ABSOLUTE MAJORITY 5/0

9.2.41 SHIRE OF PINGELLY AMALGAMATION CORRESPONDENCE

| | |
|------------------------------|--------------------------------------|
| Location/Address: | Whole of shire |
| Reporting Officer: | Eva Haydon – Chief Executive Officer |
| Enabling Legislation: | Local Government Act 1995as amended |
| Council Policy: | Nil |
| Budget Implications: | Nil at this stage |
| File Reference: | |
| Voting Requirements: | Simple Majority |

Background

The CEO from the Shire of Pingelly emailed the author on Thursday 16 August. The email is as follows:

“G’day Eva

Yesterday, my Council resolved that the Shire of Pingelly make a submission to move the local government boundary south such that the northern areas of the Shire of Cuballing be merged into the Shire of Pingelly. Further, that in the interim before the submission opportunity arises, discussions be entered into with the Shire of Cuballing regarding the detail of the submission.

In making the decision Council received a report from Cr Steel who proposed that the Shire of Pingelly oppose the amalgamation of the Shire of Cuballing, Shire of Narrogin and the Town of Narrogin noting she believes it is not correct for the whole of the Shire of Cuballing to be amalgamated with Narrogin and that the correct course would be to move boundaries so that part or all of Popanyinning is included in the Shire of Pingelly. She believes that if researched it would confirm that the Shire of Pingelly provides many of the community services to a high proportion of those residing in Popanyinning – that is, the Popanyinning’s community of interest is Pingelly.

It is suggested that given the opportunity, Popanyinning residents may also see the benefits in boundary changes so that they can be included in the Shire of Pingelly as rate payers who contribute to the many services used.

Popanyinning is an integral part of our community, with many residents having very close ties with Pingelly such as school, sporting, medical services, volunteer organisations and local business.

Because of this obvious link between the two towns the Shire of Pingelly should oppose the amalgamation between the Shire of Cuballing, the Shire of Narrogin and the Town of Narrogin and recommend allowing Popanyinning to determine its own future and where best their needs will be served.

I made the comments that it is understood that the three local governments, through the Regional Transition Group process, have resolved to amalgamate, that a request has been made to the Minister for Local Government and that a formal response is awaited. If the Minister agrees, the next step for their RTG is to make application to the Local Government Advisory Board to investigate the proposal. As a matter of course, the Board will undertake community consultations with the communities involved. It is understood that this might occur before the end of 2012. It is at this stage that there is an opportunity for a formal submission from the Shire of Pingelly to be made. However, if Council is keen to proceed in making a submission, it would seem that the first course of action would be to undertake discussions with the Shire of Cuballing prior to this time to alert Cuballing to Pingelly’s interest. This would also allow the details of any submission (e.g. where would the boundary be) to be determined and maybe agreed.

It is understood, from the comments around the community (and during my time as CEO in Wandering) that the proposal has been around for a long time. Can you please raise the issue with your Council and, if it is prepared to entertain the proposal, suggest a time we can meet to allow the proposal to be discussed?”

The email was also copied to the Shire and Town of Narrogin.

I replied that the matter would require Council consideration and I would respond the day after the September Council meeting.

Comment

Telephone contact with the Department of Local Government resulted in advice that the proposal from the Cuballing Narrogin RTG would be dealt with as a matter of course and submissions would be considered from affected residents together with any other submissions received by the WA Local Government Advisory Board.

The Shire of Cuballing ratebook lists 35 primary owners having postal addresses in Pingelly. There are additional ratepayers having residential addresses in Pingelly, however it is likely that they would also be Pingelly ratepayers.

The claim that many of Popanyinning residents have close ties with Pingelly is no doubt a valid one, however this is a benefit to Pingelly as well as Popanyinning residents. In small country towns a few extra children can lead to an additional teacher and other services in primary schools. Furthermore, additional users of a medical practice can contribute to its viability as do additional shoppers in small towns.

The minutes from the Shire of Pingelly Ordinary Meeting held on 15 August 2012 follow:

Shire of Pingelly – Ordinary Meeting of Council Minutes 15 August 2012, Page 52

10.4 Shire of Cuballing, Town of Narrogin, Shire of Narrogin RTG

File Reference: 00005

Location: Shire of Cuballing

Applicant: Cr Steel

Author: M.G. Oliver, Chief Executive Officer

Date: 7 August 2012

Disclosure of Interest: Nil

Attachments: Nil

Summary:

Council to consider opposing the amalgamation of the Shire of Cuballing, Shire of Narrogin and the Town of Narrogin.

Background:

Cr Steel has proposed that the Shire of Pingelly oppose the amalgamation of the Shire of Cuballing, Shire of Narrogin and the Town of Narrogin noting she believes it is not correct for the whole of the Shire of Cuballing to be amalgamated with Narrogin and that the correct course would be to move boundaries so that part or all of Popanyinning is included in the Shire of Pingelly. She believes that if researched it would confirm that the Shire of Pingelly provides many of the community services to a high proportion of those residing in Popanyinning – that is, the Popanyinning's community of interest is Pingelly.

It is suggested that given the opportunity, Popanyinning residents may also see the benefits in boundary changes so that they can be included in the Shire of Pingelly as rate payers who contribute to the many services used.

Popanyinning is an integral part of our community, with many residents having very close ties with Pingelly such as school, sporting, medical services, volunteer organisations and local business.

Because of this obvious link between the two towns the Shire of Pingelly should oppose the amalgamation between the Shire of Cuballing, the Shire of Narrogin and the Town of Narrogin and recommend allowing Popanyinning to determine its own future and where best their needs will be served.

Comment:

It is understood that the three local governments, through the Regional Transition Group process, have resolved to amalgamate, that a request has been made to the Minister for Local Government and that a formal response is awaited.

If the Minister agrees, the next step for their RTG is to make application to the Local Government Advisory Board to investigate the proposal. As a matter of course, the Board will undertake community consultations with the communities involved. It is understood that this might occur before the end of 2012. It is at this stage that there is an opportunity for a formal submission from the Shire of Pingelly to be made.

However, if Council is keen to proceed in making a submission, it would seem that the first course of action would be to undertake discussions with the Shire of Cuballing prior to this time to alert Cuballing to Pingelly's interest.

This would also allow the details of any submission (e.g. where would the boundary be) to be determined and maybe agreed.

Consultation:

Department of Local Government. Shire of Pingelly – Ordinary Meeting of Council Minutes 15 August 2012 Page 53

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements: Simple Majority

Recommendation:

That Council determine a direction.

11129 – Moved Cr Steel, Seconded Cr Mulronev

That when the opportunity arises from the Local Government Advisory Board, the Shire of Pingelly make a submission to move the Shire of Pingelly-Shire of Cuballing local government boundary south such that the northern areas of the Shire of Cuballing be merged into the Shire of Pingelly. Further, that in the interim before the submission opportunity arises, discussions be entered into with the Shire of Cuballing regarding the detail of the submission.

CARRIED 7/1

OFFICER RECOMMENDATION:

For Council consideration.

Moved

Seconded

COUNCIL DECISION:

That;

- 1 The Shire of Pingelly be advised Council has held three public meetings regarding the potential amalgamation with the Shires of Narrogin and Wickepin, and the Town of Narrogin where the issue of a boundary change with Pingelly has not arisen and it is Council's belief that is not in the interests of the Cuballing Shire to vary the proposal; and**
- 2 The President and Cr Haslam to attend the next Shire of Pingelly Council Meeting**

Moved: Cr McDougall

Seconded: Cr Haslam

Carried 5/0

9.2.42 REQUEST FOR ADDITIONAL DOG- 65 RUSSELL STREET, CUBALLING

| | |
|------------------------------|--|
| Location/Address: | 65 Russell Street,Cuballing |
| Reporting Officer: | Monique D'Alton - Admin Officer |
| Enabling Legislation: | Dog Act 1976 and Dog Local Law |
| Council Policy: | Nil |
| Budget Implications: | Nil |
| File Reference: | Health 1 |
| Attachments: | Letter from Ms C Woods (Attachment 13) |
| Voting Requirements: | Simple Majority |

Background

Ms Carol Wood is seeking Council approval to have a third dog on her property, situated at 65 Russell Street, Cuballing. The applicant states 'that the property is fully fenced, gated and the dog will be secured at night'.

Comment

The Shire of Cuballing's Dog Local Law places a limit of 2 dogs over the age of three (3) months, situated within the town site.

Shire of Cuballing Dogs Local Law 2004, section 3.2 (2) (a) states

"The limit on the number of dogs which may be kept on any premises is, for the purposes of section 26(4) of the Dog Act 1976, two dogs over the age of three months and the young of those dogs under that age if the premises are situated within a townsite".

The Dog Act does provide a discretionary clause which may allow a Council to approve a greater number of dogs than specified under Local Law.

Council needs to be wary however that the local law was specified for a particular reason or purpose and if that purpose is no longer relevant then the Local Law should be changed and discretionary powers not used on each and every occasion.

The Dog Act 1976, Section 26 (3, 4) states the following:-

"Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption-

- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified therein;*
- (b) shall not operate to authorise the keeping of more than 6 dogs on those premises;*
- and*
- (c) may be revoked or varied at any time.*

Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.

Penalty: \$1,000 and a daily penalty of \$100."

Council decisions on previous applications, regarding similar matters have been one for and one against.

OFFICER RECOMMENDATION:

That Council approve the application to keep three (3) dogs at 65 Russell Street, Cuballing, subject to the following conditions.

- 1. The applicant must maintain and hold valid registrations for each dog kept on the premises.**
- 2. The exemption is only for the life of the three (3) dogs, should one of the dogs die it cannot be replaced; and**
- 3. Should there be any breach of the Dog Act 1976 then the exemption may be withdrawn immediately.**

Moved

Seconded

This item has been withdrawn by the applicant

65 Russell Street,
CUBALLING WA 6311

7/8/2012

18 AUG 2012

17 4 AUG 2012

This is to request permission to register and keep a small breed (kelpie/cross) dog at the above address in addition to the 2 adult registered dogs already in our name.(currently kept at

17007 Gt Southern Highway – moving to Russell Street 17.82012)

This property is fully fenced and gated, and the dog will be secured at night.

If you have any questions or need any further information please call me on the number below or 0417564343.

Thankyou,

Regards,

C. A. Wood

C. A .WOOD

98836435

9.2.42 DRAFT STRATEGIC COMMUNITY PLAN 2012-2022

| | |
|------------------------------|--------------------------------------|
| Location/Address: | Whole of shire |
| Reporting Officer: | Eva Haydon – Chief Executive Officer |
| Enabling Legislation: | Local Government Act 1995 as amended |
| Council Policy: | |
| Budget Implications: | To be determined |
| File Reference: | |
| Voting Requirements: | Simple Majority |
| Attachment: | Draft Strategic Plan (Attachment 14) |

Background

As part of the Regional Transition Group (RTG) process, the RTG consultants, KPMG, have produced a Strategic Community Plan for the following 10 years. It is intended to be an overview of the Community and where it would like to be in 10 years.

Projects are not detailed in this document as they will be included in the 10 Year corporate plan, which is yet to be compiled.

Comment

The next step in the process is to review the Draft Strategic Community Plan and then invite the community to comment on the contents.

OFFICER RECOMMENDATION:

That the Draft Strategic Community Plan be made available for public comment.

Moved

Seconded

COUNCIL DECISION:

That the item be deferred to the October meeting.

Moved: Cr Conley

Seconded: Cr Newman

Carried 5/0



Strategic Community Plan

2012 – 2022

DRAFT

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Executive Summary

Document Purpose

This Strategic Community Plan will help shape the services that the Shire will deliver over the next ten years to support the community.

It has been developed with our community's aspirations and needs at its heart. These have been gathered through a process of consultation and engagement. We used a number of methods to make sure we sought the view from as wide a range of people in our community as possible including residents, business owners, Councillors, Government Agencies, Local Administration staff and others.

Consultation Process Undertaken

The Shire employs a variety of methods to collect community feedback. Some of the measures that the Shire operates include:

- Community satisfaction surveys to gauge community perceptions on areas of importance and the Shire's performance relative to those areas.
- Focus groups/workshops held throughout the year that stimulates engagement and involvement the Shire's activities.
- Council meetings where local residents and the wider community are invited to attend.
- Standing Committees where Councillors or Councilors plus representatives from the community will examine functional areas within the Shire. The purpose of these committees is to allow Councillors an opportunity to focus on specific operations in detail and the delivery of services to the community.
- Advisory committees.
- Other techniques such as newsletter distribution and online council website enquiries, feedback from Shire Staff and direction from local council members.

High-level Results from Community Consultation

A summary of the issues raised by the community during community engagement highlighted common themes which included:

(1) A vibrant community:

A healthy, strong and connected community that is actively engaged and involved.

(2) A thriving local economy:

A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

(3) Transport:

A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.

(4) Natural and built environment:

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

Our Vision

The Shire's vision statement is reflective of community sentiments supporting the Shire's envisaged strategic direction:

"A place to call home".

The Shire of Cuballing is a prosperous broad-acre farming district and offers a quiet rural village lifestyle for all in a safe and pleasant environment through well constructed and maintained road infrastructure, recreational, sanitation and environmental amenities.

Key community objectives

We have grouped the aspirations and needs you shared with us during consultation into themes, each with supporting goals and measures of success. These meet the four community objectives:

- (1) Social** – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.
- (2) Environmental** – This theme relates to valuing the environment, including natural resource management, sustainable land use, waste management, and recycling.
- (3) Economic** – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management.
- (4) Civic leadership** – This theme describes how the Shire embraces a culture of leadership, customer service and inclusive community engagement.

Monitoring process and next steps

DRAFT – For Discussion Only

Our Strategic Community Plan will undergo a full review and assessment every four years. In addition to this, we will undertake regular community consultation.

This draft has been created on the basis of consultation with the community and takes into account the resources available to our Local Government to ensure that the Shire is sustainably meeting needs of current and future community members.

DRAFT

1. Introduction

This Strategic Community Plan will help shape the services that the Shire will deliver over the next ten years.

It has been developed with our community's aspirations and needs at its heart. These have been gathered through a process of consultation and engagement. We used a number of methods to make sure we sought the view from as wide a range of people in our community as possible including residents, business owners, Councillors, Government Agencies, Local Administration staff and others.

We have grouped the aspirations and needs you have shared with us during the consultation, each with supporting goals and measures of success. The aspirations are:

- (1) A vibrant community:**
A healthy, strong and connected community that is actively engaged and involved.
- (2) A thriving local economy:**
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.
- (3) Transport:**
A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.
- (4) Natural and built environment:**
A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

Our Strategic Community Plan will undergo a full review and assessment every four years. In addition to this, we will undertake regular community consultation as outlined in Section 4 of this plan.

This draft has been created on the basis of consultation with the community and takes into account the resources available to our Local Government.

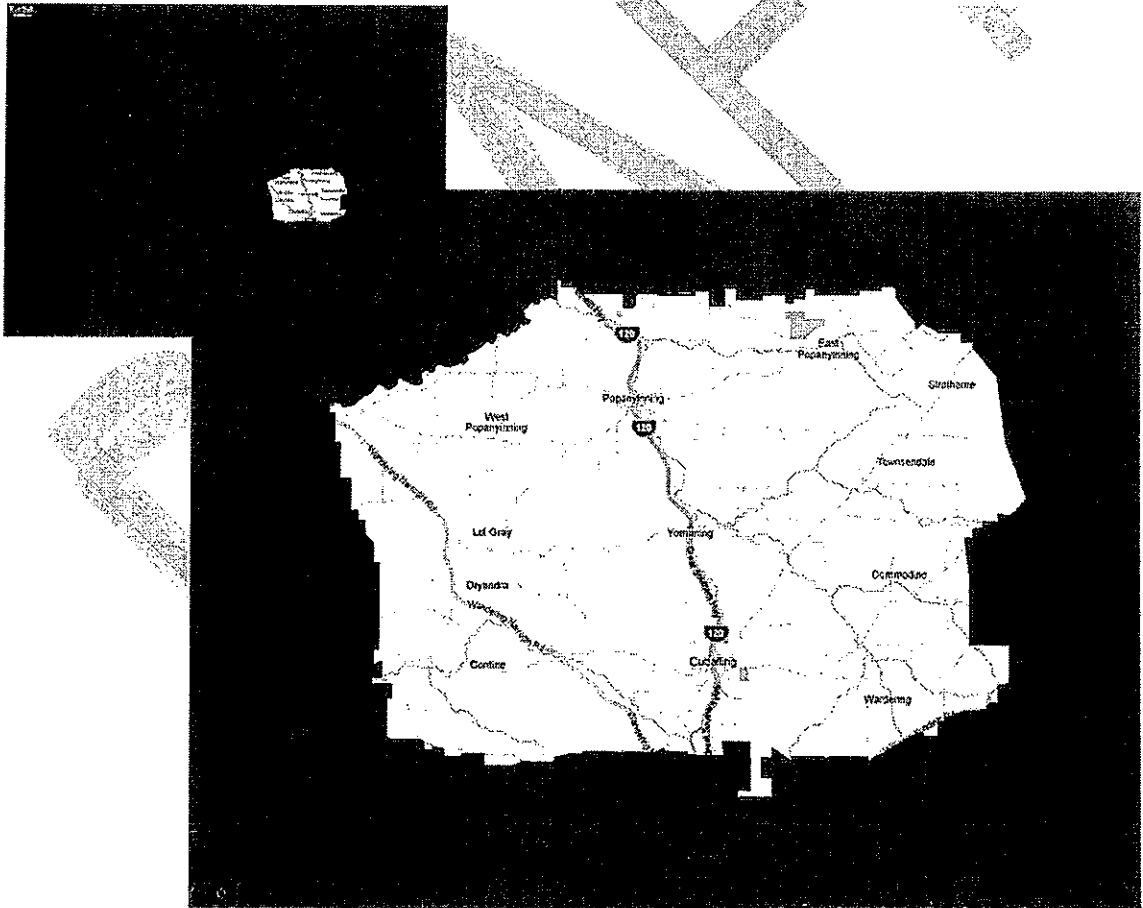
2. Our Community

About the Shire

The Shire of Cuballing is located in the Wheatbelt region of Western Australia, approximately 200km South-East of Perth and covers 1,195.5 sq. kms.

The main townships in the area are Cuballing and Popanyinning which provide limited local services. Located in a neighbouring Local Government Area is the Town of Narrogin which serves as a regional centre providing services to the wider area, including residents in the Shire of Cuballing.

Neighbouring areas include, clockwise from North, Pingelly, Wickepin, Narrogin, Williams and Wandering.



Local History

On 31 October 1902, the Cuballing Road District was created. On 1 July 1961, it became a Shire following the enactment of the Local Government Act 1960. The name Cuballing is taken from 'Cooballing Pool' which was discovered by John Forrest in 1870.

The Great Southern Railway was completed in 1889 and with this precious link to civilisation came the rush of settlers to places like Cuballing.

At this time it was hoped that Cuballing would be picked to become the rail centre, with hopes of expanding it into a large town. However in 1906 Narrogin was chosen mainly due to water being readily available. Once it became apparent that the railhead was to be established in Narrogin there was a steady decline in people coming to settle in the area. The Great Depression in the 1930's did not help in attracting people and many farming families found they had to leave their farms and seek a living elsewhere.

Demographics

The Shire has an estimated residential population of 866 in 2009 with population growth ranging between 0-5% p.a. since 2001. Population growth rates have been declining over this period, down from an average 2.5% in 2001 to 2.0% in 2009.

Transport Links

The Shire is traversed from north to south by the Great Southern Highway which links the Port of Albany in the south and the Great Eastern Highway in the north. The Shire's two main townships are joined by this primary north-south road with minor routes running east to west from this road.

The recent decommissioning of the local rail infrastructure has meant the nearest rail freight hub is now situated at Brookton in the neighbouring Shire of Pingelly to the north. There are no passenger rail services in the Shire. The nearest airstrip is situated in the neighbouring Shire of Narrogin to the south.

Key travel destinations from Cuballing (town centre) are noted below:

- Perth – 2 hours 49 minutes / 193km
- Narrogin - 15 minutes / 14km
- Popanyinning - 13 minutes / 19km

- Pingelly - 26 minutes / 36km

Travel times are by car and are approximates only.

Regional context

The Wheatbelt region faces a variety of challenges with those most relevant to the Shire being:

- **Climate change**, including the regional impact of a drying climate and the westward movement of cereal-based agriculture and new industries such as tree farming (for harvest or the environment).
- **Water availability** for domestic, commercial and industrial uses. Analysis by the Bureau of Meteorology of the rainfall over the past 100 years shows a consistent downward trend of -12.07mm per decade.
- Providing **infrastructure** to a relatively small and geographically diverse population with limited capacity for economies of scale.
- **Population trends** including a shift from inland to western areas of the region. Over the next 20 years, the annual population growth forecast in the region is 1% versus a predicted growth rate of 1.3% in WA. The median age of the population is currently higher than in other regions of the state and it is anticipated this will increase further in line with general ageing population trends.
- Providing **diverse economic and employment options** to retain current residents and attract more people. Farming, of both wheat and livestock, is the dominant industry in the region and produces a significant proportion of the state's total production of agricultural commodities.

Tourism

The Tourism Development Plan for 'Australia's Golden Outback' has several key aims and objectives that impact on the Shire. Within the Plan, a key focus is to encourage tourists to stop and stay, not just pass through the Wheatbelt region. In order to increase tourist numbers, there will be increased advertising and signing around tourist routes over the next few years

The Shire has the following key attractions and historical landmarks:

- Dryandra Woodland / Lion's Dryandra Village – a heritage listed village built in the 1920's situated amongst 28,000 hectares of woodland. This is a key tourism destination

advertised through regional tourism bodies in Western Australia with over 100 species of birdlife and 24 mammal species located within the woodland.

- Yornaning Dam – A local dam and surrounding nature reserve offering a rest area with a BBQ tables and playground facilities.
- Barna Mia – An endangered animal sanctuary which offers guided nocturnal tours.
- Heritage Buildings – Several restored Heritage buildings are situated in Cuballing Town Centre and are considered a tourist attraction for visitors to the area.
- Cuballing Equestrian Centre - A world-class equestrian facility with a packed event calendar that attracts interest from far and wide.

Industry

The Shire of Cuballing has three significant industries, being:

Cuballing Concrete;

McDougall Weldments in Cuballing, and

Bird's Silos and Shelters at Popanyinning.

The Shire itself also provides is a source of employment.

Broad acre agriculture is the dominant industry in the Shire but is a seasonal employer. The business community includes a water tank business, eco and indigenous tourism ventures, agriculture, value adding businesses based on the primary sector, a light industrial precinct and businesses providing equine related products and services.

The Equestrian Park is intended to be a facility of regional importance. Events held there may attract people from far and wide.

3. Your council

Councillors have a specific role in relation to developing the local government’s vision and long term goal setting. The development and implementation of our community’s aspirations and goals will be facilitated by the Shire’s councillors. The Councillors meet regularly to discuss issues and imperative areas arising in the community. Councillors act to ensure that they:

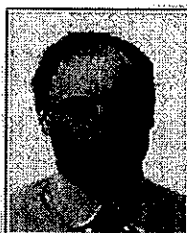
- Represent the interests of electors, ratepayers and residents of the district;
- Facilitate communication between the community and the Shire;
- Participate in the local government decision-making processes at council and committee meetings;
- Provide appropriate services and facilities are efficient, effective, adequate and equitable;
- Properly manage the environment, consistent with the principles of ecologically sustainable development; and
- Take into account the long-term cumulative effects of the Shire’s decisions.

Your councillors are:

**Tom Wittwer
(President)**

CR. T H Wittwer
C/- Post Office
CUBALLING WA 6311

Phone: (08) 9888 4022



**Roger Newman
(Deputy President)**

CR. R D J Newman
PO Box 19
CUBALLING WA 6311

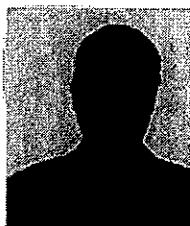
Phone: (08) 9883 6036



Tim Haslam

CR. T P Haslam
Coogabbie
POPANYINNING WA
6309

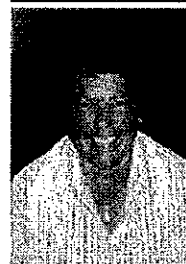
Phone: (08) 9887 5059



Carol McDougall

CR. C J McDougall
PO Box 467
Narrogin WA 6312

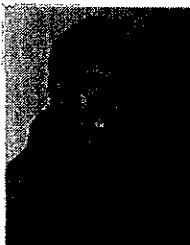
Phone: (08) 9883 6552



Mark Haslam

CR. M Conley
PO Box 172
NARROGIN WA 6312

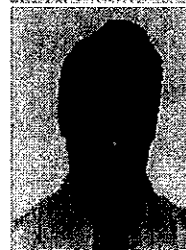
Phone: (08) 9881 4190



Chad Hawksley

CR. C Hawksley
Nebrikinning Rd
CUBALLING WA 6311

Phone: (08) 9884 5238



Mark Conley

CR. M Conley

Shire in a Snapshot

The current snapshot below portrays where our council is at this moment in time. From this starting point, we hope to provide services that are efficient and effective in line with our Strategic Community Plan and Corporate Business Plan, which have been developed to meet the Local Governments' required legislative changes.

| 2011/12 | |
|---------------------------|----------------------|
| Annual Revenue | \$3,176,788 |
| Annual Expenditure | \$(3,224,913) |
| Financial Position | \$(48125) |

According to the most recent annual report for year ending 2011/12, the annual revenue for the Shire was approximately \$3.176 million with annual expenditure at approximately \$3.224 million in the same year. The Shire reported an operating deficit result for the financial year, however until an Asset Management Framework is implemented in its completion and reflected into the Long Term Financial Plan, it is not possible to make a definitive judgement about the Shires long term financial position.

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4. Planning for the future of the Shire

The Shire is building on a successful history of community engagement to ensure that the community can grow and thrive as a vibrant and attractive place to live, work and visit.

Developing our aspirations and plans for the future will shape the delivery of services to the community and the direction of economic development. This integration of community aspiration and service delivery is called the Integrated Planning and Reporting Framework (IPR). This will ensure that the Shire policies and services are aligned to the community's aspirations.

Our IPR process

The process, driven by this 10-year Strategic Community Plan will create a four-year Corporate Business Plan to ensure that we deliver the community's aspirations. This will:

- Strengthen our council's strategic focus
- Improve sustainability

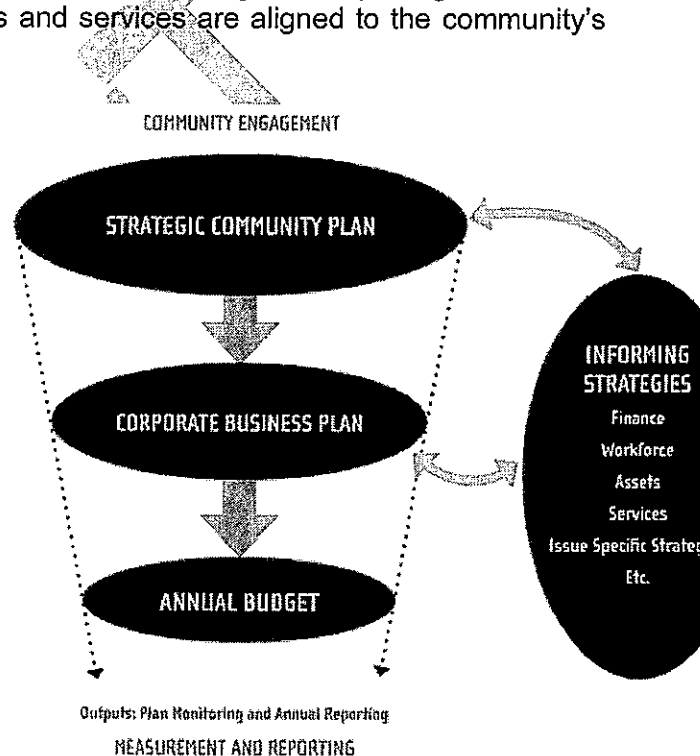
Governance

This Strategic Community Plan, which represents the needs and aspirations of the community, has been developed by the Shire's Councillors and sets out the vision for the next 10 years. It was formally adopted by the Shire on XX of XXX 20XX.

The task of turning this vision into a reality rests with the Local Government Administration. They will set out how this will be achieved in a 4-year Corporate Business Plan (CBP).

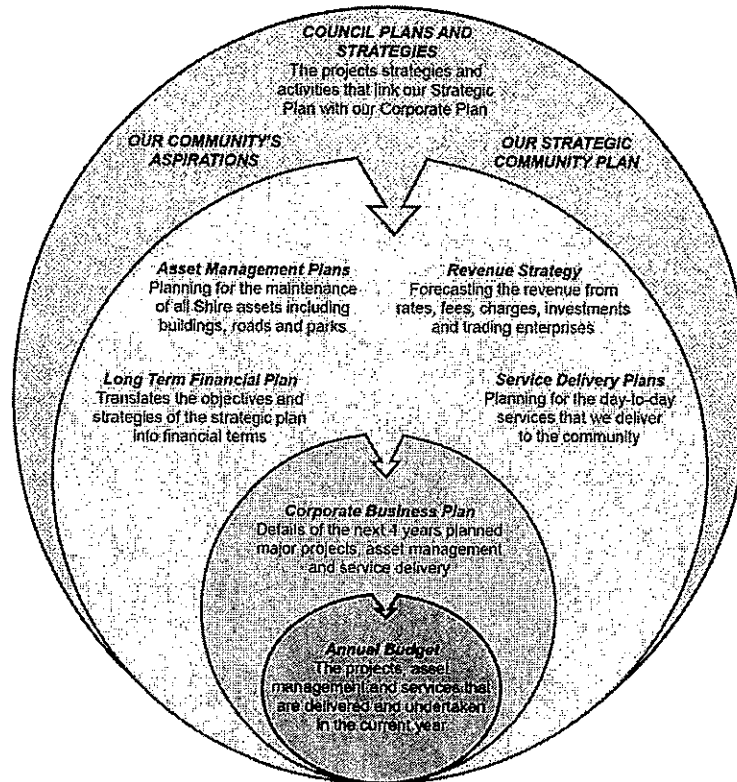
Alongside the CBP, the Administration will create a 10-year Long-Term Financial Plan and a five-year Asset Management and Workforce Plans which will set out the resources needed to deliver the CBP.

The Councillors will review the progress towards achieving the 10-year plan on a regular basis.



Linking Our Planning

Our strategic community planning informs our longer term planning, which in turn, informs our Corporate Business Plan and our Annual Budgets.



Current and Future Resource Capacity

This section is based around the indicative costs and resource capability within the Shire to pursue priorities, objectives and strategies. The Strategic Community Plan, with its emphasis on long-term community aspirations, cannot be developed or reviewed without an understanding of its associated broad resource implications. Informing strategies, such as Workforce, Asset Management, Long-Term Financial and Service Delivery Plans will provide the capability of the Shire to pursue its priorities and objectives.

5. Engaging our community

Your views, values and aspirations, those of councillors and businesses are at the heart of this Strategic Community Plan (SCP).

Our previous community engagement identified the need for strong and active voluntary groups and on-going communication. It recognised a need to remain proactive in our approach to community engagement and ensure all key stakeholders are involved to proactively address concerns and specific issues.

The Shire adopted a community engagement framework to enhance the way we do community consultation.

Community Engagement Framework Adopted

We recognise that our community and your input is fundamental to planning the services and facilities to meet your needs and expectations. We developed ways to engage and strengthen communication with our residents including holding community workshops, community council meetings and conducting a community survey; in which the issues and feedback obtained will be integrated into a draft Community Strategic Plan.

Current Methods of Obtaining Community Feedback

The Shire employs a variety of methods to collect community feedback. These include:

- **Community satisfaction surveys** to gauge community perceptions on areas of importance and the Shire's performance relative to those areas.
- **Council meetings** where local residents and the wider community are invited to attend.
- Other techniques such as **newsletter distribution** and **online council website enquiries**.

These consultation activities have allowed for a broad understanding of the community's aspirations to be captured which has led to the development of the focus area in the following section. This draft will be subject to further community engagement.

The on-going process of community consultation will involve:

- A formal and comprehensive consultation exercise every 4 years as part of the review process for this plan
- Community satisfaction surveys

- Regular council meetings where local residents and the wider community are invited to attend.
- Regular newsletter distribution and online website enquiries

There will be other ad-hoc informal engagement opportunities throughout the year as part of the Shire's day-to-day activities.

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6. Results of the consultation process

We recognise that our community is important, and its input is fundamental to determine the services and facilities that meet community needs and expectations. We developed ways to engage and strengthen communication with our residents including holding community workshops, community council meetings and conducting a community survey; in which the issues and feedback obtained have been integrated into this Strategic Community Plan.

The themes formed from the community engagement process include:

- (1) A vibrant community:**
A healthy, strong and connected community that is actively engaged and involved.
- (2) A thriving local economy:**
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.
- (3) Transport:**
A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.
- (4) Natural and built environment:**
A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

Mission and Vision

The Shire's vision and mission statements are reflective of community sentiments following community consultation conducted, supporting the Shire's envisaged strategic direction:

Our Vision:

"A place to call home".

The Shire of Cuballing is a prosperous broad acre farming district and offers a quiet rural village lifestyle for all in a safe and pleasant environment through well constructed and maintained road infrastructure, recreational, sanitation and environmental amenities.

Our Mission:

The Shire of Cuballing listens to its community and provides services in a responsive and consultative manner. Our Staff are well equipped to meet community needs and Councillors show leadership in development at regional and higher levels.

Our Values:

*“As the representatives of the community, the Shire Council and staff are guided by **PRIDE**:*

- Professionalism* - *in the standards and ethics of our actions.*
- Respect* - *through courtesy and honesty in our dealings with all people.*
- Integrity* - *that builds community trust.*
- Dedication* - *of a committed team that works together to provide leadership for the community.*
- Excellence* - *in the service that we provide for the community”.*

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7. Key themes and strategies

Community engagement has led to the development of key themes which underpin the development of goals and strategies. The goals and strategies under each theme create the framework for the delivery sustainable outcomes to achieve our vision.

The themes formed from the community engagement process include:

- (1) A vibrant community:**
A healthy, strong and connected community that is actively engaged and involved
- (2) A thriving local economy:**
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups
- (3) Transport:**
A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.
- (4) Natural and built environment:**
A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

These themes summarised above, are further detailed in the following tables.

Each theme consists of goals with strategies to achieve them. Each strategy has been allocated a priority by local government administration, Councillors and members of the community after consideration and analysis of community consultation results. There are three priorities: high, medium and low.

The Shire will continue to report progress towards achievement of the goals identified in the Strategic Community Plan to the community using the following methods:

- (1) Annual report:**
The Shire will provide an annual summary of progress towards achievement of the Strategic Community Plan goals within the annual report
- (2) Quarterly newsletter updates on Shire website:**
The Shire will publish quarterly updates reporting on the actions undertaken to date to achieve the Strategic Community Plan goals, which will be available for community review via the Shire's website

DRAFT – For Discussion Only

Theme 1 – A vibrant community

A healthy, strong and connected community that is actively engaged and involved

| Goal | Action | Measure |
|--|--|--|
| <p>1.1 Recreation, education, culture and arts</p> | <p>We provide a variety of recreational, educational and cultural facilities across the Shire that encourage community participation and includes specific annual shows/events(s) that help promote local tourism</p> | <p>We publish a monthly calendar of events and actively invest in the promotion of community activities. The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.</p> |
| <p>1.2 Community amenities & Social Wellbeing</p> | <p>We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues.</p> | <p>We have a clear, published community amenity and facilities plan that addresses the community's needs. This includes our approach to crime prevention and safety.</p> |
| <p>1.3 Community engagement</p> | <p>We have a community that is actively involved in the direction and delivery of Local Government services that meet the community needs through on-going engagement and evaluation.</p> | <p>A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.</p> |
| <p>1.4 Local heritage and history</p> | <p>We celebrate the culture and heritage of our shire and ensure that our community actively involves our local Indigenous population.</p> | <p>The Council will develop a heritage strategy, aboriginal engagement strategy and support services for aboriginal peoples within the Shire.</p> |

DRAFT – For Discussion Only

Theme 2 – A thriving local economy

A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

| | Goal | Measure |
|--|--|---|
| 2.1 Attracting new businesses | New businesses are attracted to the area and existing ones encouraged to grow through promotion of the area as an attractive place to work and live. We leverage the attractions of the nearby Dryandra region to boost tourism. | We have a published strategic economic development plan for the Shire. This will include: |
| 2.2 Economic Diversification | Our local economy is diverse and provides long-term sustainability for the Shire. | <ul style="list-style-type: none"> • a tourism strategy that promotes the areas and its attractions • an economic diversification plan • an infrastructure strategy • an enabling services strategy |
| 2.3 Telecommunications Infrastructure | Our community benefits from advanced modern telecommunications infrastructure services that enables more people to work remotely and attracts new industries. | |
| 2.4 Support services | We encourage and facilitate the development of support facilities, modern infrastructure/services that allow people to remain in their jobs e.g. local child care and job sharing. | Our progress against this plan will be tracked and reported annually. |

Theme 3 – Transport

A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas

| | Goal | Measure |
|--------------------------------|---|--|
| 3.1 Road network | <p>Our extensive, well maintained road network connects the region to both local centres and metropolitan Perth</p> <p>It is sustainable and meets increasing the community's expectations and its evolving needs. Our construction, maintenance and improvement of the network increases it quality and economic life.</p> | <p>We have a published asset management plan for the road network including construction and maintenance targets which are reviewed annually and linked to our forward capital works planning.</p> |
| 3.2 Rail Infrastructure | <p>Develop rail and freight opportunities to support the local economy and facilitate the improvement of grain transport in the Wheatbelt region, e.g. containerisation of produce</p> | <p>The Shire is an advocate of containerisation and improved freight infrastructure.</p> |

DRAFT – For Discussion Only

Theme 4 – Natural and built environment

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

| | Goal | Measure |
|--------------------------------------|---|---|
| 4.1 Water management | <p>We recognise the value of our natural resources in particular water and its vital role in sustaining our economy.</p> <p>We promote the natural environment as a tourist attraction.</p> | <p>There is a total water management model in place for the purpose of improving the management of water such that supplies meet the current and future needs of the community.</p> |
| 4.2 Town Planning | <p>Our Shire and its many attractions are tidy, well-maintained and optimised through townscape projects. We foster a collaborative approach to regional planning to ensure we contribute to alleviating the region's population growth pressures.</p> | <p>Our urban and land resources development plan clearly sets out strategy for the optimisation of our townscapes and provides the constraints within which development can occur.</p> |
| 4.3 Land Planning | <p>We plan the utilisation of our land resources to support the community's vision and on-going needs. Our approach is consistent with the retention of the rural and natural aspects of the Shire.</p> | <p>The Shire's representatives participate in planning discussions at a regional-level.</p> |
| 4.4 Environmental protection | <p>Our natural environment is proactively managed and protected to ensure its long-term sustainability.</p> | <p>Policies and controls are in place to shape the development of land to ensure a natural state is retained and urban sprawl is contained within specified boundaries. We have adequate measures in place in relation to Bush Fire Protection, the Dryandra Woodlands and impacts on the environment from farming.</p> |
| 4.5 Energy Usage / Management | <p>We recognise the importance of energy management and promoting the utilisation of alternative and more efficient energy sources.</p> <p>The Shire of Cuballing will work with the community and Western Power to develop a model for distributed</p> | <p>The Shire will be able to track and monitor its energy usage as an organisation and develop a local area energy management strategy</p> |

DRAFT – For Discussion Only

Theme 4 – Natural and built environment

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come

Goal

generation, utilising alternative energy. This will involve collaboration with Wheatbelt communities and organisations to address current and prevent future localised issues with supply of energy.

Measure

DRAFT

D

8. Next Steps

This is intended to be a live document created with our community's needs and aspirations at its heart

The on-going process of community engagement will include a formal review process involving:

- **Major Review** - Every four years, council will review the vision, priorities and aspirations of the plan with a full and wide ranging community engagement. The plan is renewed in line with contemporary community desires.
- **Minor Review** - Every two years following a major review and a "Desktop review" with community consultation and council endorsement.

In addition the Shire has devised a range of techniques and opportunities to engage our community on an on-going basis:

- Annual community satisfaction surveys
- Focus groups/workshops to stimulate engagement and involvement the Shire's activities.
- Regular informal council meetings where local residents and the wider community are invited to attend.
- Regular newsletter distribution and online website enquiries
- Other ad-hoc informal engagement opportunities throughout the year as part of the Shire's day-to-day activities.



WORKS MANAGERS REPORT 11th September 2012

WINTER GRADING

Winter Maintenance grading is being delayed by the lack of rains to undertake effective maintenance grading activities..

One grader is continuing throughout the Shire conducting maintenance grading activities, this varies between summer and winter grading styles.

STORM DAMAGE

Storm damage cleanup has been ongoing. Bims Contracting are nearing completion of the WANDRRA claim for the damage caused by the storm in June. The last section they are completing is on Congelin Rd.

STANDPIPE CONTROLLERS

Both standpipe controllers have been upgraded.

I am not aware of any failure due to overcast weather conditions since the upgrades were completed.

TREE MULCHING

Tree mulching/is ongoing, We have completed the following roads in the last few weeks.

Halls, Wade, Modra and are due to complete Murbys within the next few days.

We will then move to Congelin Rd to tidy up some overhanging branches and new growth on the backslopes.

Some cost recovery may yet be available to the Shire for additional works using this process as a part of the storm damage cleanup under the WANDRRA.

REFUSE SITES

Fill materials are being carted to allow for the covering of both the Cuballing and Popanyinning refuse sites as required. Both tips are being pushed on a weekly basis.

Sims Metal has removed the majority of the metal waste at Popanyinning. There is a large amount of fencing wire complete with wooden posts that they have left behind. All of the posts need to be removed before they will accept the wire.

We intend to push the fencing into a heap at then burn the posts out at a strategic time

TREE AND VERGE SPRAYING

There is evidence of some new growth since the rains of last week. We have plans to commence a short spraying program tomorrow. We will also be spraying both Refuse Sites.

PLANT AND EQUIPMENT

All items of plant and equipment are being serviced and maintained as required. The plant is generally in good working order.

One grader is currently being repaired by Westrac. The engine had developed severe oil leaks. We replaced the front engine seal which we believed to be the problem.

There were additional leaks from the front engine timing cover and fuel pump. These repairs are beyond our abilities and we have had to resort to specialist assistance.

Council may remember the spare wheel falling on our Isuzu truck, Repairs have been completed and the truck is back in service.

STAFF

It has not been a great month for staff attendance; We have had many cases of the flu and or other illnesses during the last reporting period, myself included. We currently have one employee still away. Additionally we had two employees suffer the loss of family members So many absences has affected our productivity in a negative way.

Tim Bradford is to commence leave as of the 19th of this month.

Bob Walker is to take leave at the end of this month.

PRIVATE WORKS

Gravel and sand cartage as required.

Plant hire to Bim's. This has consisted of the Loader and extended hire of one truck. The Shire has been approached to assist in the construction of the Cuballing East intersection works. It is expected that the works will start in February.

The form of assistance is yet to be rationalised. It may be as direct private hire or could be a profit sharing arrangement after costs for plant and labour.

We have cleared the trees from the Roaded Catchment site at the Dryandra Woodland site.

We have semi formed the drains at this time.

We will complete the works once we have the grader currently being repaired operational.

GRAIN FREIGHT ROUTE

The Cuballing East Road works start date is yet to be determined.

Bim's are yet to confirm a specific date for commencement. They are aware that works should minimize any delays or interruption to traffic, particularly at harvest time

The results from pavement strength testing that Council requested have still not been received.

BLACKSPOT AND RRG WORKS

We have removed some trees and additional branches from the Wandering Narrogin Rd Black Spot works area. We hope to complete the works to gravel stage prior to the end of September.

Culverts are being installed on the Regional Roadwork funded job on the Narrogin Wandering Rd. It is not intended to commence the roadwork component until early January.

CLGF WORKS

Fencing has been ordered for the Popanyinning Hall, This fence is to be installed along Francis St and a Short section along Howard St.

Trees along Victoria St in Popanyinning have been marked for removal where needed to ensure vehicle and driver safety. These will be removed in the next few weeks.

Cuballing St and Gerrard St gravel carting will commence as soon as the Black Spot works are finished.

.....

Bob Walker

Works Manager.

9.3.19 YORNANING DAM BARBECUE

Location/Address: Whole of shire
Reporting Officer: Bob Walker – Works Manager
Enabling Legislation:
Council Policy: Nil
Budget Implications: Nil
File Reference:
Voting Requirements: **Absolute Majority**

Background

The Barbecue at the Yornaning Dam has an electronic ignition system that is powered with a 12 volt battery.

For some time we have alternated between two batteries. At different times these two batteries go flat and require a recharge. Often the batteries do not actually accept a full charge because of a battery memory problem. This is possibly because they are not deep cycle batteries.

In addition there is no external source of lighting at the Barbecue itself.

At one time a solar powered charging system and exhaust fan were installed on the toilet block at Yornaning.

The panel, battery and fan unit were stolen some years ago and have never been replaced. An exhaust fan system was originally installed to eliminate odours from the toilet block.

Comment

It is thought that the barbecue should have a solar powered light that would allow visitors to the dam to enjoy having a barbecue meal other than in daytime hours.

We could also set up the Solar to continuously maintain and charge the barbecue battery.

It is possible to utilise a larger battery than the barbecue would require, to supply power to an exhaust fan at the toilet block.

It was intended to supply a Solar Light at the rear of the Popanyinning Fire Station. That now has changed as the Fire Shed has permanent power supply connected and we have now purchased a sensor light to illuminate the area at the rear of the building.

COUNCIL DECISION:

That council utilise the CLGF originally allocated to the Popanyinning Fire Shed to install a suitable Solar Powered Charging System with LED lighting at the Yornaning Dam Barbecue. In addition that the same power system is to be used to power an exhaust fan at the Toilet Block

Moved: Cr Newman

Seconded: Cr McDougall

CARRIED BY ABSOLUTE MAJORITY 5/0

9.4.14 DWELLING HOUSE UNFIT FOR HABITATION

| | |
|------------------------------|---|
| Submission to: | Ordinary Meeting of Council |
| Location/Address: | Lot 299 Rose Street, Cuballing |
| Reporting Officer: | Allan Ramsay, Environmental Health Officer/Building Surveyor |
| Enabling Legislation: | Health Act 1911- Section 135 House Unfit for Habitation |
| Policy Implications: | Nil |
| Budget Implications: | There are no budget implications as the owner will not be returning to the property. In the event that the property is sold the new owners will be aware that there is an unfit for habitation order placed on the dwelling. They will have the choice of demolishing the dwelling or carrying out required work prior to occupation. |
| File Reference: | Health 6 |
| Voting Requirements: | Simple majority |

Summary

The occupier/owner of Lot 299 Rose Street, Cuballing is in care and will not be returning the property.

The unoccupied house was inspected on 6th September 2012 following concerns of the condition it was in. During the inspection the author of this report noted that the house was in a poor state of repair and would require major work and cost to bring it up to a condition suitable for habitation.

Photos are tabled.

Comment:

The dwelling at the property has been inspected by the Shire's Environmental Health Officer and is deemed to be unfit for habitation under Section 135 of the Health Act.

Section 135 of the Health Act 1911 states:

- (1) *Any local government may, of its own motion, and shall, when required by order of the Executive Director, Public Health by notice in writing, declare that any house, or any specified part thereof, is unfit for human habitation.*
- (2) *The notice may direct that such house or part thereof shall not, after a time to be specified in the notice, be inhabited or occupied by any person.*
- (3) *The notice shall be affixed to some conspicuous part of the house, and a copy of such notice shall be served upon the owner or occupier thereof.*

Under Section 36 of the Health Act, if the occupant is aggrieved by any order served on them by a local government the owner can apply to the State Administration Tribunal for a review of the order.

COUNCIL DECISION:

That:

1. Council resolve to declare the dwelling at Lot 299 Rose Street, Cuballing Unfit for Human Habitation under Section 135 of the Health Act; and
2. The dwelling not be occupied forthwith under Section 135 (2) of the Health Act.

Moved: Cr Newman

Seconded: Cr Haslam

Carried 5/0

10. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.0 OTHER URGENT BUSINESS

COUNCIL DECISION

That the urgent business items 11.1.5, 11.1.6, 11.1.7, 11.1.8, 11.1.9 & 11.1.10 be considered.

Moved: Cr Haslam

Seconded: Cr Newman

Carried 5/0

11.1.5 COUNTRY LOCAL GOVERNMENT FUND PROJECTS 2011/ 2012 ALLOCATION

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: Local Government Act 1995as amended
Council Policy: Nil
Budget Implications: Minimal
File Reference:
Voting Requirements: **Absolute Majority**

Background

Internal repairs to Popanyinning Railway building were included in the application for the 2011/12 round of Country Local Government Funding. As previously reported to Council, these repairs were carried out prior to funding approval, and prior to the 2012/13 Budget consideration and adoption.

Comment

This project has been withdrawn from the 2011/2012 Country Local Government Funding round and will require funding from another source and as budget provision was not made for the sale of Lot 1 Alton Street, the funds received, (\$15,000) will more than cover the unbudgeted expenditure (\$8360.59) on the Railway building.

COUNCIL DECISION:

That Council authorise:

- 1 The withdrawal from the Country Local Government Funding of the Popanyinning Railway building repairs; and**
- 2 Retrospectively, payment of the account (in August 2012) utilising funds realised from the sale of Lot 1 Alton Street.**

Moved: Cr Newman

Seconded: Cr Conley

Carried 5/0

11.1.6 CUBALLING COMMUNITY PROGRESS ASSOCIATION

| | |
|------------------------------|---------------------------------------|
| Location/Address: | Whole of shire |
| Reporting Officer: | Nicole Gould – Administration Officer |
| Enabling Legislation: | Local Government Act 1995 |
| Council Policy: | Nil |
| Budget Implications: | Nil |
| File Reference: | |
| Voting Requirements: | Absolute Majority |
| Attachment: | September 2012 Minutes |

Background

Council appointed the Cuballing Community Progress Association to provide recommendations regarding the beautification and facilities for the town of Cuballing and surrounds.

Minutes of the last meeting are attached.

Comment

At the last meeting of the Cuballing Community Progress Association a motion was passed that the meetings be reduced to bi-monthly as this would be more beneficial in regards to increased items for discussion and member attendance.

COUNCIL DECISION:

- 1. That the minutes of the Cuballing Community Progress Association for the meeting held in September 2012 be received; and**
- 2. That council approve the reduction of meetings of the Cuballing Community Progress Association from monthly to bi-monthly.**

Moved: Cr Newman

Seconded: Cr Haslam

Carried 5/0

**CUBALLING COMMUNITY PROGRESS ASSOCIATION
MINUTES OF MEETING HELD 12 SEPTEMBER 2012
AT SHIRE OF CUBALLING COUNCIL CHAMBERS**

MEETING OPENED: 7:33pm

PRESENT:

Carol McDougall, Rob Flegg, Helen Grainger, Helen Elliott, Win and Lock Burges, Debbie Clark, Peter George, Monique D'Alton

APOLOGIES:

Eva Haydon, John D'Alton

MINUTES FROM PREVIOUS MEETING: (13 June 2012)

Moved: Debbie Clark **Seconded:** Helen Grainger

GENERAL BUSINESS:

- Helen Grainger was informed that 500 trees had been set aside for revegetating road verge after construction of the main intersection (Great Southern Hwy) is finished in Feb 2013. She suggested maybe sometime be set aside next winter for planting.
- Helen Elliott put forward the suggestion of dissolving the Cuballing Progress Association. What is the current role of the Association, in Council decisions, and if the Association is to remain viable is it worth changing meeting to tri monthly.
- The intersection, Campbell St and Alton St, large pot holes are forming. Three (3) White posts are continually being found left lying on the road edge.
- Helen Elliott Suggested the weeds at the back of the Town Hall be attended to along with those in the Shire Depot.
- Lock Burges asked if the Shire was still donating, on behalf of the Commodine Tennis Club, to the Narrogin Senior High School and what is the amount still being held in trust.
- Win Burges also suggested that a location name be placed at the Commodine Tennis Club site, as it has a very rich history as a sporting club.
- Lock also asked if they could see the progress of the "horse" entrance statement.
- The procedure for the Trash and Treasure day was addressed. Is the Shire marking out the bays again? Lock, Rob and Carol are available on the day to assist with payment collection and directing of buyers and sellers.
- Lock Burges reported that the Men's Shed is extending the premises to include a small kitchen/ storage room and wood working area. Reiterated they are seeking more members. The aluminium can drive is going well.
- The Blitz Wagon should be ready by December for Hall celebrations.
- Debbie Clark thanked the group for their support, recently, with the passing of her mum. She also reminded everyone of R U OK? Day.
- Debbie also asked if the recent Dog issues have been resolved.

- Peter George provided an update on the movements of the cricket club and the association.
- Rob Flegg enquired as to the location of the small 3mx3m gazebo.
- Carol McDougall reiterated that all proceeds from the sale of bays, for the trash and treasure would be donated to the Men's Shed for all the work they do in the community.

MOTION TO CHANGE REGULARITY OF ASSOCIATION MEETINGS:

Tri monthly meetings were suggested instead of monthly. General consensus was that Bi monthly meetings would be more beneficial. Therefore a motion was put forward to change The Cuballing Progress Association meetings to Bi- monthly.

Moved: Helen Elliott

Seconded: Helen Grainger **All in Favour**

NEXT MEETING: Wednesday 14 November 2012, Council Chambers

MEETING CLOSED: 9:13pm

11.1.7 LETTER OF SUPPORT –LIONS DRYANDRA WOODLAND VILLAGE HERITAGE GRANT APPLICATION

| | |
|------------------------------|---------------------------------|
| Location/Address: | Whole of shire |
| Reporting Officer: | Monique D'Alton – Admin Officer |
| Enabling Legislation: | Nil |
| Council Policy: | Nil |
| Budget Implications: | Nil |
| File Reference: | Grants/General b. |
| Voting Requirements: | Simple Majority |

Background

The Lions Dryandra Woodland Village Board has approached the Shire seeking a letter in support of a Heritage Grant application. The grant, if successful, is to be used to renovate the Recreation Hall back to its original condition. The Hall is situated near the Currawong Complex within the Village.

Comment

The Dryandra village complex provides a unique accommodation experience for weddings, private functions and school excursions. It is one of the prime places in the south west for viewing our native wildlife, including the numbat. The Recreation Hall, is part of the village and provides a medium to large space for functions.

The hall is currently in a state of major disrepair, and the grant approval will ensure its restoration.

COUNCIL DECISION:

That the Council support the Lions Dryandra Woodland Village Board's application for a Heritage Grant

Moved: Cr Conley

Seconded: Cr Haslam

Carried 5/0



Mr Beverley Howard
Lions Dryandra Woodland Village
C/O 4 Davies Cres
Kardinya WA 6163

Dear Beverley

**LIONS DRYANDRA WOODLAND VILLAGE RECREATIONAL HALL UPGRADE-
LETTER OF SUPPORT**

The Shire of Cuballing would like to endorse and support the application being submitted by the Lions Dryandra Woodland Village Board members, for a Heritage Grant to assist with the restoration of their Recreation Hall.

The Dryandra Woodland Village and Bushland is a significant heritage destination, within our Shire, and is one of the prime places in the south west for viewing our native wildlife, including the numbat. The continued maintenance of the village, by the Lions Dryandra Woodland Village Board, ensures that this facility will continue to provide an opportunity, for others, to experience the region's heritage for many years to come.

The Recreation Hall, as part of the village, has been used for weddings and both Corporate and Private functions. Its restoration will ensure that this wonderful and fairly unique facility will continue to encourage visitors to come to our region.

We wish the Lions Dryandra Woodland Village Board every success in their application for funding, to restore the recreation hall to its original state.

Yours Sincerely

Eva Haydon
Chief Executive Officer

Tom Wittwer
Shire President

All communications to be addressed to: Chief Executive Officer, PO Box 13, CUBALLING WA 6311

OFFICE HOURS: Monday to Friday 8.30am to 4.30pm

Ph: 08 9883 6031, Fax: 08 9883 6174, Email: enquiries@cuballing.wa.gov.au

11.1.8 CEO PERFORMANCE REVIEW

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: Local Government Act 1995as amended
Council Policy:
Budget Implications:
File Reference:
Voting Requirements: Simple Majority

The author declares an interest in this item as the subject of the review.

Background

The Local Government Act requires that the performance of the Chief Executive Officer is reviewed annually.

Comment

Council conducted an informal review at the August meeting which now requires a formal decision from Council

OFFICER RECOMMENDATION:

For Council consideration

Moved

Seconded

COUNCIL DECISION:

That the CEO be advised Council is happy with her performance over the past year.

Moved: Cr Haslam

Seconded: Cr Newman

Carried 5/0

11.1.9 TOWN OF NARROGIN LIBRARY CONTRIBUTION

| | |
|------------------------------|--------------------------------------|
| Location/Address: | Whole of shire |
| Reporting Officer: | Eva Haydon – Chief Executive Officer |
| Enabling Legislation: | Local Government Act 1995as amended |
| Council Policy: | Nil |
| Budget Implications: | Unbudgeted Expenditure |
| File Reference: | |
| Voting Requirements: | Absolute Majority |

Background

Council has been contributing funds to the Town of Narrogin in recognition of residents' use of the Narrogin Library. The amount has been increasing from \$1500 in 2005 to \$3000 in 2011. Council also contributes the sum of \$5,000 to the Visitors' Centre and \$1,000 to the Small Business Centre.

During the preparation of the 2012/2013 budget, this contribution was excluded due to the substantial cut to the annual Financial Assistance Grant.

The Town of Narrogin has since written to express their disappointment with this decision and indicated that as a written agreement exists between the Shire of Cuballing, Town of Narrogin and the State Library of Western Australia, we are obliged to make a contribution towards the regional library service.

A copy of the agreement has been requested from Library and Information Service of WA and is attached.

Comment

The Town of Narrogin has indicated, in its correspondence, that 15% of library users are from the Shire of Cuballing and that the Shire of Narrogin has a lower percentage of users but contributes \$25,000.

Given that the Shire of Cuballing is a member of the Cuballing Narrogin Regional Transition Group, it may be prudent to reinstate the former contribution towards the library service and review this contribution during the next budget preparation.

COUNCIL DECISION:

That the sum of \$3000 be contributed towards the Town of Narrogin regional library service.

Moved: Cr Newman

Seconded: Cr McDougall

Carried 5/0

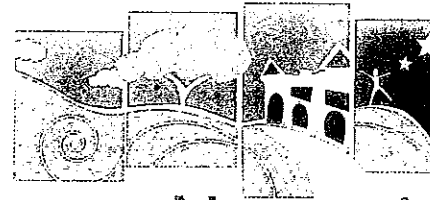
YOUR REF:

OUR REF:

C Bastow - 4141

ENQUIRIES;

COPY



Town of Narrogin

89 Earl Street Narrogin Western Australia 63

Tel: (08) 9881 1944 Fax: (08) 9881 30

Email: enquiries@narrogin.wa.gov.

www.narrogin.wa.gov.

Ms Eva Haydon
Chief Executive Officer
Shire of Cuballing
PO Box 13
Cuballing, WA 6312

5 SEP 2012

Dear Eva,

LIBRARY SERVICE – ANNUAL CONTRIBUTION

Further to our recent conversation regarding the Shire's annual contribution towards the Narrogin Regional Public Library Service (NRPLS), the Town would like to express its disappointment with the decision not to contribute towards the Library Service in the 2012/13 financial year.

The Town would like the Shire to reconsider its decision to withdraw financial contribution to the NRPLS on the following grounds.

1. There is a written Agreement between the Shire, Town and State Library of Western Australia with regards to the provision and contribution of a local library service.
2. The Shire has been contributing towards a local library service for many years.
3. The usage of the Shires residents and ratepayers is around 15% of the total active membership of the NRPLS.
4. A proportion of the funding received by the Shire from its annual Financial Assisting Grant (FAG's) allocation is for the provision of a library service.
5. Without a contribution towards the NRPLS the Shire would likely be required to provide its own library service.

If the Shire decides not to make a financial contribution towards the NRPLS, the Town will no longer consider that the Shire has any interest in the NRPLS and advise the State Library of Western Australia (SLWA) accordingly. The Shire would likely be requested by the SLWA to establish its own library service as per its agreement with them.

Furthermore, if neighbouring Local Government is required to provide and fund a library service to the Shire's residents and ratepayers, because the Shire is unwilling to undertake this service itself, we could see a potentially inequitable situation arising. As I am sure you would appreciate, the establishment and ongoing operations of a library service would be very costly to the Shire.

While the Town would greatly appreciate if the Shire continued its ongoing support of the NRPLS, it is important that the Shire understands the need to review its level of future contribution. The Town

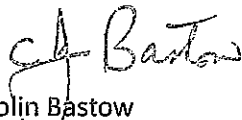
has recently reviewed the list of active NRPLS members and discovered that around 15% live in the Shire of Cuballing. The number of active members who live in the Shire of Narrogin is less than those who live in the Shire of Cuballing, yet Narrogin has increased its annual contribution to \$25,000 for the 2012/13 financial year. If the annual contribution was based on either the number of active members or population size, the outcome would be very similar. The Town has prepared a report for the Shire of Narrogin's Council for their consideration to increase Narrogin's annual contribution. This report highlights that under both scenarios, the Shire's contributions would increase to over \$30,000 per year.

The Town does appreciate the difficulties that the Shire has had with balancing its 2012/13 financial year budget and that a number of hard decisions would have been required due to loss of grant funding. But the Town has also been required to make equally, if not harder decisions to balance its own budget. The challenge for all Local Government in this region is to provide and maintain services that are expected by their respective residents and rate payers.

The Town would consider the NRPLS to be an important community service that adds value to the local community and is very much worth supporting.

Please don't hesitate if you wish to discuss this matter further or you would like the Town to make a presentation to your Council.

Yours Sincerely



Colin Bastow
Director Corporate & Community Services

6 September, 2012

THE LIBRARY BOARD OF WESTERN AUSTRALIA ACT, 1951-83

A Scheme for the provision, organisation and supervision, pursuant to the provisions of the above Act, of registered public libraries and registered public library services within the area of the Town of Narrogin, Shire of Narrogin and Shire of Cuballing.

I. Definitions.

In this Scheme

BOARD means the Library Board of Western Australia.

LIBRARY AUTHORITY means the Narrogin Town Council in association with the Shire of Narrogin and the Shire of Cuballing.

LIBRARY means the library established at Narrogin and/or any other library to be established by the Library Authority.

II. Scheme.

1. The Library Authority and the Board each for their own part agree to enter into a Scheme of co-operation for the provision of a public library service for the residents of the Town of Narrogin, Shire of Narrogin and the Shire of Cuballing upon the following terms and conditions.

2. The library shall be conducted for the following three purposes:

To make available to all citizens, young and old, books, periodicals and other graphic records which foster a full, useful and good life and which tend to the personal development of the individual or the social development of the community.

To provide information on any subject which may reasonably be expected to be of value to the public, including workers and management in industry and commerce.

To encourage and promote the use of books and information.

3. The library shall be free both in the sense that no payment shall be required of a user of the library except in accordance with the Regulations for the Conduct of Public Libraries and also in the sense that it will, as far as practicable, represent in its book stock all facets of opinion and all aspects of knowledge leaving to the reader the choice and decision as to their truth and value.

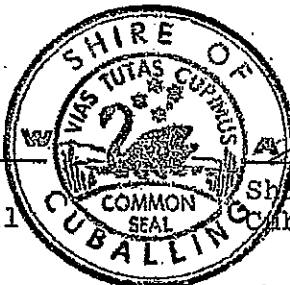
4. The Library Authority agrees -
- (a) before the Scheme becomes operative to provide library premises of a size and design approved by the Board and to install bookcases and other fittings necessary to house a bookstock of not less than 6000 volumes, and for the management of the library;
 - (b) to maintain the library premises and fittings in a fit and serviceable condition, properly lighted, cleaned and if necessary heated;
 - (c) i. to employ an adequate staff of librarians, and assistants to conduct the library;
 - ii. to appoint a Librarian and to fill any subsequent vacancy in that office by the appointment of a person holding the qualification of Professional Member of the Library Association of Australia or equivalent qualification and to consult with the Board when making such an appointment;
 - iii. to send the librarian, or other approved member of the library staff as his representative, to the Headquarters of the Board in Perth, regularly at monthly intervals, to select books to be sent by the Board to the library;
 - (d) to conduct the library in accordance with the Regulations for the Conduct of Public Libraries approved by the Governor in Executive Council 13 May, 1954, and any amendments or additions thereto;
 - (e) to do all in its power to assist the efficiency of the system of interloan of books between libraries; and for this purpose to record the issue of books from the library by means of the Browne System, for which the books are prepared by the Board, or other system only with the prior approval of the Board;
 - (f) to furnish to the Board on request information and such financial information and statistics on the use of books, and of the library, as the Board may need for the better conduct of its work or for the information of the Minister;
 - (g) to supply to the Board copies of any annual or other public reports or publications issued by the Library Authority concerning the library;
 - (h) to permit the State Librarian or any authorised officer of the Board to visit and inspect the library, as required by the Act, and to afford him all reasonable assistance and co-operation;

- (i) to carry out or cause to be carried out the reasonable requests of the Board concerning minor repairs to and other care of books;
 - (j) to notify the Board of any books irrecoverable from readers or lost or damaged by readers, and to take all reasonable measures to recover from the readers concerned the cost of such loss or damage as assessed by the Board;
 - (k) to receive from the Board on loan books for use in the library and to take all proper measures to safeguard the books;
 - (l) to pay to the Board the value of any book or books as determined by the Board, which become lost or damaged while on loan from the Board, fair wear and tear excepted;
 - (m) to use, when requested to do so by the Board, standard stationery which is needed for the convenient and efficient conduct of the service;
 - (n) to pay the cost of return carriage to the Board's Headquarters or other library on books returned or exchanged;
 - (o) to pay the cost of outward postage or carriage on particular books sent to other libraries at the request of the Board to meet readers' requests;
 - (p) not to alter the location of the library stated in Section II 3 above without the prior approval of the Board.
5. The Shire of Cuballing for its part, shall contribute to the cost of operating the Narrogin Library at a level to be determined by the Local Government Authorities.
6. The Board, subject to the continuing performance by the Library Authority of its obligations stated herein, agrees pursuant to its powers under the Act:
- (a) to provide all books necessary for the library, such books to be and remain the property of the Board, and in particular
 - (i) to provide subject to the consent of the Governor approximately 8,628 books at the commencement of the service;
 - (ii) at convenient intervals, to exchange books, as required to maintain the efficiency of the service and the number of books in the library;
 - (iii) to maintain the bookstock of the library in good condition.

- (b) to supply on request, as far as may be reasonable and possible, particular books required by readers for study or information;
 - (c) to supply by the normal process or exchange or addition, particular novels requested by readers if in the Board's stock;
 - (d) to provide a cataloguing service;
 - (e) to consult with the Librarian on the needs of the library for particular types of books;
 - (f) to assist the Library Authority in the conduct of the library in any appropriate ways and in particular by placing the services of its professional officers at the disposal of the Library Authority in an advisory capacity on request;
 - (g) to supply to the Library Authority on repayment, if requested to do so, standard stationery needed for the conduct of the service;
 - (h) to pay the cost of outward carriage on books despatched to the library;
7. The Board will not normally provide periodicals under its power of subsidy.
8. This Scheme will come into effect as soon as possible after the declaration of the Local Authority as a Participating Body.

John J. Watt

President
Cuballing Shire Council



John J. Watt

Shire Clerk
Cuballing Shire Council

Date *This* *Twentyfirst Day of May 1992*

Lesley Bin

Chairperson
Library Board of Western
Australia

Lynna Allen

State Librarian
The Library and Information
Service of Western Australia

Date

11.1.10 WA LOCAL GRANTS COMMISSION PUBLIC HEARING

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: Local Government Act 1995as amended
Council Policy:
Budget Implications:
File Reference:
Voting Requirements: **Absolute Majority**

Background

The WA Local Government Grants Commission has written to inform Council that they would like to visit for the purpose of a public hearing on 17 October 2012 at 10.30am.

Comment

The correspondence from the Grants Commission was received on 18 September and gives little time to prepare a submission, however Council may choose to raise some particular issues such as maintenance of grain freight routes that would form part of a future submission.

Council's October meeting is scheduled for the 18 October and it may be convenient for Councillors to reschedule the meeting to 17 October. In the meantime, Shire of Pingelly CEO has telephoned to enquire whether Council would consider swapping their hearing time for Shire of Pingelly's (which is 1pm).

OFFICER RECOMMENDATION:

For Council consideration.

Moved

Seconded

COUNCIL DECISION:

That;

The October meeting be 3.30pm Wednesday 17 October and that Pingelly be advised Council is happy to have their hearing at 1pm in order that Pingelly has theirs at 10.30am.


Moved: Cr Newman

Seconded: Cr McDougall

CARRIED BY ABSOLUTE MAJORITY 5/0



Our Ref: 141-06#02


Mrs Eva Haydon
Chief Executive Officer
Shire of Cuballing
PO Box 13
CUBALLING WA 6311

18 SEP 2012

Dear Eva

WA LOCAL GOVERNMENT GRANTS COMMISSION PUBLIC HEARING

I am writing to inform you the WA Local Government Grants Commission (the Commission) would like to visit your local government for the purpose of a public hearing in accordance with section 11(2)(c) of the *Local Government (Financial Assistance) Act 1995*. The hearing has been scheduled to commence at 10:30am on 17 October 2012 and will take approximately two hours.

Members attending the hearing are:

- Mr Linton Reynolds (Chairman)
- Mr Pat Hooper (Commissioner)
- Mr Ross Earnshaw (Manager Reform Implementation)

The Commission has to arrange this hearing in accordance with a tight schedule and the availability of the Commissioners. Please refer to the attached draft itinerary for the visiting program. I have also attached a copy of a notice for you to display as you consider appropriate.

It would be appreciated if you would provide a data projector, computer and suitable venue for the hearing. Would you please confirm arrangements with Mr Shannon Wood on 6552 1416 or shannon.wood@dlg.wa.gov.au.

The Commission looks forward to its visit as well as responding to any submission should you choose to make one.

Yours sincerely



Ross Earnshaw
MANAGER REFORM IMPLEMENTATION

17 September 2012



NOTICE OF PUBLIC HEARING

To be Held at the:

Shire of Cuballing
Wednesday, 17 October 2012
Commencing at 10.30am and Concluding at 12.30pm

Order of Proceedings:

1. President to open the hearing.
2. Introduction by the Chair of the Commission
3. Presentation by the Commission on its role, function and the process it uses to determine Financial Assistance Grants.
4. Discussion on Submission (if submitted)
5. Close of hearing

The WA Local Government Grants Commission recommends on an annual basis to the State Minister for Local Government on the allocation of Financial Assistance Grants to local governments in Western Australia.

In accordance with the *Local Government (Financial Assistance) Act 1995* the Commission is required to conduct public hearings with local governments in connection with the Financial Assistance Grant recommendations and also to discuss any submissions made to the Commission by local governments.

Organisations or persons wishing to make a submission, in connection with the Financial Assistance Grant recommendations of the Commission, at the above hearing, are requested to register their interest with:

Mr Shannon Wood
WA Local Government Grants Commission
Tel: (08) 6552 1416
E-mail: Shannon.wood@dlg.wa.gov.au

Near Eastern Wheatbelt

| DATE | START | FINISH | DISTANCE | LG PROGRAM |
|-----------------------|---------|---------|----------|---|
| Wednesday, 17 October | 8am | 10.30am | 191km | Perth → Cuballing |
| | 10.30am | 12.30pm | | Presentation at the Shire of Cuballing |
| | 12.30pm | 12.50pm | 36km | Cuballing → Pingelly |
| | 1.00pm | 3.00pm | | Presentation at the Shire of Pingelly |
| | 3.00pm | 3.15pm | 20km | Pingelly → Brookton |
| | 3.30pm | 5.30pm | | Presentation at the Shire of Brookton |
| Thursday, 18 October | 8am | 8.20am | 33km | Brookton → Beverley |
| | 8.30am | 10.30am | | Presentation at the Shire of Beverley |
| | 11am | 11.45am | 53km | Beverley → Quairading |
| | 12pm | 2pm | | Presentation at the Shire of Quairading |
| | 2pm | 2.45pm | 55km | Quairading → Tammin |
| | 3pm | 5pm | | Presentation at the Shire of Tammin |
| Friday, 19 October | 8.30am | 8.50am | 24km | Tammin → Cunderdin |
| | 9am | 11am | | Presentation at the Shire of Cunderdin |
| | 11am | 1.30pm | 157km | Cunderdin → Perth |

Cr T Wittwer declared a financial interest and departed the chambers at 5.14pm. Cr Newman Assumed the chair.

STRATHERNE ROAD

Council considered the ten year road programme at the August 2012 meeting, adopted Year One and deferred the remedial works on Stratherne Road pending traffic counts being obtained.

The average number of vehicles was logged at 35 and given that Stratherne Road is also a school bus route, some remedial work is required as soon as possible. There are sufficient funds within the 2012/13 Country Local Government Fund individual allocation to undertake this work.

COUNCIL DECISION

That:

- 1 Two kilometres of Stratherne Road in the worst condition be resealed from 2011/12 Country Local Government Funding (Provision of sealing); and**
- 2 The balance of remedial works on Stratherne Road, together with Year One of the Ten Year Road Program be completed from the 2012/13 Country Local Government Funding.**

Moved: Cr Newman

Seconded: Cr Haslam

Carried 4/0

Cr T Wittwer returned to the chambers and resumed the chair at 5.25pm

12. NEXT MEETING

Wednesday, 17 October 2012, Commencing at 3.30pm

13. CLOSURE OF MEETING

There being no further business the meeting closed at 5.32pm

