


# SHIRE OF CUBALLING



*A progressive, diverse and caring community,  
with access to modern services and infrastructure,  
in a unique part of the world*

## MINUTES

of the

**Ordinary Meeting of Council**

held

**THURSDAY 21<sup>st</sup> APRIL 2016**

Shire of Cuballing  
Council Chambers  
Campbell Street, Cuballing

These minutes were confirmed at the Ordinary Meeting held on Thursday 19<sup>th</sup> May 2016.

Signed.....

Cr Mark Conley, Shire President

Thursday 19<sup>th</sup> May 2016

## **DISCLAIMER**

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## 1. **DECLARATION OF OPENING:**

The Shire President, Cr Conley, declared the meeting open at 3.07 pm.

## 2. **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:**

### 2.1.1 Attendance

Cr Mark Conley	President
Cr Eliza Dowling	Deputy President
Cr Scott Ballantyne	
Cr Dawson Bradford	
Cr Tim Haslam	
Cr Roger Newman	
Mr Gary Sherry	Chief Executive Officer
Ms Tonya Williams	Deputy Chief Executive Officer
Mr Bruce Brennan	Manager Works and Services

### 2.1.2 Apologies

Nil

### 2.1.3 Leave of Absence

Nil

## 3. **STANDING ORDERS:**

### COUNCIL DECISION:

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

Moved: Cr Dowling

Seconded: Cr Bradford

Carried 6/0

## 4. **PUBLIC QUESTION TIME:**

### 4.1 **RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:**

Nil

### 4.2 **WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

Nil

### 4.3 **PUBLIC QUESTIONS FROM THE GALLERY:**

**5. APPLICATIONS FOR LEAVE OF ABSENCE:**

Nil

**6. CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Thursday 17<sup>th</sup> March 2016

**COUNCIL DECISION:**

That the minutes of the Ordinary Meeting of Council held on Thursday 17<sup>th</sup> March 2016 be confirmed as a true record of proceedings.

Moved: Cr Newman

Seconded: Cr Haslam

Carried 6/0

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS/  
SUBMISSIONS:**

Nil

**8. DISCLOSURE OF FINANCIAL INTEREST:**

**DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST**

Cr Newman declared his Direct Financial Interest in Item 9.2.1 in that he is entering into a lease agreement with the Shire of Cuballing.

Cr Bradford declared his Proximity Interest in Item 9.2.3 in that he owns property adjoining Dryanda Woodland.

**DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY**

Nil

## **9. REPORTS OF OFFICERS AND COMMITTEES:**

### **9.1 DEPUTY CHIEF EXECUTIVE OFFICER:**

#### **9.1.1 List of Accounts Submitted for Council Approval and Payment – March 2016**

File Ref. No: NA  
Disclosure of Interest: Nil  
Date: 11<sup>th</sup> April 2016  
Author: Nichole Gould  
Attachments: 9.1.1A List of March 2016 Accounts

#### **Summary**

**Council is to consider the March 2016 List of Accounts.**

Background - Nil

#### Comment

Council is provided at Attachment 9.1.1A with a list of payments made from each of Council's bank accounts during the month of March 2016.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications - Nil

Financial Implications - Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

#### Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not note the list of accounts.

Voting Requirements – Simple Majority

#### **COUNCIL DECISION:**

**That Council notes the Chief Executive Officer's List Of Accounts for March 2016 paid under Delegated Authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 included at Attachment 9.1.1A including payments from:**

1. the Municipal fund totalling \$91,505.44; and
2. the Trust Fund totalling \$27,962.55

**Moved: Cr Ballantyne**

**Seconded: Cr Newman**

**Carried 6/0**

## LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL – MARCH 2016

Chq/EFT	Name	Description	Amount	Bank
010316	4 - Police Licensing	Licensing Payments	-562.45	
160316	4 - Police Licensing	Licensing Payments	-1473.55	
170316	4 - Police Licensing	Licensing Payments	-834.05	
180316	4 - Police Licensing	Licensing Payments	-1124.20	
180316	4 - Police Licensing	Licensing Payments	-169.50	
210316	4 - Police Licensing	Licensing Payments	-6134.10	
220316	4 - Police Licensing	Licensing Payments	-955.85	
230316	4 - Police Licensing	Licensing Payments	-869.00	
240316	4 - Police Licensing	Licensing Payments	-1827.40	
290316	4 - Police Licensing	Licensing Payments	-542.40	
300316	4 - Police Licensing	Licensing Payments	-1346.10	
020316	4 - Police Licensing	Licensing Payments	-447.70	
310316	4 - Police Licensing	Licensing Payments	-2357.95	
180316	4 - Police Licensing	Licensing Payments	1124.20	
030316	4 - Police Licensing	Licensing Payments	-625.90	
080316	4 - Police Licensing	Licensing Payments	-369.50	
090316	4 - Police Licensing	Licensing Payments	-309.15	
100316	4 - Police Licensing	Licensing Payments	-67.70	
110316	4 - Police Licensing	Licensing Payments	-219.55	
140316	4 - Police Licensing	Licensing Payments	-582.45	
150316	4 - Police Licensing	Licensing Payments	-8168.25	
EFT1994	Keith Kickett	Refund Of Hall Hire Bond 25/02/2016	-100.00	
080316	12 - Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders		-2852.14
090316	15 - Rent For Venables	Rent For Venables		-360.00
090316	9 - Transfers To And From Investment Accounts	Transfers To And From Investment Accounts		30000.00
160316	10 - Big Air Cloud Management	Big Air Cloud Management		-116.49
170316	13 - ATO Clearing Acct BAS	Ato Clearing Account Bas		-18033.00
210316	14 - Rent On Forrest Street	Rent On Forrest Street		-600.00
230316	15 - Rent For Venables	Rent For Venables		-360.00
230316	9 - Transfers To And From Investment Accounts	Transfers To And From Investment Accounts		34000.00
240316	9 - Transfers To And From Investment Accounts	Transfers To And From Investment Accounts		120000.00
010316	9 - Transfers To And From Investment Accounts	Transfers To And From Investment Accounts		-110000.00
070316	14 - Rent On Forrest Street	Rent On Forrest Street		-600.00
080316	11 - Interest On Graders	Interest On Graders		-862.14
EFT1993	Ash Nardini-the Sound Guy	Supply Of Performers & PA System For Cuballing Music Festival		-3625.00
EFT1995	Ingersley Electrical	Install LED Lights To Workshop		-1807.33
EFT1996	Peter & Frank Kulker	Refund of Overpayment of invoice 3291		-502.60
EFT1997	Marsha Nelson	Rates refund for assessment A92 60 COLIN STREET CUBALLING WA 6311		-203.00
EFT1998	Local Government Managers Australia	Finance Professionals Conference- 17-18 March 2016 T Williams		-1240.00
EFT1999	Australian Super	Superannuation contributions		-398.54
EFT2000	Hostplus Super	Superannuation contributions		-193.49
EFT2001	WA Local Government Super Plan	Superannuation contributions		-4573.38
EFT2002	Westscheme Superannuation	Superannuation contributions		-399.43
EFT2003	Department Of Environment Regulation	New Works Approval-Popanyinning Waste Management Facility		-1257.37

Chq/EFT	Name	Description	Amount	Bank
EFT2004	Popanyinning Progress Association	Public Liability Insurance "Cuby Calling", 2015		-510.00
EFT2005	Australian Super	Superannuation contributions		-398.54
EFT2006	Hostplus Super	Superannuation contributions		-193.49
EFT2007	WA Local Government Super Plan	Superannuation contributions		-4634.20
EFT2008	Westscheme Superannuation	Superannuation contributions		-399.43
EFT2009	Air Liquide Pty Ltd	Cylinder Fees-E & G Size		-115.13
EFT2010	Archivewise	Destruction Of 60 Boxes		-247.50
EFT2011	Artistralia	Copyright For Screening Of Big Hero 6 On 11/12/15		-418.00
EFT2012	Avon Waste	Bin Service & Rent X 4 & 2 Bulk Cardboard Bins		-1848.67
EFT2013	Beaurepaires	1 X Tractor Tyre		-750.00
EFT2014	Bitutek	Supply, Spray & Sealing Of Bitumen		-2659.80
EFT2015	Bruce Brennan	50% Reimbursement-Synergy-B Brennan		-159.75
EFT2016	Builders Registration Board Building Commission	Feb 2016 Building Forms		-339.90
EFT2017	Ballards Of Narrogin	2 x 45KG Gas Bottles		-480.00
EFT2018	Cuby Roadhouse	February Account-Fuel CEO		-624.83
EFT2019	Dews Mini Excavations	Truck & Excavator Hire To Clear Storm Damage In Cuballing		-19712.00
EFT2020	Donald Walter Barber	08/03/16-9HRS Grader Work		-3600.00
EFT2021	Darryle Baxter	Reimbursement Of Expenses		-38.50
EFT2022	Dryandra Country Visitor Centre	Contribution To Maintaining The Regional Visitor Information Centre		-2500.00
EFT2023	Dryandra Pony Club Inc	2016 Membership & Uniform Badge-Christina Smith		-200.00
EFT2024	Edge Planning & Property	Planning Work-Feb 2016-7.25Hrs @ \$122		-972.95
EFT2025	Farmworks Ruralco	Roundup, Kenmet, Sumiguard		-3240.60
EFT2026	Fairway Carriers	Courier Charges-Pipes, Sump, Grate From Rocla		-510.10
EFT2027	Fire & Safety WA	Fire Boots, Pants, Jackets, Goggles		-2964.74
EFT2028	Great Southern Fuel Supplies	February Account-Bulk Fuel		-10376.62
EFT2029	Hancocks Home Hardware	Key Cut		-8.00
EFT2030	Howson Management	Traffic Management Plans-Dowling St & Francis St		-888.25
EFT2031	J & E Mobile Wheel Alignments	Wheel Alignment		-1067.00
EFT2032	Landgate	Rural UV'S Chargeable Schedule R2016/1 12/02/15-05/02/16		-79.00
EFT2033	Lawn Doctor	Supply 1 Tonne Of Granular Fertiliser		-1045.00
EFT2034	Makit Narrogin Hardware	February Account-Clips, Dynabolts, Drill Bits, Fluro Tubes		-204.85
EFT2035	Mechanical And Diesel Services	117,936KMS Service & Repairs		-1591.70
EFT2036	Market Creations	Synergy In The Cloud Backup-Feb 2016		-521.73
EFT2037	Marketforce	Public Notice-Narrogin Observer 04/02/16-Proposal To Dispose Of Property		-179.50
EFT2038	McDougall Weldments	Pipe & Flat Bar		-442.90
EFT2039	Melchiorre Plumbing And Gas	Install RPZD At Cuballing Standpipe		-1796.30
EFT2040	Narrogin Agricultural Repairs	Service Whipper Snipper		-78.00
EFT2041	Narrogin Bearing Services	Air Fittings		-45.49
EFT2042	Narrogin Carpets And Curtains	Supply & Lay Carpet-Back Office		-1683.00



**Attachment 9.1.1A**

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Bank</b>
EFT2044	Narrogin Quarry Operations	77.84T Of Cracker Dust		-914.80
EFT2045	Narrogin Country Fresh Meats	Meat For Councillors Meeting-17/03/16		-95.84
EFT2046	Narrogin Furnishings	300 Grass Pegs		-330.00
EFT2047	Narrogin Packaging	1 Litre 3000 Oil		-29.80
EFT2048	Page Truck Hire	Loader Hire To Push Up Rubbish At Popanyinning Tip-1,15,22,29/02/16		-1320.00
EFT2049	Popanyinning General Store	Diesel Fuel-Oct & Nov 2015		-572.70
EFT2050	Rocla Pty Limited	Pipes & Grated Cover		-1700.82
EFT2051	SOS Office Equipment	Meter Readings For DCVC4475-30/10/15-27/11/15		-2388.21
EFT2052	South West Print Group(Dynamic Print)	20 X Purchase Order Books		-873.00
EFT2053	Seek	Seek Job Ad-Plant/Grader Operator 14/03/16		-289.30
EFT2054	Shire of Wagin	Regional Refuse Group Project Contribution		-5500.00
EFT2055	Softrock Solutions Pty Ltd	5 X Spot Gen 3 Units		-1067.00
EFT2056	Staples Australia Pty Ltd	Wireless Mouse		-23.56
EFT2057	Toll Ipec (Courier Australia)	Courier Fees-Hollywood Touch		-155.63
EFT2058	Total Undercar	Wheel Alignment		-93.50
EFT2059	Tonya Williams	50% Reimbursement-Synergy-T Williams		-49.40
EFT2060	Wa Local Government Association	Roman 2 Training-07/04/16		-540.00
EFT2061	Western Stabilisers	Lime & Cement Stabilisation-Popanyinning West Rd		-32198.98
14797	Asgard Superannuation Account	Superannuation contributions		-317.13
14798	Mercer Superannuation	Superannuation contributions		-113.28
14799	Mercer Superannuation	Superannuation contributions		-97.10
14800	Australia Post	Post Office Box Rental 31/03/16-31/03/17		-73.00
14801	Building & Construction Industry Training	February 2016 Forms		-137.50
14802	Synergy	Electricity Charges-U3/22 Campbell St Cuballing		-3364.25
14803	Shire Of Cuballing	Building Services-Feb 2016 Labour 36.25HRS @\$99, Travel 270KMS @0.95		-3845.25
14804	Telstra	Landline Charges-Office 365 Business		-1271.44
14805	Water Corporation	Water & Service Charges-Standpipe At Francis St		-1056.05
14806	Bauxite Resources Limited	Rates refund for assessment A2514 Lot E70/04342 Campbell Street Cuballing WA 6311		-371.58
14807	Darling Range Pty Ltd	Rates refund for assessment A1013 Lot E70/03618 Cuballing WA 6311		-449.06
240316	Commonwealth Bank	Building Surveyor Course		-160.00
240316	Commonwealth Bank	Credit Card Annual Fees		-9.99
240316	Commonwealth Bank	Carry Bag		-50.00
240316	Commonwealth Bank	Landscape pegs		-51.90
240316	Commonwealth Bank	Drink Cooler		-47.99
240316	Commonwealth Bank	Finance Conference		-350.00
240316	Commonwealth Bank	EB Building Surveyor Course		-88.00
<b>TOTAL</b>			<b>-27962.55</b>	<b>-91505.44</b>

## 9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	5 <sup>th</sup> April 2016
Author:	Tonya Williams, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity 9.1.2A

### **Summary**

**Council is to consider the Statement of Financial Activity for February 2016.**

### **Background**

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail:

- The annual budget estimates;
- The operating revenue, operating income, and all other income and expenses;
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period;
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period;
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result;
- Include an operating statement; and
- Any other required supporting notes.

### **Comment**

#### **Governance**

Timing difference as Staff Training expenses have not been utilised. Council election costs and Councillor training are less than budgeted.

#### **Law, Order and Public Safety**

Income and expenditure have a permanent difference as an unbudgeted grant was received and expended to install mobile reception boosters at the Fire Stations in Cuballing and Popanyinning. Additional funds have also been paid for the over-expenditure claim from 2014/15.

#### **Health**

Additional septic licence fees and cemetery fees have been received.

#### **Housing**

Timing difference, maintenance costs are lower than budgeted. Permanent difference, rent contribution by salary sacrifice not budgeted for.

#### **Community Amenities**

Permanent difference higher than expected funds for Town Planning received. Timing difference on the expenditure for the Local Planning Strategy review.

#### **Recreation and Culture**

Income will have a permanent difference as Kidsport funding was received and not budgeted for, Council will now manage these funds.

## **Transport**

Permanent difference as the depreciation costs on Roads is significantly higher than budgeted due to the revaluation of Infrastructure Assets from 2014/15.

## **Economic Services**

Additional Building Licenses have been received. Expenses for Tourism and Area Promotion (entry statements) lower than budgeted.

## **Other Property and Services**

Private Works has cost less than expected to date. Private Works for Building is also invoiced at the start of the new month and has created a timing difference for invoicing. There is a timing difference on staff training expenses, holiday pay and Public Works Overheads Other spending.

## **Capital Expenditure**

Factors outside of Council control have created delays on Road Projects that are expected to finish in the coming months.

Purchase of new Ute was more than budgeted, the trade in costs was allocated rather than the full purchase price. Purchase of a new mower was under the capitalisation threshold (and budget) and further spending will be delayed until the new financial year.

Detailed breakdown of all variances provided in Note 2 of the Statement of Financial Activity.

Administration Allocations done to March 2016.

Depreciation expenses calculated to March 2016.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

## Options

Council may resolve:

1. the Officer's Recommendation; or
2. not to receive the Statement of Financial Activity

Voting Requirements – Simple Majority

## **COUNCIL DECISION:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31st March 2016 be received.**

**Moved: Cr Ballantyne**

**Seconded: Cr Dowling**

**Carried 6/0**

**SHIRE OF CUBALLING**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 March 2016**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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## Shire of Cuballing

### Compilation Report

For the Period Ended 31 March 2016

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

### Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

### Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2016 of \$296,122.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

### Preparation

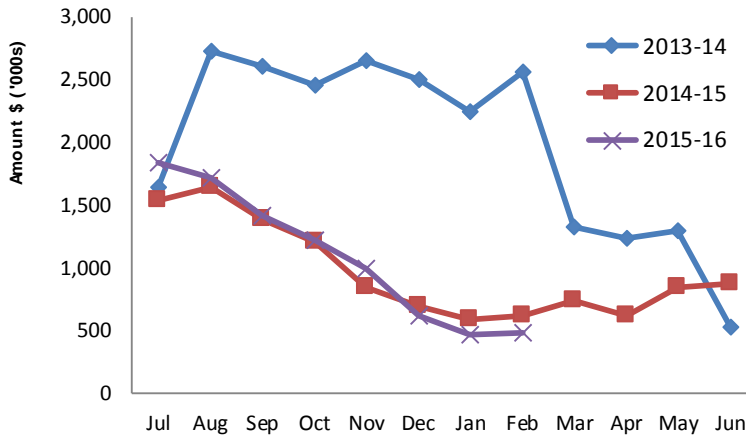
Prepared by: Tonya Williams, Deputy Chief Executive Officer

Reviewed by:

Date prepared: 2nd March 2016

**Shire of Cuballing**  
**Monthly Summary Information**  
 For the Period Ended 31 March 2016

**Liquidity Over the Year (Refer Note 3)**



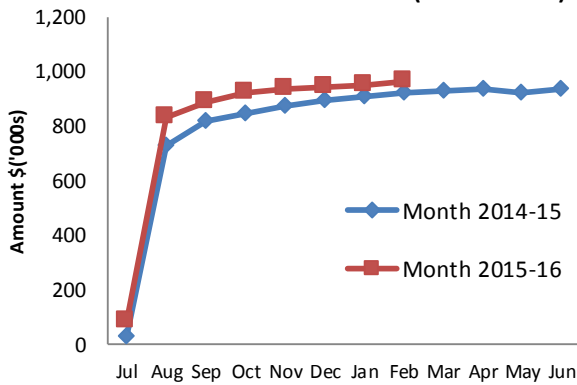
**Cash and Cash Equivalents as at period end**

Unrestricted	\$	230,886
Restricted	\$	1,275,725
	\$	<u>1,506,611</u>

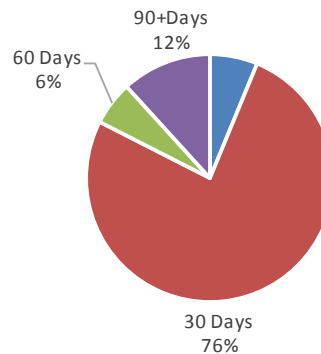
**Receivables**

Rates	\$	55,276
Other	\$	13,041
	\$	<u>68,317</u>

**Rates Receivable (Refer Note 6)**



**Accounts Receivable Ageing (non-rates) (Refer Note 6)**



**Comments**

Early Discount - 14th August 2015  
 Rates Due - 28th August 2015  
 47 on installments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF CUBALLING**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 March 2016**

Note	Adopted Annual Budget	Adopted YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>						
	\$	\$	\$	\$	%	
Governance	2,500	1,869	7,477	5,608	300.04%	▲
General Purpose Funding	1,316,565	1,232,707	1,226,549	(6,158)	(0.50%)	
Law, Order and Public Safety	20,063	14,875	28,617	13,742	92.39%	▲
Health	1,500	1,278	1,234	(44)	(3.44%)	
Education and Welfare	0	0	0	0		
Housing	0	0	3,330	3,330		
Community Amenities	1,350	1,053	2,874	1,821	172.92%	
Recreation and Culture	13,750	13,497	14,398	901	6.68%	
Transport	158,287	118,718	116,981	(1,737)	(1.46%)	
Economic Services	32,300	24,225	54,726	30,501	125.91%	▲
Other Property and Services	333,600	191,452	187,453	(3,999)	(2.09%)	
<b>Total Operating Revenue</b>	<b>1,879,915</b>	<b>1,599,674</b>	<b>1,643,639</b>	<b>43,965</b>		
<b>Operating Expense</b>						
Governance	(123,858)	(97,178)	(89,934)	7,244	7.45%	
General Purpose Funding	(57,098)	(38,564)	(35,223)	3,341	8.66%	
Law, Order and Public Safety	(114,049)	(88,781)	(85,598)	3,183	3.58%	
Health	(39,543)	(29,789)	(24,909)	4,880	16.38%	▲
Education and Welfare	(75,022)	(27,140)	(11,308)	15,832	58.33%	▲
Housing	(48,751)	(37,370)	(36,111)	1,259	3.37%	
Community Amenities	(235,141)	(165,947)	(126,967)	38,980	23.49%	▲
Recreation and Culture	(254,827)	(197,936)	(201,015)	(3,079)	(1.56%)	
Transport	(1,746,746)	(1,309,274)	(1,368,385)	(59,111)	(4.51%)	
Economic Services	(170,518)	(130,079)	(95,111)	34,968	26.88%	
Other Property and Services	(298,939)	(223,970)	(320,042)	(96,072)	(42.90%)	▼
<b>Total Operating Expenditure</b>	<b>(3,164,492)</b>	<b>(2,346,028)</b>	<b>(2,394,602)</b>	<b>(48,574)</b>		
<b>Funding Balance Adjustments</b>						
Add back Depreciation	923,700	692,757	1,069,037	376,280	54.32%	▲
Adjust (Profit)/Loss on Asset Disposal	59,974	59,974	21,617	(38,357)	(63.96%)	▼
Adjust Provisions and Accruals	0	0	0	0		
<b>Net Cash from Operations</b>	<b>(300,904)</b>	<b>6,377</b>	<b>339,691</b>	<b>333,314</b>		
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	756,871	676,380	476,820	(199,560)	(29.50%)	▼
Proceeds from Disposal of Assets	95,634	95,634	22,134	(73,500)	(76.86%)	▼
<b>Total Capital Revenues</b>	<b>852,505</b>	<b>772,014</b>	<b>498,955</b>	<b>(273,060)</b>		
<b>Capital Expenses</b>						
Land Held for Resale	0	0	0	0		
Land and Buildings	(468,473)	(443,472)	(264,924)	178,548	40.26%	▲
Infrastructure - Roads & Footpaths	(729,155)	(679,714)	(730,916)	(51,202)	(7.53%)	
Plant and Equipment	(407,690)	(407,690)	(352,624)	55,066	13.51%	▲
Furniture and Equipment	0	0	0	0		
<b>Total Capital Expenditure</b>	<b>(1,605,318)</b>	<b>(1,530,876)</b>	<b>(1,348,464)</b>	<b>182,412</b>		
<b>Net Cash from Capital Activities</b>	<b>(752,813)</b>	<b>(758,862)</b>	<b>(849,510)</b>	<b>(90,648)</b>		
<b>Financing</b>						
Proceeds from New Debentures	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	451,505	191,315	191,315	0	0.00%	
Transfer from Restricted Cash	70,275	70,275	64,851	(5,424)		
Transfer to Restricted Cash	0	0	0	0		
Advances to Community Groups	0	0	0	0		
Repayment of Debentures	(66,420)	(50,143)	(50,143)	0	0.00%	
Transfer to Reserves	(213,464)	(192,814)	(210,461)	(17,647)	(9.15%)	
<b>Net Cash from Financing Activities</b>	<b>241,896</b>	<b>18,633</b>	<b>(4,438)</b>	<b>(23,071)</b>		
<b>Net Operations, Capital and Financing</b>	<b>(811,820)</b>	<b>(733,852)</b>	<b>(514,257)</b>	<b>219,595</b>		
<b>Opening Funding Surplus(Deficit)</b>	<b>811,820</b>	<b>811,820</b>	<b>810,380</b>	<b>(1,440)</b>	<b>(0.18%)</b>	▶
<b>Closing Funding Surplus(Deficit)</b>	<b>(0)</b>	<b>77,968</b>	<b>296,122</b>	<b>218,154</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF CUBALLING**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 March 2016**

	Note	Adopted Annual Budget	Adopted YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Rates	9	\$ 994,120	\$ 990,972	\$ 993,810	\$ 2,838	% 0.29%	
Operating Grants, Subsidies and Contributions	11	454,895	341,124	398,880	57,756	16.93%	▲
Fees and Charges		374,900	285,025	197,059	(87,966)	(30.86%)	▼
Service Charges		0	0	0	0		
Interest Earnings		38,000	29,027	33,190	4,163	14.34%	
Other Revenue		18,000	13,500	20,699	7,199	53.33%	▲
Profit on Disposal of Assets	8	0	0	0			
<b>Total Operating Revenue</b>		<b>1,879,915</b>	<b>1,659,648</b>	<b>1,643,639</b>	<b>(16,009)</b>		
<b>Operating Expense</b>							
Employee Costs		(1,030,464)	(767,747)	(556,688)	211,059	27.49%	▲
Materials and Contracts		(922,721)	(682,310)	(552,931)	129,380	18.96%	▲
Utility Charges		(33,000)	(24,971)	(29,651)	(4,680)	(18.74%)	
Depreciation on Non-Current Assets		(923,700)	(692,757)	(1,069,037)	(376,280)	(54.32%)	▼
Interest Expenses		(16,356)	(12,408)	(12,601)	(193)	(1.55%)	
Insurance Expenses		(116,177)	(115,633)	(110,004)	5,629	4.87%	
Other Expenditure		(62,100)	(50,202)	(42,074)	8,128	16.19%	▲
Loss on Disposal of Assets	8	(59,974)	(59,974)	(21,617)			
<b>Total Operating Expenditure</b>		<b>(3,164,492)</b>	<b>(2,406,002)</b>	<b>(2,394,602)</b>	<b>(26,957)</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		923,700	692,757	1,069,037	376,280	54.32%	▲
Adjust (Profit)/Loss on Asset Disposal	8	59,974	59,974	21,617	(38,357)	(63.96%)	▼
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Cash from Operations</b>		<b>(300,903)</b>	<b>6,377</b>	<b>339,691</b>	<b>294,957</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	756,871	676,380	476,820	(199,560)	(29.50%)	▼
Proceeds from Disposal of Assets	8	95,634	95,634	22,134	(73,500)	(76.86%)	▼
<b>Total Capital Revenues</b>		<b>852,505</b>	<b>772,014</b>	<b>498,955</b>	<b>(273,060)</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(468,473)	(443,472)	(264,924)	178,548	40.26%	▲
Infrastructure - Roads & Footpaths	13	(729,155)	(679,714)	(730,916)	(51,202)	(7.53%)	
Plant and Equipment	13	(407,690)	(407,690)	(352,624)	55,066	13.51%	▲
Furniture and Equipment	13	0	0	0	0		
<b>Total Capital Expenditure</b>		<b>(1,605,318)</b>	<b>(1,530,876)</b>	<b>(1,348,464)</b>	<b>182,412</b>		
<b>Net Cash from Capital Activities</b>		<b>(752,813)</b>	<b>(758,862)</b>	<b>(849,510)</b>	<b>(90,648)</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	451,505	191,315	191,315	0	0.00%	
Transfer from Restricted Cash		70,275	70,275	64,851			
Transfer to Restricted Cash		0	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(66,420)	(50,143)	(50,143)	0	0.00%	
Transfer to Reserves	7	(213,464)	(192,814)	(210,461)	(17,647)	(9.15%)	
<b>Net Cash from Financing Activities</b>		<b>241,896</b>	<b>18,633</b>	<b>(4,438)</b>	<b>(17,647)</b>		
<b>Net Operations, Capital and Financing</b>		<b>(811,820)</b>	<b>(733,852)</b>	<b>(514,257)</b>	<b>186,662</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>811,820</b>	<b>811,820</b>	<b>810,380</b>	<b>(1,440)</b>	<b>(0.18%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>77,968</b>	<b>296,122</b>	<b>185,222</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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



**SHIRE OF CUBALLING**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 March 2016

Capital Acquisitions By Class	Note	YTD Actual Total (a)	YTD Budget (b)	Annual Budget	Variance (b) - (a)
		\$	\$	\$	\$
Land and Buildings	13	264,924	443,472	468,473	(178,548)
Infrastructure Assets	13	730,916	679,714	729,155	51,202
Plant and Equipment	13	352,624	407,690	407,690	(55,066)
Furniture and Equipment	13	0	0	0	0
<b>Capital Expenditure Totals</b>		<b>1,348,464</b>	<b>1,530,876</b>	<b>1,605,318</b>	<b>(182,412)</b>

Capital Acquisitions By Program	Note	YTD Actual Total (a)	YTD Budget (b)	Annual Budget	Variance (b) - (a)
		\$	\$	\$	\$
Governance	13	5,729	5,950	5,950	(221)
Community Amenities	13	0	180,000	180,000	(180,000)
Recreation and Culture	13	237,281	237,522	262,523	(241)
Transport	13	1,105,455	1,107,404	1,156,845	(1,949)
<b>Capital Expenditure Totals</b>		<b>1,348,464</b>	<b>1,530,876</b>	<b>1,605,318</b>	<b>(182,412)</b>

**Funded By:**

Capital Grants and Contributions	476,820	676,380	0	199,560
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	22,134	95,634	0	(73,500)
<b>Own Source Funding - Cash Backed Reserves</b>				
Plant and Equipment Reserve	0	0	76,190	
Administration Building and Office Equipment Reserve	0	0	5,000	
Housing Reserve	0	0	30,000	
Recreation and Community Facility Reserve	0	0	29,000	
Refuse Site Reserve	0	0	120,000	
Grain Freight Reserve	66,000	66,000	66,000	
General Purpose Reserve	125,315	125,315	125,315	
<b>Total Own Source Funding - Cash Backed Reserves</b>	<b>-191,315</b>	<b>191,315</b>	<b>451,505</b>	<b>382,630</b>
<b>Own Source Funding - Operations</b>	<b>849,510</b>	<b>376,232</b>	<b>702,308</b>	<b>473,278</b>
<b>Capital Funding Total</b>	<b>1,348,464</b>	<b>1,530,876</b>	<b>1,605,318</b>	<b>(182,412)</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(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 12.

**(c) Rounding Off Figures**

All figures shown in this statement 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**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other 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.

**(h) Inventories**

***General***

Inventories are measured 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.

***Land Held for Resale***

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale 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 local government 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 THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**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 rates and 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	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) 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 Shire 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 Shire 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 project 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 the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

1. **SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) 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.

**(n) 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 of item included in the same class of obligations may be small.

**(o) 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 THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

*"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"*

The Strategic Community Plan defines the key objectives of the Shire as:

*"Economic: A strong, resilient and balanced economy.*

*Environment: Our unique natural and built environment is protected and enhanced.*

*Social: Our community enjoys a high quality of life.*

*Civic Leadership: A collaborative and engaged community."*

**(s) Reporting Programs**

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

**GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

Provision and maintenance of rented housing accommodation for pensioners and employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

**RECREATION AND CULTURE**

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

**ECONOMIC SERVICES**

Tourism, community development, pest control, building services, caravan parks and private works.

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.



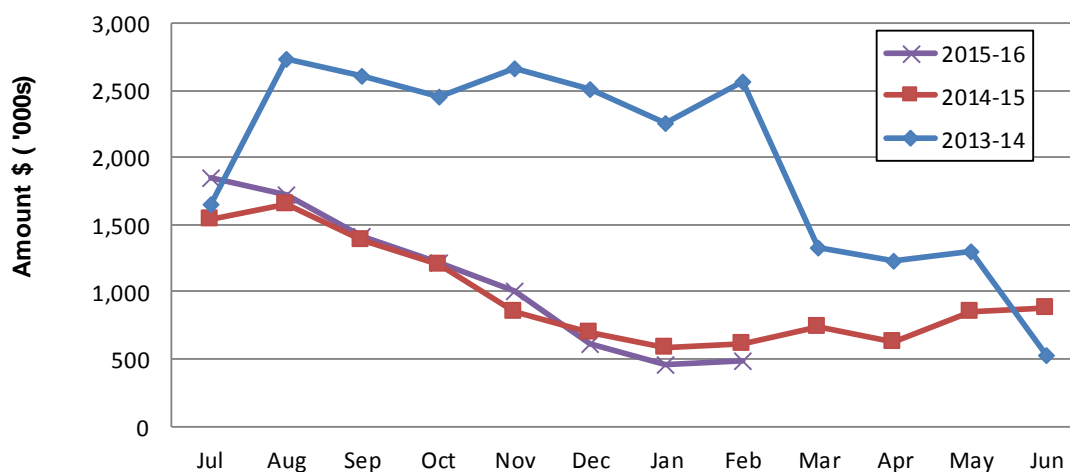
**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	V	Timing/ Permane	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
General Purpose Funding	(6,158)	(0.50%)		Permanent	Less to be received from Financial Assistant Grant this financial year than budget.
Governance	5,608	300.04%	▲	Permanent	Water Corp Refund received, was expected in June 15. LGIS and advertising reimbursement.
Law, Order and Public Safety	13,742	92.39%	▲	Permanent	Volunteer Bushfire Association Grant received. Additional funds from 14/15 overspend received.
Health	(44)	(3.44%)		Timing	No material variance
Education and Welfare	0				No material variance
Housing	3,330			Permanent	Rent contribution, salary sacrifice
Community Amenities	1,821	172.92%		Timing	Additional funds for Town Planning and Cemetery received.
Recreation and Culture	901	6.68%		Permanent	Equestrian Centre lease fee, GST included in budget. Kidsport Grant Money received not budgeted.
Transport	(1,737)	(1.46%)			No material variance
Economic Services	30,501	125.91%	▲	Timing	Additional Building Licenses received
Other Property and Services	(3,999)	(2.09%)		Timing	No material variance
<b>Operating Expense</b>					
General Purpose Funding	3,341	8.66%		Timing	Rate Recovery invoice allocated but not yet posted
Governance	7,244	7.45%		Timing	Council Election costs less than expected. Admin allocation less than budgeted. Council Training less than budget.
Law, Order and Public Safety	3,183	3.58%		Permanent	Mobile Reception at Fire Stations (Grant) Spending.
Health	4,880	16.38%	▲	Timing	EHO Salary less than budget.
Education and Welfare	15,832	58.33%	▲	Timing	Spending less than expected for Aged Housing project
Housing	1,259	3.37%		Timing	Housing maintenance costs less than budget.
Community Amenities	38,980	23.49%	▲	Timing	Tip and Cemetery maintenance costs lower than budget. Timing difference on Local Planning Strategy review costs.
Recreation and Culture	(3,079)	(1.56%)		Timing	No material variance
Transport	(59,111)	(4.51%)		Permanent	Depreciation costs higher than budget to 14/15 Road Revaluation.
Economic Services	34,968	26.88%		Timing	Tourism and area promotion expenses down, noxious weed control expenses lower than budget.
Other Property and Services	(96,072)	(42.90%)	▼	Timing	Timing difference on staff training expenses, holiday pay and PWO other expenditure. Workers compensation payments also higher than budgeted (net off with income)
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(199,560)	(29.50%)	▼		CSRFF Grant instalment expected, not received
Proceeds from Disposal of Assets	(73,500)	(76.86%)	▼		CAT Loader not disposed. Veneri Loader disposed, not budgeted.
<b>Capital Expenses</b>					
Land and Buildings	178,548	40.26%	▲	Timing	Transfer Station development not yet started, only one station expected to be completed (2 budgeted). Purchase of Regional Waste Site Land not expected to go ahead this financial year.
Infrastructure - Roads	(51,202)	(7.53%)		Timing	Timing difference, delay in some projects due to factors outside of Council control. Expenditure expected in coming months.
Plant and Equipment	55,066	13.51%	▲	Timing	Mowers purchased under threshold, permanent difference to expenditure for next year. Works Ute greater than budget as only trade in cost was accounted for. Loader total cost lower than budget.
Furniture and Equipment	0				No material variance
<b>Financing</b>					
Loan Principal	0	0.00%			No material variance

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 Mar 2016	30th June 2016	YTD 01 Apr 2015
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	230,886	774,608	632,036
Cash Restricted - Reserves	4	1,275,725	1,256,586	1,041,903
Cash Restricted Cash	6	0	64,851	0
Receivables	6	74,016	78,409	90,277
Inventories		7,197	7,197	11,032
		1,587,824	2,181,651	1,775,248
<b>Less: Current Liabilities</b>				
Payables and Provisions		(15,979)	(49,834)	(113,170)
		(15,979)	(49,834)	(113,170)
Less: Cash Reserves Restricted	7	(1,275,723)	(1,256,586)	(1,041,903)
Less: Cash - Restricted Municipal		0	(64,851)	0
<b>Net Current Funding Position</b>		<b>296,122</b>	<b>810,380</b>	<b>620,175</b>

**Note 3 - Liquidity Over the Year****Comments - Net Current Funding Position**

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	25,491	0		25,491	Commonwealth	At Call
Online Saver	1.75%	4,695			4,695	Commonwealth	At Call
Cash Deposit Account	1.75%	200,000			200,000	Commonwealth	At Call
Police Licensing Account	0.00%	0			0	Commonwealth	At Call
Trust Bank Account	0.00%			23,891	23,891	Commonwealth	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
Reserves	1.75%		1,275,725		1,275,725	Commonwealth	At Call
<b>(b) Term Deposits</b>							
<b>Total</b>							
		230,886	1,275,725	23,891	1,530,502		

**Comments/Notes - Investments**

Muni Account Restricted Cash - remaining CLGF funds (all spent)

Police Licensing Account - account not used as funds go through Trust account. Account Closed November 2015, funds transferred to Muni.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

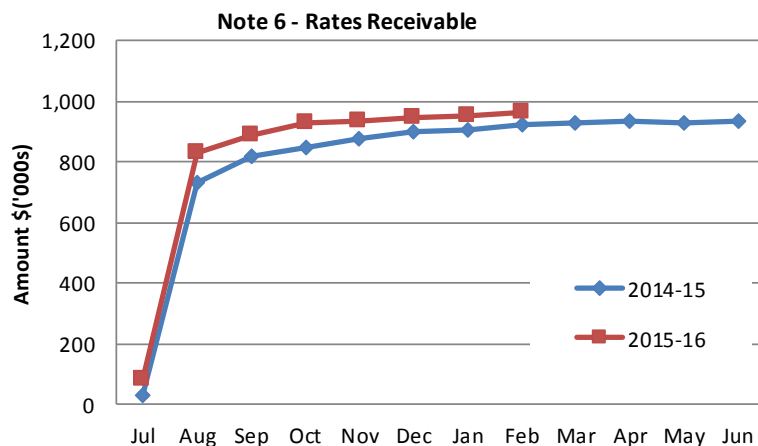
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
	Changes Due to Timing						0
				0	0	0	

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**Note 6: RECEIVABLES**

**Receivables - Rates Receivable**

	YTD 31 Mar 2016	30 June 2015
Opening Arrears Previous Years	\$ 39,377	\$ 28,976
Levied this year	993,811	944,371
<u>Less Collections to date</u>	<u>(977,911)</u>	<u>(933,970)</u>
<b>Equals Current Outstanding</b>	<b>55,276</b>	<b>39,376</b>
<b>Net Rates Collectable</b>	<b>55,276</b>	<b>39,376</b>
% Collected	94.65%	95.95%



**Comments/Notes - Receivables Rates**

Early Discount - 14th August 2015  
 Rates Due - 28th August 2015

**Receivables - General**

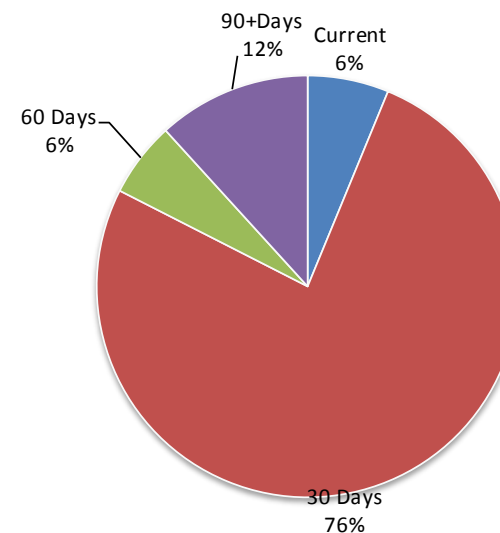
Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	812	9,947	750	1,533
<b>Total Receivables General Outstanding</b>				<b>13,041</b>

**Note 6 - Accounts Receivable (non-rates)**



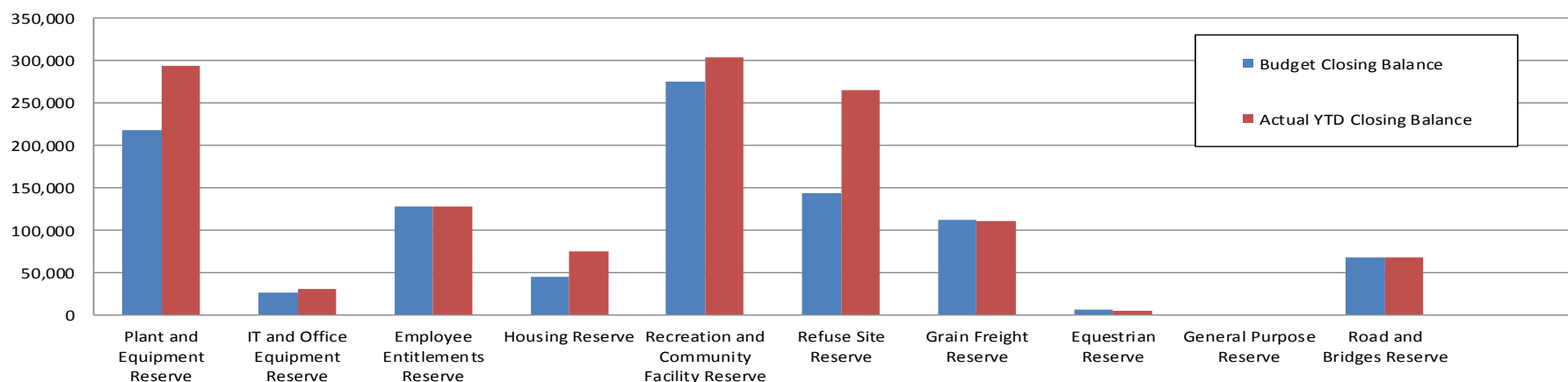
**Comments/Notes - Receivables General**

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**Note 7: Cash Backed Reserve**

2015-16										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Plant and Equipment Reserve	\$ 289,119	\$ 4,372	\$ 4,405	\$ 0	\$ 0	\$ (76,190)	\$ 0		\$ 217,301	\$ 293,524
IT and Office Equipment Reserve	29,864	452	455	0	0	(5,000)	0		25,316	30,319
Employee Entitlements Reserve	126,014	1,906	1,920	0	0	0	0		127,920	127,934
Housing Reserve	7,791	1,106	1,114	65,327	65,315	(30,000)	0		44,224	74,220
Recreation and Community Facility Reserve	299,160	4,524	4,558	0	0	(29,000)	0		274,684	303,718
Refuse Site Reserve	199,867	3,930	3,959	60,000	60,000	(120,000)	0		143,797	263,826
Grain Freight Reserve	175,256	2,650	1,665	0	0	(66,000)	(66,000)		111,906	110,921
Equestrian Reserve	4,191	200	64	2,000	0	0	0		6,391	4,255
General Purpose Reserve	125,315	0	0	0	0	(125,315)	(125,315)		0	0
Road and Bridges Reserve	0	998	1,006	66,000	66,000	0	0		66,998	67,006
	<b>1,256,577</b>	<b>20,138</b>	<b>19,146</b>	<b>193,327</b>	<b>191,315</b>	<b>(451,505)</b>	<b>(191,315)</b>		<b>1,018,537</b>	<b>1,275,723</b>

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**



**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

## Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 03 2016			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	\$	\$	\$		
				<b>Plant and Equipment</b>				
26,000	(6,083)	12,134	(7,782)	Colorado Utility - Crew Vehicle	(10,152)	(7,782)	2,370	
				0 CAT 930G - Loader	(49,822)	0	49,822	
25,000	(1,165)	10,000	(13,835)	Veneri Loader	0	(13,835)	(13,835)	
				0		0	0	
				0		0	0	
<b>51,000</b>	<b>(7,248)</b>	<b>22,134</b>	<b>(21,617)</b>		<b>(59,974)</b>	<b>(21,617)</b>	<b>38,357</b>	

**Comments - Capital Disposal/Replacements**

Colorado Utility traded in September - \$12,134.40

CAT Loader no longer to be traded, as per September Council Meeting Resolution

Veneri Loader sale as per February Council Meeting Resolution

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>RATE TYPE</b>											
<b>General Rates</b>											
GRV	0.0663	170	2,168,114	142,320	0	0	142,320	143,724	0	0	143,724
UV	0.0071	216	99,824,000	705,556	0	0	705,556	705,556	0	0	705,556
<b>Sub-Totals</b>		386	101,992,114	847,876	0	0	847,876	849,280	0	0	849,280
<b>Minimum Payment \$</b>											
GRV	620.00	162	741,460	100,440	0	0	100,440	100,440	0	0	100,440
UV	800.00	128	10,469,225	102,400	0	0	102,400	102,400	0	0	102,400
<b>Sub-Totals</b>		290	11,210,685	202,840	0	0	202,840	202,840	0	0	202,840
Ex-Gratia Rates							1,050,716				1,052,120
Specified Area Rates							0				0
<b>Amount from General Rates</b>							<b>1,050,716</b>				<b>1,052,120</b>
Discounts							(55,111)				(58,000)
Write Off							(1,795)				
<b>Totals</b>							<b>993,811</b>				<b>994,120</b>

**Comments - Rating Information**

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 2015/16 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 THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**10. INFORMATION ON BORROWINGS**

## (a) Debenture Repayments

Particulars	Loan Date	Years	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
					\$	\$	\$	\$	\$	\$
<b>RECREATION AND CULTURE</b>										
Loan 61 - Change Rooms	31/10/2005	10	2,622		2,622	2,622	-	-	37	40
<b>TRANSPORT</b>										
Loan 62 - Loader	11/08/2008	10	95,916		22,225	29,882	73,691	66,034	4,432	5,660
Loan 63 - Graders	7/02/2014	8	257,040		25,297	33,916	231,743	223,124	8,132	10,655
	120,004	28	355,578	0	50,143	66,420	305,434	289,158	12,601	16,356

All debenture repayments were financed by general purpose revenue.

## (b) New Debentures

No new debentures were raised during the reporting period.

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2015-16 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	281,045	0	281,045	0	196,556	84,489
Grants Commission - Roads	WALGGC	Y	149,287	0	149,287	0	109,103	40,185
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Y	15,563	0	15,563	0	22,434	(6,872)
Smartboxes at Firestations	Volunteer Bushfire Association	Y	0	0	2,891	0	2,891	0
<b>COMMUNITY AMENITIES</b>								
Regional Landfill Transfer Station Infrastructure Development Grant	Waste Authority	Y	30,000	0	0	30,000	0	30,000
<b>RECREATION AND CULTURE</b>								
CSRFF Grant - Equestrian Show Jumping Arena	CSRFF	Y	60,419	0	0	60,419	0	60,419
Community Group Contribution to Equestrian Show Jumping Arena	DREA, DPA	Y	40,909	0	0	40,909	0	40,909
Kidsport Funding	Dept. of Sport & Recreation	Y	0	0	1,100	0	1,000	100
<b>TRANSPORT</b>								
Direct Grant	Main Roads	Y	69,700	0	0	69,700	69,700	0
Roads To Recovery Grant - Capital	Roads to Recovery	Y	303,390	0	0	303,390	205,158	98,232
RRG Grants - Capital Projects	Regional Road Group	Y	252,453	0	0	252,453	201,962	50,491
Licensing Commission	Dept. of Transport	Y	9,000	0	9,000	0	7,878	1,122
<b>TOTALS</b>			<b>1,211,766</b>	<b>0</b>	<b>458,885</b>	<b>756,871</b>	<b>816,682</b>	<b>399,075</b>
Operating	Operating		458,885				339,861	
Non-Operating	Non-operating		726,871				476,820	
			<u>1,185,756</u>				<u>816,682</u>	

**SHIRE OF CUBALLING**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 March 2016**

**Note 12: TRUST FUND**

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

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 31-Mar-16
	\$	\$	\$	\$
Bonds - Building	14,389	0	0	14,389
Bonds - Hall Hire	1,050	300	(300)	1,050
Commodine Tennis Club	3,090	0	(91)	2,999
Cuballing Country Festival	1,099	0	0	1,099
Cuballing Cricket Club	200	0	0	200
Popo Plates	0	0	0	0
Cuballing Football Association	566	0	0	566
Environment and Townscape Trust Fund	5,713	0	0	5,713
Police Licensing	5,148	210,229	(209,458)	5,919
Swipe cards	1,545	0	0	1,545
Reimbursements	0	320	0	320
	<b>32,800</b>	<b>210,849</b>	<b>(209,849)</b>	<b>33,800</b>

## Level of Completion Indicators

- 0% ○  
 20% ○  
 40% ●  
 60% ●  
 80% ●  
 100% ●

SHIRE OF CUBALLING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 March 2016

## Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicator	Infrastructure Assets	COA / Job	Annual Budget	YTD Budget	YTD 31 07 2015		Strategic Reference / Comment
					YTD Actual	Variance (Under)/Over	
	<b>Land and Buildings</b>						
	<b>Governance</b>						
●	Back Office Fit Out	104261	(5,950)	0	(5,729)	(5,729)	
●	<b>Governance Total</b>		<b>(5,950)</b>	<b>0</b>	<b>(5,729)</b>	<b>(5,729)</b>	
	<b>Community Amenities</b>						
○	Refuse Site - Land Purchase	10740	(80,000)	(80,000)	0	80,000	
○	Transfer Station Development	10742	(100,000)	(100,000)	0	100,000	
○	<b>Community Amenities Total</b>		<b>(180,000)</b>	<b>(180,000)</b>	<b>0</b>	<b>180,000</b>	
	<b>Recreation And Culture</b>						
●	Equestrian Clubrooms	11148	(56,060)	(56,060)	(54,714)	1,346	
●	Tennis Building	11055	(9,200)	(9,200)	(9,357)	(157)	
●	Equestrian Show Jumping Arena	11305	(172,263)	(172,262)	(173,210)	(948)	
○	Popanyinning School	11056	(25,000)	0	0	0	
●	<b>Recreation And Culture Total</b>		<b>(262,523)</b>	<b>(237,522)</b>	<b>(237,281)</b>	<b>241</b>	
	<b>Transport</b>						
●	Depot Shed Upgrade	12145	(20,000)	(20,000)	(21,914)	(1,914)	
●	<b>Transport Total</b>		<b>(20,000)</b>	<b>(20,000)</b>	<b>(21,914)</b>	<b>(1,914)</b>	
●	<b>Land &amp; Buildings Total</b>		<b>(468,473)</b>	<b>(437,522)</b>	<b>(264,924)</b>	<b>172,598</b>	
	<b>Plant and Equipment</b>						
	<b>Transport</b>						
●	CAT Loader and Attachments	12419	(330,000)	(330,000)	(276,000)	54,000	
●	Colorado Utility - Crew Vehicle	12417	(31,500)	(31,500)	(41,934)	(10,434)	
○	Mowers - Roadside and Oval	12420	(11,500)	(11,500)	0	11,500	
●	Traffic Lights	12421	(34,690)	(34,690)	(34,690)	0	
●	<b>Transport Total</b>		<b>(407,690)</b>	<b>(407,690)</b>	<b>(352,624)</b>	<b>55,066</b>	
●	<b>Plant &amp; Equipment Total</b>		<b>(407,690)</b>	<b>(407,690)</b>	<b>(352,624)</b>	<b>55,066</b>	
	<b>Roads</b>						
	<b>Transport</b>						
●	Wandering Narrogin Road - RRG	J600	(378,680)	(329,226)	(376,081)	(46,855)	
●	Reseals - CLGF, R2R	12105	(85,760)	(46,590)	(46,877)	(287)	
●	Popanyinning East Reseals - R2R	R004	(74,925)	(44,939)	(76,115)	(31,176)	
●	Popanyinning West Stabilisation- R2R	R002	(72,001)	(44,005)	(106,608)	(62,603)	
●	Popanyinning West Widening - R2R	R002A	(73,361)	(43,187)	(82,816)	(39,629)	
○	Popanyinning Truck Bay and Standpipe - R2R	R024	(44,428)	(26,649)	(7,083)	19,566	
●	Town Reseals	J411	(39,182)	(23,499)	(35,337)	(11,838)	
●	<b>Transport Total</b>		<b>(768,337)</b>	<b>(558,095)</b>	<b>(730,916)</b>	<b>(160,983)</b>	
●	<b>Roads Total</b>		<b>(768,337)</b>	<b>(558,095)</b>	<b>(730,916)</b>	<b>(160,983)</b>	
●	<b>Capital Expenditure Total</b>		<b>(1,644,500)</b>	<b>(1,403,307)</b>	<b>(1,348,464)</b>	<b>66,681</b>	

### 9.1.3 Bushfire Attack Level (BAL) Assessment Fee Imposition

Applicant: N/A  
File Ref. No: ADM  
Disclosure of Interest: Nil  
Date: 6<sup>th</sup> April 2016  
Author: Tonya Williams, Deputy CEO  
Attachments: Nil

#### **Summary**

**Council is to consider imposing a charge for Bushfire Attack Level (BAL) Assessments conducted by the Building Surveyor.**

#### **Background**

Additional planning and building requirements will apply to new developments within designated bushfire prone areas, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, State Planning Policy 3. 7 Planning in Bushfire Prone Areas and supporting Guidelines, and the Building Code of Australia. These requirements will require:

1. new Class 1 (houses), Class 2 (residential unit), Class 3 (residence other) and Class 10a (Sheds) buildings to complete a Bushfire Attack Level (BAL) Assessment prior to obtaining a building license if the building is to be built in a Bush Fire Prone Area.
2. the BAL Assessment to be part of the planning application for construction of other classes of buildings.

These requirements commence from 8<sup>th</sup> April 2016.

The building license may require structural features that reduce the risk of bush fire impacting on the building to be incorporated in the building design depending on the BAL Assessment. The higher the BAL Assessment, the greater the requirement for additional fire prevention features to be added. This also increases the cost.

These changes arise from the State Government response to the Keelty Report 'A Shared Responsibility - the report of the Perth Hills Bushfire February 2011 Review'.

#### **Comment**

Council's Building Surveyor has obtained accreditation to allow him to be complete BAL Assessments. He will be one of few accredited people within our region able to provide BAL assessments.

Council needs to set a fee for this service provided by the Building Surveyor.

The fee was arrived at based on the length of Building Surveyor time to complete the assessment (min 3 hours), the additional training and equipment and, indemnity insurance required for qualification. Travel would be additional to the BAL Assessment Fee. In additional, other similar fees were looked at to compare market value.

**Strategic Implications** - Nil

#### **Statutory Environment**

6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

- (2) A fee or charge may be imposed for the following —
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

\* Absolute majority required.

#### 6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications - Nil

Financial Implications – Nil

Economic Implications – Nil

Environmental Considerations - Nil

Consultation - Nil

#### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with alternative pricing structure. Such an alternative pricing may provide a subsidised fee for assessments made on properties within the within the Shire of Cuballing;
3. to not provide Bushfire Attack Level (BAL) Assessments.

Voting Requirements – Absolute Majority

#### OFFICER'S RECOMMENDATION:

That Council impose:

1. a fee of \$660 (GST Inclusive) for Bushfire Attack Level (BAL) Assessments conducted by the Building Surveyor; and
2. an charge of \$0.96 per kilometre (GST Inclusive) for travel by the Building Surveyor in completing Bushfire Attack Level (BAL) Assessments as from 29th April 2016.

**COUNCIL DECISION:**

**That Council impose:**

- 1. a discounted fee of \$330 (GST Inclusive) without any cost for travel for Bushfire Attack Level (BAL) Assessments conducted by the Building Surveyor on properties within the Shire of Cuballing;**
- 2. a fee of \$660 (GST Inclusive) for all other Bushfire Attack Level (BAL) Assessments conducted by the Building Surveyor; and**
- 3. an charge of \$0.96 per kilometre (GST Inclusive) for travel by the Building Surveyor in completing for all other Bushfire Attack Level (BAL) Assessments as from 29th April 2016.**

**Moved: Cr Newman**

**Seconded: Cr Ballantyne**

**Carried 6/0**

## 9.1.4 Delegation Register

Applicant:	N/A
File Ref. No:	ADM118
Disclosure of Interest:	N/A
Date:	15 <sup>th</sup> March 2016
Author:	Tonya Williams, Deputy CEO
Attachments:	9.1.4A Disposal of Property Policy

### Summary

**Council is to consider a Delegation to dispose of Minor Plant and Equipment from Council's Asset Register.**

### Background

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made under the Act to the Chief Executive Officer and to employees and at least once every financial year.

The Delegation Register was last reviewed in its entirety in August 2015.

### Comment

A review of the Asset Register has revealed a large number of items stored within the Register that are significantly below Council's capitalisation threshold of \$5,000. Items worth below this amount should not be included on the Asset Register.

For example, currently within the Asset Register Council has the following items

- Drill (purchased 1/7/2004)
- Wheelbarrow (purchased 1/7/2004)
- Calculator (purchased 1/7/2004)
- Optima Computer (purchased 1/7/2005)

There are 160 items with a Written Down Value of nil that are still being stored on the Register.

Minor items of value less than \$5,000, where it is worthwhile to do so, such can be recorded on a separate register that allows staff to keep track of them.

In order to remove items from the Asset Register a Council Resolution is needed. To ensure that the Asset Register is kept in good working order, it would be efficient if the Chief Executive Officer was delegated Council's authority to authorise the "disposal" (from the Asset Register) of Minor Plant and Equipment (under \$1,000).

A draft delegation included at Attachment 9.1.4A to permit the Chief Executive Officer to write off assets from Council's Asset Register where the value of that asset is less than \$1,000.

Strategic Implications - Nil

### Statutory Environment

Local Government Act 1996

5.42. Delegation of some powers and duties to Chief Executive Officer



- (1) A local government may delegate\* to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

\* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to Chief Executive Officer's and employees

- (1) The Chief Executive Officer is to keep a register of the delegations made under this Division to the Chief Executive Officer and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Policy Implications – Nil

Financial Implications – Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

#### Options

Council may resolve:

1. the Officer's Recommendation; or
2. not resolve the Officer's Recommendation.

Voting Requirements – Simple Majority

#### **COUNCIL DECISION:**

**That Council adopts the delegation included at Attachment 9.1.4A to permit the Chief Executive Officer to write off assets from Council's Asset Register where the residual accounting value of that asset is less than \$1,000.**

**Moved: Cr Dowling**

**Seconded: Cr Bradford**

**Carried 6/0**

**Finance**

**F10: Disposal of Property**

The Chief Executive Officer is delegated to write off assets from Council's Asset Register where the residual value of that asset is less than \$1,000

Guidelines:

Nil

Reference: Local Government Act 1995 section 5.42

## 9.1.5 Local Government Operational and Management Effectiveness Program

Applicant: N/A  
File Ref. No: ADM38  
Disclosure of Interest: Nil  
Date: 8<sup>th</sup> April 2016  
Author: Tonya Williams, Deputy CEO  
Attachments: Nil

### **Summary**

**Council is to consider joining the Local Government Operational and Management Effectiveness Program.**

### **Background**

The Department of Local Government are looking to implement the *My Local Government* website over the next year that will provide a very limited comparative assessment of local governments in Western Australia. This type of comparative assessment is expected to increase.

### **Comment**

The Local Government Operational and Management Effectiveness Program will allow Local Governments of all sizes to comprehensively and comparatively benchmark their performance. Such comparisons will allow Council to compare the effectiveness and efficiency of a range of service for the first time.

The program focuses on measuring key areas in your organisation to support, recognise and highlight good performance as well as assist in identifying areas that may need improvement. The survey covers / measures the areas of:

- Corporate Leadership
- Operations Management
- Workforce Planning
- Finance Management
- Risk Management
- Service Delivery

Participants receive a benchmarking report as well as access to an online comparison tool to drill down into the data.

The benchmarking reports are confidential to the Local Government. In reviewing results, a Council can compare results against other, unnamed Council's of a similar size.

Using this program NSW has successfully benchmarked 80 local governments over the last three years and an additional 26 NZ local governments (who joined in the last year) on key areas of local government operational and management performance.

The program is being offered by the Western Australian Local Government Managers Australia in conjunction with the LG Pro national organisation. Financial consulting firm Pricewaterhouse Coopers (PwC) have prepared the assessment format and manage the program.

Cost (ex GST)

Council Size (resident population 2014 census)	Annual Fee \$	Foundation Council Discount \$ p.a.	Early Bird Discount \$ p.a.	Participating Threshold Discount** (approx. 20% off) \$ p.a.	Pay 3 Years Upfront Discount \$ p.a.	Net Annual Fee \$ p.a. (inc. all savings)	Total Savings	Save
Super Council (Over 500,000 popn)	66,950	5,450	9,000	12,550	500	39,450	\$27,500	41%
Extra Large Council (>250,000 popn)	44,950	4,700	3,000	8,300	500	28,450	\$16,500	37%
Very Large Council (>150,000 popn)	32,450	3,450	2,000	6,050	500	20,450	\$12,000	37%
Large Council (>100,000 popn)	29,050	3,100	2,000	5,450	500	18,000	\$11,050	38%
High Medium Council (>50,000 popn)	21,560	2,560	2,000	4,050	250	12,700	\$8,860	41%
Medium Council (>20,000 popn)	14,750	2,250	2,000	2,750	250	7,500	\$7,250	49%
Low Medium Council (>10,000 popn)	11,875	1,625	2,000	2,300	250	5,700	\$6,175	52%
Small Council (>5,000 popn)	9,700	1,950	2,000	1,800	250	3,700	\$6,000	62%
Very Small Council (<5,000 popn)	6,500	875	2,000	1,375	250	2,000	\$4,500	69%

\* Commit to the Programme by 30 April 2016 to get the Early Bird Discount.

\*\*The Participating Threshold Discount is approximately 20% and applicable once a total of \$250,000 (excl. GST) revenue is generated from this Programme in WA. All councils will be advised if they will receive this extra discount once the Programme is at implementation stage.

Council will need to dedicate staff time and resources to gathering and entering the required data. The burden for this is expected to be heaviest in the implementation year, where it could be a few weeks' worth of staff effort.

The timeline for completing this program will be:

- Data submission begins first week of August 2016
- Final data submitted and local government review closes on 1st October (local government signed off)
- PwC Analysis October/November/ December 2016
- Report issued December 2016

### Strategic Implications

Provide a strategic tool for Council to measure its effectiveness against other Local Governments. For example, measurement of this data will help identify staff trends for workforce planning, help direct internal auditing, track service delivery for strategic community planning and track financial performance.

### Statutory Environment

There is no statutory requirement to participate in this program. Council will be statutorily required to participate in any comparative program run by the Department of Local Government.

### Policy Implications – Nil

### Financial Implications

Council has not allocated funds in the 2015/16 financial year. Council will need to pay for participation in this financial year of \$2,000 - \$3,625. This depends on the minimum number of participants being achieved for maximum discount value. This fee represents a discount of 65% on the normal cost of \$6,500.

An ongoing yearly cost to be included in Budget to remain part of the service for the three year initial contract.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

#### Options

Council may resolve:

1. the Officer's Recommendation; or
2. resolve to not participate in the Local Government Operational and Management Effectiveness Program.

Voting Requirements – Simple Majority

#### **COUNCIL DECISION:**

**That Council approve out of budget expenditure of up to \$3,625 to allow the Shire of Cuballing to participate in the Local Government Operational and Management Effectiveness Program.**

**Moved: Cr Newman**

**Seconded: Cr Bradford**

**Carried 6/0**

## 9.1.6 IT Disaster Recovery Plan Adoption

Applicant: N/A  
File Ref. No: ADM222  
Disclosure of Interest: N/A  
Date: 11<sup>th</sup> April 2016  
Author: Tonya Williams, Deputy CEO  
Attachments: 9.1.6A IT Disaster Recovery Plan

### Summary

**Council is to consider endorsing a IT Disaster Recovery Plan for use in the event of service disruption in the Shire Administration and Depot.**

### Background

As part of the 2015/16 Budget, Council opted to provide funds for updating some of the Shire Office IT facilities, a plan for managing these resources in the event of a disaster has now been developed.

### Comment

The Shire Depot has been connected to the Administration Office internet and server facilities, providing reliability to services and greater access to information for all staff members. Backups of all Shire data is successfully running offsite in the Cloud through Market Creations, ensuring greater safety of data.

The 2015/16 Budget allowed for a Business Continuity project to be run, which included the development of a Disaster Recovery Plan for the Shire. Shire staff have worked with Market Creations to develop and test a disaster recovery environment. The environment was loaded from a successful back up of Shire data, to prove that the process would run efficiently if ever used in a real disaster event. There were no disruptions to services for the test as staff ran this alongside the live program.

An IT Disaster Recovery Plan has now been developed to provide staff with a guiding document to follow should there be an actual event that requires activation of the disaster recovery environment. It is this Plan that is provided to Council for endorsement. The Plan includes staff duties, recovery priorities and procedures, testing information and a complete list of Shire IT assets and contacts for replacement/ support. There is scope to incorporate this plan into other planning documents for the Shire as needed.

Ongoing testing to ensure staff know how to deal with a disaster event and to ensure all backup systems and recovery environments are functioning currently will continue.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication - Nil

Environmental Considerations - Nil

### Consultation

Administration Staff

Market Creations

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. not resolve the Officer's Recommendation.

Voting Requirements – Simple Majority

**COUNCIL DECISION:**

**That Council adopt the Shire of Cuballing IT Disaster Recovery Plan, as included at Attachment 9.1.6A.**

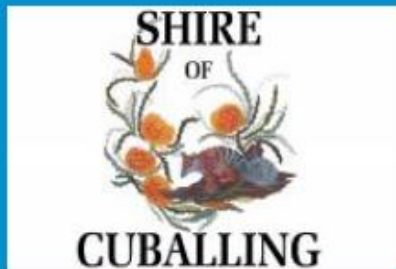
**Moved: Cr Haslam**

**Seconded: Cr Dowling**

**Carried 6/0**



Shire of Cuballing  
Disaster Recovery Plan  
EE48





## Report History

### Revision History

Revision date	Summary of Changes	Changes marked
2/3/16	First issue	
11/3/16	Second Issue after internal Market Creations review	
17/3/16	Reviewed and included feedback from Tonya Williams	
08/04/16	Finalised Version	

### Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Approval	Title	Date of Approval
Peter Marklew		MC Business Development Manager	
Tonya Williams		Shire of Cuballing Deputy CEO	
David Whettingsteel		MC Consulting Manager	

### Related Documents

Name	Title	Date of Issue	Version
MC Quotation	Synergy Business Continuity Proposal	26/06/15	1.0
MC Synergy Recovery Procedure	MC Sharepoint (Internal to MC)	17/11/15	1.0



## Report History

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Peter Marklew		MC Business Development Manager	
Tonya Williams		Shire of Cuballing Deputy CEO	
David Whettingsteel		MC Consulting Manager	

### Related Documents

Name	Title	Date of Issue	Version
MC Quotation	Synergy Business Continuity Proposal	26/06/15	1.0
MC Synergy Recovery Procedure	MC Sharepoint (Internal to MC)	17/11/15	1.0



## Overview

This plan describes how the Shire of Cuballing will respond to a range of disasters that may impact the organisation. It describes the roles required, who will fill them and the priorities that the response team should observe in the event of a disaster occurring.

This plan is designed to be a starting point, and is expected to evolve over time as additional Disaster Recovery (DR) practices and Business Continuity procedures (BCP) are developed. The plan has been initiated using the Synergysoft DR plan, but is structured such that all DR/BCP can be captured in the document.

The plan is expected to evolve to cover the following operational areas:

### IT Services

- Identify critical IT applications and equipment.
- Determine system priorities based upon survival times without those systems.
- Detail IT recovery strategies and procedures to ensure timely and effective response in the event of a disaster.

### Additional Services

- Over time add in additional functions and services of the organisation to plan for disaster impacts. For example:

This plan covers disasters affecting the:

- IT processing functions of the Shire of Cuballing.
- Additional areas as defined as the plan is enhanced over time

### Locations

It incorporates contingencies involving re-establishment of service at the following locations:

- Shire of Cuballing Office, 186 Campbell St, Cuballing WA 6311
- Shire Depot, Lot 9 Alton St, Cuballing WA 6311
- Community Hall (Potential emergency location), 191 Campbell St, Cuballing WA 6311
- Staging to the Town of Narrogin (Potential emergency location)

### Exclusions

This plan specifically does NOT cover: (Note these exclusions will be updated as the plan is expanded)

- Manual procedures not related to IT functions. These should be included in the Shire of Cuballing Business Continuity Plan.
- Safety and building evacuation procedures. These are part of the emergency procedures in force in the buildings.
- Records Recovery Plan



## Critical Personnel and DR Recovery Team

### Disaster Recovery Incident Manager – Shire of Cuballing Deputy CEO

The Disaster Recovery Incident Manager is responsible for:

- Liaison with senior management on the disaster and recovery
- Liaison with outside organisations relating to IT aspects of the disaster and recovery
- Determining the extent of the disaster on IT functions and facilities
- Deciding the most appropriate recovery strategy
- Activating the recovery plan
- Ensuring the alternate site is functional with essential facilities operating
- Providing clear directions to the recovery teams
- Monitoring the workloads and performance of all personnel
- Ensuring all recovery teams are appropriately and adequately staffed
- Ensuring the security of alternate sites
- Ensuring that service to clients is resumed as speedily as possible
- Ensuring the safety of all personnel
- Ensuring that the disaster and recovery are documented for the post-disaster review
- Recommending the deactivation of the plan
- Initiating testing of the Disaster Recovery Plan.

### Recovery Team Leader – Shire of Cuballing role Deputy CEO

The recovery team leader is responsible for:

- Determine availability of backup holdings of critical switches, routers, modems and workstations
- Engage with Geraldton Data Centre Recovery Team to establish recovery environment
- Establish recovery procedures at alternate site
- Procure any necessary IT and communications equipment from vendors
- Organise transport of required equipment to alternate site
- Check essential facilities at alternate site are operational
- Install and test equipment and test communications facilities
- Install required systems software and test in conjunction with IT Support Provider  
(This section to be reviewed and site specific)
- Determine and procure the most recent backups of application software and data
- Integrate with the Geraldton Data Centre Team to install and test software and data
- Ensure the integrity and currency of Synergy data prior to releasing to users
- Provide the necessary user support

## Relationship to Other Plans

This section describes how this plan integrates with other planning documents that may be important in the event of a disaster.

For example, each building may have a Building Evacuation Plan that documents how users of the building should react to a range of events from fire to hostage taking (for example).

Depending upon the disaster, and hence the expected recovery time, the Shire of Cuballing may have a Business Continuity Plan that will enable the Shire of Cuballing to operate manually, or by alternate means to provide critical services to its clients in the event that services cannot be recovered in time to meet service obligations.

## Recovery Priorities for IT

This table identifies the applications rated as having significant business impact if not available for more than one day as assessed by the business areas. This table is listed in the preferred order of priority for recovery. This priority list will be ratified by the Shire of Cuballing.

Loss of services are categorised into 3 levels depending on the severity event and the likely required response.

**Red Event:** Loss of life, major loss of infrastructure and services. E.g. loss of administration building.

**Blue Event:** Injuries, significant loss of services or damage to infrastructure. E.g. damage resulting in power out for a week.

**Yellow Event:** No injuries but loss of service. Services expected to be resumed within reasonable times not resulting in community disruption.

System	Department with lowest outage tolerance	Required Response	MC Assessment of Business Response requirement	Supporting Infrastructure	Expected IT Response time to total system failure.
Synergysoft	Administration	24 Hours	Realistic	MC Synergy DR	4 hours
Email / Exchange	Administration			Office 365	
Telecoms	Administration			Telstra	
Data Network	Administration			Telstra	
Payroll	Administration			ITVision	
File / Records Data	Administration			MC Synergy DR	

System	Department with lowest outage tolerance	Required Response	MC Assesment of Business Response requirement	Supporting Infrastructure	Expected IT Response time to total system failure.
Power	Administration			Synergy	
Department of Transport - Licensing	Administration			Department of Transport	Appendix E

### Recovery Priorities for (TBC) Services

As additional services are added to the DR Plan, additional tables identifying priority services will be developed.

Service	Department with Lowest Outage Tolerance	Required Response by Department	Assesment of Business Response requirement	Supporting Infrastructure	Expected Response Time to Total Service Failure



## IT Recovery Procedures

The following procedures describe the recovery process for the various failures listed above. Disasters occur in many unexpected forms, therefore it will be necessary for the Disaster Recovery Team to assess the disaster and assess the recovery options based upon the service recovery priorities identified by the business.

### Notification and Initial Response

This section gives details of the procedures to follow immediately a disaster occurs or is known to occur. The steps to be followed are:

- Activate Emergency Procedures
- Declaration of the Disaster
- Establish Control
- Assess Damage
- Activate Recovery Strategies
- Deactivate Recovery Strategies
- Audit of Recovery Activities

### Activate Emergency Procedures

Procedures for evacuating the buildings in the event of an emergency are detailed in the Emergency Procedures displayed on walls within the Shire of Cuballing Office.

### Declaration of the Disaster

Analysis of the disaster situation is carried out by the Disaster Recovery Incident Manager or the DR IT Coordinator depending upon availability. Preliminary analysis of the disaster situation is undertaken. Where appropriate a disaster is declared and the Disaster Recovery Plan activated.

Synergy – A disaster is defined as being a situation such that access to Synergy is unlikely to be achieved within 2 days without resorting to the DR plan.

### Establishing Control

The Deputy CEO assumes the role of the Disaster Recovery Incident Manager. The Deputy CEO manages the assessment of damage to information systems functions and equipment (including telephone systems), instigation of recovery procedures, deactivation of recovery procedures and a final audit on a return to normal activities.

The CEO acts as the understudy of the Disaster Recovery Incident Manager as required.

It is essential that the Disaster Recovery Incident Manager work closely with the team nominated to establish a Disaster Control Centre for the Shire of Cuballing within the Business Continuity Plan.

### Assessing Damage

A full and accurate assessment of the extent of the disaster must be made. An assessment of damage to IT functions and their supporting technology can be carried out upon confirmation of building safety, or reports of damage assessment by the team nominated within the Shire of Cuballing's Business Continuity Plan.



Once damage to IT equipment and related facilities has been assessed, the Disaster Recovery Incident Manager must notify relevant authorities to establish priorities and cooperation with government and other supporting organisations.

The Disaster Recovery Incident Manager decides upon the most appropriate IT recovery strategy to be followed.

### Activating Recovery Strategies

The Disaster Recovery Incident Manager notifies other members of the Recovery Team and IT Recovery Team to inform them of the disaster and extent of damage in their areas of responsibility.

The most appropriate recovery strategy is agreed and the IT Recovery Team commence activities as described in the chosen strategy (see next section).

### Deactivating Recovery Strategies

The following activities are carried out by Disaster Recovery Incident Manager when deactivating the recovery:

- Ensure all IT functions are restored to operational condition
- Advise media and vendors where necessary that normal operations are restored
- Ensure security facilities are implemented and operational to the required degree
- Advise administration and all recovery teams that recovery has been deactivated
- Report to executive management that deactivation is complete

### Post-Disaster Review

The review seeks to establish the following basic points:

- The causes of the disaster and ways to prevent a recurrence
- The effectiveness of the plan for strategies, supplier performance and standby site facilities.
- Adequate insurance coverage.

The review is conducted jointly by management and the Disaster Recovery Incident Manager. Recovery Teams are also requested to input to this process.





## IT Recovery Options by Event

Disasters are classified based upon the impact of the disaster upon IT operations and the impact on the delivery of critical business services. The impact of a disaster could result in one or more of the following failures:

- Loss of Computer room
- Server Hardware Failure
- Windows Server full data recovery
- SAN Hardware failure
- SAN full data recovery
- Internal network device (Switch / Router etc) failure
- Failure of WAN
- Failure of PABX(s) / IPTel

### Dependency Matrix

This table shows the impact of a set of supporting infrastructures and business systems and the services that they support.

	Supporting Services & Infrastructure	Power	Head Office Switches	Internet Service Provider	Phone System	Cloud Services Provider	Application Server
<b>Business Function</b>	<b>System</b>						
Administration	Synergy ERP						
	Payroll						
	Receipting						
	Email / Calendar						
	Documents (Server)						
	Dept Transport - Licensing						
Works and Services	Authority						
	Roman II						
	Email / Calendar						
	Documents (Server)						
	Fuel						
	Water						



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 Market Creations Pty Ltd ACN 104 480 935 ABN 19 104 480 935

### Shire of Cuballing Synergysoft or Supporting Infrastructure Failure

In the event that an incident occurs such that access is not possible to Synergysoft then follow the following procedure:

1. DR Incident Manager to review the incident and in consultation with service providers to evaluate likely time to resume normal services.
2. If incident as assessed as likely to result in a recovery time of 2 working days or greater then DR Incident Manager to declare a disaster.
3. DR Incident Manager to formally notify Market Creations Service Delivery Manager, or Service Delivery Coordinator of the disaster (08) 99208555 (SLA Response 4 Hours)
4. Market Creations Service Delivery Manager to advise when DR Recovery Environment available. (SLA 1 working day)
5. Shire of Cuballing to execute test script to verify Synergysoft working correctly.
6. Shire of Cuballing to run from the DR recovery environment until the local production environment has been re-established.
7. DR Incident Manager to formally notify Market Creations Service Delivery Manager, or Service Delivery Coordinator that a return to normal operations is required.
8. MC engineers in conjunction with IT Vision to install the Synergysoft database into the local Shire of Cuballing production environment. (Target time, 1 working day), or opt to maintain Synergysoft production environment within the Market Creations Cloud environment.
9. Shire of Cuballing to execute test script to verify local version of Synergysoft working correctly and data has been correctly restored from DR.
10. DR Incident Manager to formally notify Market Creations Service Delivery Manager, or Service Delivery Coordinator that a return to normal operations has been completed.
11. MC engineer to disable and clean up GDC DR environment.

### Connection to Geraldton Data Centre for DR

To be updated after further testing of Disaster situations has been completed, including alternative access to internet services.

### Server Hardware Failure

Shire of Cuballing has 4 hour response time maintenance contract for all servers with the relevant vendors. In the event of server hardware failure, a call will be logged with the appropriate vendor.

In the event of complete server destruction, implement spare server or procure replacement based on needs and availability.

If data needs recovering, see Appendix A for IT Equipment Vendor List depending on the operating system.



See vendor contact list in Appendix A – IT Equipment Vendor List

### Windows Server Data Recovery

Example Server Recovery

- Recover last known safe backup, local backup tape if available, or from Market Creations if necessary.
- Install temporary Windows Server operating system (confirm required version) from CD using minimal install.
- Install Backup Exec Agent (Windows version)
- Execute Image Restore task
- Reboot server, test and resolve any issues discovered
- Deploy into production

### Wide Area Network Communications Failure

The wide area network connections including building routers and other equipment is managed and maintained by Telstra (internet service provider for NBN). In the event of failure, Telstra will be notified and are responsible for all recovery activities.

See vendor contact list in Appendix A – IT Equipment Vendor List

### Internal Network Device Failure

Shire of Cuballing has 4 hour response time maintenance contract for all network devices with the relevant vendors. In the event of hardware failure, a call will be logged with the appropriate vendor. A full list of devices is included in Appendix D – Equipment List.

In the event of complete device destruction, implement spare device or procure replacement based on needs and availability.

See vendor contact list in Appendix A – IT Equipment Vendor List

### IPTel or PABX Failure (Telephones)

Shire of Cuballing has 4 hour response time maintenance contract for all PABX's with the relevant vendors. In the event of hardware failure, a call will be logged with the appropriate vendor.

In the event of complete PABX destruction, mobile phones will be used until a replacement PABX can be sourced.

See vendor contact list in Appendix A – IT Equipment Vendor List



---

## Other Service Recovery Options by Event

Disasters are classified based upon the impact of the disaster upon TBC operations. The impact of a disaster could result in one or more of the following failures:

This section will be updated as additional services are evaluated for Disaster events that may impact on them.



## Testing and Maintaining the DR Plan (IT Section)

### Testing of the Disaster Recovery Plan (Generic)

Testing of recovery strategies for minor contingencies is carried out prior to testing major strategies to ensure procedures are efficient and feasible.

Testing should be accomplished in the following stages:

- Establish availability of spare server, switch, router, etc. These should be logged and their usage monitored to ensure that they can be located quickly in the event of a contingency.
- Test a minor failure in the Server Room. The impact of the disaster is that existing equipment is functional but the server room in the Shire of Cuballing primary site is unavailable.
- Test a major failure where all equipment in the central server room at the Shire of Cuballing is not available for use.
- Test the re-establishment of networking and communications for a regional site.

### Disaster Recovery Drills and Training

Disaster recovery drills should be carried out on completion of the Disaster Recovery Plan, and then reviewed and tested on an annual basis thereafter.

Disaster recovery drills must be planned, with tasks and procedures clearly identified before the drills commence. Personnel forming part of recovery teams need to be trained to ensure they are familiar with recovery strategies and the procedures for which they are responsible.

Drills commence in the meeting room where strategies are followed in theory and the implications of actions are discussed. The testing is planned and documented. Estimates of lead times, delivery times, times to complete procedures, and costs are performed prior to the actual test. As activities are tested, times and costs are recorded for eventual comparison with the estimates.

Simple tasks and procedures are undertaken first. Initial testing may involve contacting suppliers to test availability, lead times and costs of essential items. All suppliers and supporting organisations should be advised that the disaster recovery plan is being tested. More complicated tasks can then be tested progressively.

A comparison of estimates formed at the beginning of the testing with those actually incurred (or would be incurred) will evaluate the efficiency and effectiveness of the recovery procedures. This evaluation will highlight inefficiencies in the plan, including missing procedures, procedures needing redesigning or suppliers requiring replacement.



## Testing and Maintaining the DR Plan – Synergy Recovery

### Synergysoft Disaster Recovery Plan Test 4<sup>th</sup> Feb 2016

This section documents the outcomes of how Synergy Soft was recovered in the test event of a disaster happening and recovery being invoked.

**Who:** Adam Milner and Peter Marklew from Market Creations travelled to the Shire of Cuballing to undertake the DR test. Tonya Williams, Deputy CEO coordinated the Shire of Cuballing activities during the test.

**How:** The Shire of Cuballing has the Wholesale backup tool installed on the Synergysoft which backs up Synergysoft every night to the Geraldton Data Centre (GDC) backup appliance.

Prior to leaving Perth, Adam Milner enacted the recovery process of the previous day's data for the Shire of Cuballing on the recovery servers hosted in the Market Creations Cloud hosting environment.

On arrival on-site, the DR recovery was invoked and Adam began the recovery process and established connection to the Market Creations Cloud Hosting environment

Synergysoft was configured with the assistance of vendor IT Vision technical support. The recovery process took approximately 30 minutes from arrival on site at the Shire of Cuballing..

Access to the recovery environment was provided through a new desktop shortcut that links to "DRCP 1 – 5". This hyperlink connects to the GDC Synergysoft server and only requires an internet connection.

The test was executed from within the Shire of Cuballing office network over the ADSL connection to the Internet.

**Test:** Shire staff undertook a number of tests of the DR Recovery environment including, but not limited to:

- Pay Run
- Ledger Access
- Invoicing
- Report Printing

All tests were successful.

#### Learnings:

IT Vision technical support was required to configure Synergysoft such that all functionality worked in the DR Recovery environment.

The ADSL Intern connection provided reasonable response time in the DR environment. This will improve with the forthcoming NBN link being installed.

#### Return to normal operations:

No changes were required to the Shire of Cuballing environment to return to normal operations. The DR shortcut link was left on participating desktops. The shortcut will not work when in normal operations as the DR Recovery environment is not live.



Adam was required to "clean-up" the DR recovery environment at GDC as it was no longer required post return to normal operations.



## Appendix A – IT Equipment Vendor List

Equipment	Vendor	Telephone / Fax Numbers
Servers	Anittel	CHECK AGREEMENT
Routers, Switches and all communications equipment	Knightline Computers or Market Creations	
Workstations	Knightline Computers or Market Creations	
Laptops	Knightline Computers or Market Creations	
Cabling	Knightline Computers or Market Creations	
UPS	Staples	Online order: <a href="http://www.staples.com.au/">http://www.staples.com.au/</a>
Network and Internet	Telstra	Scott Walsh (Account Manager) P 08 9726 7323 E <a href="mailto:scott.walsh@team.telstra.com">scott.walsh@team.telstra.com</a>
PABX - IPTEL		
Telephones	Commander Systems	Call 132 777 for Tech Support







## Appendix B – Service Vendor List

Service	Vendor	Telephone / Email
Synergy DR Service	Market Creations	(08) 9920855 mc@marketcreations.com.au
Server Back Up (Cloud)	Market Creations	(08) 9920855 <a href="mailto:mc@marketcreations.com.au">mc@marketcreations.com.au</a>
Licensing	Department of Transport	Phone Support: 1300 858 374
Local Computer Support	Knighline Computers (Narrogin)	(08) 9881 4834
Eftpos	Commonwealth Bank	Account Manager - Annie Johnston (08) 9482 6781 Annie.johnston@cba.com.au
Server	Anittel	(Need to check agreement)






## Appendix C – Server List

Name	Location	Purpose	Description
Dell Poweredge T240	Admin Office	Server	
UPS - Dell 1920W	Admin Office	Server UPS	






Marketing 9920 8500 ■ Publications 9920 8599 ■ Technology & Integration 9920 8555 ■ Fax 9920 8501  
 7 Chapman Road, Geraldton WA 6530 ■ mc@marketcreations.com.au ■ www.marketcreations.com.au  
 Market Creations Pty Ltd ACN 104 480 935 ABN 19 104 480 935

		<p>Devices attached to Server</p> <ul style="list-style-type: none"> <li>- Seagate GoFlex Home Public (X)</li> <li>- Seagate Go Flex Home Back Up (Y)</li> <li>- Seagate GoFlex Home Personal (Z)</li> </ul>																									
		<p>Server Operating System Information – Windows Server 2008 R2 Standard Version: 6.1.7601 Service Pack 1, Build 7601</p>																									
		<p>User Information for network – computers connected to network</p>	 <table border="1" data-bbox="879 1055 1305 1431"> <thead> <tr> <th>Name</th> <th>Full Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Administrator</td> <td>Administrator</td> <td>Built-in account for administrators</td> </tr> <tr> <td>Administrator</td> <td>Administrator</td> <td>Built-in account for administrators</td> </tr> <tr> <td>Antist</td> <td>Antist</td> <td>Antist Administrator</td> </tr> <tr> <td>Chief</td> <td>Chief Executive Officer</td> <td></td> </tr> <tr> <td>Guest</td> <td>Guest</td> <td>Built-in account for guest users</td> </tr> <tr> <td>MCAdmin</td> <td>MCAdmin</td> <td>Built-in account for Market Creations</td> </tr> <tr> <td>Administrator</td> <td>Administrator</td> <td></td> </tr> </tbody> </table>	Name	Full Name	Description	Administrator	Administrator	Built-in account for administrators	Administrator	Administrator	Built-in account for administrators	Antist	Antist	Antist Administrator	Chief	Chief Executive Officer		Guest	Guest	Built-in account for guest users	MCAdmin	MCAdmin	Built-in account for Market Creations	Administrator	Administrator	
Name	Full Name	Description																									
Administrator	Administrator	Built-in account for administrators																									
Administrator	Administrator	Built-in account for administrators																									
Antist	Antist	Antist Administrator																									
Chief	Chief Executive Officer																										
Guest	Guest	Built-in account for guest users																									
MCAdmin	MCAdmin	Built-in account for Market Creations																									
Administrator	Administrator																										






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 7 Chapman Road, Geraldton WA 6530 ■ mc@marketcreations.com.au ■ 18186 marketcreations.com.au

### Appendix D – Equipment List

Location	Name	Purpose	Description	Photo
Network Box	Cisco 800 series		Serial Number: FXT163884EY	
	Cisco 24 Port switch			
	TP Link ADSL2+ Modem Router		Serial Number: 2142128000974	
	Seagate			
Back Office	Netgear Network Port	3 network cables (links for back computers)	Model: GS605 v4	
Front Counter	Netgear Network Port	Connect Front Counter/ Licensing Printer to network	Model: GS605 v4	






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Front Counter	Eftpos Machine		Phone line	
Admin Office	Mobile Booster	Provide Mobile signal	Telstra Smart Antenna Serial Number: 121314004123 (Main Office) Serial Number: 121310004123(CEO Office)	 




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 7 Chapman Road, Geraldton WA 6530 ■ [mc@marketcreations.com.au](mailto:mc@marketcreations.com.au) ■ [www.marketcreations.com.au](http://www.marketcreations.com.au)  
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Admin Office	Docucentre V C4475	Printer, scanner, fax	Fuji Xerox, serial number: 32145 SOS Office Systems reference: 17100	
Admin Office	Commander phone		6 phones in office Exchange box near network box	 
Admin Office	Desktop Computers		2 back office, 3 counter	
Admin Office	Laptops		1 CEO, 1 Building Surveyor	



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Admin Office	UPS – Power shield		2 back office, 3 counter, 1 CEO Office	
Department of Transport	Desktop		Reference: DOT13951	
Department of Transport	Cisco Router		Serial Number: GMK191203XL	
Department of Transport	Ricoh Printer		Reference: 23130	



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## Appendix E – Recovery of Department of Transport Licensing Services

### Re-Service

Immediately following loss of service, the Department would work with the Shire to provide communication to the public of alternate service sites in nearby communities from other Agents/Departmental centres as well as other service streams including online transactions and the Department's Customer Contact Centre. At the appropriate time the Department would update this message with an estimated resumption of services date, where possible.

Ideally, communication would include on site notices/signs, information updates on the Department's public website and at our neighbouring Regional Centres, specific notice in the Departments Agent wide Administrative Instructions and inclusion in any community circulation that the Shire may advertise.

### Re-Establishment

Setting up of an interim site (such as the Town Hall) would follow the same requirement and process as a normal Agent establishment (though with a higher priority). The same assessments and preparation (communication line, security, storage etc.) is undertaken depending on the situation on site and the availability of third parties such as Telstra. A subsequent move/return to a permanent site, would require the same process.

### Recovery/Report

Concurrent to the above exercises, the Department would need to be able to account for the secure assets involved with licensing, in particular the TRELIS terminal, the licence plate stock and controlled form stock such as Log Books. As it may not be safe in the space following a disaster to recover such material, the Department would work with the Shire to account for that equipment and stock till such a time as appropriate.

In addition, as equipment is covered by insurance, associated information would need to be gathered as part of claims lodgement.

Notification of a disaster event would be through the usual Phone Support and/or local Regional Services Centre, or if those areas are unavailable for whatever reason, escalate directly to the Statutory Agency Agreement section.

Minor equipment failures or replacements are reported through to Phone Support for logging a replacement/ IT support request.







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## 9.1.7 Management Systems Review

Applicant: NA  
File Ref. No: ADM 143  
Disclosure of Interest: Nil  
Date: 9<sup>th</sup> March 2016  
Author: Gary Sherry  
Attachments: 9.1.7A – Management Systems Report

### Summary

**Council is to consider the Management Systems Review designed to ensure operations are compliant with the Local Government Act and effective in reducing financial risk.**

### Background

The Management Systems Review the Council Auditors performed the following procedures:

1. Review the Shire's compliance with relevant Local government laws and regulations
2. Review the appropriateness and effectiveness of systems and procedures in relation to risk management and internal control

The Auditor's work includes reviewing the Shire's policies and procedure manuals, making enquiries of relevant personnel and performing walkthroughs for significant cycles.

The cycles reviewed include:

1. Cash and banking
2. Rates revenue
3. Grant revenue
4. Fees and charges revenue
5. Expenses/Purchasing policy
6. Payroll
7. Asset maintenance and safe guarding

Council approved this report to be conducted as part of the 2015/16 Budget and at the October 2015 Meeting appointed Council's auditor Butler Settineri was appointed to undertake this Review.

### Comment

Butler Settineri has stated that overall, the operations of the Shire are in good working order with only minor amendments recommended with medium or low risk. A detailed breakdown of the recommendations is included in the attached report for Council's information.

### Strategic Implications - Nil

### Statutory Environment

Financial Management Regulations 1996, Section 5:

- (2) The CEO is to —
  - a) ensure that the resources of the local government are effectively and efficiently managed; and
  - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
  - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not

less than once in every 4 financial years) and report to the local government the results of those reviews.

Policy Implications – Nil

Financial Implications – Nil

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation – Nil

### Options

The Council can resolve:

1. the Audit Committee's Recommendation; or
2. defer and seek additional information.

Voting Requirements – Simple Majority

### **COUNCIL DECISION:**

**That Council accept the Management Systems Review Report as included at Attachment 9.1.7A.**

**Moved: Cr Dowling**

**Seconded: Cr Bradford**

**Carried 6/0**

# BUTLER SETTINERI

MvdM : XN  
CUBA01

1 March 2016

Mr Gary Sherry  
Chief Executive Officer  
Shire of Cuballing  
PO Box 13  
CUBALLING WA 6311

Dear Sirs

**SHIRE OF CUBALLING  
AGREED-UPON PROCEDURES ENGAGEMENT  
GOVERNANCE POLICIES AND PROCEDURES REVIEW**

Please find enclosed documents that relate to the agreed-upon procedures engagement of the above mentioned Shire.

Should you require any other information, please do not hesitate to contact me.

Yours faithfully  
BUTLER SETTINERI (AUDIT) PTY LTD

  
MARIUS VAN DER MERWE CA  
Director

Enc

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**SHIRE OF CUBALLING**

**AGREED-UPON PROCEDURES ENGAGEMENT**

**CONTENT SUMMARY**

1	Executive Summary	1
1.1	Background	1
1.2	Review objectives and scope	1
1.3	Approach	1
1.4	Key Findings	2
Appendix A	Review of implementation of Shire of Cuballing policies and procedures	
Appendix B	Listing of policies and procedures covered by this review	

This report is provided in accordance with the Agreed upon procedures engagement letter dated 9 November 2015 and is subject to its terms and conditions.

Our work was limited to that described in this report and was performed in accordance with ASRS 4400 as issued by AUASB. It did not constitute an examination or a review in accordance with generally accepted auditing standards or assurance standards. Accordingly, we provide no opinion or other form of assurance with respect to our work or the information upon which our work was based. We did not audit or otherwise verify the information supplied to us in connection with this review, except to the extent specified in this report.

Our work was based only on the information made available up to the date of the review. Accordingly, changes in circumstances after this date or the availability of other information could affect our findings

This report is intended solely for Shire of Cuballing's internal use and benefit and may not be relied on by any other party. We accept no liability or responsibility to any other party who gains access to this report.

## **1. Executive Summary**

### **1.1 Background**

As outlined in our engagement letter dated 9 November 2015, you engaged us to perform the review of the financial management framework which consists of the policies, procedures and practises ("FMF") relating to particular areas of the Shire of Cuballing.

Shire of Cuballing is a local government based in Western Australia. It is governed by five Councillors and a Shire President. Council is responsible for planning and making decisions on policies and developments affecting the area.

At the time of the review, the Shire employed approximately 18 staff to implement the Council's decision, run its day-to-day operations and provide a range of programs and services for the community.

As required by the Local Government (Financial Management) Regulation 1996, Regulation 5(2)(c), the Chief Executive Officer ("CEO") is to undertake reviews of the appropriateness and effectiveness of the financial management system and procedures regularly (and not less than once every four financial years). The CEO is also required to report to the local government the results of this review.

During 2015 year, the CEO outsourced the above review and engaged Butler Settineri (Audit) Pty Ltd to conduct a review of the local government's system covering key financial management areas in the FMF.

### **1.2 Review objectives and scope**

The objective of this review is to compare the framework adopted by the Shire with the minimum requirements of the Local Government Act 1995 and its associated regulations and to determine the extent to which the stated policies and procedures as adopted by the Shire have been implemented by the CEO.

The scope included a review of the policies and procedures and the areas and cycles described in Appendix B to this report.

### **1.3 Approach**

The review process was carried out as follows:

We obtained a list of all the policies and procedures as documented by the Shire from the deputy CEO, Tonya Williams.

We compared this listing and the relevant areas covered by these policies to the Local Government Act and Regulations, in particular the Local Government (Financial Management) Regulations, as amended from time to time.

We noted areas of concern, in particular where we identified a lack of documented policies and procedures, or where documented policies and procedures deviated from the requirements of the regulations.

We further performed walkthroughs through all significant transaction cycles. Our decision to perform a walkthrough was based on the significance of a particular cycle in terms of either the dollar value it represented in the annual financial statements (reference year 2015) or the strategic importance as noted in the regulations or discussions from management.

From these walkthroughs we noted areas of concern for discussion with management. Areas of concern include any significant deviation from the documented framework, or where the current framework did not address key risk areas.

From the work performed above, we prepared a draft report to identify specific key risk areas and potential improvement recommendations.

After consulting with management and obtaining their comments on our recommendations, we now issue our final report to the audit committee.

#### 1.4 Key findings

From the work performed during our review, we note that the financial management framework is generally in good order.

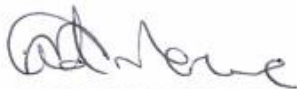
In particular we found that all major controls in relation to financial controls for the payroll, safeguarding of assets and control over expenditure are in place and functional.

Therefore, all our findings are categorised as medium or low, which indicate a generally good system of internal control. We wish to congratulate Gary, Tonya and the team on maintaining a high level of control with regards to the financial systems of the Shire.

We do have several recommendations to make, however and the detailed findings identified during our review can be found in Appendix A of this report. These recommendations have been discussed with management, and action plans to address these risks within acceptable timeframes were agreed on.

We would like to take this opportunity to thank all staff involved in this review for their courteous assistance, in particular Tonya and the accounting team.

BUTLER SETTINERI (AUDIT) PTY LTD



MARIUS VAN DER MERWE CA  
Director



## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
1.	Risk management	We note the Shire is currently in the process of drafting the risk management policies and procedures	Medium	As part of the requirement under Regulation 17 of the Local Government (Audit) Regulations 1996, we recommend the Shire put in place appropriate and effective risk management systems and procedures.	Agree Note the risk management policies and procedures to be reviewed by Council.
2.	Cash & Banking	We note the Shire uses a cash drawer to keep cash and cheques received during the day. There appears to be limited security surrounding the cash drawer.	Low	Although not considered a significant risk, we recommend the shire use a cash register or lock box at the front counter to minimise the risk of theft.	Very low risk. Install lock on drawer as part of budget.
3.	Cash & Banking	The daily cash and cheque receipts are reconciled by the administration officer at the end of the day. However, there appears to be limited independent review of the daily receipts reconciliation. The daily receipts only appear to be reviewed when the month end bank reconciliation is prepared.	Medium	We recommend the implementation of a formal documented review and independent check of the receipting performed by the relevant administration officer on a daily basis.	Agree. Because independent check of the receipting requires 2 people to sign/agree on daily receipts will require: 1. CSO/DCEO most days; or 2. Change receipting to close at 4pm not 4.30pm. Will adjust end of day reconciliation process/ sign off to ensure it is checked by two staff members.
4.	Cash & Banking	It is noted that the deputy CEO processes all the credit card payments.	Low	As a result, we recommend the implementation of an independent documented review for the credit card transactions and reconciliations processed by the	Credit Card Reconciliation Form to be created and signed by Card Holder with attached receipts/ allocations. Provided to Creditors Officer for review/ entering.

## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
5.	Cash & Banking	<p>At the moment, the CEO is the only employee that has a Shire credit card. However, it is noted that the deputy CEO and works manager will also get a Shire credit card in due course.</p> <p>We note there are proper procedures and internal control on the transfer between Muni accounts and reserve accounts. However, these do not appear to have been included in the Shire policy manual.</p>	Low	<p>deputy CEO as she is also going to have a credit card. This can ensure the credit card expenditure is properly incurred and reconciled.</p> <p>We recommend the detailed procedures and controls surrounding reserve accounts to be documented in the Shire investment policy.</p>	<p>Checked by DCEO with End of Month processes.</p> <p>Control procedures can be documented.</p> <p>Payments Delegation requires authorisation of two people for all payments/withdrawals from Shire accounts. This delegation can be expanded to include Reserves.</p>
6.	Cash & Banking	<p>The Deputy CEO performs bank reconciliations on a monthly basis. However, there appears to be a lack of sufficient independent verification of the reconciliations performed by the deputy CEO.</p>	Low	<p>As bank reconciliations represent a fundamental control within the Shire financial system, we recommend that the bank reconciliations performed by the deputy CEO are reviewed and signed off by the CEO on a monthly basis.</p>	<p>Agree.</p>
7.	Cash & Banking	<p>We found there are no written policies included in the Shire financial policy manual with regards to the internal controls in receipting and end of month reconciliation process</p>	Low	<p>We understand that the Shire is in the process of developing a user manual to outline how each function should be performed.</p> <p>As these processes represent fundamental controls within the Shire accounting system, we</p>	<p>The shire doesn't have a <i>Shire financial policy manual</i>.</p> <p>The documented procedures could be reviewed by Council but are not normally included in Council's policy manual.</p>

## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
8.	Grants	We have not found any written policies and procedures included in the financial policy manual that outlines the overall grants process	Medium	<p>recommend that they are to be documented in the policy manual. Alternatively, the user manual should be developed to include all the internal controls and independent checking procedures.</p> <p>Due to the significant monetary amounts involved in this area, we recommend the policy manual be updated to include specific policies and procedures in relation to the grants process in order to minimise the potential for errors in the application, management and accounting for grant revenue and expenditure.</p>	<p>Developing Procedure Manual will require significant staff time.</p> <p>Developing Procedure Manual will require significant staff time.</p> <p>Auditor normally checks each grant allocation.</p> <p>DCEO normally required to prove the nature of income and expenditure associated with grant.</p> <p>Each grant is normally acquitted with provider in some format.</p>
9.	Grants	We note that there is no formal grant register maintained to monitor the progress of receipting or execution of individual grant agreement.	Low	<p>Although the majority of the Shire grants are recurring, we recommend that the Shire maintains a grant register, so that the progress, terms and conditions of each grant can be easily monitored on a regular basis and compared to the accounting records on a periodic basis.</p>	<p>DCEO normally required to prove the nature of income and expenditure associated with grant.</p> <p>Add a register to the Audit File (part of Record system) with Grant information.</p>
10.	Fees & Charges	It is noted that private work orders can be taken directly by the works manager instead of placing an	Medium	<p>We recommend a standardised process where all the private work orders are placed through Shire</p>	<p>Simple private works can be quoted/ordered via the Shire Reception.</p>

## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
		<p>order through the Shire administration office.</p> <p>Although the works manager keeps record of private work completed there appears to be limited controls in place to ensure all works completed have been recorded.</p>		<p>reception and recorded in the private work order book.</p> <p>This can ensure the completeness of Shire private work charges revenue.</p>	<p>Complex private works will always need to be quoted by skilled staff prior to acceptance by the customer.</p> <p><i>private work order books</i> (in triplicate with pre-printed spaces for simple private works) provided to staff – MWS, leading hand, grader drivers, Shire Reception, could allow quotes to be easily prepared and copies provided to customer, finance department.</p>
11.	Fees & Charges	We found that there are no written policies included in the Shire policy manual with regards to the imposing of fees and charges.	Medium	<p>Because of the significance of this area for the Shire and the limitations in relation to the segregation of duties, we recommend that the relevant internal controls and independent reviews embedded in the process to be documented in the Shire policy manual.</p> <p>We recommend that all fees and charges invoices are reviewed and approved before they are sent out.</p> <p>Further, we recommend that this process be included in the Shire policy manual.</p>	<p>Fees and charges are imposed by Council by resolution annually in line with LG Act.</p>
12.	Fees & Charges	<p>We have not found sufficient review or approval processes in place before the invoices raised by the administration officer are sent out to the clients of the Shire.</p> <p>This increases the risk of inaccurate invoicing.</p>	Low		<p>Agree.</p> <p>Debtors invoices to be reviewed by DCEO before updating (same process as Creditors currently undergo).</p>

## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
13.	Purchase/ Expense	The CEO is delegated the authority to issue purchase orders on behalf of the Shire.  However the delegation register does not detail the authorisation threshold for the CEO.	Medium	We recommend an appropriate authorisation threshold to be imposed on the CEO, approved by Council and documented in the delegation register	Delegation A2 Purchase Orders does not set a limit on purchase orders being written by the CEO.  Purchasing Policy requires purchases over \$100,000 to be done by tender or any other method approved by Council.  No delegation for CEO to accept tenders.  Does limit on CEO writing order at Delegation A2 then require Council to include in decision the authority to CEO to write orders for such purchases? Agreed.
14.	Purchase/ Expense	There are different purchasing levels imposed on the deputy CEO, work supervisor and administration officer which has been documented in the delegation register.  However during our review, it became apparent that not all administration officers are familiar with the different purchasing levels in the delegation register.	Medium	We recommend that the purchasing authority table is made more visible, so that any staff who are involved in the purchasing process can easily access the table.	Agreed.  Suggest that training/familiarisation be provided to: 1. existing staff involved in process after each amendment; and 2. new staff as part of induction.
15.	Purchase/ Expense	We note that the Shire generally adheres to the procurement policy	Low	We recommend that purchase orders should include a brief procurement checklist (either pre-	Agreed.

## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
		and all relevant quotes are obtained. However, there appears to be limited independent checks in this process.		printed or stamped) to ensure that the relevant staff member verifies that the purchase has been correctly authorised before processing.  All quotes obtained (including written and verbal) should be filed along with the purchase order to enable subsequent review.	This process will significantly increase the staff time involved with simple purchasing.
16.	Purchase/Expense	We found no written policies and procedures included in the Shire policy manual that outlines the internal control process and independent review procedures embedded in the Shire creditor invoice payment processing.	Low	We recommend that the Shire policy manual be updated to include specific provisions in relation to independent invoice checking and payment authorisation as it is considered to be a major accounting cycle within the Shire.	Suggest procedures are prepared.  The documented procedures could be reviewed by Council but are not normally included in Council's policy manual.  Developing Procedure Manual will require significant staff time.
17.	Payroll	The administration officer performs payroll reconciliations between gross wages and the general ledger every fortnight after each payroll run.  However, we noted that there is limited independent review of this process.	Low	We recommend that the payroll reconciliation is reviewed and signed by the deputy CEO on a fortnightly basis.	Agreed
18.	Payroll	During our review, we noted that not all employees received official documented performance reviews	Low	We recommend that a standard performance review policy and procedures are put in place to	Agreed.

## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
19.	Payroll	<p>on an annual basis that is kept in their respective employee files</p> <p>We found there are no written policies included in the Shire policy manual outlining the internal controls surrounding payroll and employee leave process.</p> <p>We further noted that no written policies and procedures are included in the policy manual regarding the Shire standard annual leave and long service leave entitlements, performance review and salary review process.</p>	Medium	<p>ensure all employees receive performance reviews at least annually. This can be achieved by implementing a control sheet/checklist.</p> <p>The performance review can be a formal meeting or an informal discussion.</p> <p>However all reviews should be documented and kept in the employee file, even if the informal conversation is recorded in an email form by the manager and placed on the personnel file.</p> <p>We understand that the leave entitlements and salary level are determined by the relevant Award.</p> <p>However, we recommend that the policy and process is documented in order to demonstrate compliance with the relevant Award.</p> <p>As payroll is considered to be a major accounting cycle within the Shire, we also recommend the Shire policy manual to be updated to include the internal controls surrounding payroll and employee leave process.</p>	<p>Senior staff have recently been receiving reviews.</p> <p>Completing less senior staff reviews have been identified as highly desirable and searching for appropriate format. Staff training will also be required.</p> <p>Implementation will impact on senior staff time.</p> <p>Leave is part of contractual relationship with employee and not subject to policy.</p> <p>Records are kept on accounting/payroll database and reviewed by senior staff at least as part of budget deliberations.</p> <p>The documented procedures could be reviewed by Council but are not normally included in Council's policy manual.</p>

## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
20.	Payroll	<p>After the relevant managers approve annual leave, the payroll officer checks the amount of leave available when processing annual leave forms and time sheets.</p> <p>This increases the risk of employees taking leave without sufficient leave hours available</p>	Low	<p>We encourage a process whereby each employee attaches an annual leave balance report to the annual leave application form submitted to the relevant manager for approval.</p> <p>This would allow the managers to monitor the amount of leave staff have available before approving the leave. This can transform a detective control into a preventative control.</p>	<p>Disagree.</p> <ol style="list-style-type: none"> <li>Managers have good general indication of staff's accrued leave. They will not approve leave without adequate amounts being available.</li> <li>Managers could be provided access to leave database to check staff leave prior to approval.</li> <li>Staff dont have easy access to leave balance report.</li> </ol> <p>Procedure to highlight that any leave is only approved after both manager and CEO/DCEO/Payroll endorse application is preventative control.</p> <p>Managers can check leave balances in Synergy.</p>
21.	Payroll	The Deputy CEO monitors employee leave provisions on an annual basis when preparing the Shire financial report.	Low	<p>We recommend the payroll officer sends a report outlining each employee's accumulated leave balance to the deputy CEO/CEO on a quarterly basis.</p> <p>The report should also highlight those employees that have accumulated excessive leave. This would enable management to</p>	<p>Agree with policy in relation to accrued staff leave being adopted. Such a policy would limit staff access to large amounts of leave or require them to take leave.</p> <p>Significant amounts of accrued leave provides significant financial risk in that:</p>



## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
				<p>monitor the overall leave liabilities on a regular basis. The report should also be signed as proof of review completed by management.</p> <p>Any employee accumulating excessive leave should be encouraged to take leave or obtain written approval from the CEO to defer leave.</p>	<p>1. Cashflow should staff leave organisation; or</p> <p>2. Staff have health issues relating to workplace stress.</p> <p>While a risk, it is not a risk that changes quickly. Most staff will accrue only 4 weeks leave each year or 1 week per quarter. Not a whole lot of change</p> <p>Rather than report to CEO/DCEO, council could oversee report on monthly/annual basis.</p> <p>Policy has been put forward for Council review regarding amount of leave to be accrued. A Quarterly check would entail CEO/ DCEO notifying staff when their leave has reached the limit and to organise leave. This also applies to TIL accruals for staff.</p>
22.	Fixed assets	From our review, we noted that limited written policies and procedures are included in the Shire policy manual outlining the safe custody and maintenance of fixed assets (especially in the areas of motor vehicles, plant and equipment).	Medium	Due to the significant values of fixed assets within the Shire, we recommend that the Shire establishes a fixed asset maintenance and safe custody policy to be included in the Shire policy manual.	The documented procedures could be reviewed by Council but are not normally included in Council's policy manual.

## Appendix A: Review of implementation of Shire of Cuballing policies and procedures

No	Accounting Cycle	Audit Findings/Comment	Rating	Recommendation	Management comment
23.	Fixed assets	We note regular checks are carried out for Shire owned buildings. However there appears to be limited written records kept.	Low	This should assist the internal controls around buildings, motor vehicles, plant and equipment to be standardised.  We recommend the Shire design a simple checklist to be utilised for all inspections. The relevant staff can complete the checklist after doing the inspections and the checklist should be subject to management review.	Agreed, however most likely that management will complete the majority of all reviews.  Implementation will impact on senior staff time.

**Appendix B: List of policies and procedures covered by this review**

**A. Internal Control Systems and Procedures**

- Cash and banking system and procedures
- Rates revenue system and procedures
- Grants revenue system and procedures
- Fees and charges revenue system and procedures
- Purchase and expense system and procedures
- Payroll system and procedures
- Fixed assets maintenance and safe custody system and procedures
- Delegation register

**B. Shire Polices included in the Policy Manual**

- Local Purchasing Policy
- Purchasing Policy
- Rates Debtor Collection Procedure
- Sundry Debtor Collection Procedure
- Self-Supporting Loans
- Investment Policy
- Purpose & Funding of Reserve Accounts
- Early Payment Rates Discount
- Credit and Fuel Cards
- Fuel Cards

**C. Legislative Compliance**

- Local Government (Audit) Regulations 1996
  - Regulation 7, Regulation 10 and Regulation 17
- Section 7 of the Department of Local Government Accounting Manual
- Local Government (Elections) Regulation 1996
  - Part 5A Disclosure of gifts-30G Register
- Local Government (Administration) Regulation 1996
  - Part 4 Local government employees-Regulation 18A to 18G
- Local Government Act 1995
  - Section 6.4
  - Section 5.16 to 5.18A
  - Section 5.36 to 5.37
  - Section 5.45 to 5.46
  - Section 5.67 to 5.68
  - Section 5.73 to 5.77
  - Section 5.88
  - Section 5.103
  - Section 5.120 to 5.121
  - Section 3.57 to 3.58
  - Section 7.1A to 7.1C
  - Section 7.3
  - Section 7.9
  - Section 7.12
- Local Government (Functions and General) Regulations 1996

**Appendix B: List of policies and procedures covered by this review**

- Part 4 Provision of goods and services-Regulation
- Part 3 Commercial enterprises by local governments
- Local Government (Financial Management) Regulations 1996
  - Regulation 5 to Regulation 13
  - Regulation 34

**Cr Newman declared his direct financial interest in Item 9.2.1 in that he is entering into a lease agreement with the Shire of Cuballing and left the Council Chamber at 3.55 am.**

## **9.2 CHIEF EXECUTIVE OFFICER:**

9.2.1	Lease Agreement – Springhill Road Dam – Lot 2 Springhill Road
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Applicant:	N/A
File Ref. No:	ADM221
Disclosure of Interest:	Nil
Date:	11 <sup>th</sup> April 2016
Author:	Gary Sherry
Attachments:	9.2.1A Draft Lease of Lot 2 Springhill Road

### **Summary**

**Council is to consider entering into a 21 year lease of the Lot 2 Springhill Road from Mr Roger Newman.**

### **Background**

Council entered into an arrangement with local resident and farmer Mr Roger Newman in 2010/2011 and constructed a dam on Mr Newman's property to provide water for reticulation of the Cuballing Recreation Ground. The dam and associated infrastructure including pumps, a small pump shed and piping have now been completed for some time.

Council also has the ability to pump excess water from the much smaller dam at the Cuballing Recreation Centre to the dam on Lot 2 Springhill Road.

The reticulation infrastructure is working very well and the standard of Council's oval is continuing to improve.

At the July 2014 Ordinary Meeting Council considered a possible lease i

#### **COUNCIL DECISION:**

That:

- 1 The delineated land on Lot 2 (as attached) be:
  - a) Leased from Linton Park Farms and RDJ Newman for the sum of \$1500 per annum for a period of six years with the start date to be 1 July 2011 and an option to renew for an additional three years;
  - b) Valued by a licensed valuer; and
- 2 The Shire of Cuballing be granted first right of refusal should Lot 2 Springhill Road be offered for sale.

Moved: Cr Dowling      Seconded: Cr Haslam  
Carried by Absolute Majority 4/0

### **Comment**

Council has prepared a draft lease that seeks to document the arrangement with Mr Newman. Mr Newman has viewed the document. The draft lease document is included at Attachment 9.2.1A.

The draft lease document differs significantly from the previous decision of Council in that:

- The length of lease has been extended from *six years with the start date to be 1 July 2011 and an option to renew for an additional three years* to 21 years from 1<sup>st</sup> July 2016. The draft lease has Council leasing the property until 2037 rather than 2020. The dam is a significant investment and a guaranteed term of use greater than 9 years should be locked in.
- the value of the lease has been agreed with Mr Newman at \$1,500. Purchasing a licensed valuation at this time would appear to not be value for money.

The lease document includes:

- Council's obligations under the lease are:
  - only use the property for the permitted use of Dam and catchment area for water to be used in the Cuballing Recreation Grounds
  - pay the annual lease fee;
  - pay any , gas, electricity, telephone, Waste disposal or other services separately charged for the leased property;
  - keep the buildings fixtures and fittings insured to their full replacement value
- Mr Newman's obligations include
  - not interrupt the use of the leased area;
  - pay all rates and taxes imposed on the property;
- The Council will indemnify Mr Newman against any injury from the lease of the premises. In general this means the same as if the Council was the owner of the property.
- The agreement can be terminated by:
  - Mr Newman giving notice of a breach and the Council not remedying the breach with 28 days;
  - Council giving six months' notice in writing to Mr Newman;
- On termination Council will:
  - fill in, consolidate and level off any unevenness, excavation or hole caused by the Lessee or by the Lessee's use of the Leased Premises to the satisfaction of the Lessor; and
  - remove any fixtures, fittings or any other property owned by the lessee on the Leased Premises as may be required by the Lessor.
- The term of the lease is 21 years from 1st July 2016, expiring on 30 June 2037.
- The lease rental is \$1,500 per annum. The rental shall be reviewed on the 1st July 2017 and each twelve months thereafter

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

The annual lease payment is \$1,500.

Economic Implications – Nil

Social Implications

The provision of the reticulated oval at the Cuballing Recreation Centre to the current high standard is dependent on the use of water from the dam at Lot 2 Springhill Road.

Environmental Considerations – Nil

Consultation

Mr Roger Newman

Options

The Council can resolve:

1. The Officer's Recommendation;
2. to adopt an amended lease noting that negotiation will be required with Mr Newman: or
3. defer this matter and request further consideration from staff.

Voting Requirements – Simple Majority

**COUNCIL DECISION:**

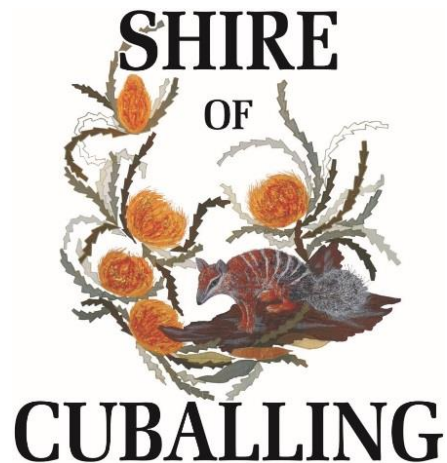
**That Council enter into the lease agreement, as included at Attachment 9.2.1A, with Mr R Newman.**

**Moved: Cr Bradford**

**Seconded: Cr Dowling**

**Carried 5/0**

**Cr Newman entered the Council Chamber at 4.03pm.**



# LEASE AGREEMENT

LOT 2 SPRINGHILL ROAD CUBALLING

SHIRE OF CUBALLING

AND

ROGER DAVID JOHN NEWMAN

SHIRE OF CUBALLING  
PO BOX 13  
CUBALLING WA 6311



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THIS AGREEMENT is made on the ..... day of ..... 2016

**BETWEEN:**

SHIRE OF CUBALLING of  
Campbell Street, Cuballing, 6311  
in the State of Western Australia ("the Lessee")

**AND**

ROGER DAVID JOHN NEWMAN of  
PO Box 129, Cuballing, 6311  
in the State of Western Australia ("the Lessor")

**1. RECITALS**

- A. The subject land (the "Leased Premises") is defined in Item 1 of the Schedule being:
- a portion of Lot 2 Springhill Road, Cuballing.
- B. The Parties have mutually agreed that the Lessees will have the usage of the Leased Premises on the terms and conditions set out in this Agreement.

**2. DEFINITIONS AND INTERPRETATIONS**

- 2.1 This Agreement the following terms shall have the following meanings unless inconsistent with the context:

*"Fee"* means the sum defined in Item 3 of the Schedule.

*"Leased Premises"* means the Land, grounds, facilities and improvements thereon.

*"Lessee"* means the Shire of Cuballing or in the event of amalgamation the local Governments with which the Shire of Cuballing amalgamate

*"Lessor"* means RDJ Newman.

*"Parties"* means Lessor and the Lessee.

*"Permitted Use"* means the use of the Leased Premises described in Item 4 of the Schedule.

*"Term"* means the period defined in Item 2 of the Schedule.

- 2.2 References to laws include regulations, instruments and local laws and all other subordinate legislation or orders made by any authority with jurisdiction over the Stadium. Illegal means contrary to a law as defined in this sub clause.

- 2.3 This Agreement must be interpreted so that it complies with all laws applicable in Western Australia. If any provision of this Agreement does not comply with any law, then the provision must be read down so as to give it as much effect as possible. If it is not possible to give the provision any effect at all, then it must be severed from the rest of the Agreement.
- 2.4 Reference to any party shall mean and include a reference to that party, his successors or executors, administrators or personal representatives of a party's estate (as the case may be) and transferees.
- 2.5 Reference to a statute includes all amendments for the time being in force and any other statute enacted in substitution for and the regulations, local laws or other orders for the time being made under that statute.
- 2.6 Headings and the Summary are for ease of reference only and shall not affect the interpretation or construction of this Agreement.

### **3. RIGHTS TO THE LEASED PREMISES**

- 3.1 The Lessor grants to the Lessee the right to use the Leased Premises during the term, at the fee and on the conditions set out in this Agreement.

### **4. LESSEES' OBLIGATIONS**

#### 4.1 Permitted Use

- (a) This Agreement confers on the Lessee a right to occupy and use the Leased Premises for the Permitted Use.
- (b) The Lessee must not use the Leased Premises or allow the Leased Premises to be used for any purpose other than the Permitted Use.

#### 4.2 Payment of Rent

- (a) The lessee will pay to the lessor the annual rental fee specified in Item 4 of the Schedule clear of all deductions.
- (b) The annual rental fee shall be paid within 7 days of the signing of this Agreement and on the 1st July each year thereafter for the term of the Agreement.

#### 4.3 Rates and Charges

The Lessee must, in respect of the supply of any water, gas, electricity, telephone, Waste disposal or other services separately metered or charged for the Leased Premises pay all accounts when they become due and payable.

#### 4.4 Compliance with law

The lessee must comply with all laws and the requirements, notices or orders of any Governmental Agency having jurisdiction or authority in respect of:

- (i) the leased Premises;

- (ii) the use and occupation of the leased Premises; or
- (iii) the Improvements, and without limitation, including any machinery, plant, equipment, fixtures and fittings of the Lessee on the Leased Premises.

#### 4.5 Illegal Use

- (a) The lessee must not, and must not let anyone else:
  - (i) Use the leased Premises for any illegal purposes.
  - (ii) Do anything which might cause nuisance, damage or disturbance to an occupier or owner of any adjacent property.
  - (iii) Do anything which might affect any insurance policy relating to the Leased Premises by causing:
    - it to become void or voidable; or
    - any claim on it being rejected; or
    - a premium to be increased.

#### 4.6 Continuation

That if the Lessee shall with the consent of the Lessor remained in possession of the Leased Premises after the expiration of the said Term or any extension thereof it shall so remain as a tenant from month to month at a monthly rental equal to one twelfth (1/12) the amount of rent hereby reserved (and payable in advance as herein provided) and otherwise upon the same terms and conditions as herein contained or implied so far as the same may be applicable.

#### 4.7 Permit Lessor to Enter

The Lessee shall permit Lessor, its agents or employees, to enter the Leased Premises bringing any necessary equipment during normal business hours, after giving reasonable notice except in cases of emergency:

- (i) to inspect the Leased Premises;
- (ii) to carry out repairs or agreed alterations; and
- (iii) to do anything necessary to comply with notices or orders of any authority.

#### 4.8 Insurance

The Lessee shall insure and keep insured its buildings fixtures and fittings to their full replacement value against fire, explosion, impact, storm, tempest, earthquake, theft, accident and all other risks that Lessor requires.

## **5. LESSOR'S OBLIGATIONS**

### 5.1 Permitted Use

The Lessor will not interrupt the Lessee's use of the Leased Premises for the Permitted Use in accordance with the terms and conditions of this Agreement.

## 5.2 Rates and Charges

The Lessor must pay, when due and payable, all rates, taxes and other charges (including impositions, assessments, outgoings, duties and fees) of any public, municipal, government or statutory body, authority or department which are separately charged upon the Leased Premises or imposed or levied upon the Lessor in respect of the Leased Premises separately or the ownership of the Leased Premises separately.

## 6. ESSENTIAL TERMS

- (a) Without limiting the provisions of this Agreement which are essential terms it is agreed that each of the covenants by the Lessee contained in each of the following clauses is deemed to be an essential term of this Agreement:
- (i) Clause 4.1 (Use of Leased Premises);
  - (ii) Clause 4.2 (Payment of Rent);
  - (iii) Clause 4.5 (Illegal Use and Other Activities).
- (b) In respect of the Lessee's obligation to pay Rent or make other payments, the acceptance by the Lessor of any late payment shall not constitute a waiver of the essentiality of the Lessee's obligation to make that payment or of the Lessee's continuing obligation to pay during the Term.

## 7. INDEMNITIES

### 7.1 Generally

The Lessee will take and be subject to the same responsibilities in regard to persons and property as the Lessee would be subject if during the Term the Lessee were the owner of the freehold of the Premises.

### 7.2 Indemnity

The Lessee will indemnify and keep indemnified the Lessor, employees, agents and servants from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which the Lessor may suffer or incur in connection with the loss of life, personal injury, illness and or damage to property, arising from or out of any occurrence in or upon or at the Premises or the use of the Premises by the Lessee or any part thereof or to any person or the property of any person using or entering on or near the Premises howsoever occasioned or occurring (loss, injury, illness, damage or destruction caused or occasioned by any negligent act, default or omission of the Lessor or its servants, agents or contractors excepted).

### 7.3 Abuse of installations

The Lessee will indemnify and keep indemnified the Lessor from and against any and all loss or damage whatsoever occasioned by the neglect, use, mis-use or abuse of:

- (a) water, electricity or gas supplied to the Premises; or
- (b) installations, fixtures or fittings for water, gas or electricity,

by the Lessee or by any servant, agent, contractor or invitee of the Lessee, and that the Lessee will pay for all damage or injury to the Premises or to the Lessor or to any other person in consequence of any breach or nonobservance of the provisions of this paragraph.

#### **7.4 Insurance moneys**

Without prejudice to the generality of paragraph (a) (to the extent that the terms and conditions of any insurances effected by the Lessee or any moneys paid to the Lessor out of insurances effected by the Lessee do not fully indemnify the Lessor from and against all actions, claims, demands, notices, losses, damages, costs and expenses to which the Lessor shall or may be or become liable in respect of all or any of the matters referred to in subparagraphs (a), (b) and (c) of this paragraph) the Lessee will indemnify the Lessor and keep the Lessor indemnified from and against all actions, claims, demands, notices, losses, damages, costs and expenses to which the Lessor shall or may be or become liable in respect of all or any loss or damage to property or death or injury to any person of any nature or kind and however or wherever sustained that:

- (a) is caused or contributed to by the use or occupation of the Premises except to the extent caused or contributed to by the negligence or act, default or omission of the Lessor;
- (b) results from any act, default or omission by the Lessee under this Lease; or
- (c) results from any notice, claim or demand to pay, do or perform any act, matter or thing to be paid, done or performed by the Lessee under this Lease.

### **8. TERMINATION OF AGREEMENT**

- (a) The parties agree that, in addition to any other ground for termination at law, this Agreement may be terminated by;
  - (i) the Lessor in the event of breach of an essential term of this Agreement and failure by the Lessee to remedy the breach within twenty eight days after service by the Lessor on the Lessee of written notice specifying the breach and requiring the Lessee to remedy it;
  - (ii) the Lessee giving six (6) months' notice of termination in writing to the Lessor.
- (b) In the event that either the Lessor or the Lessee gives notice of termination pursuant to this clause such termination shall not affect the Lessor's remedies or rights with respect to any antecedent breach of any covenant by the Lessee and furthermore, no compensation whatsoever shall be payable to the party receiving the notice of termination.

### **9. RIGHTS AND OBLIGATIONS AT TERMINATION OF AGREEMENT**

- (a) On the expiration or earlier determination of this Agreement, the Lessee must surrender peaceably and yield up the Leased Premises to the Lessor.
  - (i) In a clean state, free from rubbish and in a good state of repair.
  - (ii) fill in, consolidate and level off any unevenness, excavation or hole caused by the Lessee or by the Lessee's use of the Leased Premises to the satisfaction of the Lessor; and
  - (iii) remove any fixtures, fittings or any other property owned by the lessee on the Leased Premises as may be required by the Lessor.
- (b) The Lessee's obligations to observe and perform the covenant contained in this clause will survive the expiration or earlier determination of this Agreement.

## **10. GENERAL PROVISIONS**

### 10.1 Notices

Any notice required to be given to the Lessee here under may be given by the Lessor or its solicitors and may be left for the Lessee at its address herein or at the Leased Premises or sent to it by post in a letter addressed to it at such address or at the Leased Premises or at its office last known to the Lessor and a notice sent by post shall be deemed to have been served within 2 days following that on which it was posted notwithstanding actual non receipt.

### 10.2 Mediation

- (a) The Parties agree to resolve any dispute by mediation where:
  - (i) A mediator, accredited by the Law Society of WA, is appointed by mutual agreement of the Parties;
  - (ii) The costs of the mediation and the mediator will be shared equally between the Parties.
- (b) The mediation procedure will be determined by the accredited mediator.

### 10.3 Applicable Law

- (a) This Agreement shall be construed and interpreted in accordance with the laws in force in the State of Western Australia.
- (b) The parties submit to the non-exclusive jurisdiction of the courts of Western Australia.

### 10.4 Restriction on Assignment

The Lessee shall not transfer, assign, sublet, mortgage, charge, part with possession of, nor dispose of, the Leased Premises or any part there of or benefit of this Agreement without the prior written consent of the Lessor.

### 10.5 Variation

A variation of any provision of this Agreement must be in writing and signed by the parties.

**10.6 Contact Details**

The Lessee shall ensure that Lessor is always provided with the current contact details for the authorized representatives of the Lessee and with contacts for emergency situations.

**10.7 Agreement Preparation**

Upon demand by the Lessor, the Lessee shall pay the fees and expenses incidental to the preparation, execution and stamping of this Agreement.

**10.8 Entire Agreement**

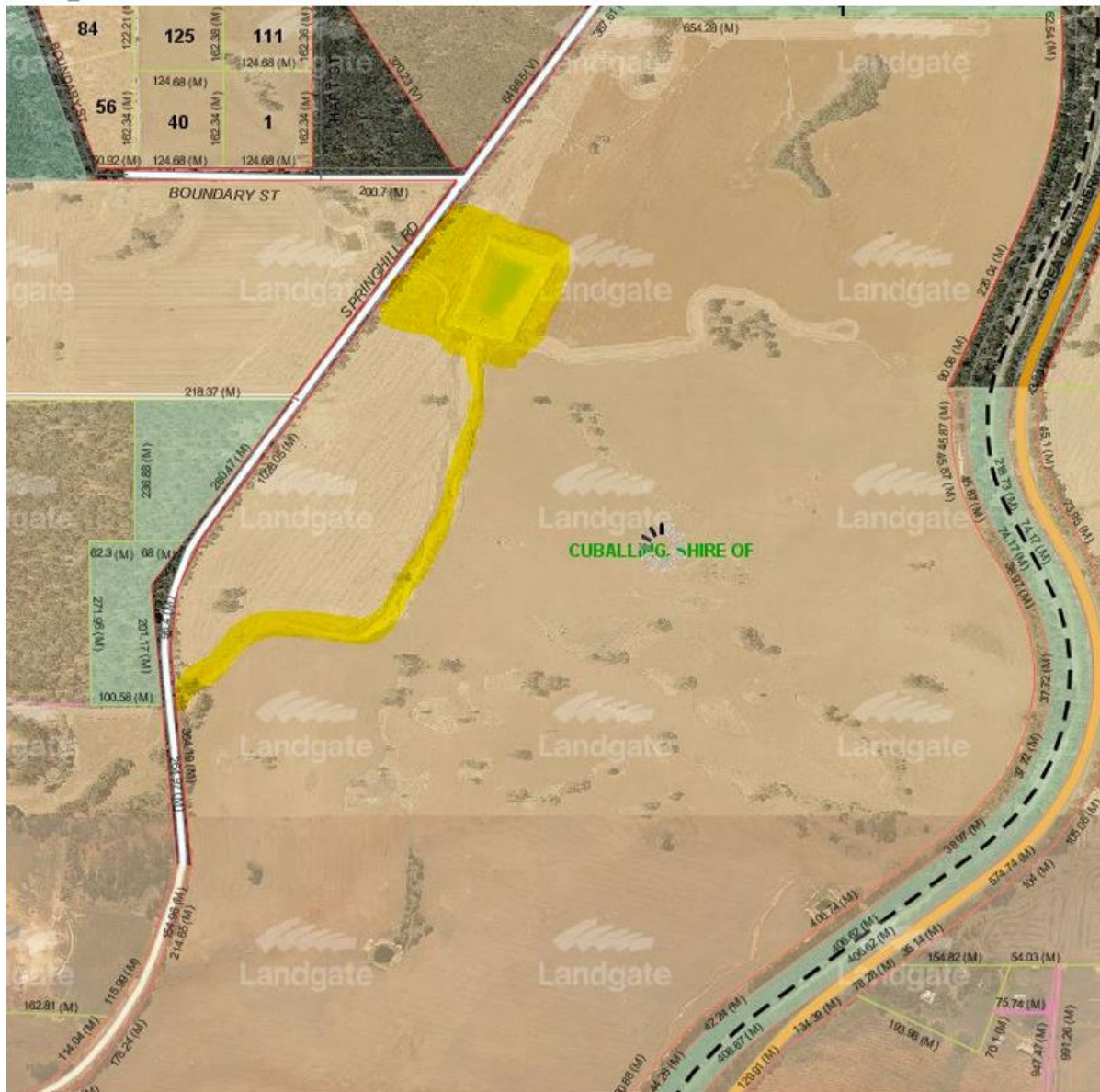
The terms as set out in this Agreement contains the entire Agreement between the parties not withstanding any negotiations or discussions prior to the execution of this Agreement.



**SCHEDULE 1**

**Item 1: THE LAND**

Part of Lot 2 Springhill Road on DP2P14367.



**Item 2: THE TERM**

Six (6) years

Commencement Date: 1 July 2016

Expiry Date: 30 June 2037

The Lessee must no later than 6 months prior to the expiry of this Agreement advise the Lessor in writing that they intend to renew the Agreement. The rental and conditions for the new term shall be in the Lessor's complete discretion.

**Item 3: RENTAL**

\$1,500 per annum.

The rental shall be reviewed on the 1st July 2017 and each twelve months thereafter.

**Item 4: PERMITTED USE**

Dam and catchment area for water to be used in the Cuballing Recreation Grounds.

Executed by the Parties:

THE COMMON SEAL of the  
**SHIRE OF CUBALLING**  
was hereunto affixed by authority of a  
Resolution of the Council  
in the presence of:

SHIRE PRESIDENT \_\_\_\_\_

CHIEF EXECUTIVE OFFICER \_\_\_\_\_

Signed:

ROGER DAVID JOHN NEWMAN \_\_\_\_\_

**IN THE PRESENCE OF:**

WITNESS SIGNATURE \_\_\_\_\_

WITNESS NAME (PRINTED) \_\_\_\_\_

9.2.2	Proposed Subdivision/Boundary Adjustment – Lots 100, 6287, 6294 Popanyinning West Road, West Popanyinning – WAPC 163354
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Applicant: PH & KE Gow  
File Ref. No: ADM 245  
Disclosure of Interest: Nil  
Date: 11<sup>th</sup> April 2016  
Author: Gary Sherry  
Attachments: 9.2.2A Location Plan  
9.2.2B Application

### **Summary**

**A subdivision application for three lots on Popanyinning West Road, West Popanyinning, to allow the widening of the Popanyinning West Road is supported.**

### **Background**

The Western Australian Planning Commission (WAPC) has referred subdivision/amalgamation application 163354 to the Shire for comment

The location of the application site is outlined in Attachment 9.2.2A.

The proposal is to permit the widening of the Popanyinning West Road road reserve by the subdivision of three adjoining lots. As the road authority, Council has previously agreed to make this application.

The subdivision application is set out in Attachment 9.2.2B. The application site consists of three current titles (39.582, 79.700 and 187.639 hectares in area) and the proposal is to create a widened road reserve and three titles 39.569, 79.295 and 186.579 hectares in area.

The properties are zoned “Rural” in the Shire of Cuballing Town Planning Scheme No. 2 (TPS2).

### **Comment**

The boundary adjustment application is supported as it is considered consistent with TPS2 given no additional titles are created.

The Shire of Cuballing Local Planning Strategy (LPS) looks to have Council protect the good agricultural broad acre farming land in the Shire. The LPS states:

Council is particularly aware of the increasing pressure on existing broad acre farming operations to subdivide, and is keen to ensure that this is not done so at the expense of the existing agricultural activities. As a result, there will be a general presumption against subdivision in agricultural areas.

This subdivision will allow for a significant road safety upgrade to the Popanyinning West Road because of the increased area in the road reserve.

**Strategic Implications** - Nil

**Statutory Environment**

Planning and Development Act and TPS2

Policy Implications

The application complies with TPS2 and the LPS.

Financial Implications

It is expected that Council will allocate Roads To Recovery funding to complete the road safety improvements in 2016/17.

Economic Implication

The application does not create additional lots.

Social Implications

The planned road safety upgrade will provide significant community benefit through the upgrading of a section of the Popanyinning West Road to contemporary design standards. This will improve road safety.

Environmental Considerations

Remnant vegetation is included in the area to be subdivided. The area of this vegetation included in the area of the planned road upgrade has been included in a clearing application to the Department of Environment Regulation.

Council will be able to complete revegetation of a much larger section of the existing road reserve once the road works have been completed.

Consultation

The WAPC invites comments from the Shire and other government/servicing agencies at the subdivision stage.

Options

Council may resolve:

1. the Officer's Recommendation;
2. to support the boundary adjustment with conditions; or
3. to not support the boundary adjustment (giving reasons).

Voting Requirements – Simple Majority

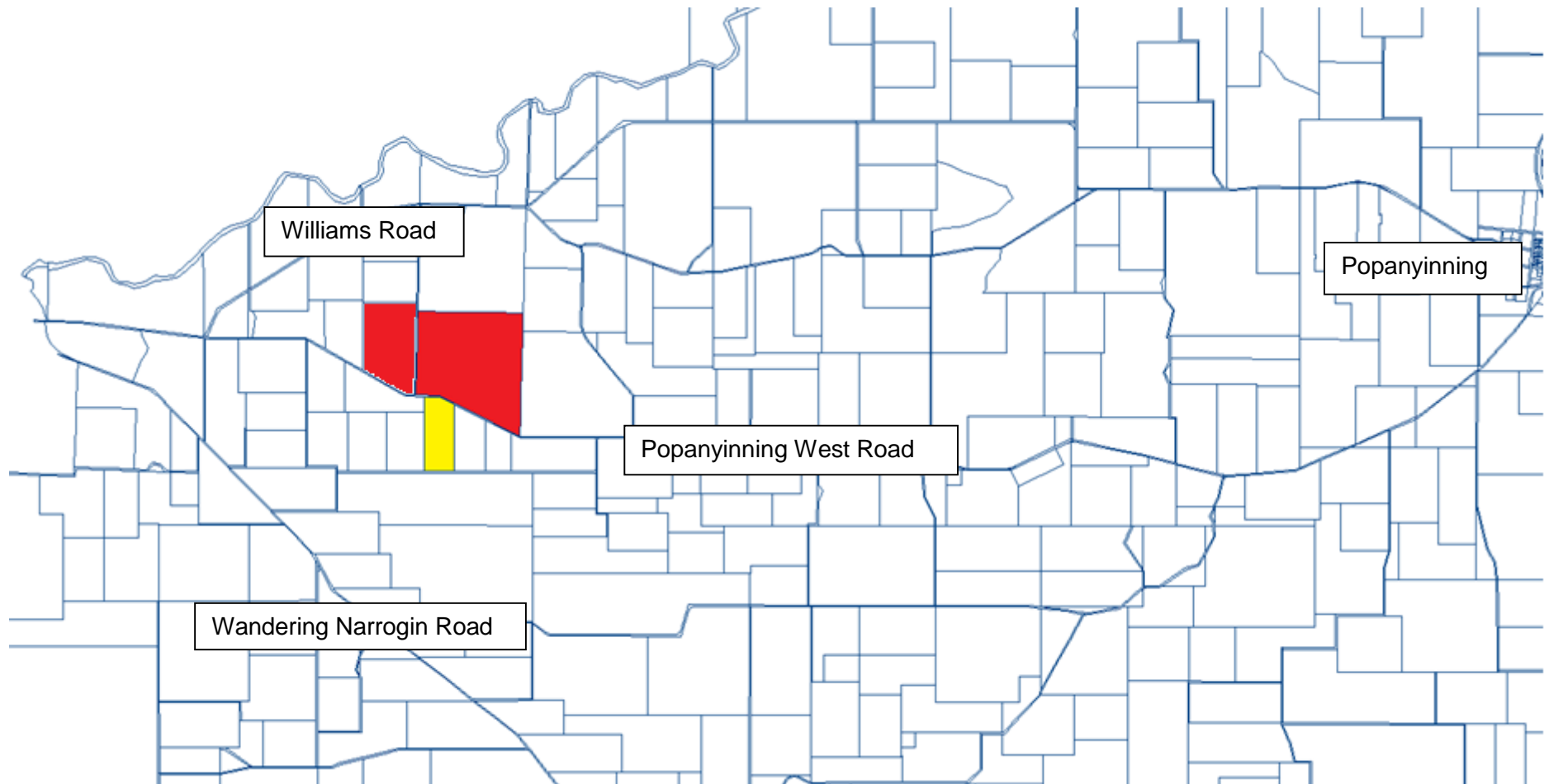
**COUNCIL DECISION:**

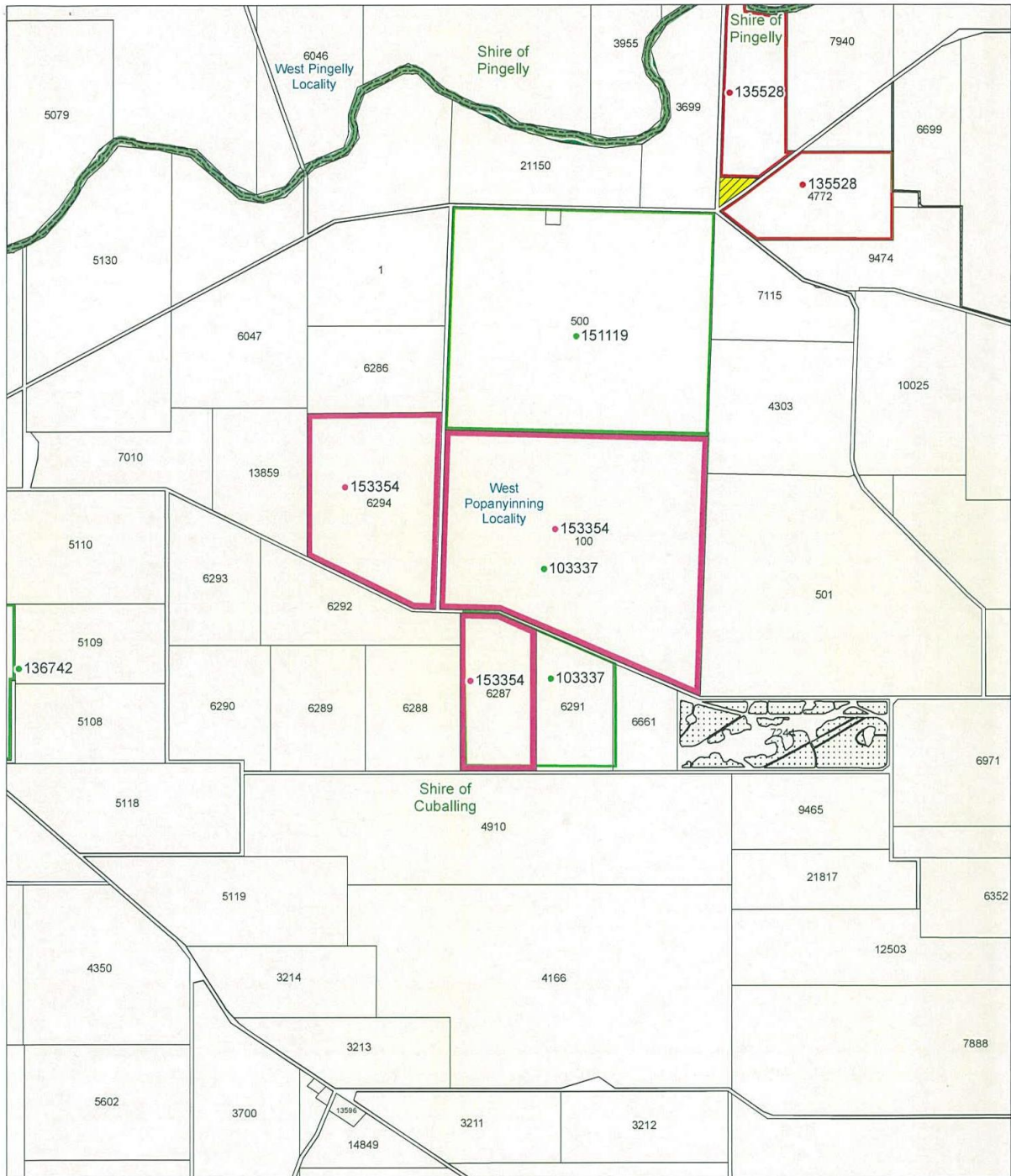
**That Council support WAPC Application 163354 the subdivision of Lots 100, 6287 and 6294 Popanyinning West Road, West Popanyinning.**

**Moved: Cr Dowling**

**Seconded: Cr Ballantyne**

**Carried 6/0**





**Location Plan for:  
Subdivision Application**

This data is to be used only for the processing of a Subdivision Application

Application Number: **153354**  
Decision: **Outstanding**  
Printed: **14/03/2016**



Department of Planning



Western Australian Planning Commission

Produced by GeoSpatial Research and Modelling, Department of Planning, Perth WA  
Base information supplied by Western Australian Land Information Authority LI 782-2015-1

**Application Status**

- Approved
- Refused
- Outstanding

**Existing LPS Zones and Reserves**

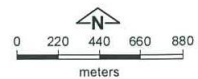
- General agriculture
- Local road
- Public purposes
- Recreation and open space

**Easements and Referrals**

- Easements

**Region Scheme Reserves**

- Localities & Local Government Boundaries**
- Local government boundary
  - Locality



PH and KE GOW (Licensed Surveyors)  
PO Box 580 Narrogin WA 6312  
98815140 0428250962 fax 98815575

The Secretary  
Western Australian Planning Commission  
140 William St  
PERTH WA 6000

07/03/16

RE: Road Widening Application, ex Lot 6287 on DP 114239 and Lot 6294 on DP114240 and Lot 100 on Dia 93565, Popanyinning West Rd, West Popanyinning, Shire of Cuballing

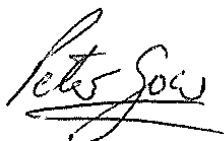
Dear Sir,

I am writing on behalf of the Shire of Cuballing and the land owners to apply for planning permission for a road widening from the above lot for the reason of modifying the road geometry to improve the safety for road traffic.

On behalf of our client I request that the commission grant preliminary approval for the subdivision as submitted.

Any questions do not hesitate to contact me.

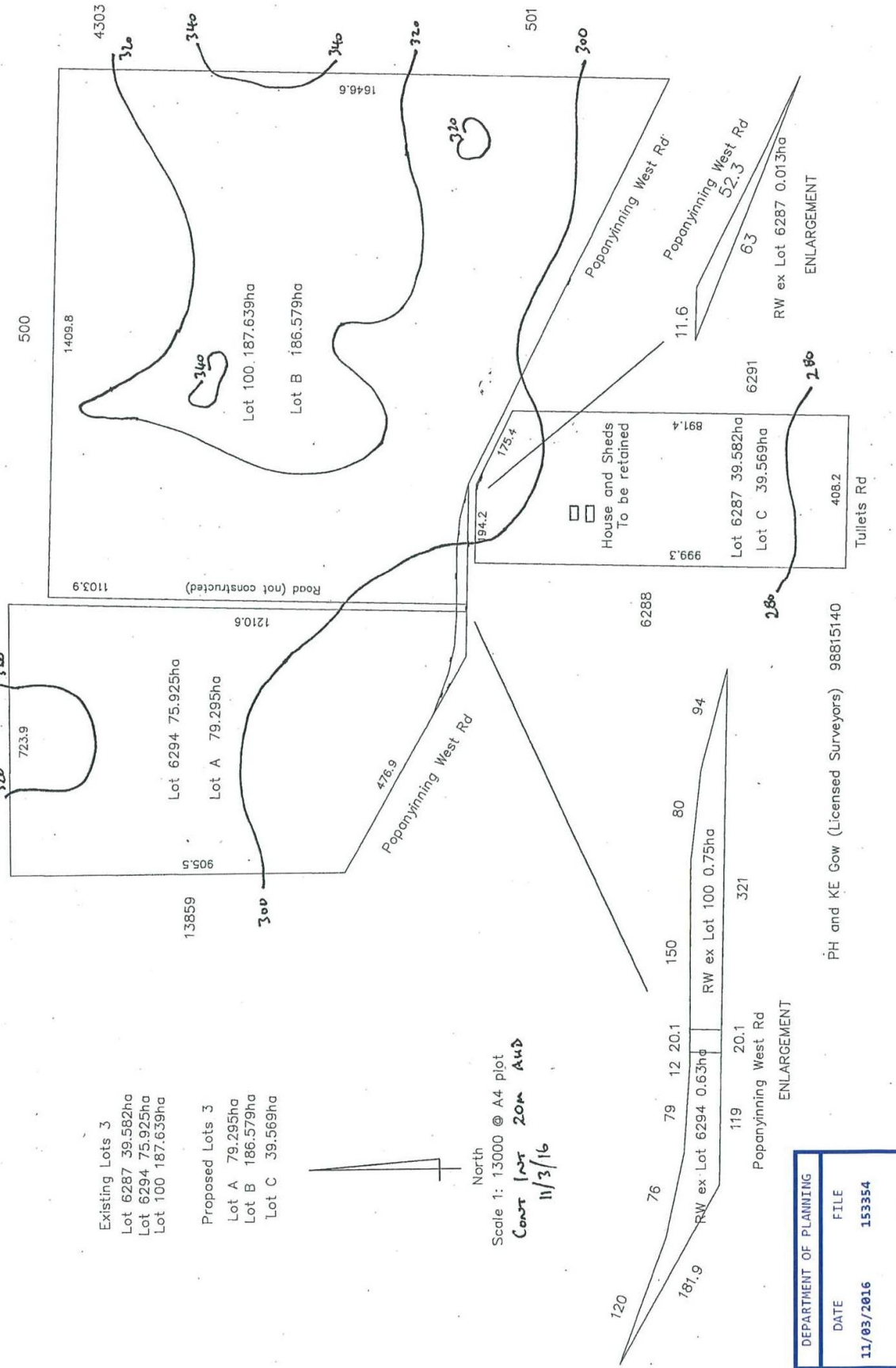
Regards



Peter Gow



Proposed Road Widening ex Lots 6287, 6294 and 100 Popanyinning West Rd, West Popanyinning, Shire of Cuballing



Existing Lots 3  
 Lot 6287 39.582ha  
 Lot 6294 75.925ha  
 Lot 100 187.639ha

Proposed Lots 3  
 Lot A 79.295ha  
 Lot B 186.579ha  
 Lot C 39.569ha



North  
 Scale 1: 13000 @ A4 plot  
 Cont Int 20m AUD  
 11/3/16

DEPARTMENT OF PLANNING	
DATE	FILE
11/03/2016	153354

PH and KE Gow (Licensed Surveyors) 98815140

**Cr Bradford declared his Proximity Interest in Item 9.2.3 in that he owns property adjoining Dryandra Woodland and left the Council Chamber at 4.05pm.**

### 9.2.3 Dryandra Woodland National Park

Applicant: NA  
File Ref. No: ADM223  
Disclosure of Interest: Nil  
Date: 11<sup>th</sup> April 2016  
Author: Gary Sherry  
Attachments: 9.2.3A DPaW Maps of Dryandra Woodlands

#### **Summary**

**Council is to consider support for the proposal for the Dryandra Woodlands becoming a National Park.**

#### **Background**

The Dryandra Woodlands are the largest and most diverse vegetation remnant in the Central Wheatbelt and in addition to the conservation and natural values that the Woodlands possess, this area is also an important recreation and tourism point.

The Dryandra Woodlands contain 12 distinct vegetation associations which provide an important habitat for numerous threatened and priority fauna. The Dryandra Woodlands are known to support ten threatened species of fauna and two additional species in further need of protection including Carnaby's Cockatoo, Woylie, Numbat, Bilby and Chuditch.

The Department of Parks and Wildlife (DPaW) commenced the process of creating the Dryandra Woodlands National Park and nature reserve in 2013. Given Dryandra's high biological values and their need for protection, it was proposed to separate the areas comprising Dryandra Woodland into the following land categories:

- National Park - for larger, contiguous areas of natural bush with high nature conservation and recreation values, and for which no timber production is proposed. Areas of natural bush in the central block of Dryandra and some of the larger blocks satisfy these criteria. The total area proposed as national park is 16,337 hectares (about 58 per cent of the total area).
- Nature Reserve - for isolated areas of natural bush with high nature conservation value, and limited recreation potential. Much of Highbury, and the smaller, isolated blocks of natural bush north of Narrogin satisfy these criteria. While logistically it would be easier to make all natural bush areas national park, the classification of the smaller areas as nature reserve is consistent with the tenure of similar areas within the vicinity of Dryandra. The total area of proposed nature reserve is 3,294 hectares (about 12 per cent of the total area).
- State Forest - for the mallet plantations, the Sandalwood plots on Gura Rd, and Quinns Block. The plantation areas are primarily important for sustainable mallet timber production, but have simultaneous value for nature and cultural conservation, recreation, and water catchment protection. Quinns Block, although not containing areas of mallet plantation, will remain State forest at least until the use of such areas for Aboriginal cultural activities are determined. (If cultural activities are deemed inappropriate, then the area would become nature reserve). Mallet plantations that are regenerated back to the original natural vegetation during the life of this plan, i.e.. 'poor

quality' plantations, will remain as State forest at least until the plan is reviewed. The total area to remain as State forest at this stage is 8,316 hectares (about 30 per cent of the total area).

Maps detailing this process are included at Attachment 9.2.3A.

DPaW wrote to Council in January 2013 seeking Council's support for the proposal and seeking feedback to the proposal. At the February 2014 Ordinary Meeting Council resolved the following:

**COUNCIL DECISION:**

That Department of Parks and Wildlife be requested to provide further information regarding the proposed amendments to State Forests No 51, 52 and 53 leading to the creation of Dryandra Woodland National Park and Nature Reserve particularly in reference to changes in management or legislation.

Moved: Cr Dowling      Seconded: Cr Newman

Carried 5/0

Comment

Council staff met with the Regional Manager for DPaW in April 2016 and was advised that:

- the Dryandra Woodlands have essentially been managed as a National Park for a number of years and the formal certification is likely to have little consequence to surrounding land holders or business. DPaW's Good Neighbour Policy currently applies to their dealings with neighbours and this will not be changed with a shift to National Park status. The Management Plan outlining the move to a National Park proposes to continue to allow the numbers of western grey kangaroos to be managed in line with the Department's Good Neighbour Policy and issuing of damage licences to neighbouring land-holders.
- The creation of a national Park could have a positive impact on the local economy. Because of the Dryandra Woodlands current status as a state forest, the Woodland does not appear on most maps. National Parks are highlighted for users in maps for visitors produced by commercial organisation.
- The creation of a national Park will provide increased status to the Dryandra Woodlands. This is expected to assist in obtaining funding for projects associated with conservation type projects, both within the reserve and on neighbouring properties.
- traditionally fuel loads in Dryandra are significantly less than occur in higher rainfall areas such as jarrah forests. Therefore fire risk inside the Dryandra Woodlands is considerably reduced. Infact there has not been a significant fire event where the fire commenced inside the Dryandra Woodlands and then burnt out to neighbouring property. The most likely scenario is a fire starting outside the Dryandra Woodlands and burning into the Woodlands.
- the opportunity for recreation in the Dryandra Woodlands will not be affected by the move to a National Park. DPaW have considered construction of walking and bridle/equestrian trails inside the Woodlands and will continue to develop these ideas as a funds present. An equestrian event has been held in the Dryandra Woodlands and DPaW would favourably consider similar events in the future. Currently motorised off road activities such as trail bike riding are not supported and this would not change.

### Strategic Implications

Shire of Cuballing – Community Strategic Plan

Environmental Stewardship

Objective 9:

To protect and manage the Shire's natural resources

Outcomes

Protect and enhance rivers, waterways and water catchments

Council will collaborate with the Department of Parks and Wildlife and the Peel Harvey Catchment Council on nature reserve management.

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

### Economic Implications

The move to a Dryandra Woodlands National Park could have a positive impact on tourism to the Shire of Cuballing. This impact would need to have associated investment by local tourism businesses.

### Social Implications

The Dryandra Woodlands provides a number of public recreation areas for local residents to enjoy camping or picnics.

### Environmental Considerations

The Dryandra Woodlands are the largest and most diverse vegetation remnant in the Central Wheatbelt

### Consultation

Mr Greg Durell, Acting Regional Manager - Wheatbelt Region, DPaW

### Options

The Council can resolve:

1. The Officer's Recommendation;
2. Resolve to adopt a slightly amended Draft Plant Replacement Program; or
3. defer this matter and request further consideration from staff.

Voting Requirements – Simple Majority

### **COUNCIL DECISION:**

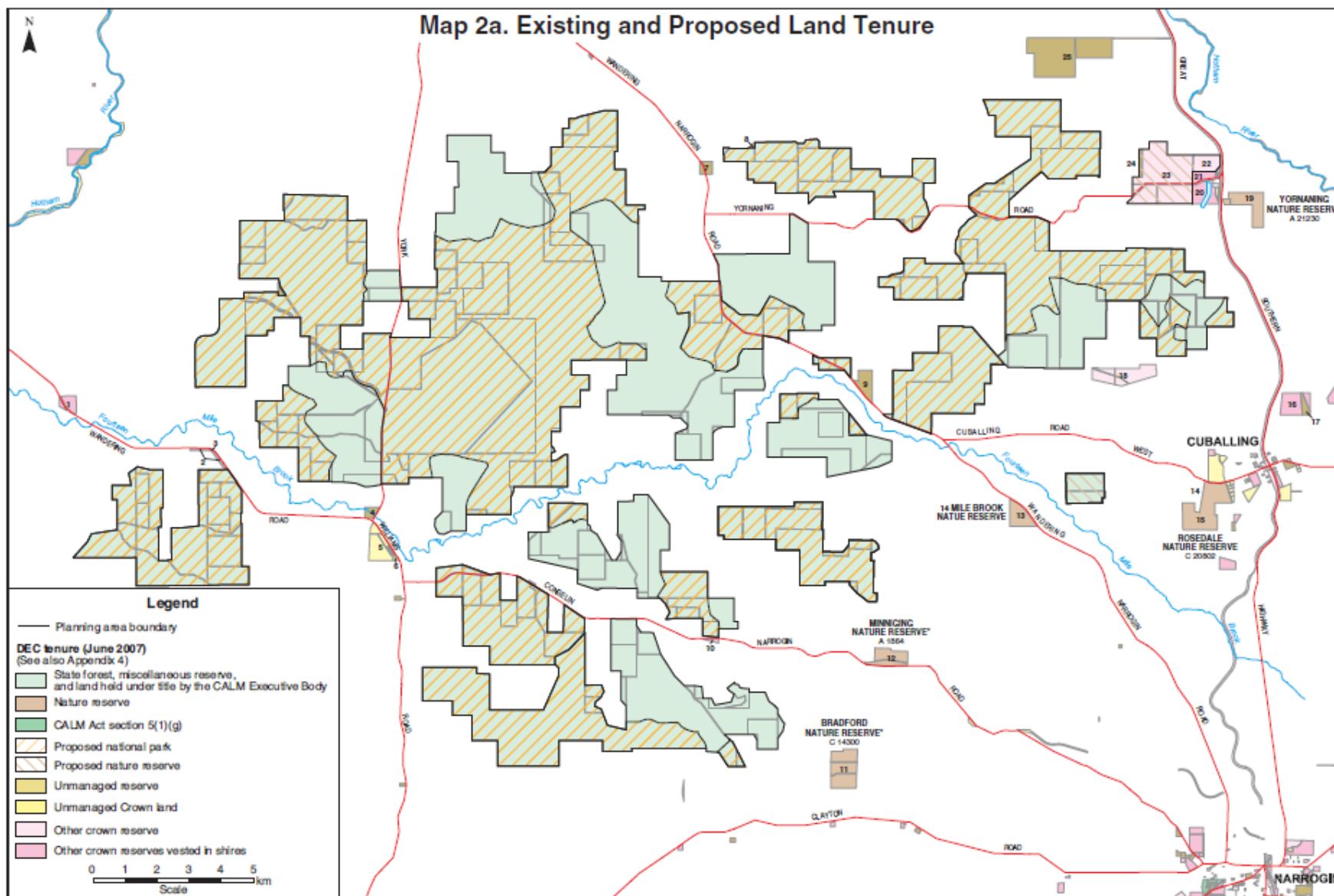
**That Council support the amendment of State Forests No. 51, 52 and 53 for the creation of the Dryandra Woodlands National Park and Nature Reserves.**

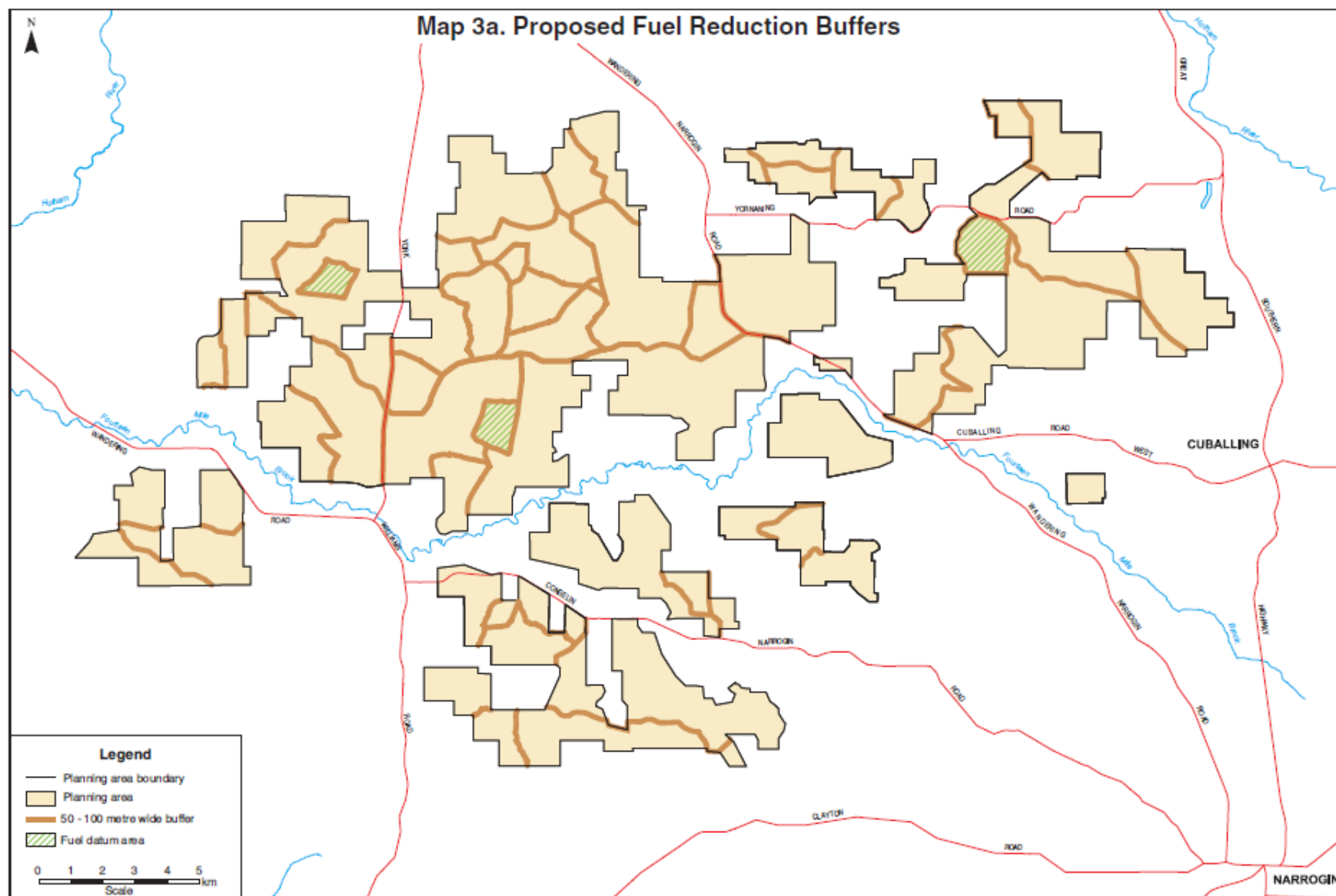
**Moved: Cr Ballantyne**

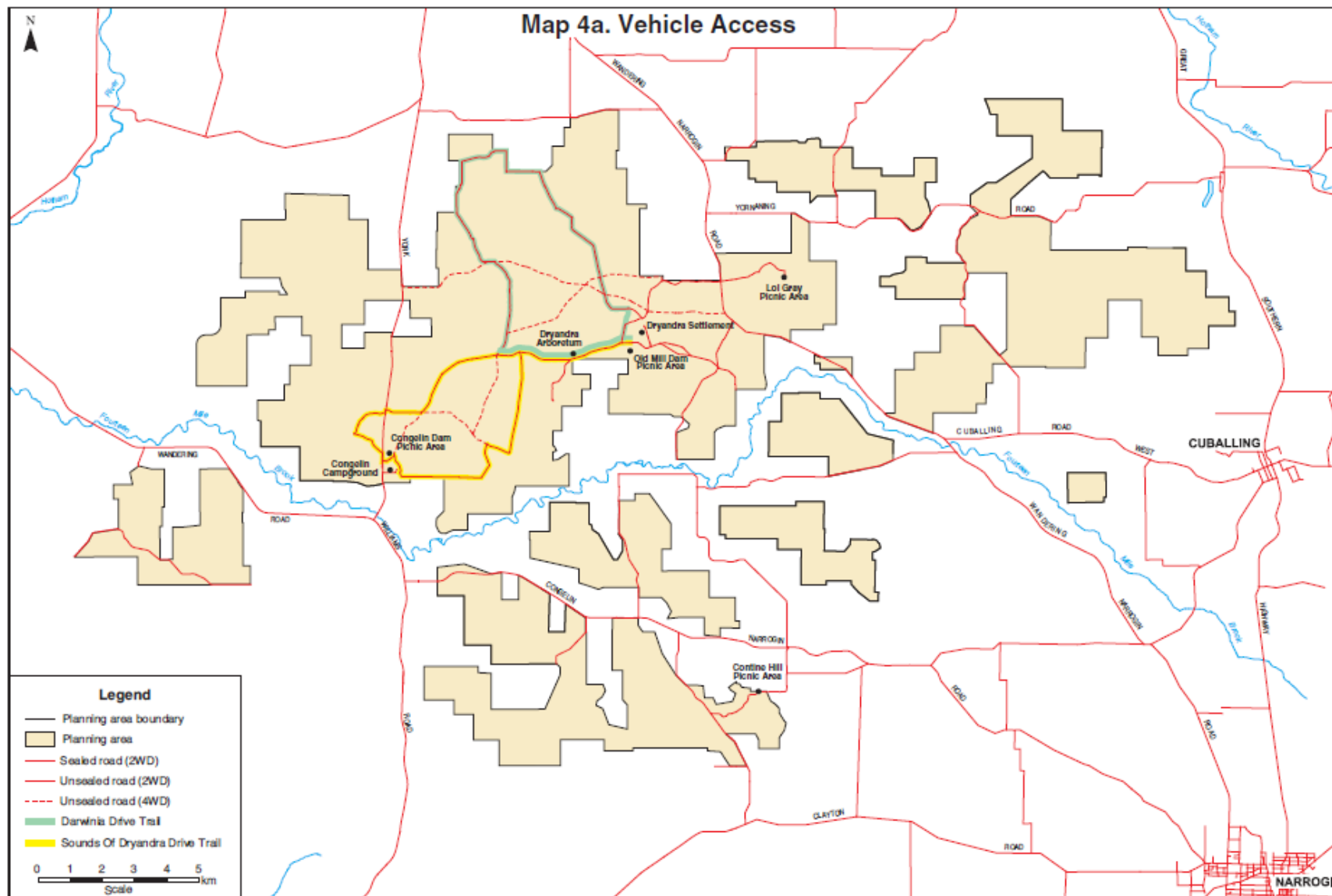
**Seconded: Cr Dowling**

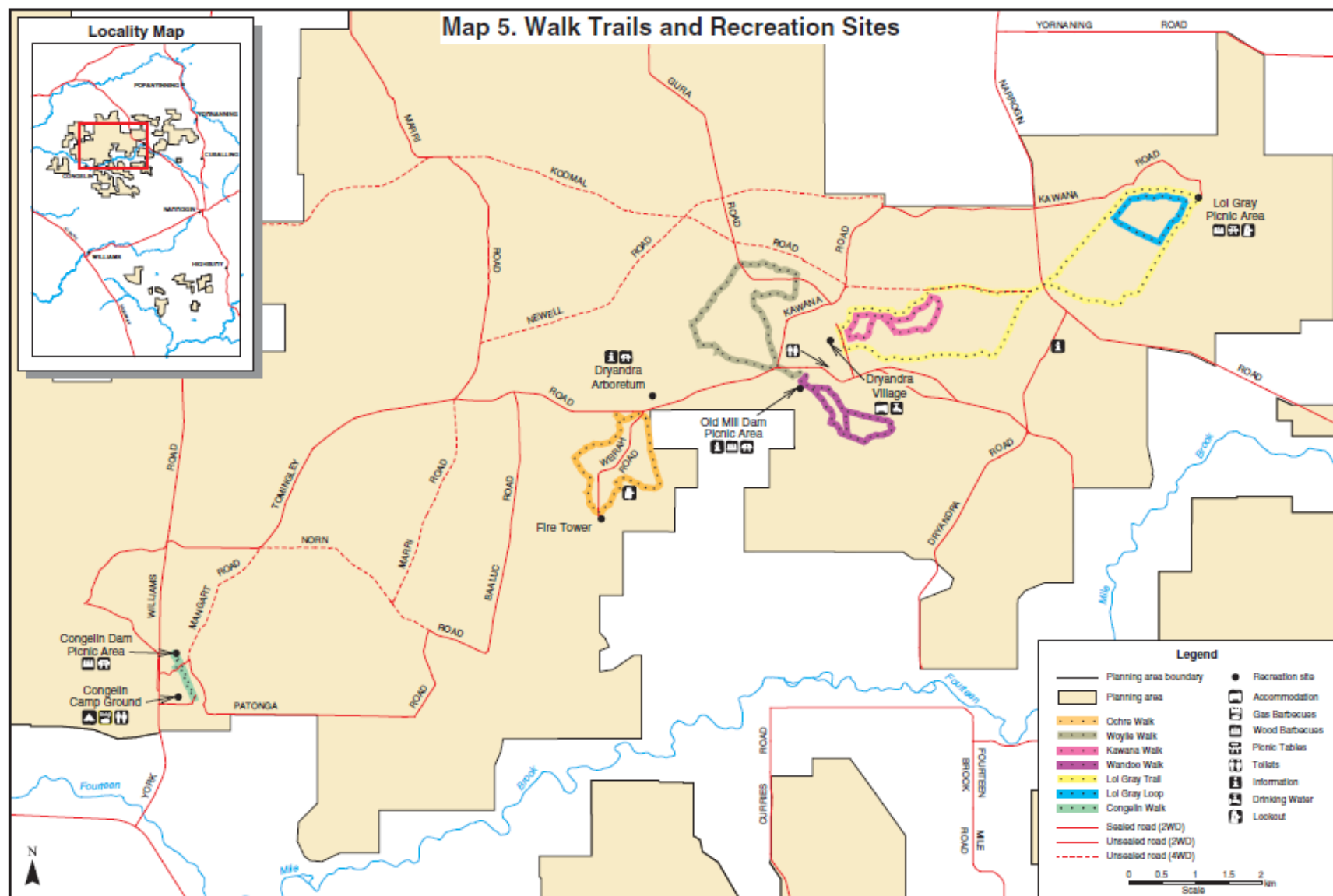
**Carried 5/0**

**Cr Bradford entered the Council Chamber at 4.14pm**











## 9.2.4 Waste & Recycling Collection

Applicant: NA  
File Ref. No: ADM 209  
Disclosure of Interest: Nil  
Date: 12<sup>th</sup> April 2016  
Author: Gary Sherry  
Attachments: 9.2.4A Public Comment

### Summary

**Council is to consider the implementation of a waste and recycling collection service for the Popanyinning and Cuballing townsites.**

### Background

The Great Southern Regional Waste Group (GSRWG), previously called the Wagin Group of Council's was established in 2005. In 2009 the GSRWG completed a Strategic Waste Management Plan (SWMP). The purpose of this Plan, completed by Bowman and Associates, was to provide strategies and actions to guide the Local Governments and communities of the GSRWG to improve waste management practices consistent with the State's vision of Towards Zero Waste in order to protect human health and the environment.

In 2009 12 local governments were included in the SWMP. Subsequently five Councils have withdrawn from the GSRWG.

Council will be aware that the GSRWG has for a considerable time been trying to establish a Regional Refuse Site, with previous efforts in the Shire of Wagin, Shire of Narrogin and the Shire of Cuballing. At the December 2015 Ordinary Meeting, Council resolved in the following manner to not proceed with the proposed Regional Waste Disposal Site at Nebrikinning Road in the Shire of Cuballing and to proceed with investigations into alternative short and long term regional options to improve waste management within this region.

In October 2015 Council considered a range of waste management matters and resolved in the following manner:

That Council:

1. because of the closer proximity of residences, construct the Cuballing Waste Transfer station in 2015/16 using grant funding received through the Great Southern Regional Waste Group;
2. plan to complete construction of the Popanyinning Waste Transfer Station in 2016/17;
3. acknowledge that there will be a considerable number of years before the commencement of operations of the Great Southern Regional Waste Groups Regional Waste Disposal site;
4. support the Great Southern Regional Waste Group to establish a short term regional waste site solution to operate while the Regional Waste Disposal site is being developed;
5. move to have Council staff supervise the operations of the Popanyinning and Cuballing Waste Disposal/Transfer Stations;
6. seek interest from local residents in Council providing a voluntary kerbside waste collection; and
7. seek interest from local residents in Council providing a voluntary kerbside recycling collection service.

Moved: Cr Newman

Seconded: Cr Haslam

At the February 2016 Ordinary Meeting, Council resolved:

That Council:

1. seek to dispose of waste from kerbside Waste Collection in the Shire of Cuballing and from the Cuballing Transfer Station in the Town of Narrogin's White Road Waste Disposal Site from 1st July 2016 prior to the finalisation of a preferred short term regional waste disposal solution by the Great Southern Regional Waste Group;
2. discuss options and possibilities with the Town of Narrogin for a joint purchase of kerbside waste collection services with the Shire of Cuballing; and
3. wish to reconsider the options, costs and possibilities of implementing compulsory kerbside waste and recycling collection in 2016/17 at a future meeting of Council.

Moved: Cr Ballantyne            Seconded: Cr Newman

Carried 6/0

Council did not resolve the Officer's Recommendation because of the impact of changes of the Great Southern Regional Waste Group's recent decision to not continue with the proposed Regional Waste Disposal Site.

#### Comment

This report to Council seeks to allow the reconsideration the options, costs and possibilities of implementing compulsory kerbside waste and recycling collection in 2016/17.

#### *Advantages of Kerbside Waste & Recycling Collection*

Kerbside waste collection improves Council's management of waste. Essentially it reduces the number of people using waste disposal/transfer station sites and delivers large amounts of waste at a single time or day. For waste disposal sites this reduces the spread of waste at the site and reduces the surface area of waste. Reduced surface area of waste reduces wind blown waste. Because staff are able to schedule waste covering activities on the days of kerbside waste collection, the amount of time waste remains uncovered at a site is reduced. This reduces the access to waste by vermin.

For the management of transfer stations, kerbside collection reduces the amount of waste being deposited at a transfer station. This reduces any odour at the transfer station.

#### *Community Expectation*

Kerbside waste collection is an anticipated service for most rural townsites. In 2009 the SWMP identified that only the Shire of Cuballing did not provide or arrange kerbside waste collection. New residents in our towns have ask at the Shire on what days collection occurs and other long term residents and business have discussed with staff the possibility of a collection occurring in the future.

#### *Size of Collection Bins*

The SWMP envisage that local governments would operate a 140litre mobile garbage bin service (MGB). This is the *half* size bin that looks to reduce waste to landfill and encourage recycling. Residents and businesses would be able to purchase multiple services should they have a need for more waste.

This type of collection volume for putrescible waste is very common. Most city Council's have moved to this type of service. Council inspected the waste management facilities of the Shires of Kondinin, Kulin and Corrigin in 2015. All these Shires use a 140litre MGB service.

#### *Reduced Cost for Pensioners*

The cost of a collection service for pensioners or residents on a fixed income has been raised in a number of forums. It has been suggested that Council could offer a discount or reduced price for pensioners similar to the rates discount. A number of local governments do choose to offer a discount.

In staff discussions with Council over the introduction of a collection service, it has been anticipated that Council would look to only charge ratepayers the cost of the collection service to Council. While Council could provide a reduced rate to pensioners, this would be subsidised by other ratepayers. The State Government refunds local governments the pensioners discount provided on Council's rates.

#### *Compulsory versus Voluntary*

In proposing a compulsory kerbside waste and recycling collection service Council has been advised that there are advantages of a compulsory collection service for local residents over a voluntary service. These include:

- Council is required to charge residents GST on a voluntary service. Therefore a compulsory service is 10% cheaper to residents immediately;
- lower costs for each service. Much of the cost to Council of providing a waste and recycling collection service is fixed and not greatly impacted by the number of services. The cost of driving the collection vehicle to Cuballing and Popanyinning does not change. Then once in the town, the cost of driving around the town is similar if collection vehicle collects 50 or 100 bins; and
- kerbside waste collection and increased recycling will assist the Shire of Cuballing to minimise the ongoing costs of complying with the state government's waste management regulations.

#### *Impact on Other Waste Management Services*

At this time Council has no plans to charge residents for access to the Cuballing or Popanyinning Waste Disposal Sites. There are a large number of local residents outside the towns who would not receive a collection service and who will still take their waste to a waste disposal site regularly. Town residents who have additional waste will still be able to access a waste site when they need to do so.

However both Council and a number of public comments point out that waste originating from outside the Shire is dumped at the Shire's Cuballing and Popanyinning Waste Disposal Sites because it is free to do so. Shire of Cuballing ratepayers are currently providing a subsidised service to residents of neighbouring Shires.

In the future Council should consider ways to restrict access to the Disposal Sites for people living outside our Shire, while retaining access for locals. With the proposed manning of the Waste Disposal/Transfer Station sites such a system will become easier to implement.

#### *Public Consultation*

Public notice including an invitation to public comment was:

- included in the March and April Cuby News distributed in Cuballing and Popanyinning;

- advertised on the Shire of Cuballing website and Council's Facebook page;
- raised as an issue with the

To the date of publication 9 comments had been received. These comments received are included at Attachment 9.3.4A.

Comment No.	Support Kerbside Collection		Town		Issues Raised in Comment						
	Yes	No	Cuballing	Popanyinning	Waste from Outside	Compulsory/ Cost	Cost to Pensioners	Causes Illegal Dumping	Future Cost Increases	Size of Rubbish Bin	Satisfied with Current Service
1		1	1			1			1		
2		1	1								1
3		1	1							1	1
4			1								
5	1			1							
6		1	1			1		1			
7	1			1							
8	1		1		1						
9		1		1	1	1	1				1
	3	5	6	3	2	3	1	1	1	1	3

### Strategic Implications

Waste management is a key responsibility of local government. Council needs to improve its current service provision to meet the intended outcomes identified in the SWMP.

Statutory Environment – Nil at this time.

Policy Implications – Nil

### Financial Implications

Council has budgeted for the following in 2015/16:

Capital Expenditure		
Building at Popanyinning Site		15,000
Fence at Cuballing Site		5,000
TOTAL		20,000
Operational Expenditure		
Manning of Popanyinning Waste Disposal/Transfer Station - From February 2016 (13.5 of Ordinary Time Hours) 3 hours Friday 3 hours Saturday 3 hours Sunday		12,029
Manning of Cuballing Waste Disposal/Transfer Station (13.5 of Ordinary Time Hours) 3 hours Friday		12,029

3 3 hours Sunday	hours	Saturday	
Voluntary From 200 Pickups	Kerbside February -	Pickup 11	- weeks Recycling Recycling 8,800
Voluntary From 200 Pickups	Kerbside February -	Pickup 22	- Weeks Waste Waste 8,800
TOTAL			41,658
Operational Income			
Kerbside Recycling Pickup			- 8,800
Kerbside Waste Pickup			- 8,800
TOTAL			- 17,600

### Economic Implications

Local business may reduce costs or improve productivity by using waste collection services provided by Council.

### Social Implications

While the proposed Regional Waste Disposal Site at Nebrikinning Road did create significant community opposition from within and from outside the Shire of Cuballing, waste management remains an important local government provided community service to residents across the GSRWG region.

Council provision of efficient, environmentally sustainable and cost effective waste management services is a high priority for the community of the Shire of Cuballing and for communities across the GSRWG region.

### Environmental Considerations

It is anticipated that improved waste management practices will assist in the protection human health and the environment.

### Consultation

The Strategic Waste Management Plan underwent significant public consultation in 2008/09.

Council's strategic plans about moving to transfer stations and the destination of waste disposed at the transfer stations will be reported in the Cuballing news and other publications of Council from time to time.

### Options

The Council can resolve:

1. The Officer's Recommendation;
2. Resolve to adopt a slightly amended Draft Plant Replacement Program; or
3. defer this matter and request further consideration from staff.

### Voting Requirements – Simple Majority

**COUNCIL DECISION:**

**That Council:**

- 1. implement a compulsory waste and recycling collection service for the Popanyinning and Cuballing townsites in the 2016/17 financial year;**
- 2. complete the purchasing of this waste and recycling collection service through the WALGA Council Purchasing Service;**
- 3. will to offer a pensioner discount of \$50 per service to properties eligible for a pensioner or seniors rates discount on their Council rates. This discount will be finalised once the cost of the service is known;**
- 4. offer residents and businesses the opportunity to have additional collections other than just the minimum, compulsory service;**
- 5. allow residents located outside the townsites who are able to be easily included in a collection to have the opportunity to voluntarily receive a service if they wish.**

**Moved: Cr Newman**

**Seconded: Cr Dowling**

**Carried 6/0**

52 ~~Wessford~~ ST  
 Cuballing  
 PO Box  
 171 ~~Cub~~ Post Office

Sir

wish to state my objection  
 the proposed waste disposal collection service  
 all one shopping bag full per week so  
 could be at least 6 wks to fill a rubbish  
 the recycling bin would be approx the  
 time frame. So a fee of \$200 to me is  
 fair & how long before \$240-\$260 is charged  
 mention is made of green waste disposal  
 & take it this would be an extra  
 item & there for wish to vote against  
 service and object to its enforcement.

Yours Sincerely  
 M J Lowery.

**Gary Sherry**

---

**From:** Shire of Cuballing Enquiries  
**Sent:** Tuesday, 29 March 2016 8:09 AM  
**To:** Gary Sherry  
**Subject:** FW: Rubbish pick up service.

-----Original Message-----

From: Dennis Ferrell [mailto:denking42@gmail.com]  
Sent: Saturday, 26 March 2016 6:07 PM  
To: Shire of Cuballing Enquiries <enquiries@cuballing.wa.gov.au>  
Subject: Rubbish pick up service.

CEO Cuballing Shire,

Dear Garry, please find herein our submission of opinion , re, the proposed domestic rubbish pickup.  
We would prefer the present situation to remain as is.

Ferrell. RL 134.

--

DKF. Stay well.



**Gary Sherry**

---

**From:** Shire of Cuballing Enquiries  
**Sent:** Thursday, 7 April 2016 1:37 PM  
**To:** Gary Sherry  
**Subject:** FW: Kerbside Rubbish and Recycling Collection

-----Original Message-----

From: Colin Ferrell [mailto:colinferrell1@bigpond.com]  
Sent: Thursday, 7 April 2016 12:25 PM  
To: Shire of Cuballing Enquiries <enquiries@cuballing.wa.gov.au>  
Subject: RE: Kerbside Rubbish and Recycling Collection

To Whom it May Concern,

I am the property owner at lot 2 Brundell Street Cuballing.

I am very happy with the present rubbish disposal method of taking ones own rubbish to the tip. I would not like to have to pay to have a half baked service the shire intends to provide at a cost to myself. If it is implemented rubbish bins provided for general rubbish should be of the same size as the recycling bins!

Regards,

Colin R Ferrell....

Paul Lewis  
28 Beeston Street  
CUBALLING. 6311  
Ph. 9883 6284  
Mobile. 0429 412 402  
Email: [paullewis2@aapt.net.au](mailto:paullewis2@aapt.net.au)

POSTAL ADDRESS  
P.O. Box 12  
CUBALLING. 6311

Shire of Cuballing  
P.O. Box 13  
CUBALLING. 6311

Dear Sir,

Kerbside Rubbish & Recycling Collection

Regards this subject the residents had a vote on it a few years ago and it was rejected with I think was only one person for it, so now the decision is going to be out of the residents hand now and in the hands of a half dozen counsellors who want to take the easy way out of dealing with the problem at the major expense of the residents.

Years ago I was one of the people that encouraged the control of the tip because of the number of Narrogin residents using our tip, in which there was a fence put around it and it being controlled where we had someone supervising the tip and ensuring the recycling but that person was also from Narrogin. It did work quiet well with the separation of recycling and general rubbish, but then that person was removed from the control of ensuring that the rubbish and recycling was done.

Over the last couple of years there has been industrial bins put in place to deal with the recycling but has been poorly managed because things have not been separated boxes just tossed on which have not been flattened causing the bins to overflow with less than  $\frac{1}{4}$  it can hold. The bins need to be separated and made for individual items not just everything in one bin. Each bin for one item for example: Cans Only, Glass Only, Plastics Only and Cardboard and Paper Only and that residents are encouraged to flatten out there cartons and boxes to ensure that the bin is used to its full capacity.

The idea of putting in skip bins for general rubbish then be carted away I will agree is a good idea but it will have to ensure that there is enough bins in place and that it is supervised and once a bin if full it is removed and another is in its place over the open times of the tip so they don't overflow and the rubbish ends up on the ground.

The other thing that I have seen is for the general rubbish to be compacted before it is taken away so that the bins will be at maximum capacity which will ensure minimum land fill space is taken up by air. I know that will be an expense to start with but in the long term will be cheaper in the long run because more rubbish in a smaller space so less trips to the disposal site.

With the fee that is going to be charged on our rates will there be a concession rate for residents who are concession card holders or are they going to be charged the full amount which for those people will be a great expense to the limited income they have.

As for myself I am battling to fill a 60 litre bin if anything it is less than half and a 240 litre bin for recycling well could take me a year to fill because most of my recycling is aluminium cans which I take down to the Men's Shed in Cuballing, I try to keep my waste to a minimum, it's a pity lot more people don't as each week I see at the tip bottles, cans etc. all in with the general waste which is not recycled.

Hope I didn't bore you too much with this letter but you did ask residents for our comments, hope to hear from you sometime in the future.

Yours faithfully

Paul Lewis  
13<sup>th</sup> March 2016

ADM 209

**Gary Sherry**

---

**From:** Shire of Cuballing Enquiries  
**Sent:** Monday, 4 April 2016 10:06 AM  
**To:** Gary Sherry  
**Subject:** FW: Rubbish collection

FYI

Regards


**Lisa Williams**  
Administration Officer



PO Box 13  
Cuballing WA 6311

08 9883 6031

[www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au)

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**From:** Graeme and Donna Penny [mailto:stirling.farms@westnet.com.au]  
**Sent:** Monday, 4 April 2016 10:00 AM  
**To:** Shire of Cuballing Enquiries <enquiries@cuballing.wa.gov.au>  
**Subject:** Rubbish collection

Hello I am emailing as in the last Cuby news it was mentioned about a possible farm rubbish collection. We at Stirling Farms 571, 572 Pennys road Popanyinning as well as Stephens Road Popanyinning, would love our rubbish collected if this ends up a possibility.

Can you please forward this on to the person whos knowledge it is.

Kind Regards  
Donna Penny

John & Pat McDougall  
PO Box 101  
Cuballing 6311  
Email: [jindalee@wn.com.au](mailto:jindalee@wn.com.au)

Gary Sherry  
CEO – Shire of Cuballing

Date: 29<sup>th</sup> March 2016

Dear Sir,

Re: **Compulsory** Kerbside Rubbish Collection

It saddens us to the word **compulsory** being used in the Kerbside Rubbish Collection proposal.

Once again we will be expected to pay for a service if we have a need for it or not (no choice). We know there will be an argument for planning, health and bureaucratic nonsense.

We came to Cuballing over ten years ago on the pointy end of an influx of new residents, new homes and an increase in population, because it was perceived to be a desirable place to live; but sadly this appears to now be in reverse

A lot of these people have left Cuballing to return to where they came from because they feel living in Cuballing no longer has the benefits and lifestyle they perceived the town to have when they first moved here.

In our observation we believe the reversal in population is only going to get worse. The house and land prices have crashed – if you need to leave Cuballing in a hurry, the only way to do so is to give your property away cheaply.

Compulsory kerbside rubbish collection with no opportunity to opt out – what next!!!

Follow the next debacle from the Town of Narrogin –oops sorry merging Shire of Narrogin and all the pain that goes with that.

By the way we go to the tip about once a month and the majority of what we take to the tip would not be eligible for kerbside pick-up. Are we to presume there will be a compulsory charge to go to the tip?

So where this is going? If there is a tip charge we will see a lot more burning and a lot more illegal rubbish dumping as in other parts of the state.

Like what happened when Narrogin introduced charging – a lot more rubbish from Narrogin ended up in the Cuballing tip, and or randomly dumped.

We look forward to your response.

Yours faithfully,

John & Pat McDougall



ADM 209

22 MAR 2016

lot 135 York Rd  
Popauyinning 6309 WA  
17<sup>th</sup> March 2016.

The Shire Office  
13 Campbell Street  
Cuballing 6311 WA.

To Whom It May Concern,

I wish to be considered for rubbish  
collection. My best access point would be  
York Road. Thank you for your time and  
attention.

Yours faithfully,  
Shenay Bogdanovic  
0429 097428

**Lisa Williams**

---

**From:** Peter Denton <judeandpetedenton@gmail.com>  
**Sent:** Tuesday, 12 April 2016 10:28 AM  
**To:** Shire of Cuballing Enquiries  
**Subject:** Re Rubbish Collection for Cuballing town.

Hi Gary,

I would like to comment on the above.

Firstly we have no objection to paying the fee of \$200.00 per annum for the service. As retirees/pensioners we can still afford to live plus go on annual holidays: so to pay only \$4.00 per week for this service is cheap. It can only be a good thing for Cuballing.

Secondly, what we do object to strongly, is as stated by council in the Cuby News is the ongoing use of our tip by persons outside of our shire. I personally have witnessed on one Sunday as many as 3 vehicles from Narrogin dumping "rubbish" at the tip. We pay the rates.

I urge Council to place some sort of restrictions in place to curb this practice. When the tip was run with an attendant, with some policing it seemed to work okay.

The facility currently we think is good, with the larger recycle bins and cardboard waste bins in place along with general waste being covered regularly to reduce vermin influx.

Sincerely,

Peter and Judy Denton  
109 Ridley St.

**Gary Sherry**

---

**From:** Shire of Cuballing Enquiries  
**Sent:** Wednesday, 13 April 2016 8:02 AM  
**To:** Gary Sherry  
**Subject:** FW: Compulsory Rubbish Collection

-----Original Message-----

From: June Ellis [mailto:junemoon1@bigpond.com]  
Sent: Tuesday, 12 April 2016 3:45 PM  
To: Shire of Cuballing Enquiries <enquiries@cuballing.wa.gov.au>  
Subject: Compulsory Rubbish Collection

Hello,

Reading my new "Cuby News" I am dismayed at the proposed prospect of paying an extra \$200 per annum within Rates for rubbish collection.

I am sure other Aged Pension recipients of the shire are feeling the same. We have one small plastic bag of domestic and recycled refuse each week and it would seem overkill to put out the large council bins.

Some years ago Popanyinning voted to stay the same as was ie taking our rubbish to the local tip which has always worked very well.

I'm not sure what the definition of "town centre" is but I hope lot 123 [no 90] East Popo Road is outside of the proposed area.

We are aware persons not local visit our tip but not sure what can be done other than make it more secure and locked more often. We also have people who break open domestic rubbish bags foraging. Also we have feral cats and foxes in the area which need controlling. In conclusion we need good new high fencing and gates, control of feral animals and regular supervision.

I have always admired Wickepin Rubbish tip for such as above.

Regards,

June and Ted [Edward] Ellis.



LESTER GREEN  
LOT 32 RUSTRIAL ST

ADM 204  
18 APR 2016

98836283.  
14-4-2016

KERBSIDE RUBBISH & RECYCLING COLLECTION  
IN THE SHIRE OF CUBALLING.

TO GARRY SHERRY.

WHY DO WE NEED THIS SERVICE?  
WHAT'S WRONG WITH THE PRESENT SETUP?  
THE WHEELS HAVEN'T FOLLEN OFF!

TO ME IT LOOKS LIKE EMPIRE BUILDING  
AT THE EXPENSE OF THE RATEPAYERS.

MY WASTE WOULD BE ABOUT LESS THAN ONE  
TOO TWO COLES SHOPPING BAGS PER WEEK, ALL THE  
ORGANIC WASTE IS RECYCLED TO THE GARDEN

THE TIP HOURS APPEAR TO BE USER FRIENDLY

I'M NOT IN FAVOUR OF KERBSIDE RUBBISH COLL.  
& RECYCLING COLLECTION. COUNT ME OUT!

THIS SUBJECT WAS DEALT WITH SOMETIME BACK  
WHY THE NEW PUSH, IS IT THE RATES  
INCOME. MY INCOME IS FIXED! NO, NO, NO

THANKS FOR OPPORTUNITY TO HAVE MY SAY.  
WHY? HAS THIS MATTER ALREADY BEEN DECIDED?

Lester Green

**Nichole Gould**

---

ADM 209

**From:** Ken Head <khead@westnet.com.au>  
**Sent:** Thursday, 21 April 2016 1:12 PM  
**To:** Shire of Cuballing Enquiries  
**Subject:** rubbish removal

CEO  
Cuballing shire  
Cuballing 6311

**Sent:**  
Thu, 21 Apr 2016 11:54:10 +0800  
**Subject:**  
rubbish removal  
CEO  
Cuballing shire  
Cuballing 6311

Dear Sir,  
A kerbside rubbish removal system for Cuballing is unwarranted and money wasting idea.

Most people moved to Cuballing because of the low rates and the quite country life style and those that have been in Cuballing for generations are happy for things to stay as is.

many people are pensioners and have limited finances and would not be able to pay extra rates

This extra cost would add 20 to 30% TO THE RATES

For this amount a referendum should be held and let the people have their say

A alternative to rubbish bins might be a annual collection day where householders could put out unwanted items in a large bulk bin place on road corners

NO NO NO TO WEEKLY RUBBISH REMOVAL

I would rather have mobile phone service that works

Yours Sincerely

Ken Head  
Box 369  
Narrogin  
rose Street  
Cuballing

## 9.2.5 Shire of Cuballing and Shire of Wickepin Local Emergency Management Arrangements

Applicant: N/A  
File Ref. No: ADM233  
Disclosure of Interest: Nil  
Date: 12<sup>th</sup> April 2016  
Author: Gary Sherry  
Attachments: 9.2.5A Draft Shire of Cuballing and Wickepin Local Emergency Management Arrangements

### **Summary**

#### **Council is to consider endorsement of the Shire of Cuballing Local Emergency Management Arrangements 2016.**

#### **Background**

At the July 2013 Ordinary Meeting of Council the Shire of Cuballing withdrew from the Local Emergency Management Committee (LEMC) with the Shires of Cuballing, Wickepin and Narrogin and Town of Narrogin.

#### **COUNCIL DECISION:**

That the Shire of Cuballing join with Wickepin, and withdraw from the current LEMC to form a combined LEMC.

Moved: Cr Haslam      Seconded: Cr McDougall  
Carried by Absolute Majority 5/0

At the September 2015 2015 Ordinary Meeting, Council adopted new Local Emergency Management Arrangements (LEMA).

#### **COUNCIL DECISION:**

That Council endorses:

1. the draft Shire of Cuballing and Shire of Wickepin Local Emergency Management Arrangements included at Attachment 9.2.2A;
2. the draft Shire of Cuballing Emergency Management Plan included at Attachment 9.2.2B; and
3. the draft Shire of Cuballing and Shire of Wickepin Emergency Risk Management Plan 2015.

Moved: Cr Dowling      Seconded: Cr Newman  
Carried 3/0

It was expected that the LEMC would consider the finalised documents at their next meeting to be held in October 2015 and forward the finalised documents to the State Emergency Management Committee (SEMC). This did not occur because of new requirements for LEMA.

#### **Comment**

Since September 2015 the LEMC have become aware of new requirements for LEMA's and have prepared updated arrangements with the assistance of WALGA that includes:

- a membership of the LEMC to include the Shire Presidents from both the Shires of Cuballing and Wickepin. The Shire Presidents are joint chairs of the LEMC; and
- a Recovery Plan.

Other documents including:

- Shire of Cuballing Resources Register;
- Shire of Wickepin Resources Register;
- Risk Register and Treatment Schedule;
- Local Emergency Management Arrangements for the Provision of Welfare Support – CPFS Local Welfare Plan (Department of Child Protection and family Support);
- Shire of Wickepin Community Evacuation Plan;
- Shire of Cuballing Community Evacuation Plan;
- Shire of Wickepin Building and Structures Asset Management Plan

will be maintained separately to the LEMA. Being separate documents will allow for more efficient updating without the requirement for approval by the SEMC.

The LEMC approved the LEMA at the meeting held in the Shire of Cuballing on Tuesday 12<sup>th</sup> April 2016. With endorsement by the Shire of Cuballing and Shire of Wickepin the LEMA will be forwarded to the SEMC.

Further Council should anticipate and ongoing requirement for amendments to the LEMA to comply with changes to SEMC requirements.

Strategic Implications - Nil

Statutory Environment

Section 36 of the Emergency Management Act 2005 states that it is a function of local government to ensure effective local emergency arrangements are in place.

Policy Implications - Nil

Financial Implications - Nil

Economic Implication - Nil

Environmental Considerations - Nil

Social Implications

Effect Emergency Management arrangements will reduce the impact of disasters on the local community.

Consultation

Mr John Lane, Emergency Management Coordinator, WALGA

Mr Adam Smith, District Emergency Management Advisor - Great Southern Region, State  
Emergency Management Committee Secretariat

Local Emergency Management Committee members including:

- the Shire of Wickepin;
- Narrogin Police Station Officer in Charge (LEC)
- Wickepin Police Station Officer in Charge (LEC)
- Wickepin Nursing Post
- St John Ambulance Narrogin Sub Branch
- St John Ambulance Wickepin Sub Branch
- Department of Child Protection and Family Support Department of Parks & Wildlife
- Red Cross
- State Emergency Management Committee
- Principal Wickepin Primary School
- Principal Yealering Primary School

Options

Council may resolve:

1. the Officer's Recommendation
2. to endorse the LEMA with amendments. Any amendments will require the approval of the Shire of Wickepin and LEMC prior to submission to the SEMC; or
3. not endorse the LEMA at this time and direct staff to further review the LEMA.

Voting Requirements – Simple Majority

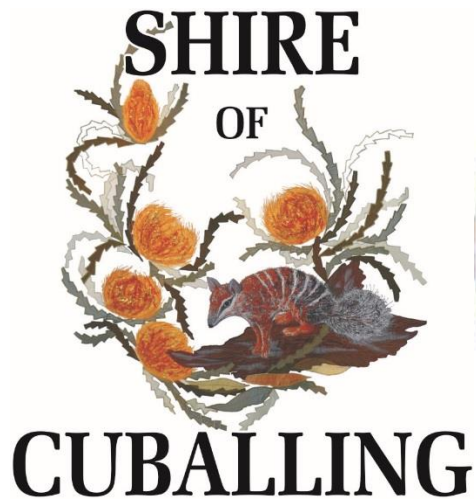
**COUNCIL DECISION:**

**That Council adopts Draft Shire of Cuballing and Wickepin Local Emergency Management Arrangements included at Attachment 9.2.5A.**

**Moved: Cr Haslam**

**Seconded: Cr Ballantyne**

**Carried 6/0**



# Local Emergency Management Arrangements 2016

LEMC endorsement date: 12/04/2016

Full review required: 2021

Maintained by: Executive Officer to LEMC

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## Certificate of Approval

The Shires of Cuballing and Wickepin have joined together by mutual agreement for the purposes of emergency management. The Local Emergency Management Arrangements (LEMA) has been prepared by the Shires of Cuballing and Wickepin Local Emergency Management Committee to address their legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the Shire of Cuballing and Shire of Wickepin Local Emergency Management Arrangements:

- Local Recovery Plan
- Risk Register and Treatment Schedule
- Contacts Directory
- Resources Register
- Local Emergency Management Arrangements for the Provision of Welfare Support (Department of Child Protection and Family Support), known as the CPFS Local Welfare Plan.

In accordance with State Emergency Management Policy 2.5 and ADP5, this plan has been endorsed and noted by the following entities:

Shire of Cuballing-Wickepin Local Emergency Committee - Endorsement  
 Shires of Cuballing and Wickepin Councils - Endorsement  
 Great Southern District Emergency Management Committee - Noting  
 State Emergency Management Committee - Noting.

### Shire of Cuballing-Wickepin Local Emergency Management Committee

\_\_\_\_\_

**Chairpersons**

**Date:** [Click here to enter a date.](#)

**Shire of Cuballing Council**

\_\_\_\_\_

**Shire President**

**Date:**

**Shire of Wickepin Council**

\_\_\_\_\_

**Shire President**

**Date:**

## Version Control

Document Title	Shires of Cuballing and Wickepin Local Emergency Management Arrangements 2016
Document Status	Version 1
Location	Electronic versions of this document can be located within the internal electronic filing systems of the Shires of Cuballing and Wickepin
Date Finalised	12/04/2016
Date of Review	2021
Authors	Shire of Cuballing-Wickepin LEMC
Project Manager	John Lane WALGA

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## Amendment Record

Suggestions and comments from the community and stakeholders can help improve the document.

Feedback can include:

- What you do or do not like about the document;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

Chairperson  
Local Emergency Management Committee  
PO Box 19  
WICKEPIN WA 6370

The Chairperson will refer any correspondence to the LEMC for consideration and or approval. Amendments promulgated are to be certified in the below table when updated.

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	

## Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to either the Shire of Cuballing or Shire of Wickepin through the following email address: [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au) or [admin@wickepin.wa.gov.au](mailto:admin@wickepin.wa.gov.au)

Note: Printed versions of the document may not be accurate.

Copies provided to	No. of copies
<b>Shire of Cuballing</b>	
Shire President (Joint Chair LEMC)	1
Chief Executive Officer Shire of Cuballing	1
Manager Works & Services	1
Chief Bushfire Control Officer	1
<b>Shire of Wickepin</b>	
Shire President (Joint Chair LEMC)	1
Chief Executive Officer	1
Manager Works	1
Chief Bushfire Control Officer	1
<b>LEMC membership</b>	
Narrogin Police Station	1
Wickepin Police Station	1
St John Ambulance Wickepin sub-branch	1
Department of Child Protection & Family Support Narrogin	1
Wickepin Health Centre	1
Department of Fire & Emergency Services Narrogin	1
Department of Parks & Wildlife Narrogin	1
Australian Red Cross Narrogin	1
<b>Other committees</b>	
Great Southern District Emergency Management Committee	1
State Emergency Management Committee	1

## PART 1 – Introduction

### Authority

The Shires of Cuballing and Wickepin have by mutual agreement, joined for the purposes of emergency management under Section 34(1) of the Emergency Management Act 2005. This plan has been prepared and endorsed by the Shires of Cuballing and Wickepin LEMC. They have been presented and endorsed by the Shire of Cuballing and the Shire of Wickepin Councils in compliance to the *Emergency Management Act 2005* s41. The Local Arrangements document has been tabled for noting with the Great Southern DEMC.

### Endorsement Date:

This plan was endorsed by the Shires of Cuballing and Wickepin LEMC on: 12/04/2016

### Area Covered

The Shires of Cuballing and Wickepin Local Emergency Management Arrangements have been prepared for the areas Gazetted as the Shire of Cuballing and the Shire of Wickepin Local Government Districts.

### Profile

#### Cuballing

The Shire of Cuballing is located 192 km southeast of Perth in the Upper Great Southern Region of Western Australia. The Shire of Cuballing Local Government District covers an area of 1,250 sq. km and supports a population of 894 persons. The Shire embraces the townships of Cuballing, Popanyinning and Yornaning.

#### Wickepin

The Shire of Wickepin is located 210 km south east of Perth and covers an area of 1,989 square kilometres. Wickepin has a population of 733 persons and is made up of five district areas: Wickepin, Yealering, Harrismith, Tincurrin and Toolibin. The town is a service centre for the rural community.

### Purpose

The purpose of this plan is to document:

1. The Shire of Cuballing and Wickepin's preparedness and capacity to support the effective management of an emergency that may impact on the local community;
2. The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the Shire of Wickepin local government district;
3. A list of natural and technological hazards that may impact the local community;
4. Strategies and priorities for emergency management in the local government district; and
5. Other matters about emergency management in the local government district that either local government considers appropriate as outlined in this document.

## Scope

The scope of this document is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term. This document (LEMA) along with other supporting plans, perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community. Consequently similar plans may require differentiated levels prioritisation in the process compared with other assets.

To ensure the best possible outcomes for the Shire of Cuballing and the Shire of Wickepin, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community are required.

The scope of this plan is limited to and includes:

- The geographical boundaries of the Shires of Cuballing and Wickepin;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other emergency management plans and agreements.

## Existing Plans and supporting documents

To enable integrated and coordinated delivery of emergency management support within the Shires of Cuballing and Wickepin, this document is consistent with State Emergency Management Policies (SEMP) and State Emergency Management Plans (Westplans). The flow chart in [Annex B](#) indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that together become the emergency management arrangements for the Shires of Cuballing and Wickepin.

## State plans and policy

SEMC Policy Statements guiding Local Government, and WestPlans and Support Plans, can be viewed on the SEMC website [www.semc.wa.gov.au](http://www.semc.wa.gov.au)

## Local Arrangements

The following documents form the local emergency management arrangements for the Shires of Cuballing and Wickepin:

- Local Emergency Management Arrangements;
- Local Recovery Plan;
- Emergency Contact Directory;
- Resources Register;
- Risk Register and Treatment Schedule;
- Local Emergency Management Arrangements for the Provision of Welfare Support – CPFS Local Welfare Plan (Department of Child Protection and family Support);
- Shire of Wickepin Community Evacuation Plan;
- Shire of Wickepin Building and Structures Asset Management Plan

## Finance Arrangements

State Emergency Management Policy (SEMP 4.2) outlines the responsibilities for funding during multi-agency emergencies. While recognizing the provisions of [SEMP 4.2](#), the Shires of Cuballing and Wickepin are committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The respective Chief Executive Officers should be approached immediately an emergency event



requiring resourcing by the either Shire occurs to ensure the desired level of support is achieved.

### Local Government Responsibilities

#### Local Emergency Management Committee

Under Section 38 of the Act, a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in [SEMP 2.5](#).

#### Local government emergency management planning

[Section 41](#) of the Emergency Management Act 2005 sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

#### Hazard Management Agency Responsibilities

The role of Hazard Management Agencies (HMA) is described in Sections 4 and 5 of the Emergency Management Act 2005.

### Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under [WESTPLAN – Emergency Public Information](#), and [SEMP 4.6 Emergency Public Information](#).

Once a formal transition from response to recovery has been agreed between the HMA and Local Government, local government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the [Local Government Act 1995](#) Section 2.8 and 5.4 (1)(f). **Refer to the Local Recovery Plan for guidance.**

### Local Emergency Operations Centres

The local EOC for an emergency will be designated by the HMA “Incident Manager”. Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

<b>Primary Emergency Operations Centre (Response)</b>	Shire of Cuballing Administration Building 186 Campbell Street, Cuballing
<b>Alternative Emergency Operations Centre (Response/Recovery)</b>	Wickepin Police Station 68 Wogolin Road, Wickepin / Narrogin police Station 82 Earl Street, Narrogin

## PART 2 – Planning

### Local Emergency Coordinator (LEC)

Under the *Emergency Management Act 2005* section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district. At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

**For the Shire of Cuballing Local Government District, the LEC appointed is the Officer in Charge Narrogin Police Station.**

**For the Shire of Wickepin Local Government District, the LEC appointed is the Officer in Charge Wickepin Police Station.**

### Local Emergency Management Committee (LEMC)

The Shires of Cuballing and Wickepin have established a joint LEMC to plan, administer and test these arrangements and other plans and documents that make up the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to [Annex G](#).

### LEMC Functions and responsibilities:

The LEMC should follow a meeting and business cycle as recommended in Appendix 1 of ADP-5 Emergency management in Local Government. For direct reference to the schedule refer [Annex H](#).

### LEMC Executive

The Shires have agreed that the LEMC will meet twice yearly in the months of April and October. The April meeting of the LEMC will be hosted by the Shire of Cuballing and the October meeting of the LEMC hosted by the Shire of Wickepin.

<b>Chair</b>	The Shire President of the hosting Shire will assume the position of Chair of the LEMC.
<b>Deputy Chair</b>	The Shire Presidents of the Shires of Cuballing and Wickepin are the joint Deputy Chairs of the LEMC
<b>Executive Officer</b>	Shire Officer

### Risk Register & Treatment Schedule

In 2014 the LEMC presided over a risk management project to systematically identify and analyse natural and technological hazards likely to impact of the Shires of Cuballing and Wickepin local government districts. A risk register and treatment schedule has been compiled. Those hazards are listed at [Annex E](#). Further risk analysis will be undertaken as an ongoing process of the LEMC based on the AS/NZS ISO 31,000:2009 Risk Management Standard and processes outlined in the National Emergency Risk Assessment Guide and the WA Emergency Risk Management Guide (2015).

## PART 3 – Response

### Emergency Management Structure and Response levels

The Shires of Cuballing and Wickepin Emergency Management Arrangements are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (storm, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. Both Shires are equally committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

Event Level	Local Response
<b>Level 1</b> (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Equipment</li> <li>• Local knowledge and advice</li> </ul>
<b>Level 2</b> (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Equipment</li> <li>• Local knowledge and advice</li> </ul> Where an ISG is formed: <ul style="list-style-type: none"> <li>• Provide a Local Government Liaison Officer.</li> <li>• Make available to the HMA local facilities designated in this plan as evacuation centres.</li> </ul>
<b>Level 3</b> (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Equipment</li> <li>• Local knowledge and advice</li> </ul> Where an ISG or OASG is formed: <ul style="list-style-type: none"> <li>• Provide Local Government Liaison Officers.</li> <li>• Make available to the HMA local facilities designated in this plan as evacuation centres.</li> </ul>

### Emergency actions

Emergency events such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Other emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

To ensure a timely response to any of the hazards identified in [Annex E](#), local or district contact details for HMA and Combat and Supporting Agencies are listed below:

#### **HMA Combat and Supporting Agency Contact Details**

AGENCY NAME	LOCAL CONTACT NUMBER
WA Police Wickepin	9888 1100
WA Police Narrogin	9882 2555
DFES Narrogin	9881 3892 9881 3893
SES Narrogin	132500 or 0417 918 910
Parks & Wildlife Narrogin	9881 9200
Child Protection & Family Services	1800 622 258

HMA's and Controlling Agencies may require resources held by the local government and assistance to manage the emergency. The Shires of Cuballing and Wickepin are committed to providing assistance/support if the required resources are available.

### Local Government Involvement in Response

The Shires of Cuballing and Wickepin will ensure that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the Shires of Cuballing and Wickepin will each provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG) should one be called and to attend all subsequent meetings. The LGLO designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident.

### Shires of Wickepin and Cuballing Incident Management

The successful resolution of any incident affecting the Shires of Cuballing or Wickepin is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Shires of Cuballing and Wickepin must take responsibility for ensuring their respective Shire's response to an emergency event is coordinated and informed.

### Responsibilities

- Ensuring planning and preparation for emergencies is undertaken;
- Implementing procedures that assist the community and emergency services deal with incidents;
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the Shire's systems and resources; and
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.

### Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling

Agency to provide agency specific expert advice and support in relation to the response to an incident. The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in [SEMP 4.1](#).

The Shires of Cuballing and Wickepin Liaison Officer will attend all meetings of the ISG as '**liaison officer**' for their respective Shires and represent their local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in [Annex C](#)

### Community Evacuation Plans

The Shires of Cuballing and Wickepin and have developed a Community Evacuation Plan for their respective communities. For an electronic copy of the plan contact either Shire office.

### Community Evacuation

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the Shires of Cuballing or Wickepin.

Evacuation can be either:

**Controlled** -This refers to either a recommended or directed evacuation, where a HMA/Controlling Agency is undertaking specific activity to manage the withdrawal of people from an area at risk or subject to the effects of a hazard.

**Directed** - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

**Recommended** - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with:

- [SEMP 4.7 Community Evacuation](#)
- [Western Australia Community Evacuation in Emergencies Guide](#).

### Evacuation Management

The decisions to evacuate during an emergency rest with the Incident Controller appointed by the HMA/ Controlling Agency. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department for Child Protection and Family Support to support an informed decision on evacuation and its management.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

### Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

### Public Warning Systems

The hazard management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

**SEWS:** - Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an "Emergency Warning Message".

**Emergency Alert:** - A telephone based warning system which can capture all telephones within a specific geographic area.

**Emergency warning messages:** - Verbal messages transmitted by the electronic media.

### Animals in Emergency

The Shires of Cuballing and Wickepin have no capacity to arrange for the welfare of domestic animals. Horses evacuated by their owners during emergency may be housed at the Dryandra Regional Equestrian Centre Darcy Street, Cuballing. No formal arrangements are in place.

## Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, Aboriginal people, culturally and linguistically diverse (CALD) people, FIFO workers and tourists. In addition town based organisations catering for the most vulnerable in the community must come under consideration. For a comprehensive list of these community based vulnerable groups refer to [Annex F](#).

## Community Evacuation Organisations and Responsibilities

Agency / Task	Responsible person / position / agency
<b>HMA/Controlling Agency</b>	<ul style="list-style-type: none"> <li>• Management of the emergency incident</li> <li>• Warning messages to the affected community</li> <li>• Decisions affecting the evacuation of locations likely to be impacted by the emergency</li> <li>• The decision to evacuate a community or portions thereof</li> <li>• Evacuation route planning and traffic management</li> <li>• Road closures during emergencies</li> <li>• Identification of evacuation centres</li> <li>• Return of the evacuated community</li> </ul>
<b>WA Police</b>	<ul style="list-style-type: none"> <li>• Assist with evacuating the affected community</li> <li>• Assist with traffic management</li> </ul>
<b>Shires of Cuballing and Wickepin</b>	<ul style="list-style-type: none"> <li>• Liaise with Incident Controller</li> <li>• Participate in ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the Shires of Cuballing and Wickepin, provide a liaison officer to support the CPFS</li> </ul>
<b>Department for Child Protection &amp; Family Support and the Shires of Cuballing and Wickepin</b>	<ul style="list-style-type: none"> <li>• Identify appropriate evacuation centres in consultation with Incident Controller and Local Government</li> <li>• Receive evacuees and coordinate the provision of welfare for evacuees</li> </ul>
<b>Property security</b>	WA Police



<b>Traffic management</b>	WA Police initially then traffic contractors as appointed by MRWA or the Shires of Cuballing or Wickepin
<b>Welfare</b>	Department of Child Protection and family Support (CPFS), and the Shires of Cuballing or Wickepin

### Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan in the event an incident occurs.

The following tables details the welfare centres owned by the Shires of Cuballing and Wickepin available and deemed suitable for the purpose. The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The CPFS will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or CPFS.

### Shire of Cuballing Evacuation Centres (For contact details refer to Contacts and Resources Register)

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Cuballing Recreation Centre	Campbell Street, Cuballing	100	30	1 <sup>st</sup> Contact Shire of Cuballing Administration Centre 2 <sup>nd</sup> Contact Gary Sherry CEO 3 <sup>rd</sup> Contact Bruce Brennan
Cuballing Hall	191 Campbell Street, Cuballing	150	50	As above
Dryandra Regional Equestrian Centre, Cuballing	Darcy Street, Cuballing	75	10	As above
Popanyinning Hall	Francis Street, Popanyinning	75	0	As above or Popanyinning General Store 9887 5033

## Shire of Wickepin Evacuation Centres (For contact details refer to Contacts and Resources Register)

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Contact details
Wickepin Community Centre	Cnr Johnson and Campbell Streets Wickepin	500	250	1st Contact Mark Hook CEO 2 <sup>nd</sup> Contact Peter Vlahov Manager Works & Services
Harrismith Golf Club	Wickepin-Harrismith Rd, Harrismith	100	25	As above
Yealering Hall	Wickepin-Corrigin Rd, Yealering	190	50	As above or Yealering Ag Parts 9888 7095

The above local government owned buildings have been identified by the Shires of Cuballing and Wickepin as suitably constructed and equipped evacuation centres for use in emergencies meeting the requirements for sheltering of persons for up to 24 hours.

For other welfare centres refer to the CPFS Local Emergency Management Arrangements for the Provision of Welfare Support.

**Note: CPFS is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross “Register. Find. Reunite” system and associated forms which can be located at <https://register.redcross.org.au>**

CPFS Local Welfare Plan contains details of all local government controlled Welfare Centres including building layout, facilities available and key holders.

### Welfare Support

CPFS is responsible for to coordination of welfare support services and undertakes the provision of services to support the physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, emergency clothing, and personal requisites.

### Provision of Welfare Support

The following State plans and supporting plans apply

- [Westplan Welfare](#)
- [Westplan Registration and Reunification](#)

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

### Department for Child Protection and Family Support

#### Local Welfare Coordinator (CPFS):

CPFS shall appoint a Local Welfare Coordinator who will liaise with the Local Welfare Liaison Officer for either Shire if one has been appointed for assistance in the coordination and provision of resources detailed in the abovementioned support plans.

#### Local Government Welfare Liaison Officer:

The Shire of Cuballing or the Shire of Wickepin will provide an officer to be Liaison/support between CPFS and the local government where a welfare centre has been established within

either or both districts of the local government. The duties to be performed by the Local Government Welfare Officer are described in [Annex D:](#)

## PART 4 – Recovery

### Area Covered

The Shire of Cuballing and Wickepin Local Recovery Plan has been prepared for the areas Gazetted as the Shire of Cuballing Local Government District and, the Shire of Wickepin Local Government District.

### Purpose

The purpose of this plan is to describe the arrangements for effectively managing recovery at the local level, including accountability and responsibility.

### Objectives

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Cuballing and Wickepin;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and
- Provide a framework for recovery operations for the Shire of Cuballing and Wickepin.

### Scope

The scope of this recovery plan is not limited to the boundaries of either Shire as it is possible any emergency may affect the districts of either or both Shires. It details the general recovery arrangements for the respective communities and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

### Related documents and arrangements

The following documents are related to this plan

- Shire of Cuballing and Wickepin Local Emergency Management Arrangements
- Shire of Wickepin Resources and Contacts Register
- Shire of Cuballing Resources and Contacts Register
- Shire of Cuballing Asset Management Plan
- Shire of Wickepin Asset Management Plan
- Local Emergency Management Plan for the Provision of Welfare Support (Department of Child Protection and Family Support), known as the CPFS Local Welfare Plan.

### Local Government

The Shire of Cuballing and Wickepin are required by State legislation Section 41 (4) Emergency Management Act 2005) to ensure that a Local Recovery Plan is prepared for its local government district within the local emergency management arrangements. This includes the identification of a Local Recovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Local Recovery Coordinator. In accordance with the requirements, each local Government mentioned in this plan have nominated persons to act as Local Recovery Coordinator.

### State plans and policy

The following documents relate to this plan:

<b>Document Title</b>	<b>Document Owner</b>
<a href="#">State Emergency Management Plan for Recovery Coordination</a>	SEMC
<a href="#">State Emergency Management Plan for the Provision of Welfare Support</a> (Westplan Welfare)	SEMC
<a href="#">SEMP 4.2 Funding for Emergencies</a>	SEMC
<a href="#">SEMP 4.9 Australian Government Physical Assistance</a>	SEMC
State Emergency Management Procedures <a href="#">OP-19 Management of Public Fundraising and Donations</a>	SEMC
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) <a href="#">Guide for Local Government 2015</a>	Dept. of the Premier and Cabinet
<a href="#">Lord Mayor's Distress Relief Fund</a>	LMDRF Board

### Local Recovery Resources

The Local Recovery Coordinator for the Shire of Cuballing and Wickepin is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Cuballing and Wickepin resources are identified in the Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Wickepin should an emergency occur.

The resources available and contact details for recovery have been identified and are included in [Annex K](#).

### Financial arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

The Shires of Cuballing and Wickepin have arrangements in place to insure their assets. Assets are recorded and managed through the Roman II Asset Management System. The Shire of Wickepin has in place an Asset Management Plan.

The respective Chief Executive Officers and Managers will be involved early in the recovery process.

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Wickepin and the Shire of Cuballing will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of Premier and Cabinet web page - link -

<http://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx> .

The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

### **Financial preparation**

The Shires of Cuballing and Wickepin will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance; and
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

## Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund as detailed in SEMC Procedure OP-19 – Managing of Public Fundraising and Donations.

**NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor’s Distress Relief Fund.**

(Refer to [Annex Q](#) for suggested media release relating to donation of goods)

## Roles and responsibilities

The roles and responsibilities of those involved in recovery management are outlined below:

### Local Recovery Coordinator (LRC)

**The Shire of Cuballing** has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Wickepin may appoint more than one person to the position of LRC By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
LRCG Chair	Shire President	Deputy Shire President
Local Recovery Coordinator	Chief Executive Officer	Deputy Chief Executive Officer
Scribe	Deputy Chief Executive Officer	Shire Officer

**The Shire of Wickepin** has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Wickepin may appoint more than one person to the position of LRC By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
LRCG Chair	Shire President	Deputy Shire President
Local Recovery Coordinator	Chief Executive Officer	Manager Works & Services
Scribe	Shire officer	Shire officer

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government. The functions of the LRC are explained in [Annex I](#)

### Local Recovery Coordinating Group (LRCG)

The Local Recovery Coordinating Group (LRCG) comprises a core membership comprising local government managers, HMA personnel, personnel representing supporting organisations

and community representatives. The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

- The LRCG must be driven by the Operational Recovery Plan. Refer to [Annex O](#);
- The core functions of the LRCG are listed in [Annex J](#);
- For suggested composition of the LRCG and subcommittees refer to [Annex L](#);
- For suggested LRCG subcommittee roles refer to [Annex M](#);
- For suggested LRCG subcommittee Terms of Reference refer to [Annex N](#); and
- [For available resources refer to Annex K.](#)

### **Controlling Agency/ Hazard Management Agency**

The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Comprehensive Impact Assessment, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

### **Determination of level of state involvement**

#### **State Recovery Coordinator**

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix D of [Westplan –Recovery Coordination](#). The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

### **Assessment and Operational Recovery Planning**

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Assessment data provided by the Controlling Agency.



Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Annex O](#).

## PART 5 – Testing, Exercising and Reviewing

### Testing and Exercising

Paragraph 27 of [ADP-5 Emergency Management for Local Government](#) directs that the local government will ensure the local arrangements are exercised at least annually in either of the following formats:

- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
  - Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
  - Providing the opportunity to promote the arrangements and educate the community;
  - Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks; and
  - Improving the arrangements in accordance with the results of exercise debriefings.
- It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

### Schedule of Exercises

The LEMC shall undertake to conduct at least one multi-agency exercise per year, though a minimum of one exercise per year will be conducted as required by SEMP 2.5 in accordance with the provisions of [ADP-5 Emergency Management for Local Government](#) report forwarded the District Emergency Management Committee (DEMC) in the prescribed format.

These exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of a multi-agency debrief and the production of a report to the committee with recommendations for areas of possible improvement to these arrangements.

Exercises may take various forms and should be developed under the guidance of a trained exercise management practitioner. Exercise Formats include:

- Discussion Exercise:
- Orientation exercise
- Agency presentation
- Hypothetical/tabletop exercise
- Functional Exercise

Where possible the community should be encouraged to participate in or observe the exercise.

**Review of this plan**

The Local Emergency Management Arrangements will be reviewed on a continual basis and particularly where they have been activated for any reason. The plan will at a minimum be reviewed at least every five (5) years.

The Executive Officer of the LEMC is responsible for ensuring the review of the plan occurs.

## ANNEX A: Glossary of Terms and Acronyms

**CONTROLLING AGENCY** - The term “Controlling Agency” is used to refer to an agency nominated (through legislation or by agreement with the HMA) to control the response activities to an incident. A Controlling Agency may not be the prescribed HMA but a HMA will always be a Controlling Agency. The Controlling Agency appoints an Incident Controller and may appoint an Operational Area Manager for strategic management of a Level 3 emergency. (Source SEMC Secretariat website HMA Structure).

**DISTRICT EMERGENCY MANAGEMENT COMMITTEE**- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

**EMERGENCY**- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

**EMERGENCY MANAGEMENT** - Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness – preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY RISK MANAGEMENT** – Coordinated activities of an organisation or a government to direct and control risk. The risk management process includes the activities of:

- Communication and consultation
- Establishing the context
- Risk assessment which includes
  - Risk identification
  - Risk analysis
  - Risk evaluation
- Risk treatment
- Monitoring and review

(Ref. National Emergency Risk Assessment Guidelines AEM Manual Series Handbook 10)

**HAZARD** – a situation or condition with potential of for loss or harm the community or the environment.

**HAZARD MANAGEMENT AGENCY** - Hazard Management Agency (HMA)- prescribed given their functions under written law or because of their specialised knowledge, expertise and resources in respect of a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they are prescribed.

The term 'HMA' is used in the context of identifying the agency responsible for specific actions as detailed within the EM Act.

**INCIDENT** – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

**INCIDENT CONTROLLER** – The person appointed by a Hazard Management Agency or Controlling Agency to manage the response effort.

**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS** – refers to this document and may also be referred to as ‘these arrangements’ or ‘local arrangements’.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE** – established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise the and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as prescribed by the regulations and directed by the SEMC.

**RECOVERY** - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

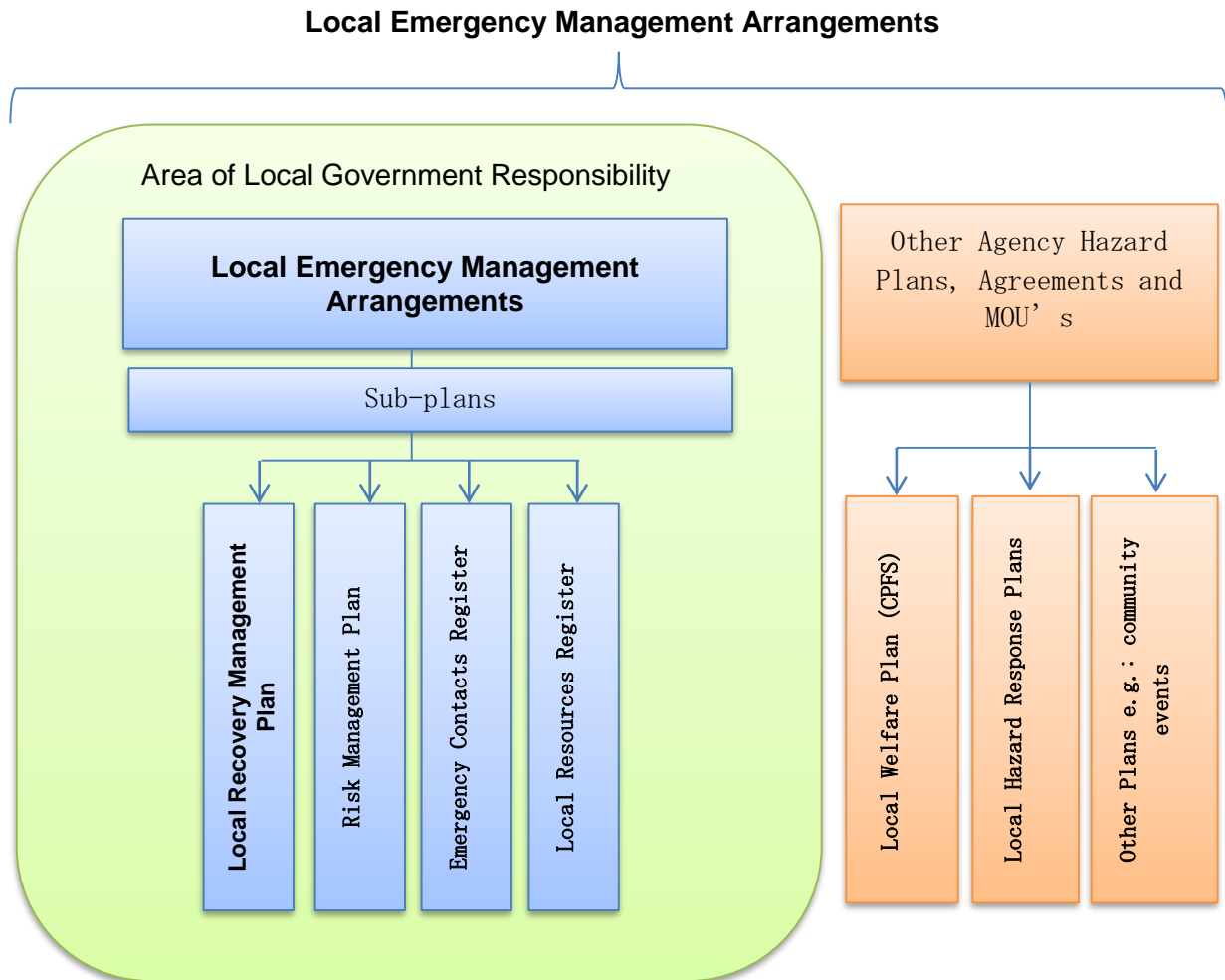
**RISK** – The effect of uncertainty on objectives.

**RISK MANAGEMENT** – Coordinated activities to direct and control an organisation (or government) with regard to risk. (Adapted from ISO Guide 73:2009 Risk Management Vocabulary)

#### **ACCRONYMS USED IN THESE ARRANGEMENTS**

<b>CEO:</b>	Chief Executive Officer
<b>CEMO:</b>	Community Emergency Management Officer
<b>CPFS:</b>	Department for Child Protection and Family Support
<b>DEMC:</b>	District Emergency Management Committee
<b>DFES:</b>	Department of Fire and Emergency Services
<b>LEC:</b>	Local Emergency Coordinator
<b>IC:</b>	Incident Controller
<b>IMT:</b>	Incident Management Team
<b>ISG:</b>	Incident Support Group
<b>LEMC:</b>	Local Emergency Management Committee
<b>LGA:</b>	Local Government Authority
<b>LGLO:</b>	Local Government Liaison Officer
<b>LGWLO:</b>	Local Government Welfare Liaison Officer
<b>LRC:</b>	Local Recovery Coordinator
<b>LRCG:</b>	Local Recovery Coordinating Group
<b>OASG:</b>	Operations Area Support Group
<b>OIC:</b>	Officer in Charge
<b>SEMC:</b>	State Emergency Management Committee
<b>SEMCS:</b>	State Emergency management Committee Secretariat
<b>SEMP:</b>	State Emergency Management Policy
<b>SES:</b>	State Emergency Service
<b>WAP:</b>	Western Australia Police

ANNEX B: State and Local Emergency Management Arrangements



## ANNEX C: Local Government Liaison Officer (LGLO)

### Role and Responsibilities

The Shires of Cuballing and Wickepin will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

### Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

### Key Responsibilities

SEMP 4.1 Operational Management sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.); and
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

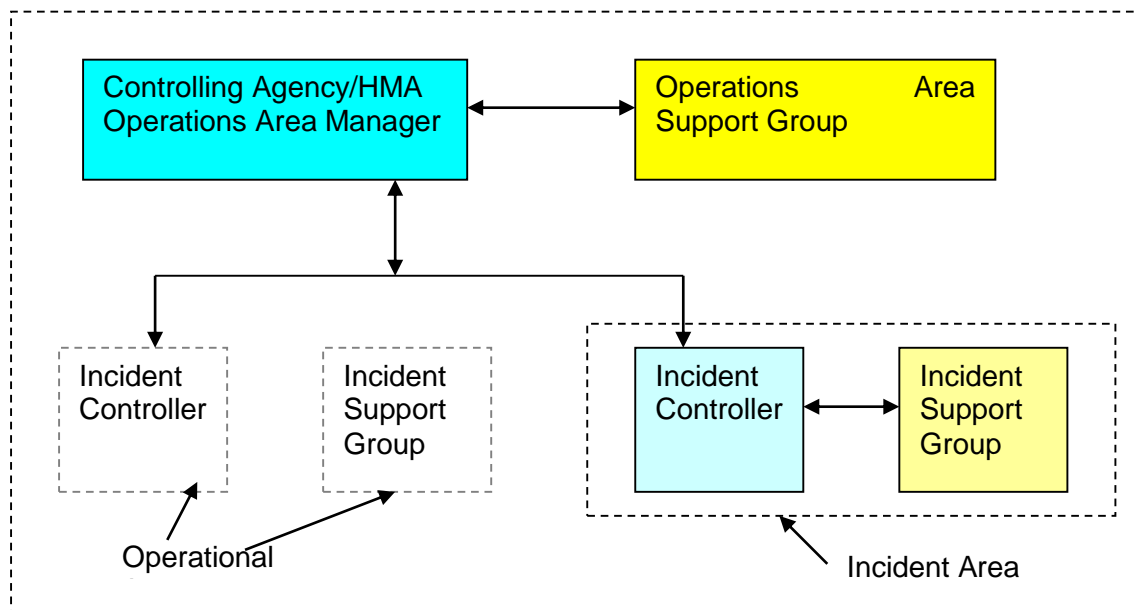
### Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status; and
- Significant issues.

## Responsibilities of the IC

- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting; and
- Details of the next scheduled meeting.



**Figure 1: Multi agency support structure**



## ANNEX D: Local Government Welfare Liaison Officer (LGWLO)

### Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the CPFS where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Shires of Cuballing and Wickepin will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the CPFS Local Welfare Coordinator (LWC).

#### Duties of the LGWLO

- Report to the CPFS Local Welfare Coordinator;
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;
- Facilitate access to the Welfare Centre by the CPFS;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the Shire of Wickepin or the Shire of Cuballing;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;
- Keep a log of activities conducted at the Welfare Centre; and
- Carry out other duties as requested by the LWC.

## ANNEX E: Hazards identified

Hazard	HMA	State Plans	Local Plan
Bush Fire	DFES	Westplan Fire	Shire of Wickpin Contact & Resources Register Shire of Cuballing Contacts & Resources Register
Road Crash	WA Police	Westplan Road Crash	Shire Road Safety Audits National and State Black Spot funding
Storm	DFES	Westplan Storm	Shire of Wickpin Contact & Resources Register Shire of Cuballing Contacts & Resources Register
HAZMAT	DFES	Westplan HAZMAT	Shire local drainage maps
Flood	DFES	Westplan Flood	
Land Search	WA Police	Westplan Land SAR	
Earthquake	DFES	Westplan Earthquake	

The following table (Figure 1) identifies the impact and likelihood level of hazards identified through the risk management process.

The placement of hazards on the matrix is based on an average assessment of consequence and likelihood across all risk statements. It is provided as an indicator only and must not be relied upon in isolation to make assessments of the risks to the community posed by the listed hazards. All hazard assessments are based on worst case scenario.

**Figure 2: Hazard Matrix – hazards identified as likely to impact and associated risk level**

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain		Land Search	Bushfire	Road Crash	
Likely		Flood HAZMAT	Storm		
Unlikely					
Rare					
Very rare					
Extremely rare					

**Figure 3 Hazard Matrix guide to levels of risk**

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	
Rare	Very Low	Low	Moderate	High	High
Very rare	Very Low	Very Low	Low	Moderate	High
Extremely rare	Very Low	Very Low	Low	Moderate	High

**ANNEX F: Vulnerable groups****Public and private Schools**

<b>Organisation</b>	<b>Site Address</b>	<b>Contact Details</b>	<b>No. of Persons</b>	<b>Evacuation Plan in place</b>
Wickepin Primary School	44 Henry Street, Wickepin	9888 1126	Total persons for pre-primary & primary 55 students & 10 staff	Yes
Yealering Primary School	Yealering-Pingelly Road, Yealering	9888 7088	28 students & 8 staff	Yes

**Aged care**

<b>Organisation</b>	<b>Site Address</b>	<b>Contact Details</b>	<b>No. of Persons</b>	<b>Evacuation Plan in place</b>
Wickepin Cottage Homes	Wogolin Road, Wickepin	Shire 9888 1005	4 X 1 bedroom units single private occupancy	No legal requirement

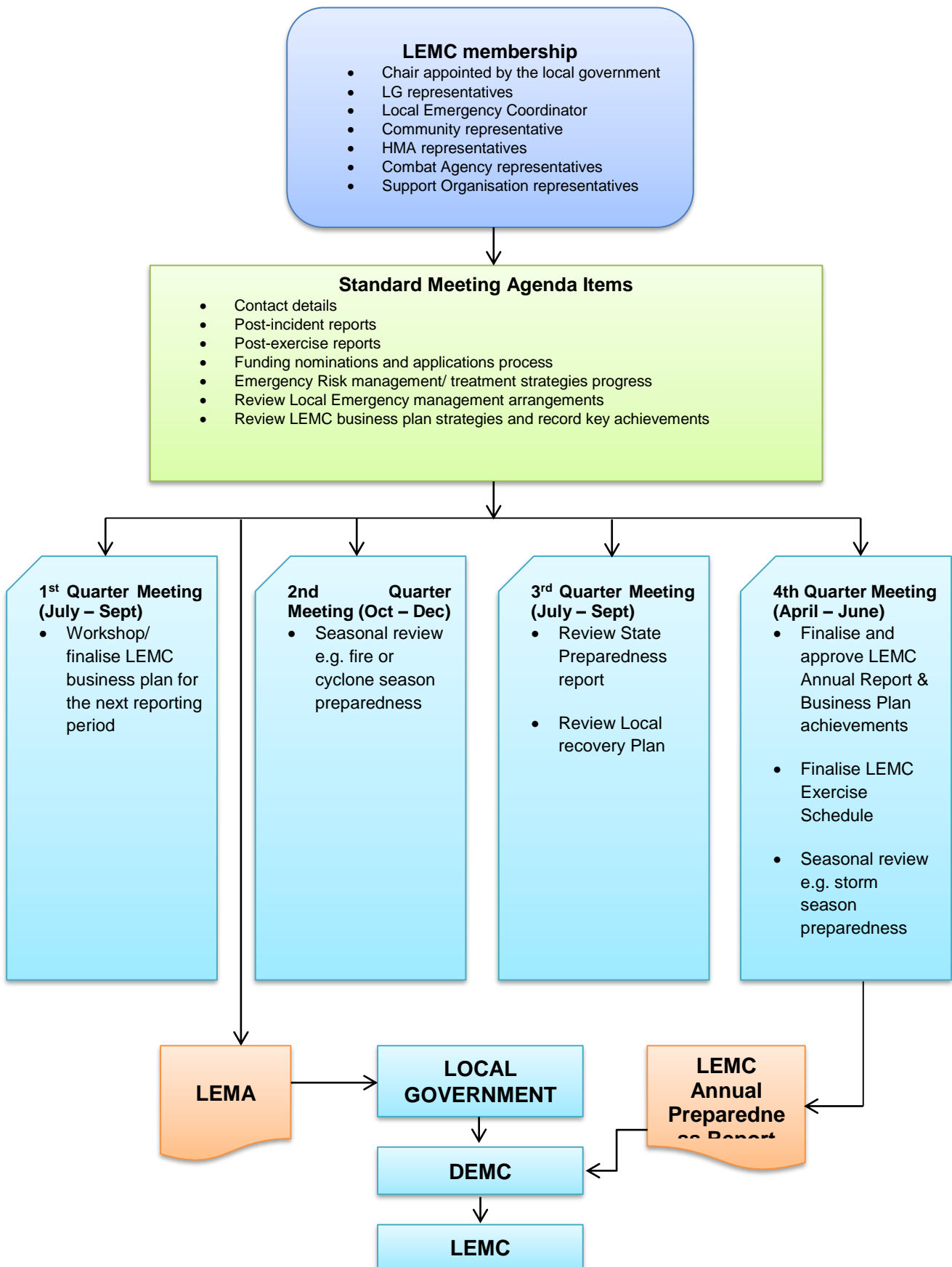
**Health**

<b>Organisation</b>	<b>Site Address</b>	<b>Contact Details</b>	<b>No. of Persons</b>	<b>Evacuation Plan in place</b>
Country Service Wickepin Post Health Nursing	Johnson Road Wickepin	9888 1104	5	Yes

## ANNEX G: LEMC Members

<b>Agency</b>	<b>Position</b>
<b>Shire of Cuballing</b>	
	Shire President (Joint Chair)
	Chief Executive Officer
	Chief Bushfire Control Officer
	Manager Works & Services
<b>Shire of Wickepin</b>	
	Shire President (Joint Chair)
	Chief Executive Officer
	Manager Works & Services
	Chief Bushfire Control Officer
<b>Other Agencies</b>	
Narrogin Police Station	Officer in Charge (LEC)
Wickepin Police Station	Officer in Charge (LEC)
Wickepin Nursing Post	
St John Ambulance Narrogin Sub Branch	Manager
St John Ambulance Wickepin Sub Branch	Manager
Department of Child Protection and Family Support	District Emergency Management Officer
Department of Parks & Wildlife	
Red Cross	
State Emergency Management Committee	Community Emergency Management Officer
Wickepin primary School	Principal
Yealering Primary School	Principal

**ANNEX H – Suggested LEMC meeting business cycle**



## ANNEX I: Roles and responsibilities of the Local Recovery Coordinator (LRC).

### Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

### Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

## ANNEX J: Roles and functions of the Local Recovery Coordinating Group (LRCG)

### Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

### Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
  - takes account of the local government long term planning goals;
  - includes an assessment of the recovery needs and determines which recovery functions are still required;
  - develops a timetable and identifies responsibilities for completing the major activities;
  - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
  - allows full community participation and access; and
  - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
  - Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
  - Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.



## ANNEX K: Local Recovery Resources

## Shire of Cuballing

Department	Management area	Capability	Contact details
Executive	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Corporate responsibility</li> <li>• Link to Council</li> <li>• Management of staff during recovery process</li> <li>• Staff redirection and backfill to support recovery process</li> <li>• Financial Management</li> <li>• Prepare community information</li> <li>• Arrange public meetings</li> </ul>	
	Deputy CEO	<ul style="list-style-type: none"> <li>• Corporate assistance to the CEO</li> <li>• Recovery cost management</li> <li>• Statutory requirements and policy</li> <li>• Oversight of Shire's financial management systems and reporting requirements</li> <li>• Act as scribe to the LRCG</li> </ul>	
	Shire President	<ul style="list-style-type: none"> <li>• Chair Local Recovery Coordination Group</li> <li>• Address public meetings</li> <li>• Authorise media releases</li> </ul>	
	Deputy Shire President	<ul style="list-style-type: none"> <li>• Alternate Chair LRCG</li> </ul>	
	Executive Assistant	<ul style="list-style-type: none"> <li>• Corporate support</li> <li>• Secretarial support</li> </ul>	

		<ul style="list-style-type: none"> <li>• Community messaging</li> </ul>	
	Environmental health Officer	<ul style="list-style-type: none"> <li>• Environmental Health</li> </ul>	
	Manager Works and Services	<ul style="list-style-type: none"> <li>• Asset information</li> <li>• Engineering advice</li> <li>• Damage reporting</li> <li>• Parks and reserves management</li> <li>• Equipment allocation for recovery support</li> <li>• Building safety audits</li> <li>• Environmental &amp; waste management advice</li> </ul>	

## Shire of Wickepin

Department	Management area	Capability	Contact details
Executive	Chief Executive Officer	<ul style="list-style-type: none"> <li>• Corporate responsibility</li> <li>• Link to Council</li> <li>• Alternate Chair LRCG</li> <li>• Management of staff during recovery process</li> <li>• Staff redirection and backfill to support recovery process</li> </ul>	
	Shire President	<ul style="list-style-type: none"> <li>• Chair Local Recovery Coordination Group</li> <li>• Address public meetings</li> <li>• Authorise media releases</li> </ul>	
	Manager Works	<ul style="list-style-type: none"> <li>• Asset information</li> </ul>	

		<ul style="list-style-type: none"> <li>• Engineering advice</li> <li>• Damage reporting</li> <li>• Parks and reserves management</li> <li>• Equipment allocation for recovery support</li> </ul>	
	Senior Officer	Finance	<ul style="list-style-type: none"> <li>• Management of financial assistance grants (Lord Mayor's Distress relief Fund)</li> <li>• Recovery cost centre creation</li> <li>• Recovery cost management</li> <li>• Management of public donations</li> </ul>
	Environmental Health/Surveyor	Building	<ul style="list-style-type: none"> <li>• Environmental health management</li> <li>• EHO advice</li> <li>• Building safety audits</li> <li>• Environmental &amp; waste management advice</li> </ul>

	Community Development Officer	<ul style="list-style-type: none"><li>• Community information</li><li>• Coordinate community information</li><li>• Arrange public meetings and events</li><li>• Assist in the management of public donations (goods only)</li></ul>	
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## Supporting organisations

Organisation	Responsible area	Capability	Contact details
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> <li>Community recovery support</li> <li>Recovery advice</li> <li>Community outreach</li> <li>Personal support</li> </ul>	
Department for Child Protection & Family Support	District Community Support Officer	<ul style="list-style-type: none"> <li>Provide a representative to the RC if required and available.</li> <li>Coordinate emergency welfare services as part of the recovery process (Westplan Recovery).</li> <li>Manage the provision of the Personal Hardship and Distress Measures under the WANDRRA if activated.</li> </ul>	
Department of Parks & Wildlife		<ul style="list-style-type: none"> <li>Wildlife information and support</li> <li>Environmental advice</li> </ul>	
Disability Services Commission		<ul style="list-style-type: none"> <li>Community support resources for persons with disabilities</li> </ul>	
Local Government Insurance Services (LGIS)	District representative	<ul style="list-style-type: none"> <li>Insurance and risk management advice</li> </ul>	
Department of the Premier & Cabinet	WANDRRA Manager	<ul style="list-style-type: none"> <li>WANDRRA advice and support</li> </ul>	
	State Recovery Coordinator	<ul style="list-style-type: none"> <li>State recovery advice</li> </ul>	

		<ul style="list-style-type: none"> <li>• Coordination of State resources</li> </ul>	
<b>Mental Health Services WA</b>	Local Coordinator	<ul style="list-style-type: none"> <li>• Mental health services for the community</li> <li>• Community help programs</li> </ul>	
<b>State Emergency Management Committee Secretariat</b>	Community Emergency Management Officer	<ul style="list-style-type: none"> <li>• Recovery support and advice</li> </ul>	
<b>Water Corporation</b>	Local Manager	<ul style="list-style-type: none"> <li>• Water restoration and service advice</li> </ul>	
<b>Western Power</b>	Local Manager	<ul style="list-style-type: none"> <li>• Power restoration and service advice</li> </ul>	

## ANNEX L: Suggested composition Local Recovery Coordinating Group and subcommittees

### Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair LRCG	1
	Local Recovery Coordinator - Chief Executive Officer	1
	Executive Manager Corporate Services	1
	Executive Manager Engineering Services	1
	Executive Manager Development Services	1
Hazard Management Agency/s	Incident Controller or Regional Manager	2
Department for Child Protection and Family Support	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	State Manager Emergency Services	1
SEMC Secretariat	Community Emergency Management Officer	1
Department of the Premier and Cabinet	State Recovery Coordinator WANDRRA Officer	1 1
Department of Human Services	Local Centre Link Manager	1
Community representation	Affected community representative or elected member	As required

### LRCG- Finance Subcommittee (Event specific) Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
Shire of Cuballing/ Wickepin	Chair – Executive Manager Corporate Services	1
	Minute taker	1
	Finance/Administration Officer	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Department of Human Service	Local Centre Link manager	1

**LRCG – Infrastructure Subcommittee (Event specific)**

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair –Executive Manager	1
	Engineering Services Minute taker	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Local Government Insurance Services (LGIS)	District representative	1
Water Corporation	District Manager	1
Western Power	District Manager	1
Main Roads WA	Regional Manager	1

**LRCG- Environment Subcommittee (Event specific)**

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair – Executive Manager	1
	Development Services Minute taker	1
	Environmental Health Officer	1
Department of Environment & Regulation (DER)	District officer	1

**LRCG – Community Subcommittee (Event specific)**

Agency Represented	Title	Number of reps
Shire of Cuballing/Wickepin	Chair – Deputy CEO	1
	Minute taker	1
Department of Child Protection and Family Support	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

**ANNEX N: Subcommittee Terms of Reference**



# COMMUNITY SUBCOMMITTEE

## Terms of Reference

### Background

The [Click here to enter text](#). Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

### Membership

Name	Representing

### Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

### Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

### Agency Representative

- Advice, information and support specific to the agency role.

### Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

### Objectives of Community Sub Committee

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being [Click here to enter text.](#);
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the bushfire recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the [Click here to enter text.](#) Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

### Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text.](#) will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.
- 

### Reporting

The [Click here to enter text.](#) Local Recovery Coordinating Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified in the direction.

### Probity

The Community Subcommittee acknowledges that the [Click here to enter text.](#) is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the [Click here to enter text.](#) Local Recovery Co-ordinating Group.

**Termination of the Community Sub Committee**

Termination of the Subcommittee shall occur at the direction of the [Click here to enter text.](#) Local Recovery Coordinating Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

# ENVIRONMENT SUB COMMITTEE

## Terms of Reference

### Background

The [Click here to enter text](#). Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

### Membership

Name	Representing

### Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

### Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

### Agency Representative

- Advice, information and support specific to the agency role.

### Community Representative

- Link to community. Receive guidance and perspective from the community.

### Objectives of Environment Subcommittee

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;

- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the [Click here to enter text](#). Local Recovery Coordinating Group for consideration to assist in the restoration of the natural environment in the medium to long term.

### Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text](#).will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

### Reporting

The [Click here to enter text](#).Local Recovery Coordinating Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

### Probity

The Environment Subcommittee acknowledges that the [Click here to enter text](#). is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the [Click here to enter text.](#) Local Recovery Co-ordinating Group.

**Termination of the Environment Sub Committee**

Termination of the subcommittee shall occur at the direction of the [Click here to enter text.](#) Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

# FINANCE SUB COMMITTEE

## Terms of Reference

### Background

The [Click here to enter text](#). Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

### Membership

Name	Representing

### Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

### Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

### Agency Representative

- Advice, information and support specific to the agency role.

### **Objectives of Finance Sub Committee**

The primary objective if the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordinating Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the bushfires which occurred on [Click here to enter text.](#) in the [Click here to enter text.](#)

It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Finance Subcommittee has been established to make recommendations to the Lord Mayor's Distress Relief Fund on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the bushfire which occurred on the [Click here to enter text.](#)

The primary role of the Finance Subcommittee will include:

- With regard to the Lord Mayor's Distress Relief Fund (LMDRF), the development of eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
- With regard to donations of support and assistance from the corporate sector, assist and where practical, facilitate the disbursement of their donations to affected individuals.

In developing the eligibility criteria and procedures pertaining to the LMDRF, the Finance Subcommittee will endeavour to:

- Ensure the principles of equity, fairness, simplicity and transparency apply;
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer term needs of affected individuals; and
- Ensure the privacy of individuals is protected at all times.

The Finance Sub Committee will need access to funding information provided to individuals by other agencies to assist with the above assessments.

### **Conduct of Meetings**



- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text](#). will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

### **Reporting**

The [Click here to enter text](#). Local Recovery Coordinating Group may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

### **Probity**

The Finance Subcommittee acknowledges that the [Click here to enter text](#). is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the [Click here to enter text](#). Local Recovery Co-ordinating Group.

### **Termination of the Community Sub Committee**

Termination of the Subcommittee shall occur at the direction of the [Click here to enter text](#). Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

# INFRASTRUCTURE SUB COMMITTEE

## Terms of Reference

### Background

The [Click here to enter text](#). Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

### Membership

Name	Representing

### Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

### Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

### Agency Representative

- Advice, information and support specific to the agency role.

### Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

### Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community;
- Provide advice and assistance for the coordination of the restoration of Local Government and State infrastructure lost or damaged;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long-term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

### Conduct of Meetings

- The quorum for a meeting of the subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the subcommittee has a **financial interest** in any matter before the subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

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- The subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the [Click here to enter text](#). will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

### Reporting

The [Click here to enter text](#). Local Recovery Coordinating Group may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.

### Probity

The Infrastructure Subcommittee acknowledges that the [Click here to enter text](#). is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the [Click here to enter text](#). Local Recovery Co-ordinating Group.

### Termination of the Infrastructure Subcommittee

Termination of the subcommittee shall occur at the direction of the [Click here to enter text.](#) Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

**ANNEX O: Operational Recovery Plan template**

[Click here to enter text.](#)

# Operational Recovery Plan

**Emergency Type and location:**

**Date emergency occurred:**

## Section 1 – Introduction

**Incident description**

**Purpose of this plan**

**Authority**

## Section 2 – Assessment of recovery requirements

**Details of loss and damage:**

**Residential:**

**Commercial:**

**Industrial:**

**Transport:**

**Essential Services:** *(include State and local government infrastructure)*

**Estimates of damage costs:**

**Temporary accommodation requirements:** *(includes evacuation centres)*

**Additional personnel requirements:**

**Human services:** *(personal and psychological support requirements)*

**Other health issues:**

## Section 3 – Organisational Aspects

**Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:**

**Details of inter-agency relationships and responsibilities:**

**Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:**

## Section 4 – Operational Aspects

**Resources available:**

**Resources required:**

**Redevelopment plans:** *(includes mitigation proposals)*

**Reconstruction restoration program and priorities:** *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for*

*mitigation against future impacts. Include local government program for community services restoration.)*

**Financial arrangements:** *(Assistance programs (NDRRA), insurance, public appeals and donations)*

**Public information dissemination** *(Key messages, methods of distribution)*

### **Section 5 – Administrative arrangements**

**Administration of recovery funding:** *(Include other financial issues)*

**Public appeals policy and administration** *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

### **Section 6 – Conclusion**

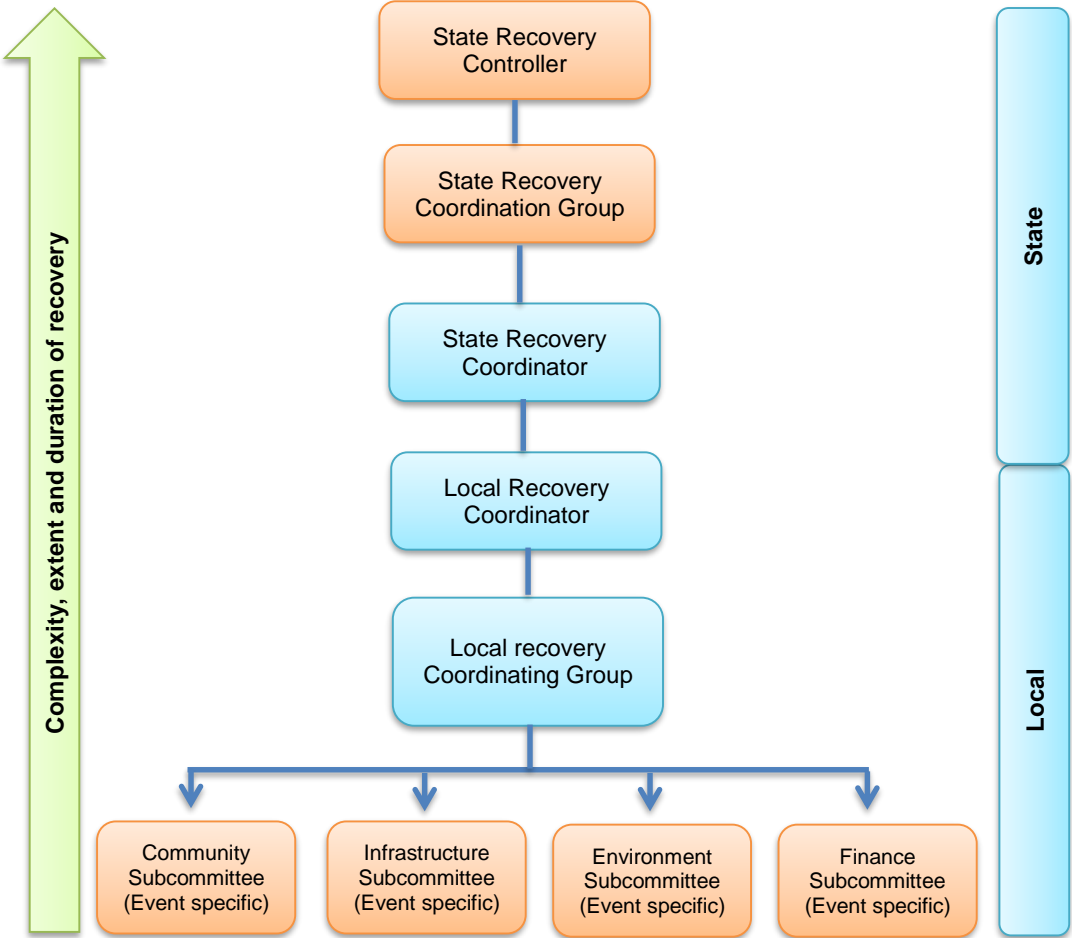
*(Summarises goals, priorities and timetable of the plan).*

Endorsed by

**Chair, Local Recovery Coordinating Group**

**Dated:**

ANNEX P: Potential Recovery Governance Structures



ANNEX Q: (Suggested) MEDIA RELEASE - DONATIONS

**Donations in time of disaster**

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised so watch the media.

Thank you for your generous support.

Choose an item.

[Click here to enter text.](#)



## 9.2.6 Review of the Shire of Cuballing Policy Manual

File Ref. No: ADM118  
Disclosure of Interest: Nil  
Date: 4<sup>th</sup> April 2016  
Author: Gary Sherry  
Attachments: 9.2.1A Draft Shire of Cuballing Policy Manual

### **Summary**

**Council is to consider adoption of a revised Shire of Cuballing Policy Manual.**

### **Background**

Policies set guiding direction for Council staff to managed the operations of the Shire on a daily basis without the need to present matters to Council for consideration.

### **Comment**

Council's previous Policy Manual had not been updated for some time and it has been considered that whole of manual review was required to ensure that Council's policies remain current and in keeping with current management practices and Council's position.

Staff and Councillors have had informal input into the draft Policy Manual included at Attachment 9.2.6A.

Strategic Implications - Nil

### **Statutory Environment**

#### 2.7. Role of council

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

### **Policy Implications**

Council is setting policy for future application.

Financial Implications – Nil

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation – Nil

### **Options**

The Council can resolve:

1. the Officer's Recommendation;
2. resolve to adopt the attached Draft Policy Manual with amendment or in part;
3. defer and seek additional information.

Voting Requirements – Simple Majority


**COUNCIL DECISION:**

**That Council adopt the Draft Shire of Cuballing Policy Manual included at Attachment 9.2.6A.**

**Moved: Cr Bradford**

**Seconded: Cr Dowling**

**Carried 6/0**

**SHIRE**  
OF  
  
**CUBALLING**

**Draft**

**POLICY MANUAL**

**UPDATED 21<sup>st</sup> APRIL 2016**

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## **1. GENERAL ADMINISTRATION**

### **1.1 Agreements, Documents and Seal - Safekeeping**

Policy Statement:

All agreements and documents as mentioned in the Local Government Accounting Regulations be deposited in a fire-proof safe on Council's premises and an accurate and current register shall be kept

Resolution No:

Resolution Date:

### **1.2 Agreements and Documents - Council Seal**

Policy Statement:

1. The CEO is to have charge of the common seal of the Shire of Cuballing, and is responsible for the safe custody and proper use of it.
2. The common seal of the Shire of Cuballing may only be used on the authority of the Council given either generally, retrospectively or specifically and every document to which the seal is affixed must be signed by the President and the Chief Executive Officer or a senior employee authorised by him or her.
3. The common seal of the Shire of Cuballing is to be affixed to:
  - a. Any local law adopted by Council
  - b. Any transfer of land document
  - c. Any document which confers a lease of land
  - d. Any document from another party which specifically requires the seal.

Objective:

Under section 2.5(2) of the Local Government Act 1995 – “The local government is a body corporate with perpetual succession and a Common Seal”.

Section 9.49 states – “A document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without it's Common Seal if signed by the CEO or an employee of the local government who purports to be authorised by the CEO to so sign.”

The Local Government Department advises that the Act does not provide any circumstances where the Common Seal shall be used. Section 9.49 provides that a common seal is not needed to authenticate documents if they are signed by the CEO or an officer authorised by the CEO.

Resolution No:

Resolution Date:

### **1.3 Policy on Alcohol Consumption**

Policy Statement:

When arranging Council and Staff functions and meetings, the organiser of the function/meeting will ensure that sufficient non-alcoholic beverages are available for those attending who do not wish to partake of alcoholic beverages.

Councillors and Staff who choose to partake of alcoholic beverages when attending Council organised functions/meetings agree, upon receipt of this policy, that they are responsible for ensuring that they have made prior arrangements for their safe return home at the end of the function/meeting, should they be considered to be over the legal blood alcohol limit when they leave the function/meeting, which would render them legally unfit to drive a motor vehicle

Objective:

To ensure safety of Councillors and Staff

Resolution No:

Resolution Date:

### **1.4 Social Media Policy**

Policy Statement:

#### **1. INTRODUCTION**

##### *Purpose*

The purpose of this guideline is to provide assistance to Shire of Cuballing staff to interact with the community through official social media channels using a risk-management approach.

##### *Scope*

This document is primarily to provide guidance to staff that are using social media as a community engagement tool on behalf of the Shire of Cuballing. This guideline relates to the Official Use of Social Media Policy. This guide also provides advice to staff on personal use of social media in relation to Shire activities, decisions and policies.

The following are out of scope of the guideline

- Political use of social media by elected representatives and candidates
- Personal access to social media where the individual is representing themselves and not the Shire of Cuballing, on issues unrelated to Shire activities
- Use of social media for internal purposes (staff engagement and internal communications)

#### **2. BACKGROUND**

The Shire of Cuballing is committed to implementing e-government technologies, utilizing online platforms to enhance the conduct of Shire Business. As part of this suite of tools the Shire supports the use of social media platforms as a means of communicating and interacting with the community.

The significant uptake and innovative functionality of social media offers many benefits, however its uncontrolled use also presents many risks. This guideline has been developed to



assist staff to realise the benefits of social media use while identifying the risks and potential mitigation measures.

### 3. WHAT IS SOCIAL MEDIA?

Social media is an umbrella term covering websites, technology, applications or tools that enable active and participatory publishing and interaction between individuals over the internet.

*Social media can be characterized by:*

- Relationships
- User participation
- User-generated content
- Collaboration
- Multi-directional conversations
- Highly accessible and scalable publishing
- 24/7 operation and availability

*How social media can be used at the Shire of Cuballing*

Social media can be used as a channel by the community to access the Shire and vice versa. For the Shire of Cuballing, social media represents a channel by which audiences can be harnessed to support or deliver a wide range of activities including:

- Community engagement
- Marketing and communications
- Policy development and implementation
- Service delivery
- Market/community research

*Risks*

The official use of social media has the potential to compromise compliance with the Shire's legislative obligations, particularly with respect to accessibility, privacy and record keeping. Content contributed to official social media pages may infringe upon the rights of others in areas such as defamation, intellectual property and fraud. Due to the seriousness of these risks, the official use of social media could be subject to a risk assessment if deemed necessary by the Management team. Appendix A provides an implementation checklist which covers the major risk factors identified in this guideline. Prior to the establishment of official social media accounts, officers must conduct a risk assessment, ensure appropriate documentation of requirements is in place and mitigating actions are established.

### 4 TYPES OF SOCIAL MEDIA USE

*Official use of social media*

The document provides guidance on the selection, establishment and management of official social media accounts. Official use of social media is any use of a Shire of Cuballing managed social media account, profile or presence by an authorised user. Comments made through official social media accounts are representative of the Shire of Cuballing and are made only by those authorized to do so. Uses can include: publishing messages, uploading content (text, images, video) and responding to communications from others.

*Professional use of social media*

Professional use of social media is based on an individual's area of expertise and association with other practitioners in that field. The acceptable standard of behaviour for professional use of social media can be likened to that for officers who have been invited to speak at conferences for professional organisations or other networking events.

*Personal use of social media*

Personal use of social media is defined as individual or private use and not attributable as an official or professional use.

*Further guidance*

The Shire of Cuballing Code of Conduct provides general guidance on standards of behaviour for Shire staff. Shire of Cuballing *Policy 4.2 Use Of Shire Information Technology (IT) Facilities For Staff* document provides guidance on the acceptable use of IT facilities provided by the Shire of Cuballing, including use of the internet. This document provides more specific guidance related to social media and does not in any way alter the contents or effect of the aforementioned documents.

## **5 WHAT IS ONLINE COMMUNITY ENGAGEMENT?**

Online community engagement is any form of community engagement that occurs in an online channel. Opportunities to engage online are shaped by the technologies available and community preferences for how they want to be engaged. Currently, members of the Shire of Cuballing community have demonstrated a strong appetite for engagement on Facebook. The evolution of the online environment means that individuals are now creators of content rather than passive receivers giving rise to numerous new ways of consulting and interacting with citizens and communities in ways that can facilitate dialogue, creativity, collaboration and participation.

## **6 SOCIAL MEDIA GOVERNANCE**

Official agency accounts using social media tools represent the public face of the Shire in those environments. Consequently, it is recommended that the selection, establishment and use of social media accounts has strategic, tactical or operational intent and is subject to the following checks prior to approval by the Chief Executive Officer:

- The social media tool proposed is suitable for the circumstances and is capable of delivering the outcomes required.
- Appropriate security precautions have been adopted.
- The creation of, access to and closure of official social media accounts is governed by the Corporate Services team and access details are listed in the social media register.
- Social media activities will be monitored appropriately, including out of hours, where it is required.
- House rules governing the site have been developed with respect to the ability of the owner to respond to and interact with the public, appropriateness of content and deletion/banning of inappropriate content or behaviour.

From an access and equity perspective, social media should not be used as the sole means of communication. Use of social media should be built into communication plans or strategies for the particular event, project or policy that is being promoted. Social media should be treated the same as other communication channels and incorporated in strategies as one of a suite of effective communication tools.

Content posted to social media should undergo the same checks and balances as content in other channels including:

- Risk assessments.
- Adherence to communications strategies and community engagement guidelines.
- Privacy and defamation legislation.
- Information security and confidentiality rules.
- Shire communications style guide and tone.

#### *Success measures*

Social media accounts should be subject to the same measures of success as other communication activities with respect to whether or not they are achieving the business objectives. Those who are carrying out the social media activities on behalf of the organisation are responsible for gathering those metrics which have been agreed for their specific channel and providing that data regularly.

### **7 ESTABLISHING MEANINGFUL, MANAGEABLE SOCIAL MEDIA PRESENCES**

Social media presences must have clear business objectives. The focus of the Shire's social media presence is to strategically build a strong social media footprint with a focus on fostering ongoing relationships with general customer groups.

The Shire's social media accounts should broadly complement each other in terms of audience reach and messaging. Where multiple accounts are proposed with similar audiences and posts, they will be denied and merged or included in the general Shire page. Where a separate account is approved, its messages will not be duplicated on the Shire of Cuballing page.

### **8 COMMITTING TO ONGOING RELATIONSHIPS**

Establishing an official social media account creates an expectation of ongoing dialogue and engagement with the Shire. Before establishing social media accounts, departments must assign appropriate resources in preparation for the continuing relationship expectations of the community. Officers with access to official social media accounts should be appropriately skilled in the use of social media and briefed on their role and responsibilities.

Using social media successfully requires strong relationship management through a consistent approach in the way in which the Shire conducts itself through social media accounts. This means having an understanding of the Shire's reputation and reputational risks, always presenting the same persona and using a consistent voice when speaking on behalf of the Shire. When multiple officers are representing the Shire through the same account they must share an understanding of the Shire's style and tone.

Consideration should be given to the potential issues and discussion that may arise when engaging with the community through official social media accounts. Officers representing the agency should be equipped with the knowledge, skills and understanding of their role in representing the agency. Officers should be aware of issues including privacy, defamation, online bullying, trolling, and intellectual property before activating official social media accounts.

#### *Managing expectations*

When establishing social media presences, officers must clearly define the way in which the pages will and will not be used. To be clear and transparent in the operation of social media pages, clear statements of service levels in the form of "house rules" should be included on the sites. Standard House Rules for Shire of Cuballing Facebook pages are included in Appendix B.

Some things to consider in managing the expectations of users include

- Be timely and consistent with responses
- Where individual responses on social media are not appropriate develop standard responses directing people to other channels such as phone numbers, complaints processes, or web feedback forms.

- Develop standard responses in support of moderation, for example “Posts containing offensive language are deleted as they breach the terms and conditions of this service.”
- Use account settings that limit the opportunities for contributors to submit offensive materials, such as blocking posts containing offensive words and preventing posting of hyperlinks and video.
- Ensure that even if the responsible officer is away that social media sites are updated and monitored in line with the stated House Rules

#### *Responding within social media*

Responding to comments within social media is an official communication from the Shire and the choice to respond should be based on deliberate decision making that considers the expectations of users of the service as well as the risks associated with individual instances and issues.

In addition to considering the risk of responding, officers should also consider the risks of not responding. Social media is an inherently interactive medium and user expectations will likely be high in terms of responsive access to the Shire via social media. Whilst these expectations can be mitigated to some degree by clear statements, actions and house rules, there is often a benefit to engaging early and directly when issues emerge in order to clarify and diffuse issues.

As a general rule, officers responsible should provide information to customers where asked on social media. Where comments are in breach of the house rules or terms and conditions (e.g. defamatory, offensive etc.) the responsible officer should delete them and post the standard response. For comments that are negative, raise difficult issues or may be considered official complaints, the Corporate Services team should be notified and will provide an appropriate response through the Shire of Cuballing avatar.

#### *Moderation*

Agencies have a responsibility to moderate content or messages submitted through social media to protect against issues like offensive language, bullying or that may breach service terms and conditions and the law. Agencies also have a responsibility to ensure social media is used in a genuine way, meaning that where users are empowered to make comment or publish content, their posts should not be edited where valid criticism or an alternate point of view (e.g. political or ideological) is expressed.

Facebook now has very strong moderation and profanity blocklists that can be implemented. This does not reduce the need for staff moderation to prevent bullying, privacy breaches and defamation issues.

#### *Monitoring social media activities*

Responding in a timely manner, particularly to critical issues, requires that staff monitor the activities on their official accounts, tools and websites (similar to the way mainstream media is monitored). The Corporate Services team will monitor all accounts to some extent during business and after hours, as well as monitoring the key opinion pages in the region.

The management of all issues on social media will be conducted by the Corporate Services team and will be documented in a social media issues register to maintain consistency of response and to support record keeping.

## **9 TRANSPARENCY WHEN USING SOCIAL MEDIA**

The Shire must be fully transparent in its interactions within social media, including the addition and removal of content. Any officer responding to or posting new comments should identify the comment as an official response from the Shire.

When publishing using social media, agencies should identify the account as an official Shire presence. For example, an officer seeking to respond to a post on an official account should not do so using a personal account. The response should come either directly from the page or from the Shire of Cuballing avatar.

Other ways to identify and convey the official status of Shire social media presences include:

- Use of Shire of Cuballing corporate identity and branding.
- Links between the Shire website and the social media account.

## **10 POLICY AND LEGISLATIVE REQUIREMENTS**

### *Information Security*

Information security is a necessary part of managing social media use at the Shire. To ensure proper management of Shire social media presences, a central register of social media accounts will be maintained and will include the account's purpose, officers with access permission and password and access details. Accounts will be set up to allow a range of user's access to the same account in order to schedule posts and monitor activities.

### *Intellectual property*

The Shire owns all work produced by Shire employees and most work produced by contractors. As such Shire documents that are available to the public can be freely published and shared on social media. There are a number of potential intellectual property risks with respect to publishing the work of others on Shire social media pages which include:

- Sharing content without acknowledging the original author.
- Posting photos without consent from the photographer, participants or photo agency.
- Copying work such as songs, movies, software or articles without authorization to do so.

### *Record Keeping*

Official communications and interactions by the Shire may be considered to be public record, irrespective of the technology or medium used to generate, capture, manage, preserve and access those records. Records created through the social media are required to be captured and saved in accordance with the legislative requirements of the State Records Act 2000.

The same standards of record keeping apply to social media activities as to other methods of communication. The general records management process for social media shall be:

- Posts on a Shire page that result in an action being required by the shire shall be documented by screenshot and saved, including any commentary that results.
- Important responses to a member of the public via social media will be documented by screenshot and saved.
- Each Facebook presence will be given its own records folder in which to save screenshots.

### *Information management*

It is to be expected that Shire social media accounts will be relied upon as authoritative sources of Shire information. Accordingly, it is vital that social media content aligns with that which is available through other official channels.

It is preferable that social media is not the primary information source. Instead, social media broadcasts or discussions should be based upon or direct users to a Shire managed point of

truth. Shire websites, customer service points or collateral are the preferred points of truth and social media posts relating to specific departmental information should reflect or direct users to the best source of truth. Until the source of truth is public (i.e. published on the Shire website or via another channel) social media posts should only refer to the issue in limited circumstances. Some examples of these circumstances are:

- Emergency management situations where other channels are not accessible
- Launches and project/program information where there is a communications plan that specifically identifies social media as the lead channel either for a soft launch or because of evidence based market research
- Giveaways and competitions being run solely on social media

#### *Defamation*

Defamation is the injury to another person's reputation either directly or implied through the publication of words or sounds. It does not matter if the defamation was unintentional. Some of the potential risks are

- Making false accusations about an individual on a public forum which cannot be substantiated "e.g. the owner of XYZ business is corrupt and their products are rubbish".
- Defamation action may be brought not only against the original publisher but also against anyone who takes part in the publication or re-publication of the material.

#### *Avoiding defamation*

- Do not post information online that is a rumour, confidential or negative in relation to a business or individual.
- Monitor official social media sites for posts that may be defamatory, particularly when individuals (including Shire staff) are named.
- Avoid re-posting or sharing posts that pertain to individuals or businesses that may be unsubstantiated, rumour or are negative.

#### *Privacy*

Social media by its nature can result in the disclosure of personal information in a public way. Privacy is a major concern for social media users and is subject to significant amounts of legislation.

#### *Photos*

If photos are to be used on social media accounts, consent must be obtained previously from the individuals depicted (or their parent or guardian). This can be through a general opt-out consent statement on RSVPs, event registration forms and other materials; however the statement must specifically reference social media.

#### *Consultation*

Social media should not be relied upon to be the sole method of consultation and gathering feedback for Shire activities. Many users will prefer methods of consultation that maintain some anonymity, whether that be responding by private message, contributing to an online forum, filling in a feedback form or by another mechanism. Social media sites should provide links to these other means of consultation so as not to exclude people, in the same way that at a public meeting, other options for contributing to the discussion are offered.

#### *Things to remember about social media*

Posts are viewable around the world instantly. Posts on social media are immediate and visible around the world. The Shire's credibility is at stake and as such all posts should be accurate, approved and proof read for spelling and grammar errors. To assist with this, a process of scheduling posts in advance should be adopted, giving the Corporate Services team the opportunity to vet the content and tone prior to the post going live.

*Advertising and uncontrolled content may be placed around official Shire content*

Viewers may associate advertising appearing around Shire content as Shire endorsed products. Similarly, content submitted by other parties may appear alongside Shire content, even if it is contrary to or inconsistent with Shire messages.

*Other users*

There is no way to control other users' content or what they will do with Shire content. It is neither practical nor desirable for the Shire to approve all posts to its social media sites. As such, content needs to be monitored frequently to ensure inappropriate content is not placed on Shire sites and that Shire content is not hijacked by users. Where users have taken Shire content and used it in a negative way or out of context, the Corporate Services team should be notified to take action.

*Deleting content*

Removed or deleted content may remain in searches or backup files indefinitely. Except in cases where House Rules have been breached, deletion may not always be the best option as content may have already been viewed by users. Furthermore, there are many examples of organisations that have deleted content which has then made the issue at hand go viral.

## 11 BUSINESS PLAN

Business plans for the use of social media tools should be added to existing marketing, communications and engagement plans. The following issues should be broached in a social media business plan

*Finding the right audience*

- What aspects of your message will attract the target audience and what will they want to know from you?
- What type of language does the target audience use and how do they communicate with each other?
- Understand how the particular social media tool works, what functionalities will and will not be used, how users respond and what is acceptable behaviour on that site.
- Ensure you have an understanding of the terms of use for the social media site before creating an account.

*Predicting the audience's problems*

- Be aware of what issues may come up or questions the audience may ask and answer these questions through your message. Being ahead of the audience will build numbers.
- Providing evidence or further information to your message will allow the audience to investigate and interact more thoroughly with the message (e.g. link to website/source documentation).
- Find creative ways to carry the message and show the audience why the message is important or relevant to them.

*Plan who is responsible and schedule content*

Decide who will be responsible for

- Maintenance of each account.
- Updating.
- Monitoring.
- Developing and approving content.

Schedule time for these duties – do not assume that they will just happen

*Develop a content plan*

- The key to a successful social media presence is having constant, relevant and engaging content.
- For a social media page to be effective there should be a minimum of three content posts and a maximum of eight content posts during the business week. Where important events occur outside of business hours arrangements should be made for scheduled posts or live posts from the event.
- The schedule of content updates should be devised on a weekly basis and should be flexible to allow for posts on emergent issues.
- Content that invites users to offer comment or content of their own is important to maintain users; however posts of this kind should be spaced appropriately.
- Facebook analytics should be monitored regularly to assess the types of posts that gain the most and least traction.
- A content planning template with example posts is attached in Appendix D.

## **12 RESOURCES**

Each social media presence should have at least one officer dedicated to its content production, monitoring and upkeep. It is preferable to have more than one officer assigned to each site. Facebook now has the capacity to allow multiple authors to post to a single account which can assist in spreading the resources throughout the organisation. Those posting to social media sites should be trained in the Shire's tone, style and social media etiquette.



## APPENDIX A – SOCIAL MEDIA IMPLEMENTATION CHECKLIST

The Official Use of Social Media Policy requires that the following is completed and signed off by the Chief Executive Officer prior to the creation of official social media presences.

Social media tool selection:

<b>Formal governance arrangements for official use of social media</b>
How does the social media tool align with the organisation's strategic direction (operational plans etc)?
What is the purpose of the social media account?
How will the Shire of Cuballing corporate identity be represented?
What are the measures of the success for the account?
How does the proposed account fit within any community engagement or communications plans?
<b>Creation of and access to social media accounts</b>
Has the site been registered with Community Services and entered into the social media register (including access details)?
Who has authority to represent the Shire through the site?
Has a content calendar been developed for approval by the CEO?
How often will content be posted?
Who will add new content?
Who will administer comments and responses? (must occur at least once per day)
How will posts and comments be records managed?
<b>Monitoring of social media activities</b>
What critical topics or issues could be expected to arise when engaging the community through this channel?
What level of oversight do you expect the CEO to have of your social media presence?
What is your out of hours response plan?
Do you have procedures in place for dealing with <ul style="list-style-type: none"> <li>• Moderation of posts (including timely removal of breaches of house rules).</li> <li>• Record keeping.</li> <li>• Intellectual property infringements.</li> <li>• Bullying/trolling.</li> </ul>
Do you have a system in place to ensure all images used on the site are free from copyright and have full consent from all persons depicted, especially children?
<b>Equity considerations</b>
What other channels will be used in conjunction with social media to ensure an equitable distribution of information?

## APPENDIX B – SHIRE OF CUBALLING FACEBOOK HOUSE RULES

### Introduction

Welcome to the Shire of Cuballing's official Facebook page. We are now using social media platforms such as Facebook to share news events and information with our community. Our aim is to engage with our residents and to deliver relevant information in a fast and cost effective way.

### Respecting Other Users

These Guidelines are to help foster a community dialogue that is respectful and that allows everyone visiting our page to share and express their opinions in a constructive way. Posts or comments which do not comply with these Guidelines and Facebook's Terms, will be deleted and the instigator may also be banned from further posts on our page.

The Shire of Cuballing and the Administrators of our page, reserve the right to remove without notice or justification any posts which are deemed

- Discriminatory in any way.
- Obscene or offensive.
- Defamatory.
- Overtly sexual or explicit.
- Threatening or describing violent events or behaviours.
- Refers to or encourages the use of illegal drugs.
- Illegal or encouraging of illegal behaviours (including the violation of current Australian copyright laws).
- Harassing or hateful to an organisation or person, including the Shire of Cuballing, our employees, stakeholders, associates and suppliers.
- Discusses Local Government Elections and candidates.
- Spam, repetitive and non-relevant.
- Selling or advertising by commercial enterprises.

### Responding to You

The Shire's Admins regulate our pages. However, at the Shire's discretion not every individual post will be responded to and we reserve the right to respond within one working day. Comments will be responded to during normal business hours between 9am and 4:30pm Monday to Friday.

If you are posting queries or information that requires a formal response or action from the Shire, please either use our email or postal address to contact us.

### Disclaimer

The Shire of Cuballing, its staff and contractors are not liable for the accuracy or authenticity of the content of our Facebook page.

The information provided is for information purposes only and visitors to the page are responsible for assessing the relevance and accuracy of our site as well as any external linked sites.

The Shire of Cuballing, its staff and its contractors are not liable for any financial or other consequences arising from the inappropriate, improper or fraudulent use of the information or data on this page.

Modifying the material on this page in any way by unauthorised persons is strictly prohibited. Authorised persons include current Shire appointed admins.

Under Australian copyright legislation, apart from the purposes of study and research, no material on the page may be reused or redistributed without acknowledgement and without first obtaining the written permission of the Shire.

The act of the Shire of Cuballing 'following' or 'liking' an individual person, group, organisation, business, event or location through the social media platforms does not indicate the Council or the Shire of Cuballing endorses the views, products, services or activities pertaining to the 'followed' or 'liked' group, business or entity. We are not necessarily directly affiliated with and do not endorse any advertisement that may appear when viewing our page, unless stated otherwise.

For more information about these guidelines and posting on our page, please telephone the Shire Office on 08 9883 6031 or email [cdo@cuballing.wa.gov.au](mailto:cdo@cuballing.wa.gov.au).

Resolution No:

Resolution Date:

## **1.5 Records Management Policy**

### Policy Statement

Documents, images and other media created, received or used by Council staff, Volunteers and external service providers in the normal course of business are the property of the Council. The Council's official Records constitute its corporate memory, and as such are a vital asset for ongoing operations, and for providing evidence of business activities and transactions.

Under current records-related legislation such as the *State Records Act*, the *Freedom of Information Act* and the accredited standard ISO 9001:2000 the Shire of Cuballing is obliged to maintain record keeping systems that are dedicated to the creation and control of Council's records. The systems have to ensure that Council's records accurately and adequately record the performance of its functions and are able to contribute towards informed decision-making at the Shire of Cuballing.

The policy applies to all government records, which are created or received by the Shire of Cuballing (or on behalf of), regardless of their media, date of creation or storage location. Complete and accurate records of all business decisions and transactions are to be recorded in the Shire's records keeping system both in respect to their content and context. The records are to be managed in accordance with the relevant legislation, the Shire's Recordkeeping Plan and Council policy and procedures.

### **Records Protection and Security**

All records are to be managed and adequately protected and stored according to whether they are significant or insignificant records or vital records, and in accordance with their security classification definitions

### **Retention / Disposal actions**

All records within record keeping system maintained by the Shire of Cuballing are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records;

### **Records transfer**

Records are only to be transferred according to legislative requirements and the transfer is to be recorded in the relevant record keeping system.

## RESPONSIBILITIES

All employees, external service providers and volunteers have a responsibility to create, capture and manage appropriately the complete and accurate records of the Shire of Cuballing business, including records of decisions made, actions taken and transactions of daily business in accordance with the records management program, this policy and Council's records management procedures and processes.

### The Records Officers:

- Ensure the Keyword Master File Program is properly utilised, including training to other staff where needed;
- advise the CEO and DCEO on the management, storage, classification, retention and disposal of records according to standards and Disposal Authorities issued by the State Records Office of Western Australia (SRO); and
- manage the transfer of hardcopy and electronic records such as images, plans and web based content, and the capture and preservation of The Shire of Cuballing.

### External service providers will be responsible for:

- Ensuring that complete records are accurately created and managed that properly and adequately record evidence of the business activities of the work functions for which they are responsible. This applies to both hardcopy and electronic information, including email, images, plans and web based content;
- Complying with the requirements of the Act, and any other applicable legislation with requirements pertaining to recordkeeping;
- Respecting and protecting the confidentiality of these Records from unauthorised access and release of information, and
- Ensuring that these Records are returned to Council upon completion or termination of the Contract or work.

### Objective

This policy establishes a framework for best practice management and consistency in the keeping of information in the form of documents, images, plans and web based content in both hard copy and electronic environment, in order to meet evidentiary, legislative and good governance accountabilities.

Resolution No:

Resolution Date:

## **1.6 Legal Representation Costs Indemnification**

Policy Statement:

### *Introduction*

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

*General Principles*

The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

The local government may provide such assistance in the following types of legal proceedings:

1. Proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
2. Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg. defending defamation actions)]; and
3. Statutory or other inquiries where representation of members or employees is justified.

The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

*Applications for Financial Assistance*

Subject to a requirement for urgent legal services, decisions as to financial assistance under this policy are to be made by Council.

A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.

An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided

that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.

Where it is the CEO who is seeking financial support for the legal services the Council shall deal with the application.

#### *Repayment of Assistance*

Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.

Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

Objective:

The Department of Local Government in Circular No. 11/2000 recommended that local governments adopt a policy on legal representation and costs indemnification, to assist where a member or employee is threatened with legal action, taken to court or where they require court action to carry out their functions

Resolution No:

Resolution Date:

### **1.7 Shire Administration Services – Christmas New Year Period**

Policy Statement:

Council will not provide services from the Shire Administration Centre from the period commencing on Christmas Day each year until and including the New Years Day public holiday.

In addition should there be only 1 day following the New Years Day Public Holiday to a weekend, Council will extend the closure to include that day.

Guidelines

For this extended period, Council will require that staff use leave allocations in the following order:

1. approved Public Holidays;
2. any rostered days off if available or other types of accrued leave that exists; and then
3. accrued annual leave.

Objective:

Council is seeking to balance the reduced demand from the public for administration services over the Christmas/New Year period and the high staff demand for leave at this time.

Resolution No:  
Resolution Date:

## **2. FINANCE**

### **2.1 Local Purchasing Policy**

Policy Statement:

1. The region referred to in this policy relates to include the district of the Shires of Wandering, Williams, Narrogin, Pingelly, Brookton, Wickepin and Wagin and the Town of Narrogin.
2. A price preference will apply to all tenders invited by the Shire of Cuballing for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular tender.
3. The following levels of preference will be applied under this policy:  
  
Where purchase is less than < \$10,000 (excluding GST)
  - 3% - to businesses located within the Shire of Cuballing
  - 2% - to businesses located within region specified in Policy Statement No. 1.  
Where purchase is > \$10,000 but < \$50,000 (excluding GST)
  - 2.5% - to businesses located within the Shire of Cuballing.
  - 1.5% - to businesses located within region.  
Where purchase is > \$50,000 (excluding GST)
  - 2% - to businesses located within the Shire of Cuballing.
  - 1% - to businesses located within the region.
4. The maximum price reduction allowed for the levels of preference in paragraph 3 above will be \$50,000.
5. The levels of preference outlined in paragraph 2 above, will only apply to businesses that have been located within region as specified for at least six (6) months prior to the date of seeking quotations.
6. Only those goods and services identified in the quotation as being supplied locally or regionally (regardless of their origin) will be included in the discounted calculation that forms a part of the assessment of a quotation.
7. It should be noted that price is only one factor to be considered when the Shire of Cuballing assesses quotations. Value for money principles will be used to achieve the best possible outcome for every dollar spent by the Shire. This is achieved by assessing all costs and benefits rather than simply selecting the lowest purchase price.

Resolution No:

Resolution Date:



## 2.2 Purchasing Policy

## Policy Statement:

Purchase Threshold	Policy
Up to \$3,000	<p>Goods and services may be purchased with a single verbal quotation.</p> <p>Quotations will be documented.</p>
\$3,001 - \$20,000	<p>Obtain 3 verbal or written quotations from 3 alternative suppliers.</p> <p>If the officer is unable to obtain 3 quotes this should be documented and purchase approved by a superior officer or the CEO.</p> <p>All quotations will be documented.</p>
\$20,001- \$150,000	<p>Obtain 3 written quotations from alternative suppliers, with the following conditions applying:</p> <ul style="list-style-type: none"> <li>• Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require.</li> <li>• The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> <li>○ Written specification</li> <li>○ Price schedule</li> <li>○ Conditions of responding</li> <li>○ Validity period of offer.</li> </ul> </li> <li>• Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.</li> <li>• Respondents should be advised by writing as soon as possible after the final determination is made approved.</li> <li>• If officer unable to obtain 3 written quotes this should be documented and the purchase approved by the CEO.</li> <li>• Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold.</li> </ul>
\$150,001 and above	<p>Conduct a public tender process in accordance with the provisions for the Local Government (Functions and General) Regulations 1996.</p> <p>Council will also enforce the following additional requirements:</p> <ul style="list-style-type: none"> <li>• Acceptance of a tender for construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders' Association; and</li> <li>• Any decision not to call tenders for goods and services valued at more than \$100,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.</li> </ul>

Staff engaged in procurement should ensure that they obtain value for money and be accountable for their actions. If staff have any doubt about whether value for money is being obtained, additional quotes should be sought.

Where it is considered beneficial to the Shire of Cuballing, the following may occur:

- tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold;
- written quotations may be called in lieu of seeking verbal quotations for purchases under the \$20,000 threshold; or
- more than one quotation or written quotation may be sought in lieu of seeking a single verbal quotation.

Objective:

This policy seeks to

1. provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
2. deliver a best practice approach and procedures to internal purchasing for the Shire of Cuballing.
3. ensure consistency for all purchasing activities that integrates within all the Shire of Cuballing operational areas

Resolution No:

Resolution Date:

### **2.3 Rates Debtor Collection**

Policy Statement:

1. Final Notice

Final Notices are issued during a period about 14 days after the due date of a notice for payment of rates. Such notices are issued where no or insufficient payment has been received, or where there is no current valid instalment option.

Final Notices indicate that:

- rates are now in arrears;
- penalty interest is being charged at the rate adopted by Council; and
- if payment is not received within 7 days legal action may be taken without further notice, which will add extra costs onto the outstanding amount.

Ratepayers with rates remaining unpaid after the expiry period shown on the Final Notice will be sent a final demand letter, requiring payment in full in seven days or entry into a written payment agreement with seven days or the debt will be referred to Council's collection agency.

Ratepayers who have made contact with Council seeking deferment of payment of rates and/or payment by instalment method or are the subject of a Written Payment Agreement, be exempt from legal action for recovery of outstanding monies unless the payment schedule has been defaulted.

2. Written Payment Agreements Instalments

There are ratepayers who have not paid their rates in total, or the first instalment by the due date and have not paid their outstanding rates within 7 days of the final notice.

The Shire will accept by application a written alternative payment schedules where a written agreements specifying the dates and the amounts that are to be paid may be made is prepared.

Failure by the ratepayer to adhere to the payment schedule will result in the issue of a correspondence advising that a payment has been missed and requiring either payment in full in seven days or entry into a new written payment agreement with seven days or the debt will referred to Council's collection agency.

Where a ratepayer fails to adhere to a payment schedule on more than two occasions in one financial year, the opportunity to enter into a third written payment agreement will not be offered again.

3. Issue of Summons or Referral to Debt Collection Agency

Rates remaining unpaid after the expiry period shown on the Final Notice or correspondence will either have a summons issued by Council's Rates Officer or be referred to Council's Debt Collection Agency for recovery.

The costs of any court proceedings incurred as a result of recovery will be applied to the rates account.

4. Right to Appeal

Each ratepayer's right to appeal in accordance with the provisions of the Local Government Act 1995 shall not be relinquished by anything in the policy.

Resolution No:

Resolution Date:

**2.4 Sundry Debtor Collection**

Policy Statement:

1. Invoice/Infringement Notices

An invoice/infringement notice will be issued requiring payment within at most 30 days by the due date from the date of issue.

The Shire will accept a written alternative payment schedule where a written agreements specifying the dates and the amounts that are to be paid is prepared. Failure by the applicant to adhere to the payment schedule will result in the issue of a letter requiring the total amount outstanding to be paid immediately.

2. Final Statement

A final statement will be issued for all sundry debtor accounts in arrears 30 days requesting payment within 7 days.

3. Letter of Demand

Should debts remain unpaid after the expiry date shown on the Final Statement, a letter of demand will be issued requiring payment within 7 days.

4. Legal Action

Should the debt still remain unpaid, it will be examined for the purpose of determining whether a summons will be issued. Costs incurred as a result of the issue of a summons will be applied to the debtors' account. Following the issue of a summons, a reasonable offer to discharge a debtors' account will not be refused. Where a summons has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt. This may include the issue of a Warrant of Execution against goods if necessary.

5. Further Works or Sales

Where a debt remains outstanding over 30 days, Council will not complete further works or sales with that debtor until the outstanding debt is paid.

Resolution No:

Resolution Date:

## **2.5 Self Supporting Loans**

Policy Statement:

Each request for self supporting loans will be considered on its merits and, if deemed necessary, the organisation may be asked to provide guarantors or other acceptable security

In the event of Council agreeing to make available loan funds on a self-supporting basis to any district organisation Council reserves the right to control and/or carry out any of the following:

1. The preparation of the plans and specifications of the proposed works.
2. The calling of tenders for the proposed works.
3. The letting of the Contract.
4. The preparation and signing of the contract documents.
5. Sole supervision of the proposed works.
6. Sole authorisation of the expenditure of funds for the proposed works, whether it be to the contractor or sub-contractor.
7. Any other condition that Council sees necessary to apply to the proposed works, because of some curious circumstances which may exist.

Resolution No:

Resolution Date:

## **2.6 Investment Policy**

### Policy Statement:

#### 1 Purpose of Policy

##### 1.1 The purpose of this policy is to ensure that:

- a. The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18 (1)(a) of the Trustees Act 1962 (the 'Prudent Person' rule);
- b. At all times, the Council has in place a current set of policies and delegations for its Investments Officers (Delegation number F2); and
- c. Adherence to the guidelines by all officers with delegated authority to invest / control surplus funds.

##### 1.2 This Policy is to be made available to all employees involved in daily investment decisions.

##### 1.3 Notwithstanding the provisions of this Policy, the general financial management obligations imposed under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

#### 2 Prudent Person Rule

##### 2.1 The investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the Prudent Person rule.

##### 2.2 The main features of the prudent person rule include:

- a. Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- b. A duty to invest funds in investments that are not speculative or hazardous.

##### 2.3 In exercising powers of investment, there are important matters for consideration:

- a. The purpose of the investment and the needs and circumstances;
- b. The desirability of diversifying investments and the nature of and risk associated with existing investments;
- c. The need to maintain the real value of capital and income; The risk of capital or income loss or depreciation;
- d. The potential for capital appreciation;
- e. The likely income return and timing of the income return;
- f. The length of the term of the proposed investment;
- g. The liquidity and marketability of the proposed investment;
- h. The aggregate value of the investment;
- i. The effect of the proposed investment in relation to the tax liability (if any);
- j. The likelihood of inflation affecting the value of the proposed investment; and
- k. The costs of making the proposed investment; the results of a review of existing investments.

#### 3 Investment Objectives

##### 3.1 To add value through prudent investment of funds.

3.2 To have ready access to funds for day-to-day requirements, without penalty.

#### 4 Authority to Invest

4.1 The Shire of Cuballing's surplus funds are to be invested in term deposits or negotiable certificates of deposit with the following banks in Australia including:

- a. Commonwealth Bank of Australia
- b. National Australia Bank
- c. Westpac Bank
- d. ANZ Bank and
- e. Bankwest

Any proposal to invest funds in another institution, for whatever reason, is to be referred to the Council.

4.2 For ease of operations, the bank holding Council's operational funds will be the preferred institution for investment activities.

4.3 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.

4.4 Funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.

4.5 The Deputy Chief Executive Officer places, withdraws or re-invests surplus funds jointly with the Chief Executive Officer in accordance with the Chief Executive Officer's delegation.

4.6 The Council elects to pay for the cost of securing the Federal Government Guarantee on funds if such a guarantee is available.

4.7 In accordance with Financial Management Regulation 19C the Shire of Cuballing will not undertake any of the following investment activities:

- a. Lodge deposits with an institution except an authorised institution;
- b. deposit funds for a fixed term of more than 12 months;
- c. invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- d. invest in bonds with a term to maturity of more than 3 years;
- e. invest in a foreign currency.

#### 5 Review and Reporting

5.1 A cash flow report is to be monitored by the Deputy Chief Executive Officer at least weekly to ensure cash funds are available to meet commitments.

5.2 Investments will be managed actively as they mature with reviews by the Deputy Chief Executive Officer on a monthly basis.

5.3 For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Council's behalf at 30 June each year.

#### Objective:

To document and provide the necessary information for the delegated officers to invest surplus funds.

Resolution No:  
Resolution Date:

## **2.7 Purpose & Funding of Reserve Accounts**

Policy Statement:

The following Reserve Accounts shall be maintained by Council and shall be for the purpose indicated and funded as detailed:

1. **PLANT & EQUIPMENT RESERVE**  
PURPOSE: Purchase of new or second-hand plant and equipment as per Council's Plant Replacement Policy.  
FUNDING: Transfer an amount included in Council's Plant Replacement Policy.
2. **IT & OFFICE EQUIPMENT RESERVE**  
PURPOSE: Funding of Office Equipment upgrades.  
FUNDING: Council to consider a transfer from Council's Municipal Fund each year.
3. **EMPLOYEE ENTITLEMENTS RESERVE**  
PURPOSE: Funding of employees Annual & Long Service Leave entitlement.  
FUNDING: Annual and Long Service Leave Liability and Long Service Leave Reserve is to be equal i.e. Reserve fully cash backed. Transfers to effect this to be carried out by 30 June each year.
4. **HOUSING RESERVE FUND**  
PURPOSE: To purchase new and provide capital maintenance of existing Council owned housing.  
FUNDING: Council to make a transfer \$5, 000 from Council's Municipal Fund each year.
5. **RECREATION AND COMMUNITY FACILITY RESERVE**  
PURPOSE: To assist in the purchase new and provide capital maintenance of existing Recreation and Community facilities.  
FUNDING: Council to make a transfer \$5, 000 from Council's Municipal Fund each year.
6. **REFUSE SITE RESERVE**  
PURPOSE: To purchase new and provide capital maintenance to Refuse Site and Transfer Stations and to rehabilitate the former Refuse Sites in Cuballing and Popanyinning.  
FUNDING: Transfer from the Municipal Fund the net surplus of refuse site income less maintenance and capital expenditure.
7. **GRAIN FREIGHT RESERVE FUND**  
PURPOSE: to maintain the grain freight route through the district.  
FUNDING: Council to consider a transfer from Council's Municipal Fund each year.
8. **EQUESTRIAN CENTRE RESERVE FUND**  
PURPOSE: to maintain the standard of the Dryandra Regional Equestrian Centre facilities.

FUNDING: Council to make a transfer \$5, 000 from Council's Municipal Fund each year

9. ROAD AND BRIDGES RESERVE FUND

PURPOSE: to maintain and fund road and bridge projects throughout the district.

FUNDING: Council to consider a transfer from Council's Municipal Fund each year.

Resolution No:

Resolution Date:

## **2.8 Early Payment Rates Discount**

Policy Statement:

Council will provide an Early Payment Discount for rates paid before the close of business 21 days after the date of issue of Rates Notices.

Guidelines:

A discount on rates will be given in the following circumstances;

1. Payments by cheque, cash, eftpos or credit card received and receipted before close of business on the due date;
2. BPAY payments processed before close of business on the due date by the merchant; and
3. Other direct debits cleared to the Shire of Cuballing's bank account before close of business on the due date.

Council will set the rate discount percentage when adopting Council's Annual Budget.

Council's close of business is 4.30 pm.

Resolution No:

Resolution Date:

## **2.9 Credit Cards**

Policy Definitions:

- "Credit Card" is defined as a facility allowing the cardholder to pay for goods and services on credit.
- "Business Expense" is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee's contract of employment with the Shire or relevant Council policies.
- "Personal Expense" is defined as any expense not of a business nature.

Policy Statement:

Shire of Cuballing Corporate Credit Cards may be used where it is inappropriate or inconvenient to use the Shire's normal payment systems.



The preference should always be to use the Shire's normal payment systems including purchase systems established with local businesses for purchases of fuel.

The maximum credit limits shall be based on the cardholder's need with Council holding a \$20,000 maximum credit card facility.

All new and existing cardholders shall be provided with a copy of the policies in relation to the use of Corporate Credit and Fuel Cards.

An agreement shall be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using Corporate Credit. A copy of the agreement is included as an appendix to this policy.

Guidelines:

*Authority for Approval of Corporate Credit and Fuel Cards*

The Chief Executive Officer will approve the issue of all Corporate Credit Cards and Fuel Cards. The Corporate Credit Card limits are:

1. \$10,000 for the Chief Executive Officer;
2. \$ 5,000 for the Deputy Chief Executive Officer;
3. \$ 5,000 for the Manager Works and Services.

The Deputy Chief Executive Officer is responsible for arranging the issue of the Corporate Credit Card on advice from the Chief Executive Officer

*Approved Bankers*

The Shire of Cuballing's Corporate Credit Cards are to be issued by its transactional banker.

*Purchases and Use of Corporate Credit Cards*

The Shire's Corporate Credit Cards shall only be used for purchases of goods and services in the performance of official duties for which there is a budget provision.

Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash through a bank branch or any automatic teller machine.

Where purchases are made by facsimile, over the telephone or on the internet, an invoice should be requested to support the purchase.

If no invoice or receipt is available, as much detail about the transaction should be recorded and used to support the payment when required. (Date, Company, Address, ABN, amount, any GST included).

Where a payment is made for entertainment, it is important to note on the invoice/receipt the number of persons entertained and the names of any Shire of Cuballing's employees in that number.

*Accounts and Settlement*

The provider of the credit card will supply the Finance Department area with a statement of account each month.

The monthly statement of account from the provider of the corporate credit card will be forwarded to each cardholder for certification and for the supply of receipts and tax invoices to support the Shire's claim for the GST component of purchases and services obtained.

Cardholders are to certify that the account details are correct but must have their supervisors approve the expenses by signing the statement before it is returned to Finance Department area for payment.

A credit card transaction slip is not acceptable to support the claim. A tax invoice should provide a brief description of the goods and services supplied along with the suppliers ABN. The cardholder is to provide the relevant or correct expense account for the expenditure.

The cardholder's certification must be provided within 7 days of receipt and prior to the end of the credit cards settlement period.

Any disputed amounts on the Corporate Credit Card statement should be brought to the attention of the Chief Executive Officer at the first opportunity by the Deputy Chief Executive Officer.

*Card Lost or Stolen*

Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone. At the earliest opportunity, written notification must also be given to the Deputy Chief Executive Officer.

*Misuse of Corporate Credit Cards*

Cards which show unreasonable, excessive or unauthorised expenditure will be subject to audit and may result in the withdrawal of the card from the cardholder.

*Recovery of Unauthorised Expenditure*

Unauthorised expenditure or expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the officer's salary.

*Internal Audit of the Corporate Credit Card System*

From time to time an internal audit will provide a report on the control, use, viability and adherence to authorised policy and procedures to the Deputy Chief Executive Officer.

*Reward/Bonus Points*

Where the Corporate Cards carry rewards or bonus points, usually to encourage the use of the card by the issuing institution, these rewards or points will be accumulated in the name of the Shire of Cuballing. The Shire's management (Chief Executive Officer) will decide how these points are to be utilised. Under no circumstances are rewards or bonus points to be redeemed for any officer's private benefit.

### *Return of Cards*

When the Chief Executive Officer or other Officer cease to occupy a position that is authorised to be issued with a corporate credit card (either through internal transfer, retirement, resignation or conclusion of service contract) they must return the card to the Deputy Chief Executive Officer (or in the case of the Deputy Chief Executive Officer to the Chief Executive Officer) at least one week prior to vacating the position so that the card may be cancelled and the account settled.

### *Finance Department Responsibilities*

The Finance Department area's responsibilities in relation to the Shire's Corporate Credit Cards include:-

1. Maintaining a Card Register of all cardholders including the card number, expiry date of the credit card, credit limit and details of any limits on the goods and services the cardholder has authority to purchase.
2. Arranging the issue/cancellation of the Corporate Cards.
3. Arranging for all cardholders to sign the Card User Instruction Agreement (see Appendix A) on receipt of the new card and ensure the signed agreement is filed in the Card Register.
4. Processing payment of card expenditure on receipt of the card statement from the Bank after certification from the cardholder. Ensure that all receipts and tax invoices are in place prior to authorisation for payment.
5. To keep cardholders informed of any changes to policy and procedures on the use of the Corporate Cards.

### *Cardholders Responsibilities*

Officers who are issued with Corporate Cards must -

1. Ensure the care and safe keeping of the card.
2. Adhere to the policy and procedures in relation to use of the card and its financial limits.
3. Ensure receipts and tax invoices are received when the card is used and to produce them as evidence for settlement with the Bank.
4. Ensure the monthly card statement is certified correct and approved for payment when received from the Finance Department area and return to Finance Department together with the receipts and tax invoices within seven (7) days of receipt.
5. Ensure relevant and correct expenditure account details (account numbers) are provided against each item of expenditure on the card statement to assist with the allocation of expenses and claims for the reimbursement of GST from the Australian Taxation Office.
6. To provide an early response to enquiries that may be made by the bank, creditors or related parties, as the case may be.

Objective:

To provide details for the use, allocation, control and safe custody of corporate credit cards.

The policy looks to ensures that operational and administrative costs and the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the Shire.

Resolution No:

Resolution Date:

Appendix A

To: \_\_\_\_\_

Title: \_\_\_\_\_

From: Deputy Chief Executive Officer

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

**CORPORATE CARD USER INSTRUCTIONS**

You have been provided with a Shire of Cuballing sponsored Corporate Credit Card in line with your official duties. The limit of this card is \$ \_\_\_\_\_.

The following guidelines are provided for your information.

1. The card is issued in your name. It is a corporate card and all transactions made with it are the responsibility of the Shire of Cuballing.
2. The card is to be used for official expenditure in the performance of official duties for which there is Budget provision. Under no circumstances is it to be used for personal or private purposes.
3. Being in your name, you are responsible for the care and safe keeping of the card and therefore held accountable to the Shire of Cuballing for its proper use.
4. The card is not to be used to withdraw cash even for official functions.
5. Any unauthorised, excessive or unreasonable use of the card will result in an enquiry and appropriate disciplinary action.
6. When using the card, the holder is required to obtain Tax Invoices to support all purchases. A credit card statement or credit card transaction slip is not acceptable as support for purchases. (Only a Tax Invoice allows the Shire to reclaim the GST component of purchases from the Australian Taxation Office). A Tax Invoice should provide a description of the goods or services supplied, the suppliers Australian Business Number and identifies any GST component of the amount paid.
7. When a Statement of Account is provided, you are required to certify the correctness of the expenditure and return the Statement to the Deputy Chief Executive Officer together with all supporting Tax Invoices and appropriate expense accounts to charge the costs.
8. If the card is lost or stolen, you must immediately notify the Commonwealth Bank of Australia Card Service Centre by phone on 13 2221 (24 hour service). The Deputy Chief Executive Officer should be notified on the next working day.
9. The card must be returned to the Deputy Chief Executive Officer if you vacate the position either through resignation, retirement or the conclusion of the Service Contract.
10. Please acknowledge the above by signing and returning this statement to the Deputy Chief Executive Officer.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **2.10 Fuel Cards**

Policy Statement:

Shire of Cuballing Corporate Fuel Cards may be used to purchase fuel where it is inappropriate or inconvenient to use the Shire's normal payment systems.

The preference should always be to use the Shire's normal payment systems including purchase systems established with local businesses for purchases of fuel.

Guidelines

### *Approved Fuel Card Provider*

The Shire of Cuballing's Fuel Cards are to be issued by its local, bulk fuel supplier.

### *Authority for Approval of Corporate Credit and Fuel Cards*

The Chief Executive Officer will approve the issue of all Corporate Credit Cards and Fuel Cards.

### *Issue of Fuel Cards*

Fuel Cards may be issued to the following members of staff:

1. Chief Executive Officer
2. Deputy Chief Executive Officer
3. Manager Works and Services
4. Building Surveyor

A fuel card may be issued for the specific use of individual vehicle by volunteers or staff when that Shire vehicle is used for official duties.

### *Use of Fuel Cards*

The use of fuel cards by employees is restricted to fuel purchases only.

Objective:

To provide details for the use, allocation, control and safe custody of corporate fuel cards.

The policy looks to ensure that operational and administrative costs and the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the Shire.

Resolution No:

Resolution Date:

## **2.11 Asset Management**

Policy Statement:

Council is committed to implementing a systematic asset management methodology in order to apply best case practices across all areas of the local government. Asset maintenance,

acquisition and disposal should be managed in accordance with Council's service delivery priorities and ensure long term sustainability.

When considering Asset Management, Council will be guided by the following key principles:

- Prior to purchase, renewal or major works on an Asset, critically consider Council's need and the viability of the expenditure
- Consider "whole life" cost of the Asset and its incorporation into Council's Long Term Financial and Asset Management Plans
- Ensure that Asset Management decisions are financially sustainable for Council's reality
- Consult with community and key stakeholders to ensure that service levels being delivered are as desired
- Ensure all Asset information is up to date to ensure that all planning and decision making is based on accurate information in both the short and long term
- Allocate appropriate resources to ensure that the maximum life is achieved for each asset and represents value for money
- Continually seek opportunities to maximise asset use and value to the community

Objective:

To provide an overall framework to guide the consistent strategic management of Council's Assets. This Policy will be complimented by an Infrastructure Management Plan.

Resolution No:

Resolution Date:

## **2.12 Reserve Fund Interest**

Policy Statement:

Council shall accumulate any interest earned on a reserve fund balance in that Reserve Fund Account.

Resolution No:

Resolution Date:

### **3. COUNCIL**

#### **3.1 West Australian Wildflower Floral Emblem**

Policy Statement:

The Shire has adopted “Dryandra” as a plant representative of this area.

Resolution No:

Resolution Date:

#### **3.2 Use of the Shire of Cuballing Logo**

Policy Statement:

That local community groups and business entities be permitted to use the Shire of Cuballing emblem for the promotion of Cuballing provided it is used in its original design and its original colour or black and white format.

Permission must first be obtained from the Chief Executive Officer, who shall ensure that the item to be endorsed is acceptable.

Resolution No:

Resolution Date:

#### **3.3 Participation in local ANZAC Day Ceremonies**

Policy Statement:

Representatives of the Shire of Cuballing will lay wreathes on behalf of Council at the Cuballing and Popanyinning Anzac Day Dawn Memorial Services held on 25th April each year.

Resolution No:

Resolution Date:

#### **3.4 Australian Flag**

Policy Statement:

The Australian Flag will be flown on the Council Administration Centre flagpole every working day of the year.

On any day of any funeral held within the Shire or on the day of the funeral of a present or former Cuballing resident, or any other proclaimed day, the Chief Executive Officer will authorise the flag to be flown at half-mast.

Resolution No:

Resolution Date:

#### **3.5 Council Meeting Agenda**

Policy Statement:

No business shall be included on an agenda, or dealt with by Council at a Council meeting, unless accompanied by a written report from the appropriate officer together with a recommendation(s).

1. The Officers' reports are to substantially follow the recommended format in the guide prepared by the Department of Local Government for the Preparation of Agendas & Minutes.
2. The Officers' reports and recommendations are to be included in the minutes of the meeting at which they are presented.
3. It Council agendas will be available for Councillors by 2pm on the Friday preceding the Council meeting day.

Matters that require a Council Resolution will be received not less than ten working days prior to the next Ordinary Council Meeting for inclusion in that Meeting's agenda.

Resolution No:

Resolution Date:

### **3.6 Use of Council Chambers**

Policy Statement:

The Council Chambers shall be used for Council and Committee meetings and Management Committees of the Council and other times at the discretion of the Shire President or Chief Executive Officer.

Resolution No:

Resolution Date:

### **3.7 Functions upon Retirement of Councillors**

Policy Statement:

Council will recognise Councillors who have completed at least six years service as a Councillor of the Shire of Cuballing by way of a reception or official dinner.

Should two or more Councillors retire at the same time, a single reception or official dinner will recognise the service of all of the retiring Councillors.

Resolution No:

Resolution Date:



### **3.8 Presentations for Elected Member Service**

Policy Statement:

Council will recognise Councillors who have completed service as a Councillor of the Shire of Cuballing by way of an appropriate gift costing up to

1. \$150 for retiring or defeated Councillors who have completed at least six years service; and
2. \$300 for retiring or defeated Councillors who have completed at least ten years service

Upon retirement all Councillors, regardless of length served, shall be presented with their name plate.

Resolution No:

Resolution Date:

### **3.9 Council Meetings**

Policy Statement:

The Ordinary Council Meetings of the Shire of Cuballing will be held on the third Thursday of each month, commencing at 3.00 pm

No meeting will be held in January

Resolution No:

Resolution Date:

### **3.10 Councillor Expenses**

Policy Statement:

- Council will only reimburse travel costs incurred by members for attendance at duly convened Council meetings; attendance at duly convened Committee meetings where that member has been officially appointed as a member and it is a Councillor-only Committee (no members of the public); and attendance at functions/meetings/seminars where that Councillor has been appointed to attend by Council resolution and that resolution provides for travel costs to be reimbursed.
- Council will pay accommodation costs of authorised delegates and their partners to conferences and functions as approved by Council.
- Council will pay meal costs for authorised delegates and their partners to conferences and functions approved by Council.
- Council will pay expenses (eg: phone, taxi fares for local government business) for authorised delegates only to conferences and functions approved by Council.

Council will reimburse the costs incurred by members in using their private vehicles to attend meetings/functions/seminars as defined within this policy, that are held at the Shire Office. If Councillors are required to represent the Shire at a meeting/function/seminar not held in Cuballing and Shire vehicle is unavailable, Council will reimburse the costs incurred by the member in using their private vehicle to attend that meeting/function/seminar.

A Shire vehicle will be made available wherever possible for councillors to attend functions/meetings/seminars as representatives of the Shire of Cuballing. Members may choose to provide their own transport, however where a Shire vehicle is made available and not utilised or is used for the purpose by another councillor and councillors choose not to travel together, travel costs will not be paid for the private transport.

Reimbursing the costs incurred by members for using their private vehicles on Council business shall be by paying to the member an amount as determined by Statute, on receipt of a duly completed and signed claim form.

For payment of meeting attendance fees or reimbursement of travelling and other expenses or allowances provided for, members shall complete the appropriate claim form when payment is sought.

Other expenses which may be approved by Council for reimbursement are:

1. an expense incurred by a councillor in performing a function under the express authority of Council
2. an expense incurred by a councillor in performing a function in his/her capacity as a Council member.

The extent to which an expense referred to in 1 or 2 can be reimbursed is the actual amount, verified by support information.

Objective:

The Local Government Act 1995 provides for the fees, expenses and allowances which may be paid or reimbursed to Council Members (currently fax/telephone rental and child care) or as approved by resolution of Council where members attend functions/meetings/seminars as representatives of the Shire of Cuballing.

Resolution No:

Resolution Date:

### **3.11 Councillor and Staff Allowances (Daily Meal & Expense Allowance)**

Policy Statement:

When Councillors or staff are absent from the Shire of Cuballing on training courses, meetings, conferences or other Shire business, they have the opportunity to claim a daily allowance of \$100.00 to cover meals not provided for in accommodation tariff and other expenses such as (but not limited to) phone calls and parking. The allowance is to be paid on the basis of \$100.00 for each night spent away from the Shire of Cuballing.

The allowance may also be claimed when a Councillor or staff member stays in private accommodation.

Councillors and officers are not required to produce receipts for expenditure associated with this policy, however, in recognition of prepayment, are required to pay the full amount of the hotel/motel expenses in excess of the accommodation component at the time of checking out.

The allowance may be prepaid, at the discretion of the Chief Executive Officer.

Objective:

When Councillors and staff are required to be away, the options are for them to be accommodated at hotels or motels where the Shire meets the entire cost of accommodation, meals, phone calls, parking and other incidental expenses, (daily cost in the range of \$300.00 - \$400.00) or to stay in private accommodation, where no cost is incurred by the Shire.

This policy makes provision for those Councillors and staff making their own accommodation arrangements to be reimbursed for the meals and incidental expenses they incur even though they are saving the Shire significant costs in not incurring accommodation expenses.

Resolution No:

Resolution Date:

#### **4. STAFF**

##### **4.1 Private Use of Shire Light Vehicles**

Policy Statement:

Senior staff, as a part of their salary package, are able to negotiate private use of the Council vehicle assigned to their position.

This private use is to have the following restrictions:

1. The vehicle is not to be driven further east than the state border (Unless prior agreement has been granted by Council).
2. The vehicle is not to be driven further North than Carnarvon (Unless Prior agreement has been granted by Council).
3. A fuel card may be provided for every vehicle owned by Council with private use privileges. Fuel for the vehicle is to be purchased locally or using this fuel card or a Council credit card if provided.
4. Every Council vehicle is to be available for Council purposes at times when the employee is at work.
5. If the vehicle is to be used outside of working hours for private use Council's employee is to be preferred driver at all times unless due to tiredness or some other reason that may impair the judgment of the employee when driving. In this case the authorised driver may request another person to complete the journey (this person may not be an authorised officer of Council) with employee as a passenger in the vehicle.
6. Unlimited private of the vehicle extends to the Spouse or Partner of the Executive outside of work hours. All normal restrictions apply. Spouses and Partners are not however entitled to sign for fuel at Council's supplier. This must be completed by the employee.
7. Persons under the age of 21, Learner Drivers or probationary drivers are not permitted to drive a Council vehicle under any situation due to insurance, unless the driver is a "Direct Employee" of Council.
8. Should an employee reside outside the Shire of Cuballing, either upon commencement or at some other time of their employment, Council may only permit private use of a Council vehicle if the new residence is located within 50 kilometres of the Cuballing townsite.

Objective:

To establish a guideline for the use of Council Administration vehicles outside of work hours.

Resolution No:

Resolution Date:

## **4.2 Use of Shire Information Technology (IT) Facilities for Staff**

Policy Statement:

### 1 General Use

The Shire of Cuballing reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.

The Shire of Cuballing has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy.

Users must respect the resource limitations of the IT facilities provided. Resources are not infinite.

Any facilities provided to users are for the business purposes of the Shire of Cuballing. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business related purposes.

The Shire of Cuballing supports only those facilities which it provides for business purposes. Hardware, software, operating systems and networking protocols not in use at, or provided and approved by, the Shire of Cuballing Deputy CEO, are not supported.

### 2 Storage

All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.

E-mails and faxes, sent and received, and of corporate nature must be captured and stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.

Corporate documents must not be stored on desktop computers or on portable media (i.e.: floppy disks, CDs, DVDs). There are appropriate methods for storing draft and 'working' documents within the Records Keeping System. Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each staff member to understand what documents should be stored in the Records Keeping System, this information can be obtained from the Records Department.

Only the network drives and corporate systems are backed up. 'C' drives and other Local drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.

Duplication of data is to be avoided.

### 3 Installing Unauthorized Software or Files

Users must not purchase, install, update, copy or use any software without prior written consultation with the Deputy CEO.

All software and updates are to be evaluated by the Deputy CEO for compatibility with the Shire's existing hardware and software, software licensing agreements, copyright and other intellectual property rights, availability of budget funds, and virus protection.

The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used or stored on the Shire of Cuballing systems.

The installation and use of third party "screen savers" is not permitted.

#### **4 Access to Computer Facilities**

Users may use only those facilities, which they have been properly authorised to use by the relevant Manager/Director. Authorisation must be provided to IT Services in writing before access is provided and/or modified.

Users may not use any of the facilities provided by the Shire of Cuballing in such a way as to reflect negatively upon the Shire either in part or as a whole.

Users may not use any of the facilities provided to them by the Shire of Cuballing in such a way as to achieve personal gain or to earn income external to their employment at the Shire.

The playing of games on Shire computers is not permitted.

Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person.

Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected. We recommend that no passwords are written down and kept at or near a user's desk.

Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from Deputy CEO or CEO.

Users will comply with any directive (verbal, written or electronic) from Deputy CEO relating to access to IT facilities.

Users must treat IT facilities and telephones with respect. Any wilful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.

Food and beverages should not be consumed in close proximity to IT equipment.

Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, on-line time should be kept to a minimum. The Shire of Cuballing may not be responsible for any excessive costs incurred.

Remote access to the Shire of Cuballing IT facilities is provided on a needs basis. Those seeking such access will need approval in writing from the Deputy CEO. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to IT Services, and must use passwords with at least 8 characters and must contain a mixture of upper and lower case alpha characters and numbers.

The Shire of Cuballing reserves the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staff has a particular need for after hour's access to IT facilities they should liaise with the Deputy CEO in advance to arrange access options.

## 5 Security

Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or have been provided for their use, or is stored on a shared medium for which they have been granted access.

Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Deputy CEO, except in the following circumstances:-

- For data or files stored on a shared network facility or transferred in/out via a shared network facility.
- Under direction of their supervising officer(s) to amend data or files stored in a personal directory.

Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to the Deputy CEO.

Users are encouraged to log out of their workstations when they are not in use.

Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by the Deputy CEO.

Users must report to the Deputy CEO, without delay, any breaches (either real or perceived) of security.

## 6 Voice Mail

Voice Mail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Where possible telephones should be diverted to another officer.

The system should be used for its intended purpose and not used as a means of avoiding answering telephone calls.

The legitimate use of Voice Mail is for cases where staff are out of their offices for short periods where phone calls would go unanswered. Voice Mail should not be used to take calls when staff is on leave.

Users must work with each other to minimise the reliance on Voice Mail as much as possible. This will serve to ensure that a high level of customer service is maintained.

## 7 IT Support

The Shire of Cuballing outsources the management of its IT systems on an as needed basis. Users must understand that they should not contact any IT support directly, rather refer the matter the Deputy CEO who will assess and arrange for support as required.

## 8 Internet and E-mail

The provision of Internet browsing facilities to a user must be authorised in writing by the Deputy CEO or CEO.

E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely. Limits are set on mailbox sizes; therefore users should make sure e-mails are registered into the Records Keeping System.

When commencing leave, staff should utilize the ability of the email software to forward incoming mail to the person who is acting in the position during their absence.

Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.

#### 9 What is Acceptable Use in Regards to Internet and E-Mail?

Subject to the balance of this policy, employees may use the Internet access provided by the Shire of Cuballing for:-

- Work-related purposes;
- Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Cuballing email address in the from: or Reply-To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of the Shire of Cuballing;
- Accessing the World Wide Web including social networking websites for limited personal purposes during an employee's normal lunch breaks;
- Utilizing any other Internet service or protocol for personal purposes after obtaining permission in writing, to do so, from the Shire's Deputy CEO; and
- E-mail messages of a corporate nature that leave the Shire of Cuballing destined for an external organisation are public records and must be captured in the Records Keeping System. Any corporate e-mail messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the Records Keeping System themselves such messages should be forwarded to Records staff to facilitate this legislative (State Records Act 2000) requirement.

Use under Section 9 of this policy is conditional upon in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or her colleagues.

#### 10 What is Not Acceptable Use in regards to Internet and E-mail?

Except in the course of an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for:-

- Personal commercial purposes;
- Sending unsolicited bulk email such as advertising or announcements that are not related to Council business to any group;



- Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues or knowingly sending or forwarding virus-infected e-mails;
- Disseminating confidential information of the Shire of Cuballing;
- Any illegal purpose;
- Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- Disseminating personal contact information of officers or employees of the Shire without their consent;
- Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or
- Knowingly downloading or requesting software or media files or data streams that are not related to Shire business;
- Sending e-mails that has documents attached, to multiple users within Council. Documents of corporate value should be registered in the Records Keeping System, and can be referred to in e-mails. If a document is not of corporate value it can be stored on the Shared drive and referred to in an e-mail;
- The use of real-time messaging services such as ICQ or MSN or Yahoo.
- Web sites including but not limited to those of the following nature:-
  - Games.
  - Personal Shopping / Auctions.
  - Entertainment.
  - Adult Entertainment.
  - Pornography.
  - Personal Internet E-mail (such as GMail, Hotmail or Yahoo).
  - Chat Rooms / Channels.
  - Social networking sites for personal purposes (such as Facebook or Twitter).

#### 11 Example of Disclaimer to be used

This e-mail message, including any attached files, is private and may contain information that is confidential. Only the intended recipient may access or use it. If you are not the intended recipient please delete this e-mail and notify the sender promptly. The views of this sender may not represent those of the Shire of Cuballing. The Shire uses virus-scanning software but exclude all liability for viruses or similar defects in any attachment.

#### 12 Consequences of Unacceptable Use

The Shire of Cuballing may monitor logs of Internet usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by employees, and the email addresses of those with whom they have communicated. The Shire of Cuballing will not, however, engage in real-time surveillance of Internet usage, will not monitor the content of email messages sent or received by its employees unless a copy of

such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law.

Responsibility for use of the Internet that does not comply with this policy lies with the employee so using it and such employee must indemnify the Shire of Cuballing for any direct loss and reasonably foreseeable consequential losses suffered by the Shire by reason of the breach of policy.

The Shire of Cuballing will review any alleged breach of this Acceptable Use Policy on an individual basis. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the Shire, the employee shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the Shire the breach may be treated as grounds for dismissal.

Council reserves the right to refer an employee's use of Shire IT facilities to an appropriate law enforcement agency for alleged illegal use.

Otherwise, an alleged breach shall be dealt with as follows:-

- Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.
- If the breach is not desisted from or remedied, The Shire of Cuballing may either withdraw the employee's access to the Internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.
- If the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.
- If a breach is committed after the third warning the employee may be dismissed.

Objective:

This policy outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Cuballing to ensure it is used in an appropriate manner.

The policy applies to staff and to others to whom access to IT facilities has been provided.

Resolution No:

Resolution Date:

### **4.3 Staff - Attendance at Army Reserve**

Policy Statement:

That it be the policy of Council to maintain the salaries and wages of any of its employees who are engaged on armed services reserve duties

Resolution No:

Resolution Date:

#### **4.4 Superannuation - Council Contribution**

Policy Statement:

Council may contribute at a matching rate of 1.0 times the employees additional contributions up to a maximum of 6% for all employees who are voluntary self-contributing members of a Superannuation Scheme. This includes approved salary sacrificing arrangements between Council and an employee.

Resolution No:

Resolution Date:

#### **4.5 Conference Attendance - Staff**

Policy Statement:

Attendance to a conference of a regional nature by the Chief Executive Officer will be in accordance with their Contract of Employment or at the discretion of the Shire President and under conditions he/she considers outlined above will be considered by Council on their merits. appropriate in the circumstances.

Departmental Heads are permitted to attend one annual conference each year of their professional organisation, within the State, at the discretion of the Chief Executive Officer, on the basis of nomination fees and subsistence being met by Council. Applications are to be submitted to the Chief Executive Officer in writing.

Attendance at conference of a regional nature by staff will be at the discretion of the Chief Executive Officer and under conditions he/she considers appropriate in the circumstances.

Applications to attend conferences other than those

Resolution No:

Resolution Date:

#### **4.6 Staff Gratuity Payments**

Policy Statement:

Council may consider the payment of gratuity to a terminating employee who has given loyal and dedicated service to the Shire, which is in addition to that stipulated by an Award or contract with the employee. Such a payment is at the sole discretion of Council.

As a general guide, the gratuity may be in the order of -

- Over 5 and less than 10 years service - \$75 per year of service
- More than 10 years service - \$100 per year of service

The gratuity will not exceed 50% of the employee's annual salary or wage being paid at termination.

The gratuity may be in cash or in kind.

In deciding if a gratuity shall be paid, Council will take into consideration the service record of the employee, in particular the number of entitled sick days the employee has not used. Particular attention will be paid to the employee's attitude towards the Council's objectives and the willingness to contribute towards those objectives without necessarily expecting recognition or reward.

Objective:

To ensure all Local Government staff are familiar with the legislative requirements regarding gratuities for the formal recognition of satisfactory and extended service by Local Government employees.

Resolution No:

Resolution Date:

#### **4.7 Service Allowance**

Policy Statement:

All staff employed by the Shire of Cuballing shall be entitled to receive a Service Allowance, in accordance with the following:

1. Staff employed for a minimum period of six (6) months to receive a Service Allowance of \$150 per annum paid on a fortnightly basis;
2. After two (2) years' service, a bonus of \$7.00 per week;
3. After five (5) years' service, a bonus of \$10.00 per week;
4. After ten (10) years' service, a bonus of \$15.00;
5. After fifteen (15) years' service a bonus of \$20.00 per week;

All employees will receive a \$50 Christmas bonus to contribute to the Council Christmas Function whether they attend or not;

Resolution No:

Resolution Date:

#### **4.8 Payment of Adverse Working Conditions Allowance**

Policy Statement:

That the Adverse Working Conditions Allowance – Level 1, payable under the Local Government Industry Award, be paid to eligible employees whilst on annual leave and long service leave.

Objective:

To clearly indicate when the Industrial Allowance is to be paid if employees' are absent from work due to leave entitlements.

Resolution No:

Resolution Date:

#### **4.9 Police Clearance/Medical Examination – New Employees**

Policy Statement:

That all new employees of the Shire of Cuballing be required to undergo a medical examination and obtain a Police Clearance, at the Shire's expense, prior to taking up their appointment.

Objective:

To ensure that all new employees are medically fit and are suitable to undertake the duties of the position for which they are under consideration.

Resolution No:

Resolution Date:

#### **4.10 Administrative Staff Uniforms**

Policy Statement:

That Administrative staff employed under the Local Government Industry Award, be provided uniforms, after the completion of a three month probationary period, in accordance with the following:

1. Council will contribute \$500 to the initial purchase of the uniform.
2. Uniforms will be replenished thereafter on a needs basis.

Objective:

To encourage counter staff to wear uniforms so that they promote an acceptable uniform appearance to the general public.

Resolution No:

Resolution Date:

#### **4.11 Workplace Incentive – Flu Needle**

Policy Statement:

That Council reimburses the difference between the amount repaid by Medicare and the doctor's account to any employee electing to have a flu needle, on presentation of the doctor's account and Medicare statement

Objective:

To encourage less absenteeism therefore reduce the need to employ casuals and maintain staff morale.

Resolution No:

Resolution Date:

## **2.12 Works Staff Uniform**

Policy Statement:

That staff uniforms be provided to all works staff incorporating reflective colours that meet the Australian Standards.

Each employee is to be provided with a uniform kit that includes:

- 3 pair of shorts - Replaced on an as needs basis
- 2 pairs of long pants (Safety Variety with reflectors) – Replaced on an as needs basis
- 5 long sleeve shirts (Safety Variety with reflectors) - Replaced on an as needs basis
- 2 Jumpers (Safety Variety with reflectors) - Replaced on an as needs basis
- 1 Rain Coat (Safety Variety with reflectors) - Replaced on an as needs basis
- Safety Boots issued upon start if required - Replaced on an as needs basis
- 1 Wide Brim Hat - Replaced on an as needs basis

Uniforms will be replaced upon presentation of old uniforms.

Staff who arrive at work not wearing the provided uniform will be directed to return home to change before being allowed into the workplace and this time will be considered as leave without pay on the employee's time card. Continuation of this behaviour will result in the workplace relation agreement being terminated.

An employee is allowed to enter the workplace without the required uniform where a medical certificate is provided with a reason justifying for non compliance, or extenuating circumstances considered acceptable by the Works Supervisor.

Objective:

To have staff wear uniforms so that they promote an acceptable uniform appearance to the general public and meet safety standards

Resolution No:

Resolution Date:

## **4.13 Education, Training and Development**

Policy Statement:

### *Professional Qualifications*

The Shire of Cuballing supports career path progression. Managers have an ongoing responsibility to consider the training and development needs of their employees and to identify deficiencies and emerging skills gaps.

In all instances, staff must seek approval prior to commencing studies. Subject to prior approval, the fees for relevant professional education may be met or subsidised by the Shire on the following basis:

- The course must be relevant to the employee's position and assist in achieving the objectives of the key responsibility areas of the position description.
- The course must be of benefit to the Shire either in the employee's current role or future area of work.

- The Shire is committed to providing options for permanent employees to improve their skills.
- In instances where the proposed training is deemed to have a greater benefit to the employee than the Shire, the employee will be expected to make a contribution towards the cost of the training. This contribution will be at the discretion of the CEO. For example, if it is considered that the employee and the Shire will both benefit by 50%, the employee will be expected to contribute 50% of the cost of the training.
- Employees must pay for the approved unit(s) up front and pass the unit(s) prior to requesting reimbursement of fees.
- The Shire of Cuballing may consider reimbursement of non tuition fees such as books up to a maximum of \$200 per semester.
- Student fees, parking and incidental expenses are the responsibility of the student and do not qualify for assistance under this Guideline.
- When an Employee is required to attend an examination held during normal working hours for a subject receiving assistance under this Guideline, paid leave will be granted for the time of the examination as well as one half day prior to the examination for study.
- Staff must be mindful of the fact that achieving a higher level of qualification does not automatically entitle the staff member to a higher classification.
- Termination Clause – if the Shire agrees to cover the cost of elective education, it is on the condition that the staff member undertakes to remain in the employment of the Shire of Cuballing for a period of twelve (12) months from the successful completion of the course. All staff receiving assistance under this Guideline will be required to sign an undertaking to repay fees should the staff member leave within twelve (12) months. This undertaking will also give the Shire the right to deduct any such monies from the final payment. The reimbursement sum will be based on a sliding scale of eight percent (8%) per month.

### *Training*

Training expenditure will be allocated according to the needs of the Shire and reviewed on an annual basis.

The CEO will have final arbitration over training priorities according to the Shire's strategic requirements.

Managers have an on-going responsibility to consider and identify the training and development needs of their employees through the performance and development review process. Any training approval must be considered in conjunction with the training plan established at the employee's performance review.

The Shire of Cuballing will actively encourage employees to attend training courses or further education to enhance skill levels, as required by the staff review process.

### *Guidelines*

The Shire of Cuballing is supportive of reimbursing Study Expenses, within budgetary constraints, for employees who are undertaking studies relevant to their Shire of Cuballing role and responsibilities. All permanent employees are eligible for consideration for study assistance. Permanent part time employees are eligible for consideration on a pro-rata basis.

A Training Plan will be formulated each year during the Annual Performance Review process, or in the case of new appointments, proposed training will be agreed upon at the time of appointment. Training assistance required must be identified during the performance appraisal process so that budgetary allowance can be made for the following financial year.

Education (being the acquisition of general, tertiary and professional skills and qualifications) is the responsibility of the individual employee. This does not preclude the Shire from assisting an employee (eg assistance with tertiary fees) but such assistance is extended at the discretion of the Shire and is not an employee right.

Training (being the extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or to provide for future progression) is the joint responsibility of the Shire and the employee.

A maximum of \$3,000 per annum may be paid by the Shire for approved training or education.

#### Associated Procedure – Employee Study Assistance

1. Applications for study assistance must be submitted to the relevant Executive Manager prior to commencement of study.
2. The Executive Manager will review the application and make a recommendation to the Chief Executive Officer.
3. Approval of study assistance shall be at the discretion of the Chief Executive Officer. Approval to be provided to the staff member in writing.

#### Objective:

The Shire of Cuballing encourages employees to pursue professional/personal development by enhancing skills, qualifications and knowledge required to:

- Meet the key responsibilities of their position.
- Achieve the Shire's strategic and operational objectives.
- Maximise personal and professional potential.
- Reduce personnel turnover and maintain high morale levels through providing satisfying and challenging professional growth opportunities.
- Enable the Shire of Cuballing to continually improve the level of advice and standard of service provided to the Shire of Cuballing community.

Resolution No:

Resolution Date:

#### **4.14 Staff Leave Entitlements**

##### Policy Statement:

Employees shall be entitled to Annual and Long Service Leave consistent with the provisions of employment contracts and any relevant employment Award and Local Government (Long Service Leave) Regulations.

All employees shall take annual leave and long service leave within one year from the date in which it is accrued unless with the written permission of the Chief Executive Officer.



Objective:

To clearly indicate employee leave entitlements.

Resolution No:

Resolution Date:

**4.15 Staff Time in Lieu Entitlements**

Policy Statement:

Employees shall be entitled to take time off instead of paid overtime consistent with the provisions of the relevant employment Award or their employment contract with the Shire.

Employees will not accrue more than five days (38 hours) worth of Time in Lieu before taking time off.

Objective:

To clearly outline employee entitlements for the accrual and use of time in lieu.

Resolution No:

Resolution Date:

**4.16 Staff Presentations on Resignation**

Policy Statement:

The Shire of Cuballing will make a contribution towards the purchase of a gift and/or function for any employee voluntarily leaving the employ of Council in accordance with the following table

Years of Service	Council Contribution
0<5 years	Nil
Each subsequent year	\$50 per year

The Shire of Cuballing will upon termination will provide in provide light refreshments and drinks up to the value with the following table. Where ever possible every effort will be made to combine two or more staff members functions for cost effectiveness.

Years of Service	Council Contribution
0<2 years	Nil
2<5 years	\$100
5<10 years	\$400
10<20 years	\$1,000
>20 years	\$2,000

Resolution No:

Resolution Date:

**4.17 Job Interview Expense Reimbursement**

Policy Statement:

The Shire of Cuballing will not reimburse interview expenses of job applicants.

Resolution No:

Resolution Date:

## **5. ROADS AND ENGINEERING**

### **5.1 Sand Drift**

Policy Statement:

Council will act to prevent, reduce or repair damage and nuisance caused by sand drift from private property by the following steps:

1. Once such a problem in any location becomes obvious, a letter will be sent to the owner of the land from which sand or loose material is originating, to deal with sand drifts and requesting that person to immediately take steps to prevent further sand drift from their property.
2. If no satisfactory action is taken by the land owner 12 months after Council has informed the owner of the seriousness of the situation, then action may be taken by Council.

Objective:

All Council actions will be aimed at preventing sand drift, as well as reducing and repairing the effects of sand drift by the co-operative actions of Council and private property owners.

Resolution No:

Resolution Date:

### **5.2 Pedestrian Access**

Policy Statement:

No person, nor organisation shall be permitted to sell, display or offer goods or services in any public access way, street or footpath, except by prior agreement of the Chief Executive Officer or his/her nominee.

Resolution No:

Resolution Date:

### **5.3 Storm Water Disposal - Private Developments**

Policy Statement:

Where the topography, general site conditions and/or nature of development precludes on site storm water disposal, any expense incurred by Council in providing a storm water disposal system over and above that normally required for the effective disposal of storm water collected from within the boundaries of the street will be recovered from the developer.

Resolution No:

Resolution Date:

#### **5.4 Private Works**

Policy Statement:

Council will only undertake private works as approved by the Chief Executive Officer or Manager Works and Services in the following circumstances:

1. for ratepayers where the value of works billed is likely to be under \$2,000 and does not detract from Councils normal works programming.
2. Direct requests from developers/individuals when local contractors either have not accepted the contract or are unable to do so.
3. For sporting and local non-profit organisations.
4. Direct requests from Government Departments.
5. Council employees are permitted to hire Councils Plant & Equipment for works on their own property or minor private tasks subject to it not involving commercial profit or gain. In these circumstances only duly trained personnel shall operate the hired machinery and all cost of hire be charged at normal adopted rates unless the hirer is also the trained operator. In such cases the charge to apply will be the adopted Council hire fee less the operator's hourly wage rate and overhead calculation

Council staff be permitted to use Council's gardening equipment on Council rented property without charge - provided that prior approval has been obtained from the Chief Executive Officer. The Chief Executive Officer must obtain prior approval from the Shire President if he/she wishes to utilise equipment.

Guidelines:

Where private works are to be carried out, the estimated cost of the works requested, shall be pre-assessed and provided to the resident, ratepayer or business ordering the private works in writing prior to the works commencing.

Resolution No:

Resolution Date:

#### **5.5 Acquisition of Road Making Materials**

Policy Statement:

Road making materials, normally gravel or sand, would be taken from reserves under Council's control whenever possible.

Where the required quantity, quality or type of material is unavailable from Council controlled areas and the materials may be more conveniently available from private properties, the following would be the normal procedure:

1. Calculate total requirement for project or yearly requirement of material from proposed pit.
2. Request authority to search for materials from owners. Use of entry powers or compulsory acquisition is to be a last resort.
3. If suitable material is located, an agreement will be reached with the owner as to compensation for materials removed and to the rehabilitation completed by Council.

4. Council will pay a royalty for material extracted from private landholders' pits rather than complete works in kind. Council will set this royalty fee as part of the budget process.
5. Works to re-habilitate the gravel pit once materials have been removed shall take place and will take the form of such works agreed on before material extraction takes place.

These works may include:

- a. fencing,
  - b. tree planting
  - c. deep ripping,
  - d. stockpiling of original topsoil and spreading after the extraction is completed,
  - e. levelling,
6. Priority must be given at all times to reasonable negotiation to reach an amicable agreement mutually acceptable to Council and the private property owner prior to the commencement of extraction.

Resolution No:

Resolution Date:

#### **5.6 Motor Vehicle Replacements**

Policy Statement:

Motor Vehicles will be replaced at the appropriate time to provide Council with maximum price advantage for the changeover of the vehicles.

Trucks and other larger plant items will be replaced in accordance with Councils Plant Replacement Program (as reviewed from time to time).

Resolution No:

Resolution Date:

#### **5.7 Manager Works & Services Plant Report**

Policy Statement:

A summary of Mileage/hours for each major plant or vehicle shall be recorded and included in the Manager Works & Services Plant Report.

Resolution No:

Resolution Date:

#### **5.8 Cable Laying**

Policy Statement:

Where Council's reserves or road reserves are to be disturbed for cable laying, this work shall be carried out by a ditch witch and not ripped by a bulldozer

Resolution No:  
Resolution Date:

## **5.9 Property Access and Crossovers**

Policy Statement:

### 1. Definition

A “crossover” is the part of a driveway between the property boundary and the edge of the road carriageway.

### 2. Urban (Town Site) Crossovers

Council will contribute

1. up to \$125 or 50% of the cost, whichever is the lesser, towards a new gravel crossover which requires no pipes; OR
2. up to \$250 or 50% of the cost, whichever is the lesser, towards a new gravel crossover with < 225mm diameter pipes.

All other costs shall be borne by the landowner. In new subdivisions, the total cost of crossovers shall be borne by the developer.

Documentary evidence of expenditure and digital photographic record of works required to claim subsidy.

If crossover not constructed to relevant standards as listed then no subsidy is payable. A crossover may need to be removed at the installer’s expense and replaced if not constructed to specified standards.

### 3. Rural Crossovers

Council will construct free of charge one cross-over (up to the width of 12 m) per location. The length of cross-overs; the provision of culverts; and the general standard of construction will be at the discretion of Council - with each case being treated on its merits.

Any additional cross-overs required by the property owner shall be provided at his/her own cost.

In new rural subdivisions, the total cost of crossovers shall be borne by the developer.

If required the minimum culvert pipe diameter shall be 225mm, however the Manager Works & Services will determine if a larger diameter pipe is required

When determining the location of a crossover within the property boundary, for safety reasons it is imperative that road users can see a vehicle on the crossover in time to stop in an emergency, and that the driver of a vehicle on the crossover can see approaching road user in enough time to be able to judge whether it is safe to enter the road.

Where sight distance is restricted, the crossover shall be positioned to give the best possible sight distance.

The following factors may determine the crossover location where there is ample sight distance.

➤ Vegetation

Clearing of native vegetation shall be minimised, taking into account other factors. Clearing for safe sight distance may occur if necessary.

➤ Drainage

Drainage requirements shall be taken into account. If it is possible to locate the crossover on a crest of a hill, it may be possible to avoid the cost of drainage and also achieve maximum sight distance.

➤ Other

Other factors, such as existing services, may also be considered when determining the location of crossovers.

#### 4. *Maintenance Costs*

Landowners are responsible for the maintenance of their crossovers. Council may require a landowner to repair a crossover by issuing a written notice. If the repairs are not carried out within a reasonable period of time, Council may arrange to have the repairs completed and recover the costs from the landowner.

#### 5. Applications for Crossovers

Applications shall be made in writing by the landowner to Council before any crossover is constructed, and Council shall respond, either disallowing or approving the crossover, and setting conditions if appropriate. This applies to any crossover, whether a Council contribution is sought or not.

Council approval to any application shall have a two year limit, following which the landowner must reapply if the crossover is not constructed within two years from approval.

Upon completion, the landowner shall provide a copy of the invoice if they have requested a Council contribution. No contribution will be paid if the landowner has not put in an application and received Council approval prior to the crossover being constructed.

Urban crossovers shall be constructed of 150mm compacted thickness of gravel and commercial crossovers shall be constructed of 200mm compacted thickness of gravel. Compaction shall be effected by rolling the gravel in damp condition in order that it is firm enough to not be able to be kicked out or likely to cause wheel spin.

No change shall be made to the existing road drainage (alignment of levels) without prior agreement from Council.

Crossovers must be constructed to Council's standard to qualify for a Council contribution.

#### 6. Entry Statements or Retaining Walls

All structures other than standard precast culvert headwalls, shall be approved by Council prior to construction. Following approval, the structure becomes the responsibility of the owner, i.e. Council will not accept responsibility for any liable event, costs or maintenance of this structure.

**7. Cross Over Requirements**

<b>GENERAL REQUIREMENTS</b>				
	Single Residential	Grouped Housing Multiple Dwellings	Light Industrial Commercial	Heavy Duty
Width @ property line Min Max	2.7 6m	3m (up to 4 units) 4m (4+ units)	6m 11m	6m 11m
Width @ road edge or kerb Min Max	3.7m 7m	4m 5m	7m 12m	7m 12m
Minimum setback from property line on intersecting street	6m	7.5m	10m	10m
Angle to road edge or kerb	90 degrees			
Ratio of flaring to road edge or kerb	2 : 1			
Minimum step up from road level road edge	20mm Only applies to Brick, Concrete and Bitumen driveways			
Minimum setback from light poles and boundaries	500mm			



<b>SPECIFIC INSTALLATION REQUIREMENTS (to be read in concert with general requirements)</b>				
Driveway Type	Single Residential	Grouped Housing – Multiple Dwellings	Light Industrial – Commercial	Heavy Traffic
Gravel Driveway	150mm gravel compacted and water bound in 50mm layers	<b>Not permitted</b> for ROW construction or common property Driveways in grouped or multiple dwelling development	200mm gravel compacted and water bound in 50mm layers	300mm gravel compacted and water bound in 50mm layers
Bitumen	Preparation as per gravel driveway except to be finished with two coats of sprayed bitumen with 6 to 10mm blue metal aggregate	<b>Not permitted</b> Common Property Driveways in grouped or multiple dwelling development	Preparation as per gravel driveway except to be finished with two coats of sprayed bitumen with 6 to 10mm blue metal aggregate	
Concrete Driveway	100mm thick mass on a minimum of a 150mm compacted sand bed (compact in layers not exceeding 75mm. Control joints to be @ maximum 3m centres at a ratio not exceeding 2:1.  Expansion joints required at property boundary, at any intersection with a public pathway, concrete kerb and any service boxes (Telstra, Water Corporation that may be located in driveway)		100mm concrete reinforced with F62 mesh on a 150mm compacted road base.  Expansion joints required at property boundary, at any intersection with a public pathway, and concrete kerb.	To be engineer designed
Brick	50mm block paver on 200mm compacted sand bed Compact in layers not exceeding 75mm) Header courses required at property boundary, at any intersection with a public pathway, concrete kerb and any service boxes (Telstra, Water Corporation that may be located in driveway)  Expansion joint required at point of intersection between paving and street kerbs + public paths Pavers to have concreted edge restraint and at the property boundary, and junctions with paths & kerbs		To be engineer designed	To be engineer designed

Objective:

To provide details on crossover requirements and definition

Resolution No:

Resolution Date:

### **5.10 Heavy Vehicle Operations**

Policy Statement:

That Council supports Restricted Access Vehicles, including road trains and B Doubles, to service local industry throughout the Shire of Cuballing provided the roads to be used are deemed suitable.

Council will support the following access to roads with the Shire of Cuballing

<b>Road Name</b>	<b>RAV Class</b>	<b>Intersection From</b>	<b>Intersection To</b>	<b>Conditions</b>
Cuballing East Rd	6	Campbell St	Wickepin Boundary	Unconditional Access
Wandering - Narrogin Rd	4	Wandering LGA Boundary	Narrogin LGA Boundary	Unconditional Access
Cuballing West Rd	4	Campbell St & Dungog St	Wandering - Narrogin Rd	LVCA Type 1
Campbell St	4	Cuballing West Rd & Dungog St	Northam - Cranbrook Rd & Cuballing East Rd	LVCA Type 1
Gaths Rd	4	Stratherne Rd	Murbys Rd	LVCA Type 1
Murbys Rd	4	Pauley Rd	Nottles Rd	LVCA Type 1
Pauley Rd	4	Cuballing East Rd	Wickepin LGA Boundary	LVCA Type 1
Popanyinning West Rd	4	Northam - Cranbrook	Wandering LGA Boundary	LVCA Type 1
Popanyinning East Rd	4	Reed Road	Wickepin LGA Boundary	LVCA Type 1
Springhill Rd	4	Bow St & Darcy St	Wandering - Narrogin Rd	LVCA Type 1
Stratherne Rd	4	Northam - Cranbrook Rd	Wickepin LGA Boundary	LVCA Type 1
Wardering Rd	4	Cuballing East Rd	Wickepin LGA Boundary	LVCA Type 1
Webbs Rd	4	Stratherne Rd	Yornaning East Rd	LVCA Type 1
Yornaning East Rd	4	Northam - Cranbrook	Stratherne Rd	LVCA Type 1
Yornaning West Rd	4	Cowcher St No 21	Wandering - Narrogin Rd	LVCA Type 1
Congelin - Narrogin Rd	4	Nebrikinning Rd	Williams LGA Boundary	LVCA Type 1
Williams Rd	4	Northam - Cranbrook	Wandering - Narrogin Rd	LVCA Type 1
Austral Street	4	Campbell St	Brundell Street	LVCA Type 1

Road Name	RAV Class	Intersection From	Intersection To	Conditions
Cowcher Street	4	Northam - Cranbrook	For 0.75km	LVCA Type 1
Darcy Street	4	Springhill Rd	Northam - Cranbrook	LVCA Type 1
Batts Rd	4	Pennys Rd	Williams Rd	LVCA Type 2
Brands Rd	4	Wandering - Narrogin Rd	Stevens Rd	LVCA Type 2
Dents Rd	4	Northam - Cranbrook	0.75km East Of Youngs Rd	LVCA Type 2
Dews Rd	4	Bunmulling Rd	Stratherne Rd	LVCA Type 2
Forestry Rd	4	Yornaning West Rd	Pennys Rd	LVCA Type 2
Grout Rd	4	Springhill Rd	Cuballing West Rd	LVCA Type 2
Kerruish Rd	4	Pingelly - Wickepin Rd	Townsend Rd	LVCA Type 2
Leesons Rd	4	Pauley Rd	Modra Rd	LVCA Type 2
Melchiorre Rd	4	Congelin - Narrogin Rd	For 4.35 Km	LVCA Type 2
Merwanga Rd	4	Williams Rd	Pingelly LGA Boundary	LVCA Type 2
Napping Pool Rd	4	Pingelly LGA Boundary	Popanyinning West Rd	LVCA Type 2
Neamutin Rd	4	Chopping Rd	Stratherne Rd	LVCA Type 2
Nebrikinning Rd	4	Wandering - Narrogin Rd	Congelin - Narrogin Rd	LVCA Type 2
Nottles Rd	4	Wickepin LGA Boundary	Stratherne Rd	LVCA Type 2
Pennys Rd	4	Wandering - Narrogin Rd	Popanyinning West Rd	LVCA Type 2
Reeds Rd	4	Popanyinning East Rd	Pingelly LGA Boundary	LVCA Type 2
Schoolars Rd	4	Northam - Cranbrook	For 1.75 Km	LVCA Type 2
Shaddicks Rd	4	Popanyinning East Rd	Bunmulling Rd	LVCA Type 2
Short Rd	4	Cuballing East Rd	For 3.07 Km	LVCA Type 2
Stevens Rd	4	Wandering - Narrogin Rd	Wandering LGA Boundary	LVCA Type 2
Strahans Rd	4	Cuballing East Rd	Leesons Rd	LVCA Type 2
Tanners Rd	4	Pingelly LGA Boundary	Popanyinning East Rd	LVCA Type 2
Taylors Rd	4	Stratherne Rd	For 2.55 Km	LVCA Type 2
Wades Rd	4	Wardering Rd	Narrogin - Kondinin	LVCA Type 2
Walsh Rd	4	Pauley Rd	Gaths Rd	LVCA Type 2
Youngs St	4	Yornaning East Rd	Dents Rd	LVCA Type 2
Dixons Rd	4	Stratherne Rd	Nottles Rd	LVCA Type 2 Intersection Nottles Rd & Dixons Rd : No Access To Or From Nottles Road
Halls Rd	4	Wardering Rd	Narrogin - Kondinin	LVCA Type 2 Intersection Wardering Rd & Halls Rd : No Access To Or From Wardering Road

Road Name	RAV Class	Intersection From	Intersection To	Conditions
Modra Rd	4	Leeson Rd & Leeson Rd	Pauley Rd	LVCA Type 2 Intersection Leeson Rd & Modra Rd: No Access To Or From Leeson Road
Parsons Rd	4	Stratherne Rd	Cuballing East Rd	LVCA Type 2 Intersection Cuballing East Rd & Parson Rd : No Access To Or From Cuballing East Road

Conditions of Use on Local Roads

The conditions that Council will seek to impose on use of local roads will be:

1. Unconditional access. Roads with these conditions would be of the higher standard and good condition. These routes would be made available to all vehicles and should be expected to be used as through routes for vehicles from outside the shire;
2. Low Volume Conditional Access Type 1. These roads would be of a decent standards and relatively good condition. It is Council’s desire to have these roads made available for local traffic to allow economic freight use by local residents and ratepayers. The conditions for use of these roads include:
  - Not to be used as a through route. For local delivery and pickup only;
  - Driver must carry documentation as proof of local delivery or pickup and produced on demand;
  - Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).
3. Low Volume Condition Type 2. These roads can be of a low standard. It is Council’s desire to have these roads made available for local traffic to allow economic freight use by local residents and ratepayers. The conditions for use of these roads include:
  - Not to be used as a through route. For local delivery and pickup only;
  - Driver must carry documentation as proof of local delivery or pickup and produced on demand;
  - Current written approval from Local Government, permitting use of the road, must be carried.
  - Headlights must be switched on at all times.
  - Operation only during daylight hours.
  - Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).
  - Road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction

Objective:

To control the use of local roads by Restricted Access Vehicles so as to limit damage to roads and to ensure the safety of road users where possible.

Resolution No:  
Resolution Date:

### **5.11 Road Reserve Vegetation and Clearing**

Policy Statement:

Adjoining land owners are permitted to clear trees and vegetation within one and a half (1.5) metres of the fence line to allow access, fence erection and maintenance.

Should it be desired that other trees outside of this line be cleared, they be individually marked for inspection by a Shire representative to allow consideration and submission of a clearing permit.

Objective:

The object of this Policy is to ensure representative stands of remnant vegetation remain and wherever possible long term trees, grass trees and undergrowth be left undisturbed

Resolution No:  
Resolution Date:

### **5.12 Provision of Business Signs**

Policy Statement:

That Council will permit requests for business to erect white on blue directional signs showing the location of their business subject to:

1. The business paying for the cost of the signs, including any poles brackets;
2. The business paying for the cost of Council staff to erect the sign.

Objective:

1. To establish a direction concerning how the costs shall be shared between the applicant and the Shire.
2. To remove the necessity for each application to be referred to Council.

Resolution No:  
Resolution Date:

### **5.13 Access To Council Reserves To Collect Flora And Fauna Specimens**

Policy Statement:

Council will consider giving access to collect seed, flora specimens and fauna in land vested in Council for non-profit groups whose activities will provide a benefit to the local area.

In accessing Council's reserves, permission will be given subject to the following conditions:

- permission will only be granted for periods up to one year at any one time. This should not discourage applications for subsequent periods;
- sighting by Council of proof of current public liability insurance of at least \$5 Million;
- adherence to DPaW Guidelines on native seed collection;
- appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
- all care be taken to avoid the disturbance of fauna habitat;
- all care be taken to avoid any disturbance that may lead to soil degradation;
- all staff are to wear high visibility safety clothing; and
- any stationary vehicles are to use revolving amber flashing lights.

Objective:

Council manages a range of property with natural vegetation including nature reserves vested in Council and road reserves. These plants are a valuable resource and this policy seeks to guide Council's responsible management.

Resolution No:

Resolution Date:

#### **5.14 Use of Council Plant by Community Organisations**

Policy Statement:

Council will permit the use of Council plant to be used for no cost for the purposes of local non-profit organisations subject to the following conditions:

1. that the plant is only to be operated by a suitably trained and experienced Council employee;
2. that the plant is available and is not required by Council for any other purpose.
3. Council will not transport plant for this purpose;
4. that the local non-profit organisation has sought written permission at least seven days in advance; and
5. that the use does not continue for longer than six hours.

Objective:

To establish a guideline for the use of Council Plant by non-profit organisations.

Resolution No:

Resolution Date:

## **6. BUSH FIRE CONTROL**

### **6.1 Fire Reports**

Policy Statement:

The Chief Bush Fire Control Officer or Fire Control Officer in the area will submit written reports of any wild fires

Resolution No:

Resolution Date:

### **6.2 Inspection/Prosecutions - Firebreaks**

Policy Statement:

In the event of inspections of firebreaks taking place in the Shire of Cuballing the following policy of procedure is followed:

1. The Fire Break inspection to commence no later than seven days after the 1st November.
2. The Fire Break inspection is to be completed within two days, weather permitting.
3. The Fire Break inspection to be carried out in accordance with Council Policy and supply a report to the Chief Executive Officer, who will act according to Item 4 and/or Item 5. No warning or advice to be given to offenders.
4. Council will write to property owners who in the last five years have complied with Council's Fire Break Order, advising that the property does not comply with Council's fire break notice and they have seven days to have their property meet the requirements of Council's Fire Break Order.

After that seven days expires another property inspection will occur. Council will write to the property owners whose properties still do not comply stating that:

- a. The property does not comply with Council's fire break notice;
- b. Council will complete the fire breaks on the offending property and charge the property owners for that work.

Council will also issue and Infringement Notice and fine for the property owner for not complying with Council's Fire Break Notice.

5. Council will write to property owners who in the last five years have on occasion NOT complied with Council's Fire Break Order, stating that:
  - a. the property does not comply with Council's fire break notice;
  - b. Council will complete the fire breaks on the offending property and charge the property owners for that work.

Council will also issue and Infringement Notice and fine for the property owner for not complying with Council's Fire Break Notice.

Resolution No:

Resolution Date:



**6.3 Harvest Ban to Include Movement of Machinery and Vehicles in Paddocks**

Policy Statement:

Harvesting Bans include a Ban on the Movement of Machinery and Vehicles in Paddocks, and this is to be included on the Harvest Ban Notice.

Resolution No:

Resolution Date:

**6.4 Use of Shire Plant During Harvest and Movement of Vehicle Bans**

Policy Statement:

At times of harvest and movement of vehicle bans, Shire staff will cease road construction and maintenance activities other than activities deemed to be emergency.

Resolution No:

Resolution Date:

**6.5 Weather Instruments**

Policy Statement:

That the Chief Bush Fire Control Officer and Fire Weather Officers are to be issued with instruments to determine the weather conditions as required.

Resolution No:

Resolution Date:

**6.6 Clover Burning**

Policy Statement:

The permitted time for a clover burn shall be at the discretion of the Permit Issuing Officer, provided the burning shall not be commenced before 2.00 pm on the day.

Resolution No:

Resolution Date:

**6.7 Breaches of Harvest and Movement of Vehicles in Paddocks Bans under the Bush Fires Act 1954 and Bush Fires Regulations 1954**

Policy Statement:

Where a resident does not comply with the requirements of a Harvest and Movement of Vehicles in Paddocks Bans, Council shall:

- 1st Offence  
Letter of Warning
- 2nd Offence and subsequent Offences  
Infringement Notice and Fine issued under the provisions of the Bush Fires Act 1954, Bush Fires Regulations 1954 and the Bush Fires (Infringement) Regulations 1978; and
- 3rd and subsequent Offences  
Infringement Notice and Fine and/or Prosecution under the provisions of the Bush Fires Act 1954, Bush Fires Regulations 1954 and the Bush Fires (Infringement) Regulations 1978.

Staff may refer to Council a recommendation that a single significant breach or a continuing repeat offender for prosecution under the provisions of the Bush Fires Act 1954, Bush Fires Regulations 1954 and the Bush Fires (Infringement) Regulations 1978.

Resolution No:  
Resolution Date:

### **6.8 Safety and Health Relating to Volunteer Bush Fire Fighters**

Policy Statement:

The Shire of Cuballing recognises the extremely valuable contribution that volunteer Fire Fighters make to the community.

It is the policy of Council to ensure that volunteer Fire Fighters are provided with safe working equipment, the safest work systems practicable and to minimise the frequency of accidents and injury.

Council recognises that both the Shire and volunteer Fire Fighters have a responsibility for safety and health.

#### **COUNCIL RESPONSIBILITIES**

The Shire of Cuballing will make all practicable efforts to:

- instruct volunteer Fire Fighters in safe working practices.
- ensure that brigade equipment is in safe working order.
- encourage the use of a proper standard of protective clothing and equipment appropriate to the task.
- ensure that volunteers have ready access to first aid facilities.
- investigate accidents and potential safety and health risks and take appropriate remedial action.
- provide a mechanism for joint Shire/Bush Fires Board/Volunteer consultation on safety matters; and
- review the effectiveness of volunteer Fire Fighters training, safety and health policies as necessary.

#### **VOLUNTEER RESPONSIBILITIES**

The Shire of Cuballing Bush Fire Volunteers will make all practicable efforts to:

- to maintain an adequate standard of physical fitness for their role in the Volunteer Bush Fire Brigade;
- to acquaint themselves with safe working procedures;

- to identify safety and health hazards and report these to senior officers;
- to observe safe working practices and avoid unnecessary risks and be responsible for their own safety.
- to ensure they dress appropriately for fire fighting and make proper use of personal protective equipment whenever necessary, and when required to do so.

Council acknowledges that the occupational risks inherent in fire fighting and other emergency duties undertaken by volunteer Fire Fighters are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however, it is the intention of Council to develop and implement safety and training policies to minimise the occurrence of injury to volunteer Fire Fighters both on the fire ground, and in the performance of all other duties.

Resolution No:

Resolution Date:

### **6.9 Fire Situations**

Policy Statement:

The Shire of Cuballing will:

1. Respond to calls from the Incident Controller controlling fires in the Shire of Cuballing or within close proximity of the Shire of Cuballing;
2. Provide graders and other plant and equipment (with operators) as expediently as possible to attend fires within the Shire of Cuballing and in surrounding Shires when fires are in close proximity to the Shire boundaries;
3. Have graders and other plant and equipment fueled and prepared for immediate response during any Shire of Cuballing shutdown period over late December and January;
4. Roster staff leave arrangements to ensure that a competent grader operator is on duty during normal working hours throughout the year. This will improve the response to the call for a grader during the peak fire season;
5. Authorise overtime, at any time and when necessary, for staff using Shire plant and equipment who are adequately trained and who are willing to attend fires, to do so;
6. The Shire of Cuballing will utilise plant and equipment at fires, under the direction of the incident controller subject to the following conditions:
  - Adequate duty of care is exercised to minimise the risk of injury to staff and damage to machines; and
  - Machines are accompanied by four wheel drive support vehicles, capable of quickly evacuating the fire scene if the safety of staff is threatened.

Resolution No:

Resolution Date:

**6.10 Employee Volunteer Input to Fire Brigades and Ambulance Services during Working Hours**

Policy Statement:

The Shire of Cuballing will permit employees to leave their workplace to render voluntary emergency assistance to a fire brigade or ambulance service, and will reimburse the employee at his ordinary rate of pay for the time so absent subject to the following conditions:

1. The emergency service is a bona fide organisation, properly constituted for its function and the employee is a member of that organisation;
2. The employee is qualified to perform the functions being asked of him by the emergency service;
3. The employee recognises and acknowledges that upon leaving his workplace the Council's duty of care is suspended until such time as he returns to the workplace, and that whilst he is absent he is not afforded the protection of Council's employee indemnity insurance;
4. The Shire is indemnified against any claim which may arise by the employee out of his voluntary activities;
5. Payment of wages is only applicable for the ordinary hours of work during which the employee is absent;
6. The employee shall not leave his place of employment without notifying either the Manager of Works and Services or the Chief Executive Officer, of his impending time of departure and his time of return.
7. Any time spent away on voluntary emergency activities for which the employee's ordinary rate of pay has been applied, shall be charged out to the appropriate section of the Shire's accounts for such emergency service.

Objective

Council recognises that without volunteers, in country areas these important emergency services would not be delivered. It therefore considers that the community expects Shire employees, as much as any others, to have the opportunity to contribute their time to these services during as well as out of working hours.

Resolution No:

Resolution Date:

## **7. COUNCIL BUILDINGS**

### **7.1 Provision of Stoves and Refrigerators, Shire Halls**

Policy Statement:

Council may provide stoves and refrigerators for Sporting Pavilions and refrigerators for Public Halls.

Council will consider requests to provide these items by community organisations, at their own cost, subject to prior approval being obtained from Council, before installation. Any such items installed will be available for all hirers of the Council facility to use.

Resolution No:

Resolution Date:

### **7.2 Shire Hall Chairs**

Policy Statement:

All chairs and trestles in the Shire Hall shall not to be removed without payment of rental fees by the organising body.

Resolution No:

Resolution Date:

### **7.3 Liquor on Council Property**

Policy Statement:

No liquor of any type shall be permitted to be consumed on Council property without the application for and granting of a permit, as decided by the Chief Executive Officer or his/her nominee. Clubs may apply for a Seasonal Liquor Permit with all dates shown on permit.

Resolution No:

Resolution Date:

### **7.4 Bar Facilities in Council Buildings**

Policy Statement:

Council shall will not allow the placing or construction of permanent bar or liquor dispensing facilities in any Council building

Resolution No:

Resolution Date:

### **7.5 Time Limits**

Policy Statement:

The maximum time to which all halls, kitchens and supper rooms will be allowed to remain open and in use shall be 2.30 am. All lights shall be turned off by this time and all doors closed and locked

Resolution No:

Resolution Date:

### **7.6 Decorations in Halls**

Policy Statement:

The fixing of posters or any other objects to furnishings or fixtures within all Halls is prohibited, except to specific fittings provided for that purpose without approval by the Shire Administration.

Resolution No:

Resolution Date:

### **7.7 Deposits**

Policy Statement:

All hiring shall be subject to a pre-paid bond (level of bond to be decided each year in the Budget meeting) to safeguard against the cost of repairs of any damage caused to the building or its contents, including crockery.

The return of this bond shall not occur until the Hall has been checked for damage by Council staff or nominee.

The bond shall also cover any major cleaning by the Hall caretaker above his/her normal duties after the function in the Hall has been completed.

All costs of major cleaning and repairs caused by the function in the Hall will be deducted from bond monies. Any costs over and above the bond will be debited to the persons or group having organised the function.

Resolution No:

Resolution Date:

### **7.8 Hall Hire - Use to Include Other Facilities**

Policy Statement:

The hire of the Cuballing Hall and Popanyinning Hall will also cover the use of the supper room/kitchen and use of all crockery, cutlery, chairs and tables kept in both areas.

Resolution No:

Resolution Date:

**8. RECREATION**

**8.1 Recreation Reserves - Ground Rental**

Policy Statement:

The ground rental payable by the sporting bodies for the hire of the various recreation reserve grounds within the Shire of Cuballing will be levied on user bodies at a rate determined by Council at the annual budget deliberations

Resolution No:

Resolution Date: 4/2005

**9. HEALTH**

**9.1 Caravan Habitation on General Agriculture Zoned Rural Land**

Policy Statement:

A temporary dwelling (caravan) may be permitted on General Agriculture zoned land subject to written application being made by the landowner and approval being granted by Council. Permission will generally be limited to a three month period reviewable by Council upon request providing the request is in accordance with the Caravan Parks and Camping Ground Regulations 1997.

Resolution No:

Resolution Date:

**9.2 Rubbish on Roads and Vacant Land**

Policy Statement:

Rubbish and garden refuse dumped on private land will be investigated under the Health Act By-laws. Rubbish dumped or littered on roadways, public thoroughfares and Council reserves will be investigated under the Local Government Act and Litter Act. In both instances, where satisfactory evidence is available, action will be taken

Resolution No:

Resolution Date:



## **10. BUILDING**

### **10.1 Building License - Cancellation**

Policy Statement:

Following the issue of a building license and payment of the prescribed fees thereof, upon written advice from the builder that he will not proceed with the buildings, the Shire may cancel the building license and refund one half of the prescribed fees paid.

Resolution No:

Resolution Date:

### **10.2 Building License - Expiry**

Policy Statement:

Where a building is not substantially commenced within one year of the date of issue of the license and where the builder applies for an extension without the payment of further fees.

Where the extension applied for is more than six months and up to twelve months, the Council is authorised to issue a new license upon payment of the prescribed fees.

In the event of the Building Surveyor not being prepared to approve the application it shall be referred to the Building Committee (when appointed) or Council for consideration

.

Resolution No:

Resolution Date:

### **10.3 Barn/Shed Style Homes and Relocated Homes – Bond**

Policy Statement:

The Shire will levy a bond, which is to be determined annually when reviewing the Schedule of Fees and Charges, applicable to all building applications for construction of barn or shed style and/or relocated homes.

The Bond is to ensure that the homes are completed both internally and externally in accordance with the provisions of Building Code of Australia and the Health Act 1911

Resolution No:

Resolution Date:

## **11. OCCUPATIONAL SAFETY AND HEALTH**

### **11.1 Occupational Safety & Health Policy**

Policy Statement:

The Shire of Cuballing is committed to continual improvement of our Occupational Safety and Health (OSH) performance with a goal of eliminating work-related injury and illness by:

- Developing and promoting a safety culture where best practice initiatives are entrenched in daily business activities and safety is considered a shared responsibility.
- Complying with all legislative obligations, all applicable standards relating to our activities, and all other regulatory requirements to which the organisation subscribes.
- Provision and maintenance of a safe workplace and associated systems of work.
- Proactive identification and control of workplace hazards.
- Including OSH responsibilities and duty of care into all activities and roles within the organisation.
- Providing all employees, contractors and site visitors with adequate resources, information, education, training and supervision to meet occupational safety and health responsibilities.
- Reporting key OSH performance measures and establishing measurable objectives to ensure effectiveness and suitability.
- Consulting and communicating with employees and other appropriate parties in order to enhance the effectiveness of the OSH management system.
- Encouraging our suppliers and service providers to make similar commitments.
- Periodically reviewing the Occupational Safety and Health policy and supporting systems.

Managers and supervisors shall ensure that people under their direction, including employees, contractors and visitors are made aware of, and comply with, all applicable requirements of legislation, appropriate standards, policies, procedures and programs. They shall ensure that any incidents, exposures, hazards and OSH concerns within the workplace are reported and addressed in a timely manner.

Resolution No:

Resolution Date:

## **11.2 Equal Opportunity in the Workplace**

Policy Statement:

The Shire of Cuballing recognises its legal obligations under the *Equal Opportunity Act, 1984*, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

All employment training with the Shire of Cuballing will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with this Shire of Cuballing will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Shire of Cuballing will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Shire of Cuballing will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity goals of this Shire of Cuballing are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

This policy applies to all Councillors, employees, customers or clients, contractors, volunteers and visitors to any Shire of Cuballing work site.

Resolution No:

Resolution Date:

## **11.3 Injury Management and Rehabilitation Policy**

Policy Statement:

It is a policy of the Shire of Cuballing:

- To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability.
- To treat all workers with dignity and respect.
- To guarantee that all information is treated with sensitivity and confidentiality.
- To return the injured worker to the fullest capacity for gainful employment of which they are capable.

With this in mind, Council adopts the 'Key Principals of Injury Management', as identified by WorkCover. They are:

- Recognition that employers and injured workers are the primary stakeholders within the workers' compensation system.
- Maintenance in or a safe return to work is the expected outcome.

- Medical practitioners and employers play a central decision making role in the return to work of injured workers.
- The focus of all services should be workplace based.
- The injury management process should be transparent, cost efficient and effective.
- Early intervention and pro-active injury management is critical in achieving return to work goals.
- When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely and effective injury management of employees, the employer has appointed the Deputy Chief Executive Officer to the role of Workplace Injury Management Coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated Injury Management Advisor to assist and guide this individual. Further to this, the Scheme's claims Team Leader, appointed to the employer, is available to discuss any issues related to the management of the worker's claim.

Objective:

Resolution No:

Resolution Date:

#### **11.4 Risk Management Policy**

Policy Statement:

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Subject to budget constraints consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

DEFINITIONS (FROM AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

#### **RISK MANAGEMENT OBJECTIVES**

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Ensure the ongoing health and safety of all employees and contractors in the workplace
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Limit loss or damage to Council's assets and limit interruption to business continuity.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

#### **ROLES AND RESPONSIBILITIES**

The level of responsibility across the Shire is as follows:

- All executives, managers and supervisors are responsible and accountable for ensuring that all staff manage the risks in their work areas. Risks should be anticipated and reasonable measures accordingly;
- All staff are encouraged to alert management to risks that exist in there are without fear of recrimination. Open and honest reporting is encouraged by all staff and reports should be escalated as needed;
- All staff will conduct risk assessments during their daily duties as required. The level of assessment required will be in proportion to the scope of the task and the level of associated risk identified;
- Staff will, with appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management; and
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action

#### **MONITOR & REVIEW**

The CEO will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be reviewed by the Council as required.

Objective:

The Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Resolution No:

Resolution Date:

## 9.3 WORKS MANAGER:

### 9.3.1 2016/17 Plant Replacement Program

Applicant:	NA
File Ref. No:	ADM96
Disclosure of Interest:	Nil
Date:	11 <sup>th</sup> April 2016
Author:	Gary Sherry
Attachments:	9.3.1A Draft 2016/17 Plant Replacement Program

#### **Summary**

**Council is to consider a Draft 2016/17 Plant Replacement Program.**

#### **Background**

Council considered the 2015/16 Plant Replacement Program in April 2015.

#### **Comment**

The Plant Replacement Program seeks to establish a replacement program to highlight the requirement to continue to optimise plant operations, reduce change over costs, limit down time and plant repair costs in a financially responsible and sustainable manner.

The Plant Replacement Program is a long term guide of Council's intentions, but each year Council will still make budget decisions based on the condition and serviceability of individual plant.

The draft 2016/17 Plant Replacement Program is included at Attachment 9.3.1A.

The 2016/17 Plant Replacement Program plans for Council's capital expenditure of \$3,230,000 from 2016/17 to 2026/27.

The 2016/17 Plant Replacement Program requires a \$310,000 annual investment into plant replacements or transfers to plant reserves. The Program seeks for Council to utilise the Plant Reserve to make transfers into the reserve in years when there are fewer or smaller plant purchases and to make transfers from the reserve for larger plant, without utilising loan funds. In the program the closing balance of the Plant Reserve is as high as \$758,669 and as low as \$26,669 over the 11 year horizon of the program.

The Program includes an estimate of change over cost, inclusive of trade in values. All costs are in current dollars, with no allowance made for inflation, interest or increases in Council's rate income.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

#### **Financial Implications**

The Plant Replacement Program will be used in preparing the 2016/17 Council Budget.

The Plant Replacement Program will be utilised in preparing Council's Long Term Financial Plan from time to time

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation

The informal Plant Replacement Group, including Cr Bradford, Cr Newman, the Chief Executive Officer, Works Supervisor and Leading Hand met to discuss this matter.

Options

The Council can resolve:

1. The Officer's Recommendation;
2. Adopt a slightly amended Draft Plant Replacement Program; or
3. To have staff review the Draft Plant Replacement Program for review by Council at a future meeting of Council.

Voting Requirements – Simple Majority

**COUNCIL DECISION:**

**That Council adopts the 2016/17 Plant Replacement Program included at Attachment 9.3.1A**

**Moved: Cr Haslam**

**Seconded: Cr Bradford**

**Carried 6/0**



	Rego	Plant No	Machine	Comment	Date of Purchase	Replacement Cost	2015/16 Actual	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	
1	CN 026	P150	UD Nissan GW 400	Six Wheel Truck	Mar 11	320,000								320,000					
2	CN 047	P151	UD Nissan GW 400	Six Wheel Truck	Mar 11	320,000						320,000							
3	CN 272	P262	Isuzu Giga	Prime Mover	Oct 14	250,000							250,000						
4	CN3455	P264	Side Tipper	Tri axle trailer	Oct 14	100,000													
5	CN 2	P152	Truck	Small Tipper	Jan 08	90,000				90,000									
6	CN 157	P263	Hino	Crew Cab Truck	Nov 14	70,000							70,000						
7	CN 387	P261	Komatsu Grader	Grader	Mar 14	415,000					415,000								
8	CN 397	P260	Komatsu Grader	Grader	Mar 14	450,000										450,000			
9	CN 92	P202	Cat 930G Loader	Loader	Sep 08	290,000	-												
10			Cat Loader	Various Atta			-												
11	CN1906	P209	Komatsu WA320PZ6	Loader	Nov 15	290,000	276,000									290,000			
12	CN 404	P204	Bomag SP Roller	Steel Drum Roller	Jul 04	210,000								210,000					
13	CN 151	P205	Amman MultiVP2400	Mult Tyre Roller	Feb 06	138,000			138,000										
14	CN 1552	P206	JD Tractor 4720	Tractor - loader	Jun 07	32,000												32,000	
15	CN 1806	P207	JD Tractor	Tractor - Broom /PH Digger	Jun 13	45,000												45,000	
16	0 CN	P100	Holden Calais	CEO's Vehicle	Oct 14	37,000			25,000			25,000			25,000				
17	CN 0	P106	Colorado Utility	Crew Vehicle	Dec 11	41,000	41,934			25,000			25,000			25,000			
18	CN 1	P105	Colorado Utility	MWS Vehicle	Nov 14	41,000			23,000			23,000			23,000				
19	CN 039	P308	DCEO Vehicle	DCEO Vehicle	Dec 14	24,000			20,000			20,000			20,000				
20	CN 027	P154	Mitsubishi Triton	Building Officer	Aug 14	43,000		27,000			27,000		27,000			27,000			
21	CN 1557	P107	Mazda Utility	Crew Vehicle	Dec 11	28,000				28,000								28,000	
22		P255	Generator	22 KVA Generator	Mar 15	12,000												12,000	
27	CN3468 CN3469	P310	Traffic Lights	Traffic Lights	Aug 15	35,000												35,000	
23			Slasher Linkage 3pt	Roadside Mower		5,000	-												
24			Mower Linkage 3pt	Oval Mower		6,500	-	20,000										20,000	
25			Machinery Float	Trailer		50,000		70,000											
26			Backhoe Loader	Backhoe		165,000													
<b>Total Expenditure</b>							<b>317,934</b>	<b>117,000</b>	<b>206,000</b>	<b>143,000</b>	<b>442,000</b>	<b>388,000</b>	<b>372,000</b>	<b>530,000</b>	<b>358,000</b>	<b>502,000</b>	<b>117,000</b>	<b>55,000</b>	
<b>Opening Plant Reserve Balance</b>							<b>294,669</b>	<b>294,669</b>	<b>487,669</b>	<b>591,669</b>	<b>758,669</b>	<b>626,669</b>	<b>548,669</b>	<b>486,669</b>	<b>266,669</b>	<b>218,669</b>	<b>26,669</b>	<b>219,669</b>	
Plant Reserve Outgoing											132,000	-78,000	-62,000	220,000	-48,000	192,000			
Plant Reserve Incoming								193,000	104,000	167,000								193,000	255,000
<b>Closing Plant Reserve Balance</b>							<b>294,669</b>	<b>487,669</b>	<b>591,669</b>	<b>758,669</b>	<b>626,669</b>	<b>548,669</b>	<b>486,669</b>	<b>266,669</b>	<b>218,669</b>	<b>26,669</b>	<b>219,669</b>	<b>474,669</b>	
<b>Shire Expenditure</b>							<b>317,934</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>	<b>310,000</b>

**9.4 ENVIRONMENTAL HEALTH OFFICER:**

Nil

**9.5 BUILDING OFFICER:**

Nil

**10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:**

Nil

**11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:**

11.1.1	Urgent Business – Approval of Planning Application - Mobile Phone Base Station - Popanyinning
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Applicant:	N/A
File Ref. No:	A499
Disclosure of Interest:	Nil
Date:	20 <sup>th</sup> April 2016
Author:	Gary Sherry
Attachments:	Nil

**Summary**

**Council is to consider reviewing urgent business relating to the approval of the Development Application for a Mobile Phone Base Station in Popanyinning.**

Background - Nil

Comment

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time in particular where commercial activities within the district would be delayed by Council not considering the item.

Statutory Environment

Shire of Cuballing – Standing Orders Local Law 1999 – Section 3.10:  
3.10 Urgent Business Approved By the Person Presiding or by Decision

In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

Strategic Implications - Nil

Policy Implications

Financial Implications - Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

### Options

Council may resolve:

1. the Officer's Recommendation;
2. to not consider the urgent business.

Voting Requirements – Simple Majority

### **COUNCIL DECISION:**

**That Council consider the urgent business relating to the approval of the Development Application for a Mobile Phone Base Station in Popanyinning.**

**Moved: Cr Dowling**

**Seconded: Cr Haslam**

**Carried 6/0**

## 11.1.2 Mobile Phone Base Station – Lot 23 (No. 90) Francis Street, Popanyinning

Applicant:	Planning Solutions (Aust) Pty Ltd.
File Ref. No:	A499
Disclosure of Interest:	Nil
Date:	11 <sup>th</sup> April 2016
Author:	Gary Sherry
Attachments:	11.1.2A Development Application 11.1.2B Public Comment

### Summary

**Council is to consider Council consider the urgent business relating to the approval of the Development Application for a Mobile Phone Base Station at Lot 23 (No. 90) Francis Street, Popanyinning.**

### Background

Council is in receipt of an application to establish a telecommunications facility (mobile phone base station) at the Popanyinning Telstra Telephone Exchange on Lot 23 (No. 90) Francis Street, Popanyinning.

The proposed telecommunications facility would be sited within the existing Telstra exchange comp and would consist of the following new development:

- 50 metre high lattice tower;
- 4 omnidirectional antennas mounted on the tower;
- 2 tower mounted amplifiers;
- 2.5m (l) x 3m (w) x 2.995 (h) equipment shelter at the base of the tower. The colour of the shelter will be the colorbond colour 'pale eucalypt';
- a GPS antenna mounted on the shelter roof

The submitted application has been included as Attachment 11.1.2.

### Comment

Council staff were originally advised of the possibility of a DA for a Mobile Phone Base Station at Lot 23 (No. 90) Francis Street, Popanyinning on 12<sup>th</sup> November 2015. Council provided very preliminary feedback about the possible proposal in late November 2015.

The next communication about the proposed Mobile Phone Base Station at Lot 23 (No. 90) Francis Street, Popanyinning was when Council received the Development Application (DA) for the Mobile Phone Base Station at Lot 23 (No. 90) Francis Street, Popanyinning on Wednesday 6<sup>th</sup> April 2016.

Given the importance of the proposal and the potential impact for neighbours and residents of Popanyinning, the CEO, using his delegated authority, sought public comment on the DA from all 260 ratepayers in Popanyinning. The CEO also sought comment from the Government departments including Main Roads WA, Water Corporation, Department of Environment Regulation, Australian Communications and Media Authority (ACMA), Wheatbelt Development Commission; Department of Fire and Emergency Services and politicians Mr Terry Waldron and Mr Rick Wilson. Telstra and Planning Solutions as owner and applicant were also advised. This correspondence was sent out on Monday 11<sup>th</sup> April 2016.

Council was not obligated to seek comment from any particular group. However in seeking public comment from state government departments, Council is obliged to allow 42 days for the department to provide comment. Given the scale of the development, some opportunity

for local residents to indicate to Council their opinion about the development is considered by the Officer as worthy. Although ratepayers and departments were only advised last week, the public comment that has been received is included at Attachment 11.1.2B.

On Friday 15<sup>th</sup> April the CEO was advised by Telstra project engineer that Telstra needed to expend funds on the Popanyinning Mobile Base Station by June 2016 and that the proposed construction would be delayed into a later financial year if the DA was not approved urgently.

The Telstra engineer provided examples of local governments who had completed similar approvals in very short times. After further research, these examples appear to be for smaller towers in significantly lower profile locations or extensions of existing facilities that did not need any approval at all.

Further communication received from Telstra on 20<sup>th</sup> April 2016 included:

- a commitment that if Council was to approve the DA at this meeting, construction would commence in May with the aim would to complete it this financial year;
- in response to a query over a shadow at the base of the tower, indicated that people in close proximity to the structure will experience a stronger signal than other distant users;
- a coverage map for the Popanyinning Mobile Base Station included at Attachment 11.1.2C.

### Strategic Implications

#### Shire of Cuballing Strategic Community Plan Communications

- Objective 1: For Cuballing residents and businesses to have fast internet access and mobile phone coverage
- Council will accelerate building approvals for proposed NBN towers along the Great Southern Highway.
  - Council will lobby mobile phone service providers (Telstra, Optus) to expedite infrastructure in the shire and use towers for transceivers.

A total of 128 mobile base stations will be built or upgraded as part of Round 1 of the \$385 million Mobile Black Spot Programme and as part of an \$85 million investment through Royalties for Regions. The sites in the Wheatbelt to be constructed include the following:

Base Station Name	Estimated Completion Date (F/Y)	Base Station Name	Estimated Completion Date (F/Y)
Beacon	2017	Pithara	2018
Bindoon West	Apr-Jun 2016	Popanyinning	Apr-Jun 2016
Burracoppin Road, Cramphorne	2018	Seabird	2017
Chittering	2017	Tarin Rock	2017
Coomberdale	2017	Ucarty	2018
Cuballing	2017	Upper Chittering	2018
Doyles Road, Kulin West	2018	Varley	2018
Elabbin	2018	Wannamal South East	2018
Gilgering	2017	Warralakin	2018
Grass Valley	Apr-Jun 2016	Wongamine	2018

Great Eastern Highway, between Bodallin and Moorine Rock	TBA	Yallingup East	2017
Great Eastern Highway, between Carrabin and Bodallin	2017	Yealering	2017
Grey	2018	Wongan Hills Town	Completed
Julimar	2019	Westonia (RTP)	Completed
Kununoppin	Apr-Jun 2016	Wickepin (RTP)	Completed
Mimegarra	2018	Bolgart (RTP)	Completed
Mogumber	2019	Tammin (RTP)	Completed
Mumberkine	2018	Highbury (RTP)	Apr-Jun 2016
Nungarin	2017	Muntadgin (RTP)	Completed
Pingaring Pederah Road, between Pingaring and Pederah	2018	Yerecoin (RTP)	Completed

### Statutory Environment

The Popanyinning mobile phone tower will be constructed on an existing Telstra facility and has been lodged as a development application for Council's consideration. Telecommunications carriers, including Telstra, Optus or NBNCo, have the power to install low-impact facilities without seeking state, territory or local government planning approval.

Low impact facilities are specified in the Telecommunications (Low-impact Facilities) Determination 1997, and include small radiocommunications antennae and dishes that are erected on existing towers and buildings.

Facilities such as freestanding mobile phone towers are not classified as low-impact facilities and their installation requires local council approval. An extension of up to five metres on an existing tower as low impact, provided the tower has not previously been extended.

Shire of Cuballing Town Planning Scheme No 2 (TPS2)

#### 4.3 Zoning Table

LAND USE	Rural Townsite	Rural Residential	General Agriculture
Telecommunications infrastructure	D	D	P

'P' means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;

'D' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval;

'A' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4;

'X' means a use that is not permitted by the Scheme.

Planning and Development (Local Planning Schemes) Regulations 2015

## Part 9 — Procedure for dealing with applications for development approval

### 66. Consultation with other authorities

- (1) When, in the opinion of the local government, an application for development approval may affect any other statutory, public or planning authority, the local government is to provide a copy of the application to the authority for objections and recommendations.
- (3) A statutory, public or planning authority receiving a copy of an application may, within 42 days of receiving the application or within such longer period as the local government allows, provide to the local government a memorandum in writing containing any objections to, or recommendations in respect of the whole or part of the proposed development.
- (4) If a statutory, public or planning authority does not provide a memorandum within the time allowed under subclause (3), the local government may determine that the authority is to be taken to have no objections or recommendations to make.

### Policy Implications

The Western Australian Planning Commission have prepared Statement of Planning Policy 5.2 'Telecommunications Infrastructure' (2015) for applications for above and below ground telecommunications infrastructure other than those facilities exempted under the Telecommunications Act 1997. The policy has the following objectives:

- facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
- ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and,
- promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

Section 5.1 of the policy recognises that in many instances the primary impact of a mobile phone tower is a visual one and provides the following guidance:

"For telecommunications infrastructure to be effective, structures are generally located prominently, at high points in the landscape or on top of buildings, where they are more likely to be visible to the public.

The planning authority may exercise discretion in addressing the visual impacts of telecommunications infrastructure. Visual impacts of an infrastructure development proposal should be assessed by applying the following set of policy measures to guide the location, siting and design of the structure.

5.1.1 The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.

- i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case by case basis;
- ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:
  - a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;
  - b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;
  - c) not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and

- d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;
- iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:
  - a) The infrastructure has a maximum height of 30 metres from finished ground level;
  - b) The proposal complies with the policy measures outlined in this policy; and
  - c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);
- iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and
- v) Telecommunications infrastructure should be collocated and whenever possible:
  - a) Cables and lines should be located within an existing underground conduit or duct; and
  - b) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings."

Financial Implications – Nil

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

### Consultation

Council is not required to undertake community consultation for applications listed as a 'D' use.

Council's CEO has invited consultation from:

- local residents and ratepayers;
- state agencies including Main Roads WA, Water Corporation and others.

Given the requirement of the Planning Regulations for allowing state agencies 42 days to respond to referrals, the closing date for this consultation was 1<sup>st</sup> June 2016. The comment received to date is included at Attachment 11.1.2B.

### Options

The Council can resolve:

1. The Officer's Recommendation;
2. Resolve to approve the Development Application in the following manner:

That Council:

1. noting that telecommunication infrastructure is a 'D' use in the Scheme's Zoning Table where it is discretionary as to whether consultation is required, determines that the Development Application for Telecommunications Infrastructure upon – Lot 23 (No. 90) Francis Street, Popanyinning does not require the extended period of consultation period of 42 days because:
  - a. the Development Application for Telecommunications Infrastructure complies with the WAPC's Statement of Planning Policy 5.2 'Telecommunications Infrastructure' (2015) in that:



- b. it is not visually detracting significantly from a view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;
  - c. there are no significant environmental, cultural heritage, social and visual landscape impacts;
  - d. the application does not impact on the services or infrastructure of Main Roads WA and Water Corporation;
  - e. the required mobile telecommunication service provided by this facility is so important to and urgently required by the community of Popanyinning; and
2. approves the Development Application for Telecommunications Infrastructure upon – Lot 23 (No. 90) Francis Street, Popanyinning conditional upon:
- a. the development shall be in accordance with plans and specifications included within Attachment 11.1.2A. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
  - b. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.

Advice:

- A. All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority (ACMA) and Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) pertaining (but not limited) to electromagnetic energy.
- B. The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority
- C. Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION :

That Council:

- 1. endorse the decision of the Chief Executive Officer to seek public consultation regarding Development Application for the Telecommunications Infrastructure proposed for Lot 23 (No. 90) Francis Street, Popanyinning; and

2. complete the public consultation and consider this matter at the June 2016 Ordinary Meeting of Council scheduled for Thursday 15th June 2016 aware that this may require the completion of the construction of the Mobile Phone Base Station in 2016/17 rather than 2015/16.

**COUNCIL DECISION:**

**That Council:**

1. **noting that telecommunication infrastructure is a 'D' use in the Scheme's Zoning Table where it is discretionary as to whether consultation is required, determines that the Development Application for Telecommunications Infrastructure upon – Lot 23 (No. 90) Francis Street, Popanyinning does not require the extended period of consultation period of 42 days because:**
  - a. **the Development Application for Telecommunications Infrastructure complies with the WAPC's Statement of Planning Policy 5.2 'Telecommunications Infrastructure' (2015) in that:**
    - i. **it is not visually detracting significantly from a view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land; and**
    - ii. **there are no significant environmental, cultural heritage, social and visual landscape impacts;**
  - b. **the application does not impact on the services or infrastructure of Main Roads WA and Water Corporation;**
  - c. **the required mobile telecommunication service provided by this facility is so important to and urgently required by the community of Popanyinning; and**
2. **approves the Development Application for Telecommunications Infrastructure upon – Lot 23 (No. 90) Francis Street, Popanyinning conditional upon:**
  - a. **the development shall be in accordance with plans and specifications included within Attachment 11.1.2A. The endorsed plans shall not be modified or altered without the prior written approval of the local government.**
  - b. **Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.**

**ADVICE:**

- A. **All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority (ACMA) and Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) pertaining (but not limited) to electromagnetic energy.**

- B. The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.**
- C. Part 14 of the Planning and Development Act 2005 provides the right to apply to the State Administrative Tribunal for review of some planning decisions and you may wish to take professional advice to determine whether or not such a right exists in the present instance. The State Administrative Tribunal Rules 2004 require that any such applications for review be lodged with the Tribunal within 28 days of the date on which notice of the decision is given.**

**Moved: Cr Haslam**

**Seconded: Cr Dowling**

**Carried 5/1**

**Cr Conley requested that his vote against be recorded.**



Our Ref: 4361

5 April 2016

The Chief Executive Officer  
Shire of Cuballing  
PO Box 13  
CUBALLING WA 6311

Attention: Trevor Moran – Land Vision

Dear Sir,

**TELSTRA CORPORATION LIMITED – PROPOSAL TO INSTALL A MOBILE PHONE BASE STATION**

**SITE NO: WA08792.01**

**SITE NAME: POPANYINNING**

**SITE ADDRESS: LOT 23 (90) FRANCIS STREET, POPANYINNING WA 6309**

Planning Solutions acts on behalf of Service Stream Mobile Communications (**SSMC**) for its Client, Telstra Corporation Limited (**Telstra**) with respect to the deployment of its mobile phone network.

Under the Federal Government's Mobile Black Spot Programme (**MBSP**) Telstra is contracted to deploy and manage the rollout of part of the programme, which has been established to deliver terrestrial mobile, voice and high speed wireless data broadband to improve highway and town-to-town coverage in regional, and remote communities across Australia.

Please find enclosed an application for planning approval and supporting Development Application Report for the installation of a telecommunications facility at the above site. In order to assist this application we are pleased to enclose the requisite documentation as detailed below:

1. Application for Planning Approval form signed by the applicant and owners.
2. A cheque for the prescribed Development Application Fee of \$384.00.
3. Three (3) sets of plans, to scale, including site locality and proposed layout, site plan with analysis of the site and site elevation.
4. Supporting documentation, including:
  - o A copy of the Certificate of Title.
  - o An EME Report demonstrating compliance with the Australian Standard.

This application has had regard to the relevant Planning Scheme requirements, as outlined in the accompanying submission.

**PLANNING SOLUTIONS**

URBAN & REGIONAL  
PLANNING

PERTH  
A 296 Fitzgerald Street Perth WA 6000  
T (08) 9227 7970  
F (08) 9227 7971  
P PO Box 8701 Perth BC WA 6849

E admin@planning  
W www.planning  
ACN 143 573 184  
Planning Solutions (Australia) Pty

As a Licensed Carrier under the Commonwealth *Telecommunications Act 1997* (as amended), Telstra is also obliged to comply with the Industry Code on Mobile Phone Base Station Deployment (C564:2011) (**the Code**), in relation to this proposal. Sections 4.1 and 4.2 of the Code are relevant to the preparation of this Planning Application. We confirm that Telstra has applied the Precautionary Approach in selecting the proposed site in accordance with Section 4.1 of the Code. Further, the Precautionary Approach has also been applied to the design of this proposed installation in accordance with Section 4.2 of the Code.

We trust that the information contained is sufficient for you to favourably determine the application. However, should you require any additional information or wish to discuss this matter further then please do not hesitate to contact me via phone on 08 9227 7970 or via email at [admin@planningsolutions.com.au](mailto:admin@planningsolutions.com.au)

Yours sincerely,



**ELLIOT NELSON**  
**PLANNING CONSULTANT**


Encl.


160405 4361 DA cover letter

## SCHEDULE SIX - FORM OF APPLICATION FOR PLANNING APPROVAL

Shire of Cuballing  
Town Planning Scheme No. 2

### Application for Planning Approval

<b>Owner details:</b>		
<b>Name:</b> Telstra Corporation Limited		
<b>Address:</b> 1/80 Stirling Street, Perth WA <b>Postcode:</b> 6000		
<b>Phone:</b> 6224 9824	<b>FAX:</b>	
<b>Home:</b>	<b>Work:</b>	<b>Email:</b> emily.pink@team.telstra.com
<b>Mobile:</b> 0467 801 931		
<b>Contact Person:</b> EMILY PINK ACQUISITION MANAGER WA		
<b>Signature:</b> 	<b>Date:</b> 24/3/16	
<b>Signature:</b>	<b>Date:</b>	
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.		

<b>Applicant details:</b>		
<b>Name:</b> Planning Solutions (AUST) Pty Ltd		
<b>Address:</b> PO Box 8701 Perth BC WA <b>Postcode:</b> 6849		
<b>Phone:</b>	<b>FAX:</b> 9227 7971	
<b>Home:</b> 9227 7970	<b>Work:</b> N/A	<b>Email:</b> admin@planningsolutions.com.au
<b>Mobile:</b> N/A		
<b>Contact Person for Correspondence:</b> Elliot Nelson		
<b>Signature:</b> 	<b>Date:</b> 5/4/16	

## Part 2

Property details:		
Lot No. 23	House/Street No: 90	Location No:
Diagram or Plan No: Plan 223056	Certificate of Title Vol. No: 1732	Folio: 947
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: Francis Street	Suburb: Popanyinning	
Nearest Street Intersection:	Howard Street	

Existing building/land use:
Description of proposed development and/or use: Telecommunications Infrastructure - Mobile Phone Base Station
Nature of any existing buildings and/or use: Communications exchange building
Approximate cost of proposed development: \$120,000
Estimated time of completion: 12 months from approval

Office Use Only	
Acceptance Officer's initials:	Date Received:
Local Government Reference No:	

# Development Application

Lot 23 (90) Francis Street  
Popanyinning, WA



Prepared for  
Service Stream Mobile Communications Pty Ltd

April 2016



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No express or implied warranties are made by Planning Solutions (Aust) Pty Ltd regarding the information and analysis contained in this report. In particular, but without limiting the preceding exclusion, Planning Solutions (Aust) Pty Ltd will not verify, and will not assume responsibility for, the accuracy and completeness of information provided to us.

This report has been prepared with particular attention to our Client's instructions and the relevant features of the subject site. Planning Solutions (Aust) Pty Ltd accepts no liability whatsoever for:

1. A third party's use of, or reliance upon, this report.
2. Use of, or reliance upon, this report in relation to any land other than the subject site.
3. The Client's implementation, or application, of the strategies recommended in this report.

Direct all inquiries to:

Planning Solutions  
296 Fitzgerald Street  
PERTH WA 6000

All correspondence to:  
PO Box 8701  
Perth Business Centre WA 6849

Phone: 08 9227 7970  
Fax: 08 9227 7971  
E-mail: [admin@planningsolutions.com.au](mailto:admin@planningsolutions.com.au)  
Web: [www.planningsolutions.com.au](http://www.planningsolutions.com.au)

## Project details

Job number	4361	
Client	Service Stream Mobile Communications	
Prepared by	Planning Solutions	
Consultant Team	Lead Carrier	Telstra
	Design and Drafting	Service Stream Mobile Communications

## Document control

Revision number	File name	Document date
Rev 0	160330 4361 DA Report	30 March 2016
Rev 1		

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Figure 1:	Aerial Photograph
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## Appendices

Appendix 1:	Certificate of Title
Appendix 2:	Development Plans and Elevations
Appendix 3:	EME Report

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# 1 Preliminary

---

## 1.1 Introduction

Planning Solutions acts on behalf of Service Stream Mobile Communications (**SSMC**) for its Client, **Telstra** in respect to deployment and management of its mobile phone network infrastructure.

An assessment by Planning Solutions under the provisions of the Telecommunications (Low-Impact Facilities) Determination 1997 (**the Determination**) determined the proposed facility not to be 'low-impact' for the purposes of the Determination. Telstra has supported the assessment by Planning Solutions.

The fact that the proposed facility has been determined not to be 'low-impact' requires the proponent to obtain Approval to Commence Development under State planning laws, in accordance with Part 2 of the Determination.

The site selection process undertaken by Telstra, and the design of the facility proposed to achieve the network solutions required to obtain the necessary coverage, has incorporated the following considerations:

- Radio coverage objectives.
- Low-impact and co-location opportunities.
- Surrounding land uses.
- Planning, environmental and heritage considerations.
- Facility construction and treatments.

The facility proposed by Telstra involves the installation of a new 50m telecommunications lattice tower and an equipment shelter at ground level, together with ancillary equipment, cabling, access and safety facilities. Specifically, it is proposed to accommodate four (4) new omnidirectional antennas to be mounted on a new headframe bar on the lattice tower, and one (1) GPS antenna to be mounted on the equipment shelter. The proposed facility is to be located at Lot 23 (90) Francis Street, Popanyinning and is the most appropriate solution to facilitate Telstra's mobile network in this locality, with minimum impact upon the amenity of the area.

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## **1.2 Background**

Telstra is participating in one of the largest ever expansions of mobile coverage in regional and remote Australia, through the Federal Government's Mobile Black Spot Programme.

Telstra will be building 429 new 3G/4G base stations over the next three years, plus a further 250 4G data only small cells, representing a combined investment of more than \$340 million by Telstra, the Federal Government and several State and Local Governments as well.

Mobile connectivity has grown in importance as the combination of smart phones and tablets with increased mobile broadband speeds and capacity are changing the way we live and the availability of these services is often taken for granted in metropolitan locations.

Over 400 communities who currently have no coverage in or around their towns will benefit from a new 3G/4G service. This has been made possible by the support of not just the Federal Government, but very significant contributions by State and Local Governments as well.

In selecting network base station sites, Telstra will endeavour to utilise existing mobile network sites as extensively as possible, or share other forms of existing infrastructure to build the network. In addition to the utilisation of existing infrastructure, the use of 'low-impact' facilities is the preferred solution, where possible, to achieve the network deployment. It is considered that this approach will lead to the least possible impact on the local environment and community.

Detailed investigations of the locality revealed no other opportunities to co-locate telecommunications infrastructure, or utilise existing buildings, which would satisfy the coverage objectives for the facility.

The proposal involves the installation of a new telecommunications facility on land currently utilised by Telstra as an exchange facility. The site selection process has been influenced by the objective of avoiding community sensitive locations.

## 2 Site details

---

### 2.1 Land description

Refer **Appendix 1**, Certificate Title.

**Table 1 – Lot details**

Lot	Plan/Diagram	Volume	Folio	Area (m <sup>2</sup> )
23	Plan 223056	1732	947	1416

---

### 2.2 Location

The subject site is located within the Wheatbelt region of Western Australia, in the municipal boundaries of the Shire of Cuballing.

#### 2.2.1 Regional context

The subject site is located on land within the townsite of Popanyinning, approximately 18 kilometres north of the Cuballing town site and approximately 30 kilometres north of Narrogin. Francis Street connects directly to the Great Southern Highway, providing access to the greater regional area.

#### 2.2.2 Local context

Surrounding land is utilised for telecommunications and storage purposes. The nearest residence is located on the subject site approximately 100 metres east of the proposed infrastructure.

Refer **Figure 1**, Aerial Photograph.

---

### 2.3 Land use and topography

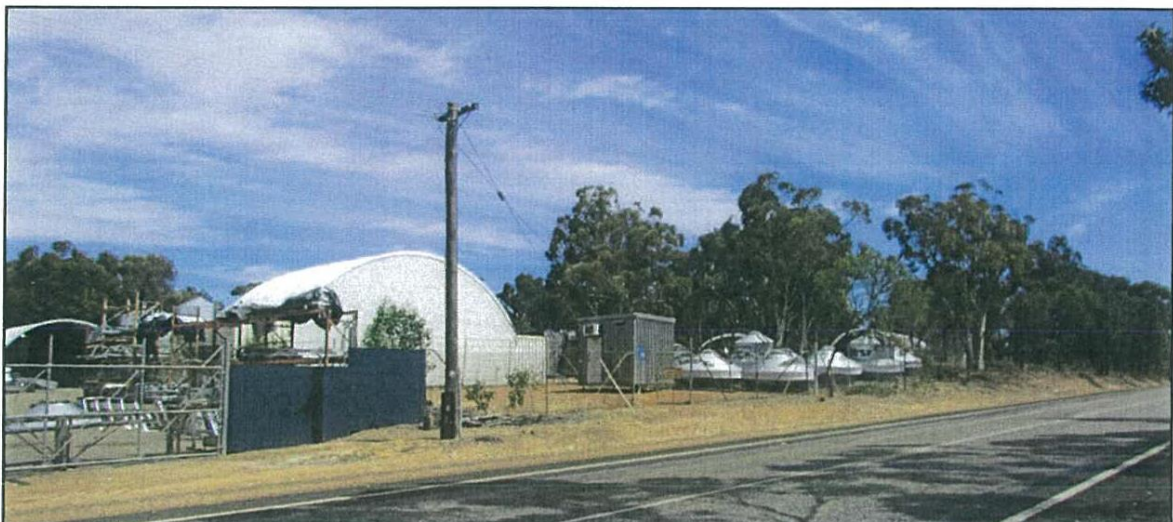
The proposed facility will be located on land currently utilised for communications purposes by Telstra as an exchange facility. Vehicle access to the site is can be gained from Francis Street.

The subject site and surrounding topography is generally cleared, level land.

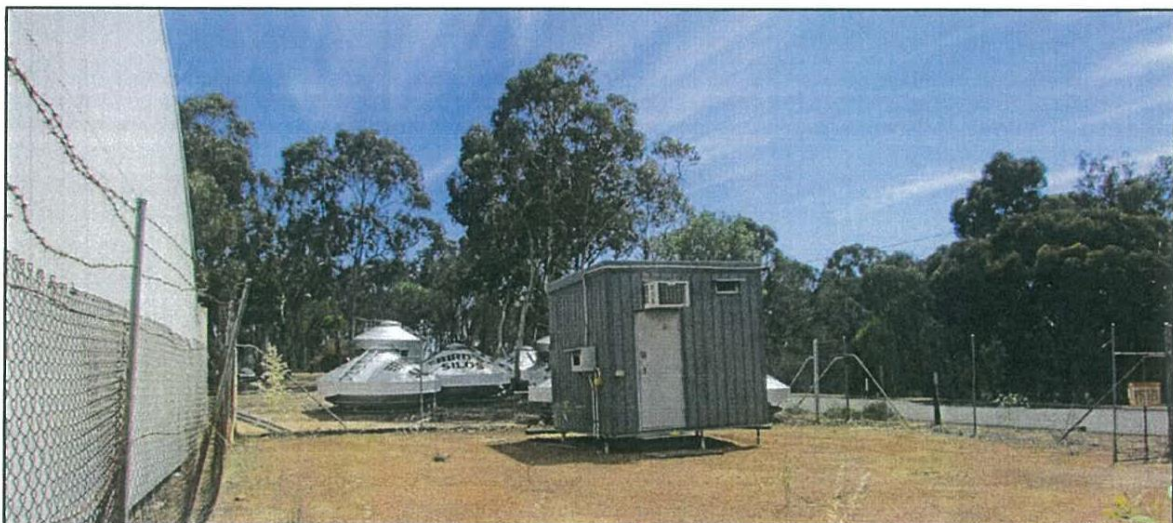
Photographs 1 to 3 depict the subject site and surrounds.



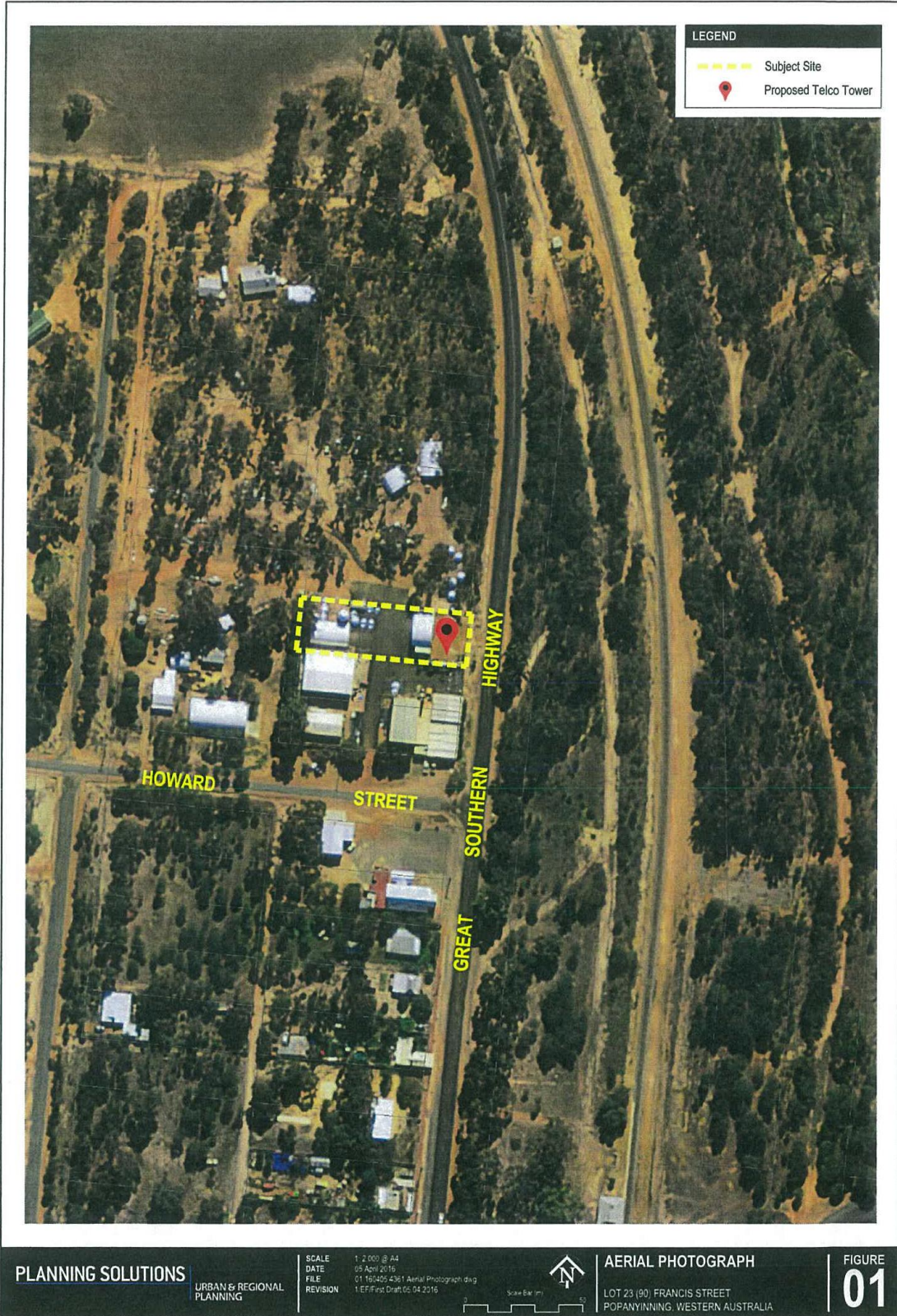
Photograph 1 – View of subject site looking south along Francis Street.



Photograph 2 – View of subject site looking north west.



Photograph 3 – View of subject site looking north.





### 3 Proposed development

To achieve the necessary network coverage requirements, Telstra proposes the installation of one (1) new lattice tower to accommodate four (4) new omnidirectional antennas. One (1) new equipment shelter to be installed at ground level and one (1) GPS antenna mounted on the shelter roof, together with associated cabling and access and safety equipment including two (2) tower mounted amplifiers.

In summary the proposed development consists of the following:

Lattice tower:	1
Height:	50.00m above natural ground level
Omnidirectional antennas:	4
Dimensions:	600mm (dia) x 3414mm (h)
Elevation:	50.00m $\pm$ above natural ground level
Equipment shelter:	1
Dimensions:	3000mm (l) x 2500mm (w) x 2995mm (h)
Elevation:	Natural ground level
Materials:	Colorbond 'pale eucalypt'

The lattice tower structure will be of a galvanised finish which is considered to be the most unobtrusive option for the proposed infrastructure.

Detailed plans and elevations depicting the subject proposal are attached (refer **Appendix 2**).

## 4 Statutory planning framework

---

### 4.1 Shire of Cuballing Town Planning Scheme No. 2

#### 4.1.1 Zoning

The subject site is contained within the area covered by Shire of Cuballing Town Planning Scheme No. 2 (TPS2) and is zoned Rural Townsite.

Clause 4.2 Objectives of the Zone for TPS2 outlines the following objectives for the Zone:

*The objectives of the zones are –*

*(a) Rural Townsite Zone*

- To provide for a range of compatible uses within the town sites for a range of services, residential types, community and recreational facilities that may be found in a small country town;*
- To encourage land uses which may positively affect the living and visual amenity on local amenities;*
- To provide for the protection of the natural environment;*
- To protect or enhance any local reserves;*
- To encourage the modification/restoration of existing buildings in a manner which is compatible with the existing streetscape;*
- To support commercial and industrial use in areas where the predominant established use is for residential purposes provided residential areas can be adequately buffered from any impacts.*

The proposal will bring improved mobile phone coverage to Popanyinning and the surrounding area, allowing for improved mobilisation of business applications and further supporting the existing retail and commercial activities. No vegetation will be required to be removed. The proposed infrastructure is deemed to be consistent with, and does not compromise, the ultimate purpose intended for, the zone.

Refer **Figure 2**, Zoning Map.

#### 4.1.2 Land Use

Schedule No. 1 Dictionary of Defined Words and Expressions in TPS2  
'telecommunications infrastructure':

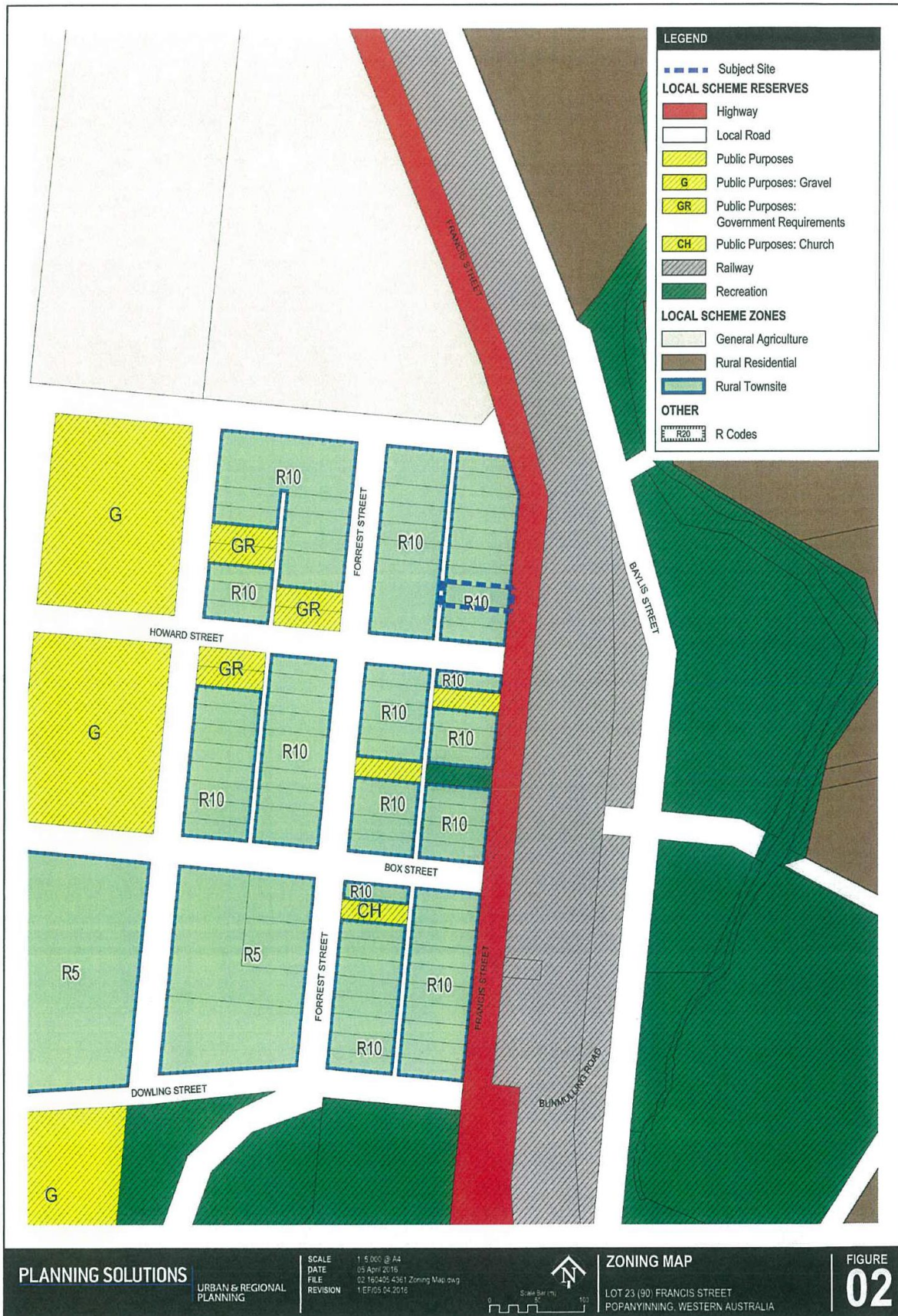
*means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network;*

The proposed infrastructure is consistent with the defined land use.

'Telecommunications infrastructure' is a 'D' use in the Rural Townsite zone under Clause 4.3 - Zoning Table of TPS2. Under the provisions of Clause 4.3.2, a 'D' Use:

*means that the use is not permitted unless the local government has exercised its discretion by granting planning approval;*

Accordingly, it is open to Council to grant approval for the proposed telecommunications infrastructure.



The proposed land use is compatible with the current zoning, and does not detract from the character of the locality.

#### 4.1.1 Development standards

The Development Table – General in Clause 5 of TPS2 outlines development requirements for specified ones and land uses.

Telecommunications infrastructure is not a listed land use within the Development Table and accordingly there are no applicable setback, car parking or landscaping requirements. However, Clause 5.6.1 Variations to Site and Development Standards and Requirements provides:

*Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.*

---

## 4.2 State Planning Policy No. 5.2 – Telecommunications Infrastructure

State Planning Policy No. 5.2 (**SPP5.2**) aims to facilitate the development of an effective state-wide telecommunications network in a manner consistent with the economic, environmental and social objectives and orderly and proper planning.

The following principles, as stated in SPP5.2 are relevant:

#### Clause 5.1.1

- ii) *Telecommunications facilities should be sited and designed to minimise visual impact and wherever possible; and*
  - a) *be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
  - b) *be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;*

The proposed facility will be located on land utilised as a communications exchange and commercial usage site within the Popanyinning townsite that is removed from residential development and sensitive sites. There are no prominent landscape features, heritage items or significant views in the locality and the impact on general views is minimal.

- d) *Display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape.*

The proposed facility is located within an area utilised for industrial uses and storage. The lattice tower facility will be of a galvanised finish which is considered to be the most unobtrusive option for the proposed infrastructure, and the equipment shelter colour matched to the landscape in Colorbond 'pale eucalypt', reducing the impact on the visual amenity.

- iv) *Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improve telecommunications services to the community;*

The proposed facility provides continuous network coverage and improved telecommunications services to the community.

v) *Telecommunications infrastructure should be co-located...*

Detailed investigations of the locality revealed no opportunities to co-locate telecommunications infrastructure which would satisfy the coverage objectives for the facility.

The proposed infrastructure will operate in compliance with the Australian Communication and Media Authority (**ACMA**) Electromagnetic Emissions (**EME**) regulatory arrangements. A summary report of the predicted Radiofrequency EME Levels for the proposed facility has been assessed. This assessment was undertaken in accordance with the ARPANSA prediction methodology and report format. The assessment confirms that the proposed installation operating at full power complies with the *Radiocommunications (Electromagnetic Radiation – Human Exposure) Standard 2003*.

A copy of the EME Report pertinent to the subject site is attached (refer **Appendix 3**).

Further, it is a condition of telecommunications carriers' licences that they must comply with the *Telecommunications Act 1997* and the Telecommunications Code of Practice 1997. The Code of Practice further requires carriers to comply with the Communications Alliance Industry Code C564:2011 – Mobile Phone Base Station Deployment (**DC Code**). The DC Code imposes site specific obligations on carriers, including the requirement to have regard to guidelines established within the DC Code to facilitate a Precautionary Approach to site selection and infrastructure design. In accordance with the conditions of its licence, Telstra has, in selection of the subject site and design of the proposed infrastructure, applied the Precautionary Approach mandated by Sections 4.1 and 4.2 of the DC Code.

It is therefore submitted that the subject site and design of the proposed infrastructure are appropriate, and warrant approval.

## 5 Conclusion

The proposal presented is permissible under the provisions of the Shire of Cuballing Town Planning Scheme No.2 and is consistent with the objectives and provisions of the applicable statutory planning instruments.

The proposal is consistent with the principles of orderly and proper planning as outlined in preceding sections.

In summary, the proposal is justified for the following reasons:

1. The proposed development is consistent with the Scheme provisions of the Shire of Cuballing Town Planning Scheme No.2.
2. The proposed development is consistent with the objectives of the Shire of Cuballing Town Planning Scheme No.2.
3. The proposal is consistent with the Western Australian Planning Commission's State Planning Policy No. 3.7 – Planning in Bushfire Prone Areas.
4. The proposal is consistent with the Western Australian Planning Commission's State Planning Policy No. 5.2 – Telecommunications Infrastructure.
5. The proposal is adequately separated from sensitive sites and residential development.
6. The infrastructure associated with the telecommunications facility will not involve the removal of any significant vegetation.
7. Works associated with the development are minor, and are not anticipated to detrimentally affect the amenity of the area.

The proposal is consistent with planning principles derived from state and local levels, and given the minimal impact on the amenity of the area and the locality generally, the application warrants support from the Shire of Cuballing. In light of the proposal's demonstrated compliance with the applicable statutory planning instruments, the Shire is respectfully requested to approve the subject application.

Lot 23 (90) Francis Street, Popanyinning  
Telecommunications Infrastructure

# Appendix 1 Certificate of Title

WESTERN



AUSTRALIA

## RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER <b>23/DP223056</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

VOLUME 1732 FOLIO 947

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

  
REGISTRAR OF TITLES



### LAND DESCRIPTION:

LOT 23 ON DEPOSITED PLAN 223056

### REGISTERED PROPRIETOR: (FIRST SCHEDULE)

AUSTRALIAN TELECOMMUNICATIONS COMMISSION OF TELECOM CENTRE, 80 STIRLING STREET, PERTH  
(T D271606 ) REGISTERED 24 JUNE 1986

### LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

### STATEMENTS:

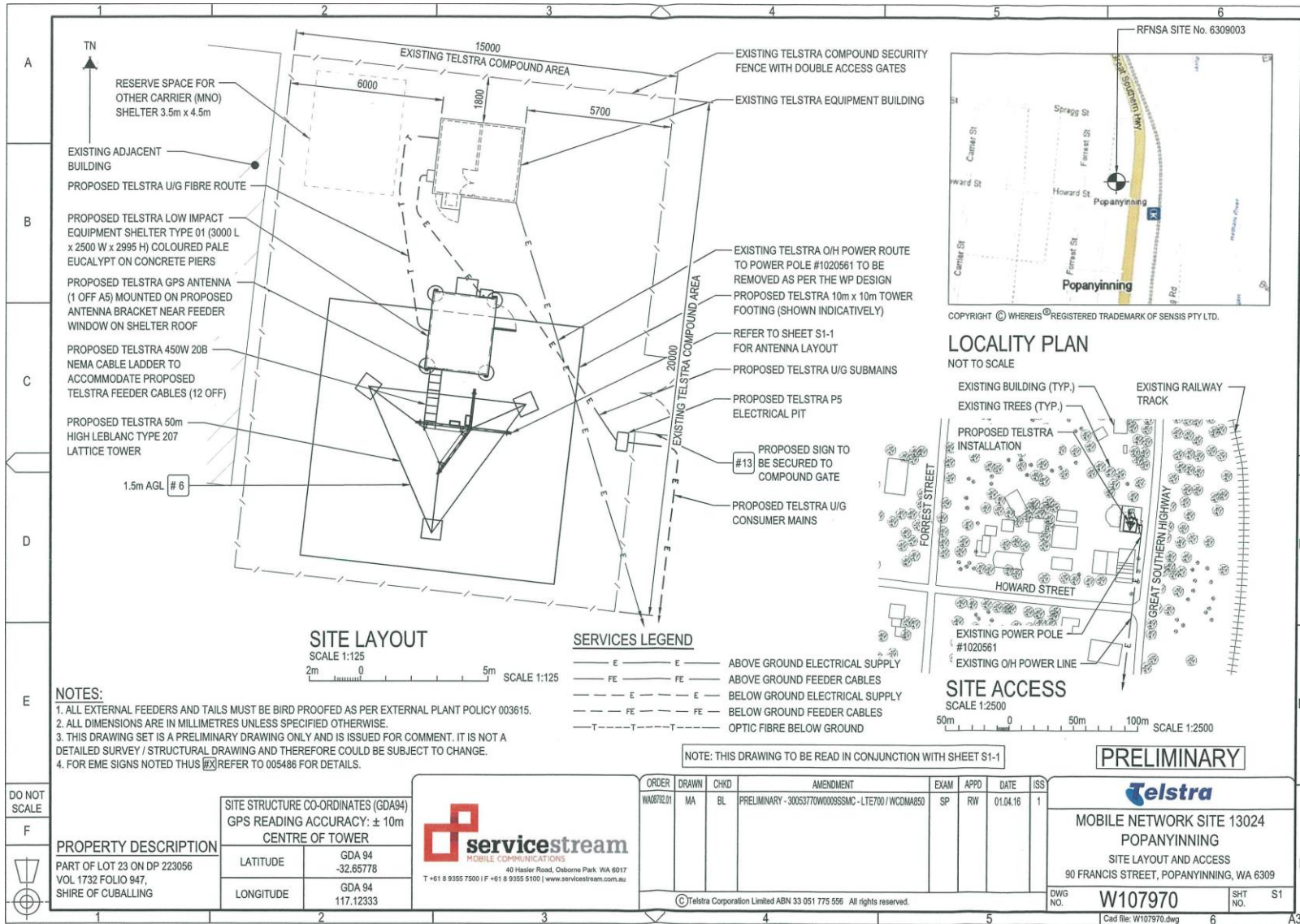
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

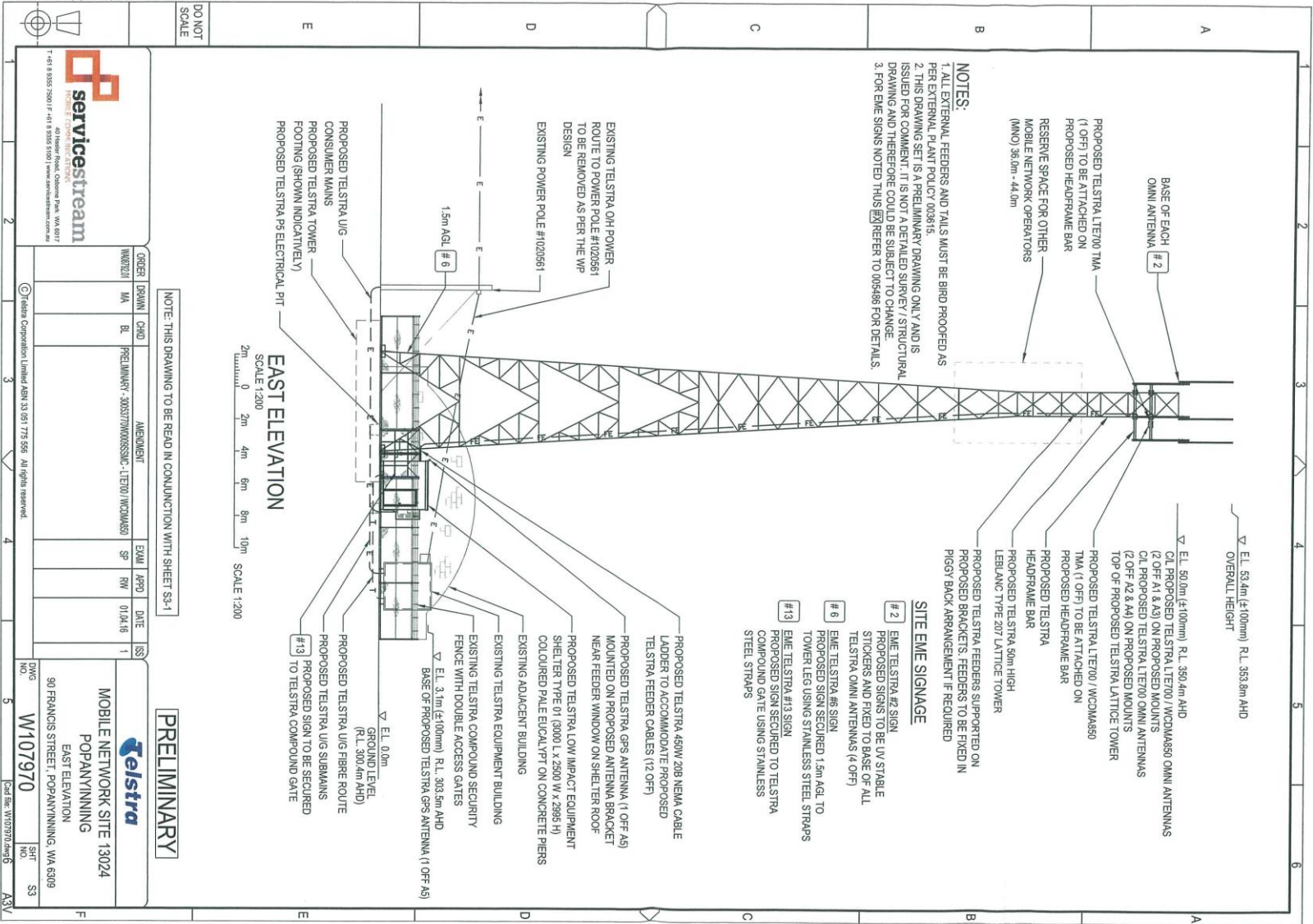
SKETCH OF LAND: 1732-947 (23/DP223056).  
PREVIOUS TITLE: 383-98A.  
PROPERTY STREET ADDRESS: 90 FRANCIS ST, POPANYINNING.  
LOCAL GOVERNMENT AREA: SHIRE OF CUBALLING.  
RESPONSIBLE AGENCY: TELSTRA CORPORATION LIMITED.

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF POPANYINNING TOWN LOT/LOT 23 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 23 ON DEPOSITED PLAN 223056 ON 02-AUG-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.  
NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

**Appendix 2**  
**Development Plans and Elevations**







**Appendix 3  
EME Report**

## Environmental EME Report 90 Francis Street, POPANYINNING WA 6309

This report provides a summary of Calculated RF EME Levels around the wireless base station

**Date 23/3/2016**

**RFNSA Site No. 6309003**

### Introduction

The purpose of this report is to provide calculations of EME levels from the existing facilities at the site and any proposed additional facilities.

This report provides a summary of levels of radiofrequency (RF) electromagnetic energy (EME) around the wireless base station at 90 Francis Street POPANYINNING WA 6309 . These levels have been calculated by Telstra using methodology developed by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).

The maximum EME level calculated for the proposed systems at this site is 0.0044% of the public exposure limit.

### The ARPANSA Standard

ARPANSA, an Australian Government agency in the Health and Ageing portfolio, has established a Radiation Protection Standard specifying limits for general public exposure to RF transmissions at frequencies used by wireless base stations. The Australian Communications and Media Authority (ACMA) mandates the exposure limits of the ARPANSA Standard.

### How the EME is calculated in this report

The procedure used for these calculations is documented in the ARPANSA Technical Report "Radio Frequency EME Exposure Levels - Prediction Methodologies" which is available at <http://www.arpansa.gov.au>.

RF EME values are calculated at 1.5m above ground at various distances from the base station, assuming level ground.

The estimate is based on worst-case scenario, including:

- wireless base station transmitters for mobile and broadband data operating at maximum power
- simultaneous telephone calls and data transmission
- an unobstructed line of sight view to the antennas.

In practice, exposures are usually lower because:

- the presence of buildings, trees and other features of the environment reduces signal strength
- the base station automatically adjusts transmit power to the minimum required.

Maximum EME levels are estimated in 360° circular bands out to 500m from the base station.

These levels are cumulative and take into account emissions from all mobile phone antennas at this site.

The EME levels are presented in three different units:

- volts per metre (V/m) – the electric field component of the RF wave
- milliwatts per square metre (mW/m<sup>2</sup>) – the power density (or rate of flow of RF energy per unit area)
- percentage (%) of the ARPANSA Standard public exposure limit (the public exposure limit = 100%).

### Results

The maximum EME level calculated for the proposed systems at this site is 0.25 V/m; equivalent to 0.17 mW/m<sup>2</sup> or 0.0044% of the public exposure limit.

## Radio Systems at the Site

There are currently no existing radio systems for this site.

It is proposed that this base station will have equipment for transmitting the following services:

Carrier	Radio Systems
Telstra	WCDMA850 (proposed), LTE700 (proposed)

## Calculated EME Levels

This table provides calculations of RF EME at different distances from the base station for emissions from existing equipment alone and for emissions from existing equipment and proposed equipment combined.

Distance from the antennas at 90 Francis Street in 360° circular bands	Maximum Cumulative EME Level – All carriers at this site					
	Existing Equipment			Proposed Equipment		
	Electric Field V/m	Power Density mW/m <sup>2</sup>	% ARPANSA exposure limits	Electric Field V/m	Power Density mW/m <sup>2</sup>	% ARPANSA exposure limits
0m to 50m				0.24	0.16	0.0041%
50m to 100m				0.24	0.15	0.0038%
100m to 200m				0.19	0.094	0.0025%
200m to 300m				0.17	0.073	0.0019%
300m to 400m				0.17	0.077	0.002%
400m to 500m				0.23	0.14	0.0036%
<b>Maximum EME level</b>				0.25	0.17	0.0044
				674.5 m from the antennas at 90 Francis Street		

## Calculated EME levels at other areas of interest

This table contains calculations of the maximum EME levels at selected areas of interest that have been identified through the consultation requirements of the Communications Alliance Ltd Deployment Code C564:2011 or via any other means. The calculations are performed over the indicated height range and include all existing and any proposed radio systems for this site.

Additional Locations	Height / Scan relative to location ground level	Maximum Cumulative EME Level All Carriers at this site Existing and Proposed Equipment		
		Electric Field V/m	Power Density mW/m <sup>2</sup>	% of ARPANSA exposure limits
No locations identified				

## RF EME Exposure Standard

The calculated EME levels in this report have been expressed as percentages of the ARPANSA RF Standard and this table shows the actual RF EME limits used for the frequency bands available. At frequencies below 2000 MHz the limits vary across the band and the limit has been determined at the Assessment Frequency indicated. The four exposure limit figures quoted are equivalent values expressed in different units – volts per metre (V/m), watts per square metre (W/m<sup>2</sup>), microwatts per square centimetre (µW/cm<sup>2</sup>) and milliwatts per square metre (mW/m<sup>2</sup>). Note: 1 W/m<sup>2</sup> = 100 µW/cm<sup>2</sup> = 1000 mW/m<sup>2</sup>.

Radio Systems	Frequency Band	Assessment Frequency	ARPANSA Exposure Limit (100% of Standard)
LTE 700	758 – 803 MHz	750 MHz	37.6 V/m = 3.75 W/m <sup>2</sup> = 375 µW/cm <sup>2</sup> = 3750 mW/m <sup>2</sup>
WCDMA850	870 – 890 MHz	900 MHz	41.1 V/m = 4.50 W/m <sup>2</sup> = 450 µW/cm <sup>2</sup> = 4500 mW/m <sup>2</sup>
GSM900, LTE900, WCDMA900	935 – 960 MHz	900 MHz	41.1 V/m = 4.50 W/m <sup>2</sup> = 450 µW/cm <sup>2</sup> = 4500 mW/m <sup>2</sup>
GSM1800, LTE1800	1805 – 1880 MHz	1800 MHz	58.1 V/m = 9.00 W/m <sup>2</sup> = 900 µW/cm <sup>2</sup> = 9000 mW/m <sup>2</sup>
LTE2100, WCDMA2100	2110 – 2170 MHz	2100 MHz	61.4 V/m = 10.00 W/m <sup>2</sup> = 1000 µW/cm <sup>2</sup> = 10000 mW/m <sup>2</sup>
LTE2300	2302 – 2400 MHz	2300 MHz	61.4 V/m = 10.00 W/m <sup>2</sup> = 1000 µW/cm <sup>2</sup> = 10000 mW/m <sup>2</sup>
LTE2600	2620 – 2690 MHz	2600 MHz	61.4 V/m = 10.00 W/m <sup>2</sup> = 1000 µW/cm <sup>2</sup> = 10000 mW/m <sup>2</sup>
LTE3500	3425 – 3575 MHz	3500 MHz	61.4 V/m = 10.00 W/m <sup>2</sup> = 1000 µW/cm <sup>2</sup> = 10000 mW/m <sup>2</sup>

## Further Information

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is a Federal Government agency incorporated under the Health and Ageing portfolio. ARPANSA is charged with responsibility for protecting the health and safety of people, and the environment, from the harmful effects of radiation (ionising and non-ionising).

Information about RF EME can be accessed at the ARPANSA website, <http://www.arpansa.gov.au>, including:

- Further explanation of this report in the document "Understanding the ARPANSA Environmental EME Report"
- The procedure used for the calculations in this report is documented in the ARPANSA Technical Report; "Radio Frequency EME Exposure Levels - Prediction Methodologies"
- the current RF EME exposure standard  
Australian Radiation Protection and Nuclear Safety Agency (ARPANSA), 2002, 'Radiation Protection Standard: Maximum Exposure Levels to Radiofrequency Fields — 3 kHz to 300 GHz', Radiation Protection Series Publication No. 3, ARPANSA, Yallambie Australia.  
[Printed version: ISBN 0-642-79400-6 ISSN 1445-9760] [Web version: ISBN 0-642-79402-2 ISSN 1445-9760]

The Australian Communications and Media Authority (ACMA) is responsible for the regulation of broadcasting, radiocommunications, telecommunications and online content. Information on EME is available at <http://emr.acma.gov.au>

The Communications Alliance Ltd Industry Code C564:2011 'Mobile Phone Base Station Deployment' is available from the Communications Alliance Ltd website, <http://commsalliance.com.au>.

Contact details for the Carriers (mobile phone companies) present at this site and the most recent version of this document are available online at the Radio Frequency National Site Archive, <http://www.rfnsa.com.au>.

Lisa Williams

Aug 9

18 APR 2016

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**From:** neil morcel <morcel@netspace.net.au>  
**Sent:** Monday, 18 April 2016 12:25 PM  
**To:** Shire of Cuballing Enquiries  
**Subject:** mobile base station

Hello,

Just a comment in regards to the proposed mobile phone base station in Popanyinning.

I own a rural property in East Popanyinning, 20k's East of the town center, and would welcome and fully support the new facility.

Mobile coverage out here is a bit patchy, so any improvement would be very welcomed!

Also, I fully support Telstra to install 4G LTE 700MHz as proposed, as this would be fantastic for improved mobile broadband / data services, as again, internet services are not overly reliable out here, (due to low signal strength from Pingelly tower, granite hills etc) and we are out of range of NBN's fixed wireless unfortunately.

One thing that could be considered is to increase the height of the tower to 60m or more to improve coverage for people further out from town and behind the granite hills which are common in this area.

If there are any objections to the proposed facility in the Popanyinning town site, (by residents for aesthetic / radiation concerns etc) I would suggest locating the facility at Mount Shaddick, which is the highest geographical point in the region, and which could still provide excellent coverage to all in the area.

Otherwise, those of us surrounding Mt Shaddick may be willing to allow access to our land for such a facility, so that might be another option.

I look forward to the new service, and hope it can go ahead unopposed.

Best Regards,  
Neil Morcel

East Popanyinning

**Nichole Gould**

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**From:** kevinandrhonda68@bigpond.com  
**Sent:** Tuesday, 19 April 2016 7:27 AM  
**To:** Shire of Cuballing Enquiries  
**Subject:** Mobile phone base station in Popanyinning

Good morning,

In relation to the above proposal, we wish to say that we are in full agreement and the sooner that it is installed, the better off we and Popanyinning in general will be.

Thanking you,  
Kevin and Rhonda Aldridge  
Carrier Streety

Sent from my iPhone



1499



Gary Sherry  
Chief Executive Officer  
Shire of Cuballing  
PO Box 31  
CUBALLING WA 6311

**Avon**

1<sup>st</sup> Floor, 298 Fitzgerald Street  
(PO Box 250)  
NORTHAM WA 6401  
T: (08) 9622 7222  
F: (08) 9622 7406

**Central East**

110 Barrack Street  
(PO Box 420)  
MERREDIN WA 6415  
T: (08) 9041 1445  
F: (08) 9041 2297

**Central Midlands**

Foundation Centre  
13 Dandaragan Street  
(PO Box 240)  
MOORA WA 6510  
T: (08) 9651 1770  
F: (08) 9651 1910

**Wheatbelt South**

State Government Offices  
Park Street  
(PO Box 258)  
NARROGIN WA 6312  
T: (08) 9881 5888  
F: (08) 9881 3363

[www.wheatbelt.wa.gov.au](http://www.wheatbelt.wa.gov.au)

Dear Gary

**PLANNING APPLICATION**

Thank you for your letter dated the 7<sup>th</sup> April 2016 regarding the opportunity to provide feedback on the mobile phone base station at Lot 23 Francis Street, Popanyinning.

The Wheatbelt Development Commission has noted your letter and has no objections to this application.

If you would like to discuss this further, please give my office a call, on (08) 9622 7222 or email: [teresa.drew@wheatbelt.wa.gov.au](mailto:teresa.drew@wheatbelt.wa.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read "Wendy Newman".

**WENDY NEWMAN  
CHIEF EXECUTIVE OFFICER**

22 April 2016



Government of Western Australia  
Department of Environment Regulation

Your ref: A499  
Our ref: 2016/000002  
Enquiries: Teresa Gepp  
Phone: 6467 5383  
Email: [advice.coordinator@der.wa.gov.au](mailto:advice.coordinator@der.wa.gov.au)

Mr Gary Sherry  
Chief Executive Officer  
Shire of Cuballing  
Via email: [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)

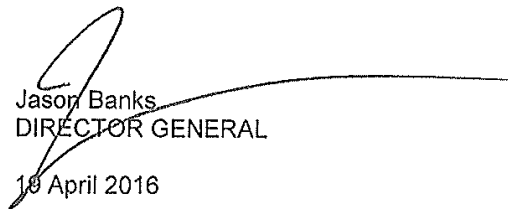
Dear Mr Sherry

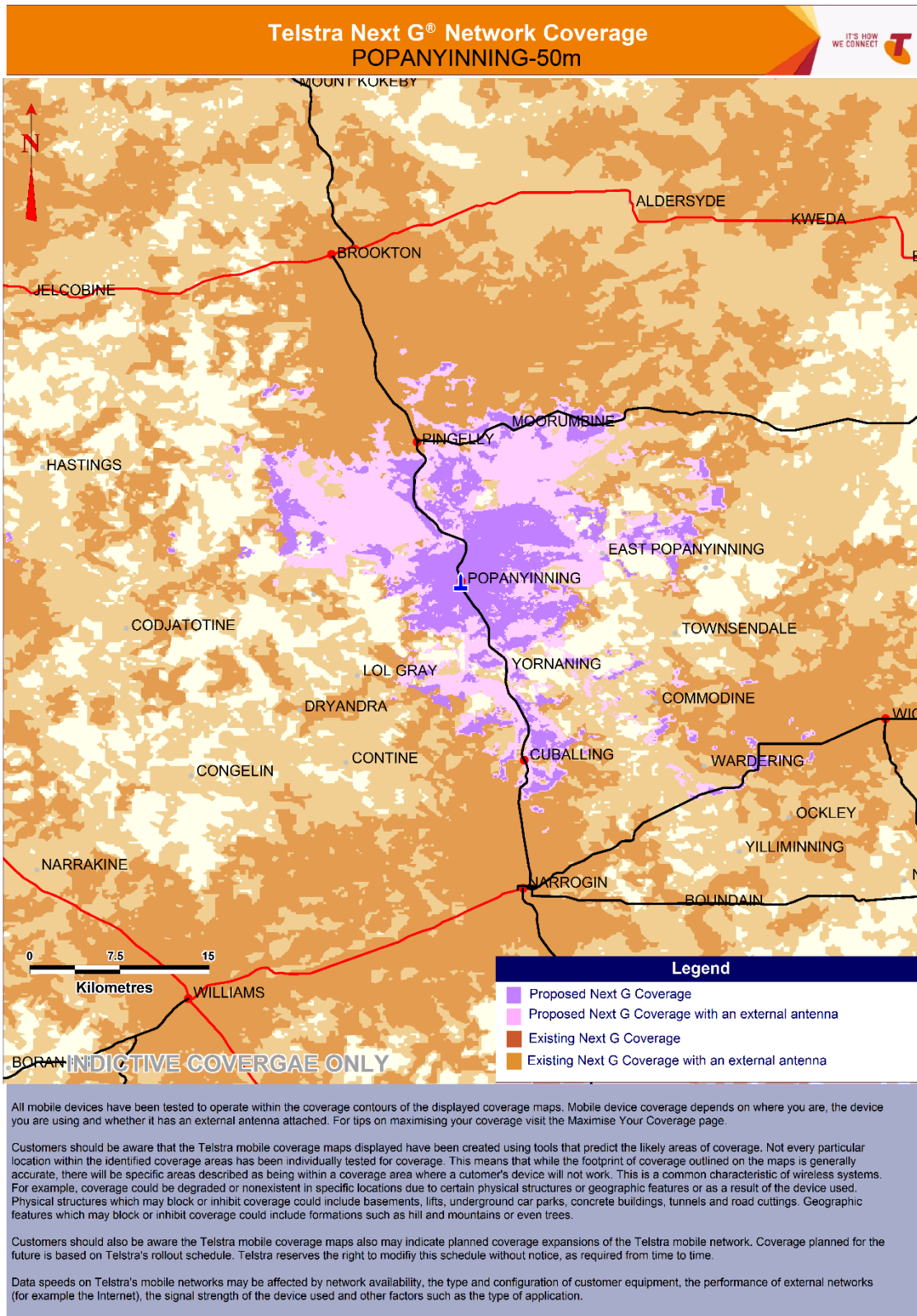
**MOBILE PHONE BASE STATION – LOT 23 FRANCIS STREET POPANYINNING**

I refer to the correspondence dated 7 April 2016 inviting comment from the Department of Environment Regulation (DER) on the proposed development at the above location.

DER has no comment on the application in reference to regulatory responsibilities under the *Environmental Protection Act 1986* and the *Contaminated Sites Act 2003*.

Yours sincerely

  
Jason Banks  
DIRECTOR GENERAL  
18 April 2016



**12. CONFIDENTIAL ITEM:**

Nil

**13. NEXT MEETING**

3pm, Thursday 19<sup>th</sup> May 2016 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

**14. CLOSURE OF MEETING:**

There being no further business, the Shire President, Cr Conley, closed the meeting at 5.08 pm.