



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

Shire of Cuballing – Ordinary Council Meeting

# Minutes

Held on  
Wednesday 17 July 2024  
3pm  
Cuballing CWA Hall

## **COUNCIL MEETING PROCEDURES**

1. All Council meetings are open to the public, except for matters raised by Council under “Confidential Matters”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the Shire.

### **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person’s or legal entity’s own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

## Shire of Cuballing Strategic Community Plan 2023-2033

### Our Heart, Our Home

#### VISION

A charming rural community, in a unique part of the world, growing and prospering while protecting its natural environment.

#### GOALS

##### Social

- ☑ A place where people of all ages, abilities and stages of life are active and connected.

##### Economic

- ☑ Business is thriving, with ample local employment, and opportunities for existing and new businesses to grow.

##### Natural Environment

- ☑ The natural environment is protected, enhanced, and managed, and enjoyed by locals, and proudly shared with visitors.

##### Built Environment

- ☑ People and goods can move easily in and around the Shire, which is well planned for community needs, respecting the past and building the future.

##### Governance

- ☑ Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.

#### STRATEGIC PRIORITIES

##### Social

- ☑ Enhancing focus on emergency management (incl. dual use of Equestrian Centre for evacuation).
- ☑ Improving Cuballing Recreation Centre.
- ☑ Increasing community gatherings and spaces.

##### Economic

- ☑ Defining and developing Town Centres.
- ☑ Establishing a Light Industrial Area (LIA).
- ☑ Increasing tourism, particularly through trail development.
- ☑ Developing and promoting the equestrian sector.

##### Natural Environment

- ☑ Restoring the river at Popanyinning.
- ☑ Establishing Popanyinning wetlands.
- ☑ Reducing pests and weeds, working with Peel Harvey Catchment.
- ☑ Increasing native planting.

##### Built Environment

- ☑ Improving footpaths, linking aged units to Cuballing Town Centre.
- ☑ Upgrading major roads (esp. Wheatbelt Secondary Freight Network).
- ☑ Improving drainage.
- ☑ Increasing heritage protection and telling our story.

##### Governance

- ☑ Enhancing community information and engagement.

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**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:**

*Meeting Opened 3.02 pm*

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

**2.1.1 Declaration by New Councillor**

Nil.

**2.1.2 Attendance**

**Elected Members**

Cr Eliza Dowling

President

Cr Robert Harris

Deputy President

Cr Scott Ballantyne

Cr Adrian Kowald

Cr Steve Sexton

Cr Dawson Bradford

**Staff**

Mr Stan Scott

Chief Executive Officer

Mr Narelle Rowe

Deputy Chief Executive Officer

Mr Bruce Brennan

Manager of Work and Services

**Visitors**

Mr Jeff Briggs

**2.1.3 Apologies**

Nil

**2.1.4 Leave of Absence**

Nil

**3. PUBLIC QUESTION TIME:**

**3.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:**

Nil

**3.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

Nil

**3.3 PUBLIC QUESTIONS FROM THE GALLERY:**

Mr Jeff Briggs read out to the meeting an exchange of correspondence between the Secretary of the Women's Shed and the then Secretary of the Men's Shed which referred to a meeting

with the Shire. He also referenced a meeting between a Shire staff member and some members of the Men's Shed, and asked why the Shire was trying to change their lease.

The CEO responded that the Shire had been approached by both the Men's Shed and the Women's Shed and the CEO has proposed a solution that involved making changes to the lease. To date no response has been received but there was no intention to act unilaterally.

The CEO noted that he had been provided with a copy of the Men's Shed constitution, which was kept at the Shed, but had since purchased the copy lodged with the Department. The lodged constitution had no mention of the women's shed. The CEO also noted that the new Men's Shed committee had decided to exclude the women from the shed and have changed the lock.

*Mr Briggs left the meeting at 3.17 pm*

4. **STANDING ORDERS:**

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/57**

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

**Moved Cr Ballantyne    Seconded Cr Kowald                                  CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

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

Nil

6. **CONFIRMATION OF MINUTES:**

6.1.1      Ordinary Meeting of Council held on Wednesday 19<sup>th</sup> June 2024

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/58**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 19<sup>th</sup> June 2024 be confirmed as a true record of proceedings.**

**Moved Cr Kowald    Seconded Cr Sexton                                  CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

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

Nil

8. **DISCLOSURE OF FINANCIAL INTEREST:**

**DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST**

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

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

| <b>Name</b>        | <b>Item No</b> | <b>Interest</b>  | <b>Nature</b>                       |
|--------------------|----------------|------------------|-------------------------------------|
| <i>Cr Bradford</i> | <i>9.2.3</i>   | <i>Financial</i> | <i>Cr Bradford is the applicant</i> |
|                    |                |                  |                                     |

**DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY**

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

| <b>Name</b>      | <b>Item No</b> | <b>Interest</b>     | <b>Nature</b>                            |
|------------------|----------------|---------------------|--|
| <i>Cr Sexton</i> | <i>9.2.3</i>   | <i>Impartiality</i> | <i>Cr Sexton is also a pork producer</i> |
|                  |                |                     |  |

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

## 9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

### 9.1.1 List of Payments – June 2024

|                         |  |
|-------------------------|--|
| File Ref. No:           | NA   |
| Disclosure of Interest: | Nil  |
| Date:                   | 12 July 2024   |
| Author:                 | Careese Raneri   |
| Attachments:            | 9.1.1A List of Municipal Accounts<br>9.1.1B List of Credit Card Transactions<br>9.1.1C Petty Cash and Coles Card |

#### Summary

**Council is to review payments made under delegation in June 2024.**

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of May 2024 as listed in the attachments.

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

#### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/59:**

**That Council receives:**

1. **the List of Accounts paid in June 2024 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's Municipal Fund totalling \$688122.00 included at Attachment 9.1.1A.**
2. **a summary of transactions completed on Credit Cards by Council Staff for the period ending 30 June 2024 included at Attachment 9.1.2B.**
3. **a summary of transactions completed on Coles Cards and Petty Cash for the period ending 30 June 2024.**

**Moved Cr Kowald    Seconded Cr Harris**

**CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**



9.1.1A List of June 2024 Municipal Fund account

| Chq/EFT   | Date       | Name   | Description   | Amount    |
|-----------|------------|--|---|-----------|
| DD4181.1  | 05/06/2024 | Australian Super                                 | Payroll deductions  | -1538.09  |
| DD4181.2  | 05/06/2024 | Prime Super                                      | Superannuation contributions                                    | -242.48   |
| DD4181.10 | 05/06/2024 | Care Super                                       | Superannuation contributions                                    | -96.00    |
| DD4234.1  | 05/06/2024 | Aware Super Pty Ltd                              | Superannuation contributions                                    | -122.69   |
| DD4232.1  | 05/06/2024 | Hostplus Super                                   | Superannuation contributions                                    | -7.43     |
| DD4231.1  | 05/06/2024 | Prime Super                                      | Superannuation contributions                                    | -32.16    |
| DD4217.1  | 05/06/2024 | Hostplus Super                                   | Superannuation contributions                                    | -3.26     |
| 839       | 05/06/2024 | Police Licensing Payments                        | Police Licensing Payments                                       | -1409.15  |
| DD4181.3  | 05/06/2024 | Aware Super Pty Ltd                              | Superannuation contributions                                    | -5075.13  |
| DD4181.4  | 05/06/2024 | Matrix Superannuation                            | Superannuation contributions                                    | -338.38   |
| DD4181.9  | 05/06/2024 | MLC Super Fund                                   | Superannuation contributions                                    | -272.09   |
| DD4181.8  | 05/06/2024 | Colonial First State                             | Superannuation contributions                                    | -272.09   |
| DD4181.7  | 05/06/2024 | Mercer Superannuation                            | Superannuation contributions                                    | -511.55   |
| DD4181.6  | 05/06/2024 | Hesta  | Superannuation contributions                                    | -681.72   |
| DD4181.5  | 05/06/2024 | Hostplus Super                                   | Superannuation contributions                                    | -568.91   |
| 839       | 06/06/2024 | Police Licensing Payments                        | Police Licensing Payments                                       | -220.10   |
| 839       | 07/06/2024 | Police Licensing Payments                        | Police Licensing Payments                                       | -592.30   |
| 20272     | 07/06/2024 | Water Corporation                                | Water consumption   | -5511.19  |
| EFT8910   | 07/06/2024 | WL& KJ Everett                                   | MRO – Shire Resident  | -1482.31  |
| EFT8889   | 07/06/2024 | Adrian James Kowald                              | Councillor Claim  | -418.35   |
| EFT8890   | 07/06/2024 | Bill & Bens Hot Bread Shop                       | Morning Tea, pick up Wednesday 22nd morning                     | -86.00    |
| EFT8891   | 07/06/2024 | Bks Electrical                                   | Replace damaged Swan cameras at Cuballing Recentre              | -1100.00  |
| EFT8892   | 07/06/2024 | Best Office Systems                              | Monthly Photocopier Charges                                     | -1551.38  |
| EFT8893   | 07/06/2024 | Corsign (WA) Pty Ltd                             | 50 x Traffic Cones  | -1912.90  |
| EFT8894   | 07/06/2024 | Cuby Tavern                                      | Cooked Breakfast - Anzac service 2024                           | -315.00   |
| EFT8895   | 07/06/2024 | Dews Mini Excavations                            | Excavator and Bobcat Hire Austral St                            | -15015.00 |
| EFT8896   | 07/06/2024 | Fulton Hogan Industries Pty Ltd                  | 2 x Pallets 120 bags of EZ Street Asphalt                       | -3590.40  |
| EFT8897   | 07/06/2024 | Farmworks Narrogin                               | 2 x sets wet weather suits                                      | -77.00    |
| EFT8898   | 07/06/2024 | Great Southern Fuel Supplies                     | Bulk Diesel Fuel Delivery                                       | -7923.11  |
| EFT8899   | 07/06/2024 | Interfire Agencies                               | Fire Uniforms   | -822.16   |
| EFT8900   | 07/06/2024 | Kalexpress & Quality Transport                   | Products from Corsign - delivery to site                        | -259.27   |
| EFT8901   | 07/06/2024 | LGIS Risk Management                             | Insurance - Saturday Night Cuby GrooveFest - Event cancellation | -6270.00  |
| EFT8902   | 07/06/2024 | McDougall Weldments                              | Weld up and Repair Large Trolley Wheel                          | -137.50   |
| EFT8903   | 07/06/2024 | Melchiorre Plumbing and Gas                      | Repair blocked drains   | -412.39   |
| EFT8904   | 07/06/2024 | Narrogin Packaging and Motorcycles & Accessories | Materials for Shire Depot & Other                               | -686.15   |

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| EFT8905  | 07/06/2024 | Narrogin Toyota & Mazda                         | Trade of CNO & purchase of new car                         | -19559.20 |
| EFT8906  | 07/06/2024 | Narelle Gay Rowe                                | Reimbursement of Internet Costs                            | -212.49   |
| EFT8907  | 07/06/2024 | Parrys Narrogin                                 | Uniforms for Depot Staff                                   | -189.50   |
| EFT8908  | 07/06/2024 | Scavenger Supplies                              | Weather Meter/ Digital Hyrometer                           | -878.57   |
| EFT8909  | 07/06/2024 | Wallis Computer Solutions                       | New Microsoft Business Premium Licence - Trainee           | -3295.47  |
| 839      | 10/06/2024 | Police Licensing Payments                       | Police Licensing Payments                                  | -595.45   |
| 839      | 11/06/2024 | Police Licensing Payments                       | Police Licensing Payments                                  | -604.80   |
| 839      | 12/06/2024 | Police Licensing Payments                       | Police Licensing Payments                                  | -2023.65  |
| EFT8913  | 13/06/2024 | Bruce Brennan                                   | Reimbursement of Electricity – 50%                         | -141.69   |
| EFT8914  | 13/06/2024 | Cannon Hygiene Australia Pty Ltd                | Sanitary Bin Services                                      | -441.29   |
| EFT8915  | 13/06/2024 | CD Christensen                                  | Replacement and Creation of door                           | -586.90   |
| EFT8916  | 13/06/2024 | Councilfirst Pty Ltd                            | Professional Services - April Support                      | -6462.50  |
| EFT8917  | 13/06/2024 | Cuby Roadhouse                                  | Monthly Account  | -664.21   |
| EFT8918  | 13/06/2024 | Kelyn Training Services                         | BWTM & TC Training at Brookton                             | -1032.72  |
| EFT8919  | 13/06/2024 | Landgate  | Rural UV Gen Val's First 500 Shared                        | -7098.00  |
| EFT8920  | 13/06/2024 | Lo-Go Appointments                              | Executive Recruitment Services - Chief Executive Officer   | -6007.10  |
| EFT8921  | 13/06/2024 | Narrogin Quarry Operations                      | 3 x semi loads   | -3348.03  |
| EFT8922  | 13/06/2024 | Vinidex   | 12 x 300mm PVC Pipes SN8                                   | -4844.40  |
| EFT8923  | 13/06/2024 | WA Traffic Planning                             | Review and Renew Generic Traffic Management Plans          | -1650.00  |
| EFT8924  | 13/06/2024 | Westrac   | Remove, repair and Refit Crowd Ram on Cat 930G loader CN92 | -12445.69 |
| EFT8925  | 13/06/2024 | Wilson's Sign Solutions                         | Honour Board Plates - 6 Names & Dates                      | -242.00   |
| EFT8926  | 13/06/2024 | Whitford Fertilisers Narrogin                   | Weighbridge - Waste Management- April                      | -121.00   |
| EFT8927  | 13/06/2024 | Builders Registration Board Building Commission | Building Services Levy Refund - May                        | -948.60   |
| EFT8912  | 13/06/2024 | BKS Electrical                                  | Annual RCD Checks  | -1662.10  |
| EFT8911  | 13/06/2024 | AFGRI Equipment Australia Pty Ltd               | 1 x Circlip  | -3.66     |
| 20277    | 13/06/2024 | Water Corporation                               | Water Charges – Shire Depot                                | -165.07   |
| 20276    | 13/06/2024 | Synergy   | Electricity Charges - U 3 22 Campbell Street Cuballing     | -3292.15  |
| 839      | 13/06/2024 | Police Licensing Payments                       | Police Licensing Payments                                  | -19332.55 |
| DD4201.1 | 13/06/2024 | National Australia Bank                         | Monthly Credit Card Transactions                           | -1494.23  |
| 839      | 14/06/2024 | Police Licensing Payments                       | Police Licensing Payments                                  | -58.65    |
| EFT8928  | 18/06/2024 | Best Office Systems                             | Monthly Photocopier Charges – April                        | -1318.76  |
| EFT8929  | 18/06/2024 | Landgate  | Rural interim Valuation Schedule - R2023/01                | -137.40   |
| DD4215.1 | 18/06/2024 | Iinet Limited                                   | Monthly Internet Charges for CEO Residence - June 2024     | -89.99    |

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| EFT8930   | 18/06/2024 | Narrogin Quarry Operations                                  | 2 tonne metal dust for niche wall extensions   | -22.87    |
| EFT8931   | 18/06/2024 | Westrac   | Repairs to Cat 140 Grader CN397  | -11252.24 |
| 839       | 18/06/2024 | Police Licensing Payments                                   | Police Licensing Payments  | -659.20   |
| 839       | 19/06/2024 | Police Licensing Payments                                   | Police Licensing Payments  | -1728.05  |
| DD4206.10 | 19/06/2024 | Care Super  | Superannuation contributions   | -147.00   |
| DD4206.1  | 19/06/2024 | Australian Super  | Payroll deductions   | -1619.22  |
| DD4206.2  | 19/06/2024 | Prime Super   | Superannuation contributions   | -175.48   |
| DD4206.3  | 19/06/2024 | Aware Super Pty Ltd   | Superannuation contributions   | -5149.73  |
| DD4206.4  | 19/06/2024 | Matrix Superannuation                                       | Superannuation contributions   | -338.38   |
| DD4206.5  | 19/06/2024 | Hostplus Super  | Superannuation contributions   | -568.91   |
| DD4206.6  | 19/06/2024 | Hesta   | Superannuation contributions   | -681.72   |
| DD4206.7  | 19/06/2024 | Mercer Superannuation                                       | Superannuation contributions   | -552.88   |
| DD4206.8  | 19/06/2024 | Colonial First State  | Superannuation contributions   | -272.09   |
| DD4206.9  | 19/06/2024 | MLC Super Fund  | Superannuation contributions   | -272.09   |
| DD4234.2  | 19/06/2024 | Aware Super Pty Ltd   | Payroll deductions   | -43.30    |
| EFT8955   | 21/06/2024 | Youlissys Creative  | Webpage Design 1/3 - Friday night  | -5000.00  |
| EFT8956   | 21/06/2024 | Zircodata Pty Ltd   | Archive Storage Fees   | -22.43    |
| EFT8957   | 21/06/2024 | Main Roads WA   | Line Marking - 2021/22 SpringHill Rd 3.25-4.31SLK, Wandering-Narrogin 6.74-29.57 SLK | -8057.25  |
| EFT8954   | 21/06/2024 | Wheatbelt Strength & Conditioning                           | Weekly Exercise Classes  | -2970.00  |
| EFT8953   | 21/06/2024 | Truck Centre (WA) Pty Ltd                                   | 50,000km service - CN 272  | -1458.29  |
| EFT8952   | 21/06/2024 | Parrys Narrogin   | 5x Wet Weather Gear  | -182.75   |
| EFT8951   | 21/06/2024 | Power Networx   | Connection to Telstra Fibre network  | -416.90   |
| EFT8950   | 21/06/2024 | Peter John Denton   | Weekly Art Classes   | -225.00   |
| EFT8949   | 21/06/2024 | Narrogin Packaging and Motorcycles & Accessories            | Materials for Shire Depot and Office   | -181.35   |
| EFT8948   | 21/06/2024 | Narrogin Hardware And Building Supplies (Makit)             | Materials for Roads to Recovery (Austral Street) - Cement, Concrete, Grey Silicone   | -188.50   |
| EFT8947   | 21/06/2024 | Narrogin Auto Electrics                                     | Rear Trailer Indicators Replacement  | -740.00   |
| EFT8946   | 21/06/2024 | Narrogin Auto Centre / Narrogin Ford, Mitsubishi and Nissan | New CV boot fitted for 4x4 system  | -915.00   |
| EFT8945   | 21/06/2024 | Melchiorre Plumbing and Gas                                 | Repairs to Faulty Barbeque   | -544.50   |
| 839       | 21/06/2024 | Police Licensing Payments                                   | Police Licensing Payments  | -1527.45  |
| EFT8944   | 21/06/2024 | Lg Corporate Solutions Pty Ltd                              | Financial Assistance for the period of 01/03/2024 to 31/05/2024 (50 Hours)           | -8250.00  |
| EFT8942   | 21/06/2024 | Hancock's Home Hardware                                     | Materials for Shire Depot  | -8.00     |
| EFT8940   | 21/06/2024 | Farmworks Narrogin  | 1 x Pallet of GP Cement  | -727.99   |
| 20279     | 21/06/2024 | Synergy   | Electricity Charges - Lot 20 Howard Street Popanyinning                              | -215.06   |
| EFT8932   | 21/06/2024 | Allan's Bobcat & Truck Hire                                 | Excavator Hire to dig Eddy Plants Grave  | -440.00   |

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|----------|------------|---|--|-----------|
| EFT8933  | 21/06/2024 | BKS Electrical                                | Dis connect Electrics form Pump and Reconnect                          | -209.00   |
| EFT8934  | 21/06/2024 | Commodine Farms                               | Gravel Royalties for Gravel at Pauley Rd                               | -42020.00 |
| EFT8935  | 21/06/2024 | Councilfirst Pty Ltd                          | Council First Records Professional Services - May 2024                 | -2249.96  |
| EFT8936  | 21/06/2024 | Cuballing Building Company                    | Remove and Replace ceiling in Cuby Hall                                | -6244.70  |
| EFT8937  | 21/06/2024 | Dews Mini Excavations                         | Excavator Hire to Slot Digging for Soil sampling                       | -3300.00  |
| EFT8938  | 21/06/2024 | Eco-Edge Environmental Services               | Targeted Flora Survey Congelin road - Went over Budget                 | -15532.00 |
| EFT8939  | 21/06/2024 | Edge Planning & Property                      | Planning Services - April 2024   | -930.60   |
| 20281    | 21/06/2024 | Water Corporation                             | Water Charges - 82 Austral Street Cuballing                            | -3691.57  |
| 20280    | 21/06/2024 | Shire Of Cuballing                            | Petty Cash and Coles Card Transactions                                 | -379.30   |
| 839      | 24/06/2024 | Interest On Aged Accommodation Units          | Interest On Aged Accommodation Units                                   | -16956.73 |
| 839      | 24/06/2024 | Principal Repayment Aged Accommodation        | Principal Repayment Aged Accommodation                                 | -36413.15 |
| 839      | 24/06/2024 | ATO Clearing Account Bas                      | ATO Clearing Account Bas   | -6195.00  |
| 839      | 24/06/2024 | Police Licensing Payments                     | Police Licensing Payments  | -2448.95  |
| EFT8958  | 25/06/2024 | Narrogin Toyota & Mazda                       | Service Toyota Hilux SR5 CNO   | -672.21   |
| EFT8963  | 25/06/2024 | Kenworth DAF W.A.                             | 1 x 200 lt of TRP Truck Wash   | -728.45   |
| EFT8962  | 25/06/2024 | Great Southern Towing Pty Ltd                 | Towing of Popanyinning Fire truck from Cuballing to Collie for Repairs | -993.00   |
| EFT8961  | 25/06/2024 | Great Southern Fuel Supplies                  | Fuel Card Transactions - May 2024                                      | -131.38   |
| EFT8960  | 25/06/2024 | Australian Communications and Media Authority | Annual Fee - Mt Shaddick - 2023/2024                                   | -115.00   |
| DD4226.1 | 25/06/2024 | Telstra                                       | Mobile, Landlines & other Charges                                      | -1385.38  |
| 839      | 25/06/2024 | Police Licensing Payments                     | Police Licensing Payments  | -514.10   |
| EFT8959  | 25/06/2024 | Narrogin Stihl                                | 6 x new Chainsaw Chains  | -449.99   |
| DD4242.1 | 26/06/2024 | Telstra                                       | \$0.33 Payment – Correction  | -0.33     |
| 839      | 26/06/2024 | Bonds Hall Hire Refund                        | Aged Housing Bond  | -1400.00  |
| 839      | 26/06/2024 | Police Licensing Payments                     | Police Licensing Payments  | -1841.20  |
| EFT8992  | 28/06/2024 | Winc Australia Pty Limited                    | Stationery for Shire Office  | -1046.43  |
| EFT8991  | 28/06/2024 | Whitford Fertilisers Narrogin                 | Weighbridge - Waste Management May                                     | -88.00    |
| EFT8990  | 28/06/2024 | Westrac                                       | 1250hr Service on Cat 938k   | -2682.32  |
| EFT8989  | 28/06/2024 | Wallis Computer Solutions                     | 2 laptop computers - Supply and Install                                | -7970.70  |
| EFT8988  | 28/06/2024 | Total Undercar                                | 2 x Tyres fitted and balanced  | -385.50   |
| EFT8969  | 28/06/2024 | Eco-Edge Environmental Services               | Fauna Habitat Assessment Wandering Narrogin Road WSNF                  | -6140.20  |
| EFT8970  | 28/06/2024 | Great Southern Fuel Supplies                  | Bulk Diesel Fuel Delivery  | -8830.12  |
| EFT8964  | 28/06/2024 | Adrian James Kowald                           | Councillor Claim   | -2153.80  |
| EFT8965  | 28/06/2024 | CD Christensen                                | Labour Hire to Erect New Flat Pack Furniture                           | -176.00   |

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| EFT8966  | 28/06/2024 | Corasaniti Constructions  | Removal of all Asbestos from Popanyinning School                                | -9482.00  |
| EFT8967  | 28/06/2024 | Cuballing Building Company                                      | Works to Cuballing Town Hall  | -38516.70 |
| EFT8968  | 28/06/2024 | Dews Mini Excavations   | Excavator Hire to Slot Digging for Soil sampling                                | -660.00   |
| EFT8972  | 28/06/2024 | Hancock's Home Hardware   | Materials for Shire Depot   | -57.50    |
| EFT8973  | 28/06/2024 | Intelife Group  | Excavator Hire with Tree Mulcher Head for Wandering Narrogin Tree Mulching WSNF | -59262.50 |
| EFT8974  | 28/06/2024 | It Vision Software Pty Ltd (Trading as Readytech)               | Rates journal Training  | -554.40   |
| EFT8975  | 28/06/2024 | LGIS Risk Management  | Regional Risk Coordinator Services  | -2788.42  |
| EFT8987  | 28/06/2024 | Stabilisation Technology Pty Ltd                                | Wandering Narrogin Pavement   | -32824.00 |
| EFT8986  | 28/06/2024 | Steven Sexton   | Councillor Claim  | -1046.00  |
| EFT8985  | 28/06/2024 | Southern Lock and Security                                      | Padlocks and Keys for Cuby Tip  | -197.69   |
| EFT8984  | 28/06/2024 | Southwest Fire Unit Fabrications                                | Annual Vehicle Service x 4 Vehicles   | -12376.71 |
| EFT8983  | 28/06/2024 | Shire Of Narrogin   | Ranger Services   | -282.00   |
| EFT8982  | 28/06/2024 | Peter John Denton   | Art class per week  | -325.00   |
| 20283    | 28/06/2024 | Synergy   | Electricity Charges - Lot 1 Great Southern Highway Popanyinning                 | -389.37   |
| EFT8976  | 28/06/2024 | Marketforce   | Professional Appointments - West Australian Newspaper                           | -1029.18  |
| 839      | 28/06/2024 | Police Licensing Payments                                       | Police Licensing Payments   | -78.60    |
| EFT8971  | 28/06/2024 | Great Southern Waste Disposal                                   | Rubbish Removal   | -7402.60  |
| EFT8981  | 28/06/2024 | Narrogin Glass & Quickfit Windscreens & Narrogin Window Tinting | Window Tinting on New Toyota SR5  | -385.00   |
| EFT8980  | 28/06/2024 | Narrogin Packaging and Motorcycles & Accessories                | 2 x 5L Nova Barby Cleaner   | -64.00    |
| EFT8979  | 28/06/2024 | Narrogin Freightlines   | Monthly Freight Charges - Vinidex   | -930.25   |
| EFT8978  | 28/06/2024 | Narrogin Bearing Services                                       | Interest That has accrued on Account  | -20.19    |
| EFT8977  | 28/06/2024 | Narrogin Auto Electrics   | Remove all Electrical add On's from CNO and re-install to New Toyota SR5        | -1573.53  |
| 20284    | 03/07/2024 | Department Of Transport   | Renewal - CN 039  | -5268.85  |
| DD4244.1 | 03/07/2024 | Australian Super  | Payroll deductions  | -1783.09  |
| DD4244.2 | 03/07/2024 | Aware Super Pty Ltd   | Superannuation contributions  | -9390.36  |
| DD4244.3 | 03/07/2024 | Matrix Superannuation   | Superannuation contributions  | -366.52   |
| DD4244.4 | 03/07/2024 | Hostplus Super  | Superannuation contributions  | -664.07   |
| DD4244.5 | 03/07/2024 | Hesta   | Superannuation contributions  | -696.54   |
| DD4244.6 | 03/07/2024 | Mercer Superannuation   | Superannuation contributions  | -564.90   |
| DD4244.7 | 03/07/2024 | Colonial First State  | Superannuation contributions  | -284.46   |
| DD4244.8 | 03/07/2024 | MLC Super Fund  | Superannuation contributions  | -284.46   |

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| DD4244.9 | 03/07/2024 | Care Super                                      | Superannuation contributions  | -90.00    |
| DD4253.1 | 09/07/2024 | National Australia Bank                         | Credit Card Transactions – June   | -4910.56  |
| EFT9004  | 11/07/2024 | Melchiorre Plumbing and Gas                     | Quarterly clean of Fuji Septics System  | -265.65   |
| EFT9003  | 11/07/2024 | Lg Corporate Solutions Pty Ltd                  | Preparation of Long-Term Financial plan & Asset Management Plan inclusive of Travel, site visit and councillor Workshop | -30474.00 |
| EFT9002  | 11/07/2024 | Kalexpress & Quality Transport                  | Monthly Freight Charges - DX Print Group  | -190.54   |
| EFT9005  | 11/07/2024 | Narrogin Earthmoving and Concrete               | Wet Hire of Multiroller for Winter Grading to June 30th 24 Docket No. 35068   | -462.00   |
| 20286    | 11/07/2024 | Water Corporation                               | Water Charges - Standpipe At Ridely St  | -1467.12  |
| EFT9001  | 11/07/2024 | Julie A Christensen                             | Correct to Jun-Dec Councillor Claim   | -130.00   |
| EFT9000  | 11/07/2024 | Great Southern Waste Disposal                   | Rubbish Removal - Recycling Service x 269 @ \$3.86 Each   | -6907.60  |
| EFT8999  | 11/07/2024 | Elisa Alice Dowling                             | Councillor Claim  | -7035.00  |
| EFT8998  | 11/07/2024 | Donna Jane Screech                              | Reimbursement   | -248.70   |
| EFT8997  | 11/07/2024 | Dawson Robert Bradford                          | Councillor Claim  | -200.83   |
| EFT8996  | 11/07/2024 | Cuby Roadhouse                                  | Monthly Account   | -795.68   |
| 20285    | 11/07/2024 | Shire Of Cuballing                              | Standpipe Usage   | -232.10   |
| EFT9015  | 11/07/2024 | Zircodata Pty Ltd                               | Archive Storage Fees  | -22.43    |
| EFT9014  | 11/07/2024 | Winc Australia Pty Limited                      | Stationery for Shire Office   | -232.69   |
| EFT9013  | 11/07/2024 | Whitford Fertilisers Narrogin                   | Weighbridge - Waste management - December 2023  | -44.00    |
| EFT9012  | 11/07/2024 | Steven Sexton                                   | Correct to Jun-Dec Councillor Claim   | -190.00   |
| EFT9011  | 11/07/2024 | Shire Of Narrogin                               | Disposal of Kerbside Collection Waste   | -36730.00 |
| EFT9010  | 11/07/2024 | Robert John Harris                              | Councillor Claim  | -2605.00  |
| EFT9009  | 11/07/2024 | R Munns Engineering Consulting Services         | Engineer Consulting work on Darcy St  | -6582.06  |
| EFT9008  | 11/07/2024 | Peter Scott Ballantyne                          | Councillor Claim  | -1576.04  |
| EFT9007  | 11/07/2024 | Narrogin Hardware And Building Supplies (Makit) | Materials for Shire Depot   | -89.40    |
| EFT9006  | 11/07/2024 | Narrogin Freightlines                           | Monthly Freight Charges - West Slab   | -156.04   |
| EFT8995  | 11/07/2024 | Best Office Systems                             | 3 Office Chairs 1 Corner Desk & Mobile Pedestal 2 Floor partitions  | -6605.72  |

9.1.1B List of June 2024 Credit Card Transactions

| <b>Creditor</b>                                     | <b>Description</b>  | <b>Amount</b>      |
|---|---|--------------------|
| Department of Mines, Industry Regulation and Safety | Registration of Compressors with Worksafe                   | \$ 691.00          |
| The Cuby Tavern                                     | Councillor Dinners  | \$ 390.54          |
| Lions Dryandra Woodland Village                     | Accommodation Booking for Cuby Groovefest (Deposit)         | \$ 375.00          |
| Canva   | Canva subscription for CDO                                  | \$ 405.00          |
| Booking.com   | Accommodation for Report Writing Workshop - Project officer | \$ 399.99          |
| Shire of Cuballing                                  | Transfer fees for New Shire Vehicle (1TZZ107)               | \$ 20.40           |
| Local Government Professionals                      | Report Writing in Local Government - Project officer        | \$ 1,180.00        |
| Aussie Pharma Direct                                | Covid Tests for Shire Office                                | \$ 116.95          |
| Aussie Pharma Direct                                | Covid Tests for Shire Depot                                 | \$ 116.95          |
| Booking.com   | Accommodation for DOT Training - Trainee                    | \$ 1,497.60        |
| Booking.com   | Refund due to cancellation for Trainee Accommodation        | -\$ 1,497.60       |
| Seek  | Advertisement for General Hand/Operator (Depot)             | \$ 401.50          |
| Seek  | Advertisement for Trainee                                   | \$ 357.50          |
| Bill and Bens Hot Bread Shop                        | Morning Tea for Budget Meeting                              | \$ 10.50           |
| Narrogin Newpower                                   | Laminating Pouches for Shire Office                         | \$ 16.07           |
| The Reject Shop                                     | Tea for Shire Office  | \$ 10.00           |
| Shire of Cuballing                                  | 3 Months Registration for CN 157                            | \$ 117.40          |
| Pivotel   | Spot Tracking Monthly Charge                                | \$ 93.00           |
| Narrogin Community Pharmacy                         | Covid Tests for Shire Office                                | \$ 35.75           |
| Narrogin Community Pharmacy                         | Covid Tests for Shire Depot                                 | \$ 35.75           |
| Coles Narrogin                                      | Anti-Bacterial Wipes for Shire Depot                        | \$ 36.00           |
| LitSupport  | Purchase of Legislative Documents for Admin Safety Officer  | \$ 101.26          |
|   | <b>Total</b>  | <b>\$ 4,910.56</b> |

9.1.1C List of Transactions May 2024 Petty Cash & Coles Card

**Petty Cash**

| Item details             | Refreshments | Admin Stationery & Postage | Cash on hand  | Petty cash total |
|--------------------------|--------------|----------------------------|---------------|------------------|
|                          | 4105         | 4231                       |               |                  |
| Groceries                | 18.5         |                            |               |                  |
| Misc (Cleaning supplies) |              |                            |               |                  |
| Stationery/Postage       |              |                            |               |                  |
| Materials                |              | 51.1                       |               |                  |
| Licensing                |              |                            |               |                  |
|                          | 18.50        | 51.10                      | <b>530.40</b> | 600              |

**Coles Card**

| Item details        | Refreshments | Total        | Cash on hand  | Petty cash total |
|---------------------|--------------|--------------|---------------|------------------|
|                     | <b>04105</b> |              |               |                  |
| Groceries           | 76.20        | 76.20        |               |                  |
| Outside Staff Goods |              | 0.00         |               |                  |
| STAFF               |              | 0.00         |               |                  |
| Licensing           |              | 0.00         |               |                  |
|                     |              | <b>76.20</b> | <b>441.80</b> | 518.00           |



9.1.2 Statement of Financial Activity

|                         |  |
|-------------------------|--|
| Applicant:              | N/A  |
| File Ref. No:           | ADM214                                       |
| Disclosure of Interest: | Nil  |
| Date:                   | 14 July 2024                                 |
| Author:                 | Narelle Rowe, Deputy Chief Executive Officer |
| Attachments:            | 9.1.2A Statement of Financial Activity       |

**Summary**

**Council is to consider the Statement of Financial Activity for June 2024.**

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

Nil.

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

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION 2024/60**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 30 June 2024 be received.**

**Moved Cr Kowald    Seconded Cr Ballantyne                            CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

## **9.2**      **CHIEF EXECUTIVE OFFICER:**

### **9.2.1**      **Kerbside Waste Collection - RFQ**

|                         |   |
|-------------------------|---|
| Applicant:              | Shire of Cuballing  |
| File Ref. No:           | ADM 53  |
| Disclosure of Interest: | Nil   |
| Date:                   | 08 July 2024  |
| Author:                 | Stan Scott - CEO  |
| Attachments:            | 9.2.1A RFQ Submission - Great Southern Waste (Separate Cover) |

#### **Summary**

**Council is requested to consider the Request for Quotes (Shire of Narrogin RFQ 23/24-02) through the WALGA Preferred Supplier program for the provision of domestic kerbside putrescible and recycling collection which closed on Wednesday 12 June 2024.**

#### **Background**

The Shires of Narrogin and Cuballing currently contract out the provision of kerbside putrescible and recycling collection to Great Southern Waste Disposal with the current contract expiring at the end of June 2024.

The provision for the waste collection is for a weekly kerbside collection for putrescible waste and a fortnightly collection service for recycling waste within both Shires. The two Shires have historically undertaken joint purchasing in the hope of attracting keener pricing. For ease of administration the RFQ was issued by Narrogin. The term of the contract is for a period of four (4) years with the expected commencement date as of 1 July 2024 and ending on 30 June 2028. An additional four (4) years extension may be entered, or the services will be taken back to market.

The Shire of Narrogin issued a Request for Quotation (RFQ) on 29 May 2024 via WALGA Preferred Supplier e-Portal and closed on 12 June 2024 at 4.00 pm. The RFQ was to seek submissions from suitable qualified suppliers for the Provision of Domestic Putrescible and Recycling Collection Services. The request for quotes also included the Shire of Cuballing request for the provision of kerbside collection for domestic putrescible and recycling waste. At close of RFQ on 12 June 2024 at 4.00 pm, only one (1) submission was received from Great Southern Waste Disposal (GSWD). The GSWD RFQ was submitted both as a hard copy and electronic via the request for quotation email.

#### **Comment**

The provision of domestic kerbside putrescible and recycling collection was advertised through the WALGA eQuotes Portal and closed on 12 June 2024. The RFQ document was sent to six (6) WALGA preferred suppliers through the WALGA eQuotes portal as follows:

- Great Southern Waste Disposal.
- Avon Waste.
- Cleanaway.
- Veolia Waste Management.
- Warren Blackwood Waste; and
- Suez.

Only one (1) written quotation was received, this was from Great Southern Waste Disposal. All six (6) companies that were requested to provide a quote are prequalified WALGA preferred suppliers and have relevant experience for these works.

Strategic Implications

While this contract represents a substantial increase, we now have the opportunity to lock in prices with only CPI increases for the next 4 to 8 years. It appears some of our neighbouring Councils are already experiencing increased contractor costs for this service. For example, Pingelly has been charging \$370, and Williams has been charging \$497.

Statutory Environment

Tenders are not required where services are purchased through the WALGA Preferred Supplier Program:

Local Government (Functions and General) Regulations 1996, Regulation 11(2)

*“11 When tenders must be publicly invited*

*(2) Tenders **do not** have to be publicly invited according to the requirements of this Division if —*

*(b). the supply of the goods or services is to be obtained through the **WALGA Preferred Supplier Program.**”*

Waste Avoidance and Resource Recovery Act 2007 also applies.

Policy Implications

2.2 Purchasing Policy applies. As the consideration over the life of the contract will exceed \$250,000 the use of the tender exemption provisions was required.

The design of the RFQ has considered that there has been significant policy, regulatory and industry change within the waste and resource recovery sector. The project has been informed through careful consideration of these changes to ensure progression towards administering kerbside reform and meeting the targets of the Western Australian State Government’s objectives for reducing waste and encouraging resource recovery and its alignment to the Waste Avoidance and Resource Recovery Strategy 2030.

Financial Implications

The new charges represent a substantial increase in the collection charges particularly for putrescible waste (47%) with a smaller (17%) increase in recycling bin collection. Collectively the cost of delivering kerbside collection services will increase by 32%

The cost of each bin uplift is a function of the time taken and this distance travelled. Cuballing waste collection is substantially more expensive than Narrogin’s as we do not have the benefits of a larger more densely settled population. The increase in kerbside collection costs will impact of the rate charged for this service. The projected charges are set out below and will need to be considered as part of the adoption of the 2024-25 Annual Budget.

|                                     | 2023-24  |           | 2024-25  |           |
|-------------------------------------|----------|-----------|----------|-----------|
|                                     | Charge   | Pensioner | Charge   | Pensioner |
| <b>Kerbside Collection Service</b>  | \$315.00 | \$240.00  | \$415.00 | \$315.00  |
| <b>Additional Full Service</b>      | \$315.00 | N/A       | \$415.00 | N/A       |
| <b>Additional Waste Service</b>     | \$210.00 | N/A       | \$300.00 | N/A       |
| <b>Additional Recycling Service</b> | N/A      | N/A       | \$250.00 | N/A       |

It is notable that bulk waste collection from the Cuballing Waste Transfer Station and Popanyinning Landfill site were not included in the RFQ. Great Southern Waste has indicated these charges will increase by 3.8% in line with CPI.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations

Waste management services contribute to the Shire meeting its environmental responsibilities.

Consultation

Consultation occurred with the Shire of Narrogin, and the CEO spoke directly with Kevin Timms from Great Southern Waste.

The Shire of Narrogin at its June meeting decided to enter a new 4-year contract, with the option for a 4-year extension with Great Southern Waste.

Options

Council may resolve to accept the quotations and enter a contract with Great Southern Waste or seek to make changes.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/61**

**That in relation to Request for Quotation for the provision of domestic kerbside putrescible and recycling collection, Council.**

- 1. Award the contract to Great Southern Waste Disposal for the Provision of Domestic Putrescible & Recycling Kerbside Collection Services for a four (4) year term with an option of an additional four (4) year extension, at the following commencement rate: (i) a rate of \$2.86 including GST per bin collection for Putrescible waste; and (ii) a rate of \$5.06 including GST per bin collection for Recycle waste.**
- 2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated provision within the Adopted Budget.**
- 3. Authorise the Shire President and Chief Executive Officer to sign and affix the common seal to the contractual documents.**
- 4. Note that these costs will impact on the Fees and Charges for Kerbside Waste Collection for consideration for the 2024-25 Annual Budget.**

**Moved Cr Ballantyne    Seconded Cr Sexton**

**CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

9.2.2 Councillor Attendance Fees, Allowances and Expenses for 2024-25

|                         |   |
|-------------------------|---|
| Applicant:              | N/A   |
| File Ref. No:           | ADM250  |
| Disclosure of Interest: | N/A   |
| Date:                   | 10 July 2024  |
| Author:                 | Stan Scott - CEO  |
| Attachments:            | Nil   |
| Resources               | Determination of The Salaries and Allowances Tribunal For Local Government Chief Executive Officers and Elected Members 2024<br><a href="https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2024">https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2024</a> |

### **Summary**

**The purpose of this report is to determine the Councillor Fees, Allowances and Expenses to be paid in the 2024-25 financial year.**

### **Background**

*The Local Government Act 1995* (the Act) section 5.98 and *Local Government (Administration) Regulations 1996* provide for Councillors to receive certain sitting fees, allowances and reimbursements.

The payments are required to be within a range set by the WA Salaries and Allowances Tribunal.

Fees, Allowances and Expenses available include:

- Meeting attendance Fees (or alternatively annual attendance Fees).
- President 's and Deputy President's Allowance.
- Information Technology and Communication allowance (or reimbursement).
- Travel and Accommodation expense allowance.
- Child Care reimbursement; and
- Other prescribed reimbursements approved by Council.

The Salary and Allowances Tribunal recently undertook the annual review of Fees, Allowances and Expenses for Councillors with the determination made on 5<sup>th</sup> April 2024 effective from 1 July 2024.

The Tribunal's determination included the following:

*The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 4%.*

It also noted:

*All other allowances remain unchanged.*

### **Sitting Fees**

Council may make any determination on Councillor attendance fees, allowances and expenses for 2023-24 that is within the allocated range for a Band 4 Local Government. There is no compulsion for Council to make any increase from year to year if the decision is within the allotted Band range.

The SAT also reviewed the remuneration of CEO's. Band 4 CEO's have experienced a step change in allowable remuneration. For regional CEO's the Motor Vehicle is now treated as a tool of trade and removed from the calculation of the Total Reward Package. This makes a substantial difference in the remuneration available to Band 4 CEO's.

At the recent Local Government Ordinary Election, and subsequent Extraordinary Elections Council struggled to attract candidates. While sitting fees are not a significant factor in attracting candidates, it could be argued that reducing the cost of taking on the role should be considered. Given the step change in CEO remuneration it could be timely to consider where in the available range to fix Council remuneration.

For member sitting fees there are two options:

- Individual attendance fees for every Council and Committee Meeting attended.
- Annual allowance paid quarterly to cover all meetings for the year.

It is notable that if annual allowances were paid even the minimum would exceed our historical budget for meeting fees. In the recommendations below Councillor sitting fees are 65% of the maximum, rounded to the nearest \$5. The remaining fees and allowances approximate 50% of the allowable maximum. The alternative option is based on 75% of the maximum.

#### Fees & Allowances Recommendations

| Allowance   | Min     | Max      | Existing | Proposed +4% | Alternate 75% |
|---|---------|----------|----------|--------------|---------------|
| Council Meeting Fees - Councillor                 | \$99    | \$260    | \$165    | \$175        | \$200         |
| Council Meeting Fees - President                  | \$99    | \$530    | \$250    | \$260        | \$400         |
| Committee Meeting Fee - Councillor                | \$52    | \$130    | \$65     | \$70         | \$100         |
| Committee Meeting Fee - President                 | \$52    | \$130    | \$65     | \$70         | \$100         |
| Presidents Allowance                              | \$3,884 | \$21,138 | \$10,000 | \$10,400     | \$16,000      |
| Deputy's Allowance (25% of President's Allowance) | \$971   | \$5,285  | \$2,500  | \$2,600      | \$4,000       |

There are several meetings where attendance will entitle members to the payment of the committee sitting fee: Reg 30(3A) of the Local Government Administration Regulations specifies:

(3A) *Each of the following meetings is a meeting of a prescribed type for the purposes of section 5.98(2A) —*

- (a) *meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government.*
- (b) *meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government.*
- (c) *council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government.*
- (d) *meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting.*
- (e) *meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.*

### Allowances

Similar options are available for communication allowances. The tribunal has determined that Council may set an allowance in lieu of some of the reimbursements set out in regulation 31 and 32. The tribunal described the Information and Computing Telecommunications Allowance (ICT) Allowance as follows:

*ICT expenses mean:*

- (a) *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations.*
- (b) *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or*
- (c) *any expenses, including the purchase costs, of ICT hardware provided to elected members.*

The SAT has set the range for the ICT from \$500 to \$3,500. This allowance remains unchanged. The recommended allowance also remains unchanged.

### Strategic Implications

The setting of Councillor Fees and Allowances is a sensitive matter for the Council to consider however it is important that Councillors receive reasonable remuneration to attract and retain suitable candidates. It is up to Council to make their own decision as to where they should sit within the prescribed Bands

### Statutory Environment

#### **Local Government Act 1995**

##### **5.63. Some interests need not be disclosed**

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
  - (c) an interest relating to-



- (i) a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers; or

5.98. Fees etc. for council members

5.98A. Allowance for deputy mayor or deputy president

5.99. Annual fee for council members in lieu of fees for attending meetings.

5.99A. Allowances for council members in lieu of reimbursement of expenses

### **Salaries and Allowances Act 1975**

Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

Section 7B (2) of the SA Act requires the Tribunal to inquire into and determine the amount of:

- Fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings.
- expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
- allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

Policy Implications – Nil

### Financial Implications

If the recommended rates are accepted the impact would be an increase in costs of \$1,800. The alternative rate would around \$10,700 more. It may also be timely to consider an increase to the ICT allowance. Council may choose to mix and match.

| <b>Item</b>                 | <b>2023-24</b>  | <b>2024-25</b>  | <b>2024-25<br/>Alternative</b> |
|-----------------------------|-----------------|-----------------|--------------------------------|
| Presidents Allowance        | \$10,000        | \$10,400        | \$16,000                       |
| Deputy Presidents Allowance | \$2,500         | \$2,600         | \$4,000                        |
| Members sitting Fees        | \$16,000        | \$16,800        | \$19,200                       |
| ICT Allowance               | \$3,000         | \$3,000         | \$4,500                        |
| <b>Total</b>                | <b>\$31,500</b> | <b>\$32,300</b> | <b>\$43,700</b>                |

Economic Implication – Nil

Environmental Considerations - Nil

### Consultation

Determination of The Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members

Options

Council may resolve:

1. The Officer's Recommendation.
2. The Alternative Recommendation
3. Set a different rate within the range set by the Salaries and Allowances Tribunal
4. Retain the existing rates

Voting Requirements – Absolute Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/62**

**That Council in the 2024-25 financial year, pay:**

- 1. a Shire President Meeting Fee of \$260 per Council Meeting.**
- 2. a Councillor Meeting Fee of \$175 per Council Meeting.**
- 3. a Shire President's Allowance of \$10,400.**
- 4. a Deputy Shire President's Allowance of \$2,600.**
- 5. a Committee Meeting Fee of \$70 per Committee Meeting or prescribed meeting.**
- 6. an annual ICT Allowance of \$500 per Councillor: and**
- 7. all travel, and childcare costs upon presentation of evidence of the actual costs.**

**Moved Cr Bradford    Seconded Cr Kowald                    CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

**ALTERNATIVE OFFICER'S RECOMMENDATION:**

**That Council in the 2024-25 financial year, pay:**

- 1. a Shire President Meeting Fee of \$400 per Council Meeting.**
- 2. a Councillor Meeting Fee of \$200 per Council Meeting.**
- 3. a Shire President's Allowance of \$16,000.**
- 4. a Deputy Shire President's Allowance of \$4,000.**
- 5. a Committee Meeting Fee of \$100 per Committee Meeting or prescribed meeting.**
- 6. an annual ICT Allowance of \$750 per Councillor: and**
- 7. all travel, and childcare costs upon presentation of evidence of the actual costs.**

*Cr Bradford left the meeting at 3.58 pm .*

**9.2.3 Application for Development Approval for Load out Shed – Hillcroft Farms – 1395 Yornaning West Road, Cuballing**

Applicant: Hillcroft Farms– Mr Dawson Bradford  
File Ref. No: A342  
Disclosure of Interest: Nil  
Date: 11 July 2024  
Author: Stan Scott - CEO  
9.2.3A Planning Application  
9.2.3B Location Map  
Attachments: 9.2.3C Site Plan  
9.2.3D Applicant’s Explanatory Notes

**Summary**

**Development approval with conditions is recommended for construction of a new load out facility at 1395 Yornaning West Road, Cuballing.**

**Background**

The applicant proposes to construct a shed of the purpose of loading out pigs from the piggery. There is no proposed increase in the number of pigs and the piggery will operate within its existing license and planning approval.

***1. The Proposed Development***

The proposed load out shed will be 85 metres long and 15 metres wide and will consist of two parts:

- A section 33 metres long and 4.5 metres tall with a slatted floor to accommodate 20 holding pens for pigs awaiting loading. The concrete floor under the slats will contain the effluent until the pigs are loaded out and the effluent can be flushed to the existing effluent ponds.
- The second section is 52 meters long and 6 metres high. This section contains a loading ramp and sufficient space to park the truck. The area has a sloped concrete floor, and any effluent will be washed to drains leading to the effluent ponds.

There are several benefits accruing from the proposed facility including:

- The truck contains 20 pens, as does the holding area. This allows each group of animals to remain separate through the operation which improves biosecurity and lessens between the pigs.
- This allows the entire operation to be conducted undercover – that is shaded and out of the weather. The load out activity already occurs, but it is exposed to suns and rain. The new facility will improve WHSD conditions for workers and animal welfare and comfort for the animals.

- The facility will also be used to load in new stock. The new arrangements will reduce the biosecurity risk contact between out loaded and incoming stock.

## 2. *Application site*

The site's location is outlined in Attachment 9.2.3B and C. The only sensitive land use within 2 km of the site is a home owned by the applicant. The separation distance is such that there should be significant amenity issue. This is in any event not a new activity. There will be less stress on stock which may reduce the noise impacts.

## 3. *Planning and environmental context*

There are a range of planning and environmental legislation, strategies, policies and guidelines relevant to the application. Some of these are outlined below with others listed under Statutory Environment.

### 3A) *Shire of Cuballing Town Planning Scheme No. 2*

The site is zoned 'General Agriculture' in the *Shire of Cuballing Town Planning Scheme No. 2* (TPS2).

The piggery use is defined in TPS2 as 'animal husbandry - intensive' which means 'premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock feedlots.

Animal husbandry - intensive is an 'A' use in the General Agriculture Zone. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice (seeking comment) in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

However, there is a planning approval in place for this activity and the present number of pigs. The only impacts that need to be considered are those of the building itself. It is set well back from the road and there is existing infrastructure closer to the road that has a higher visual impact. The nearest neighbour that may be able to see the facility is close to 3 km away, and the building will form part of an existing complex of buildings. While it is a substantial structure visual impacts will be minimal.

### Comment

In the CEO's view this is a relatively benign development within the footprint of the existing piggery. There is no increase in the number of pigs and no discernible off-site impacts. The building will improve the efficiency of piggery operations, improve animal welfare, biosecurity and WHS conditions for staff.

### Strategic Implications

There are several industries within the Shire of Cuballing which are all strongly based around the agricultural industry. The main employers in the Shire of Cuballing are Birds Silos and Shelters, McDougall Weldments, Patmore Feeds as well as the more intensive agricultural enterprises, cattle feedlots and piggeries.

Cuballing has the largest number of deep litter piggeries of any Local Government in Western Australia. There may be opportunities for collaboration between local pork producers.

### Statutory Environment

There is a range of legislation and regulations relevant to piggeries. However, given that the application is for a new building within an existing piggery with no increase in pig numbers there has been no need to contemplate most of these instruments.

The State Government has now published a guideline titled: *Guideline for the management of public health risks associated with offensive trades in Western Australia*

Enforcement now relates to a general duty of care for all business operators. The public health duty is defined in the Public Health Act, and requires that:

*A person must take all reasonable and practicable steps to prevent or minimise any harm to public health that might foreseeably result from anything done or omitted to be done by the person.*

In relation to the regulation of piggeries, piggeries with over 500 pigs are required to be licensed by DWER, and under the newly developed guidelines, odour complaints should be referred to DWER.

#### Policy Implications

Given the large number of piggeries in Cuballing there may be some value in developing a Local Planning Policy. However, in the absence of such a policy Council must consider proposals under the existing planning framework.

#### Financial Implications

All costs associated with the development will be borne by the applicant/operator.

Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

#### Economic Implications

This approval will assist Hillcroft Farms to improve the efficiency and effectiveness of its operations.

#### Social Implications

There are no notable social implications.

#### Environmental Considerations

All effluent will be managed using existing effluent ponds. This includes effluent from the loading area and holding pens and is in line with industry best practice,

#### Consultation

The CEO assessed the site plans and formed the view that, as it is located adjacent to existing facilities, does not involve any increase in the number of pigs, and is not a new activity, that it is relatively benign and public consultation is not required.

#### Options

Council may resolve to:

1. approve the Development Application with no conditions.
2. approve the Development Application with conditions.
3. refuse the Development Application (providing reasons); or
4. defer and seek additional information.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024 / 63**

**Development approval with conditions is recommended for construction of a new load out facility at 1395 Yornaning West Road, Cuballing.**

- 1. The approval relates the load out facility only and the facility must be constructed in accordance with this application and any approved plans; and**
- 2. The operator is to ensure that all effluent is channelled to existing effluent ponds.**

**ADVICE**

- A) The applicant is advised that this approval relates to the proposed structure only and does not include an increase in the number of pigs.**
- B) This is not a building license and the applicant must obtain a building license before commencing construction.**
- C) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.**

**Moved Cr Ballantyne    Seconded Cr Kowald                    CARRIED 5/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald and Cr Sexton Voted in Favour.**

**APPLICATION FOR DEVELOPMENT APPROVAL**

| Owner Details  |      |   |
|--|------|---|
| Name: <u>DAWSON BRADFORD</u>   |      |   |
| ABN (if applicable):   |      |   |
| Address: <u>Hillcroft Farms</u><br><u>Peppanyinning</u> Postcode: <u>6309</u>  |      |   |
| Phone:<br>Work: <u>98877029</u><br>Home:<br>Mobile: <u>0427877055</u>  | Fax: | Email: <u>hillcroftfarms@westnet.com.au</u> |
| Contact person for correspondence: <u>DAWSON BRADFORD</u>  |      |   |
| Signature: <u>J Bradford</u>   |      | Date: <u>18/6/24</u>                        |
| Signature:   |      | Date:                                       |
| <p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i></p> |      |   |

| Applicant Details (if different from owner)   |               |        |
|---|---------------|--------|
| Name: <u>As Above</u>   |               |        |
| Address: <u>-</u> Postcode:   |               |        |
| Phone:<br>Work: .....<br>Home: .....<br>Mobile: .....   | Fax: <u>-</u> | Email: |
| Contact person for correspondence:  |               |        |
| <p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |               |        |
| Signature:  |               | Date:  |



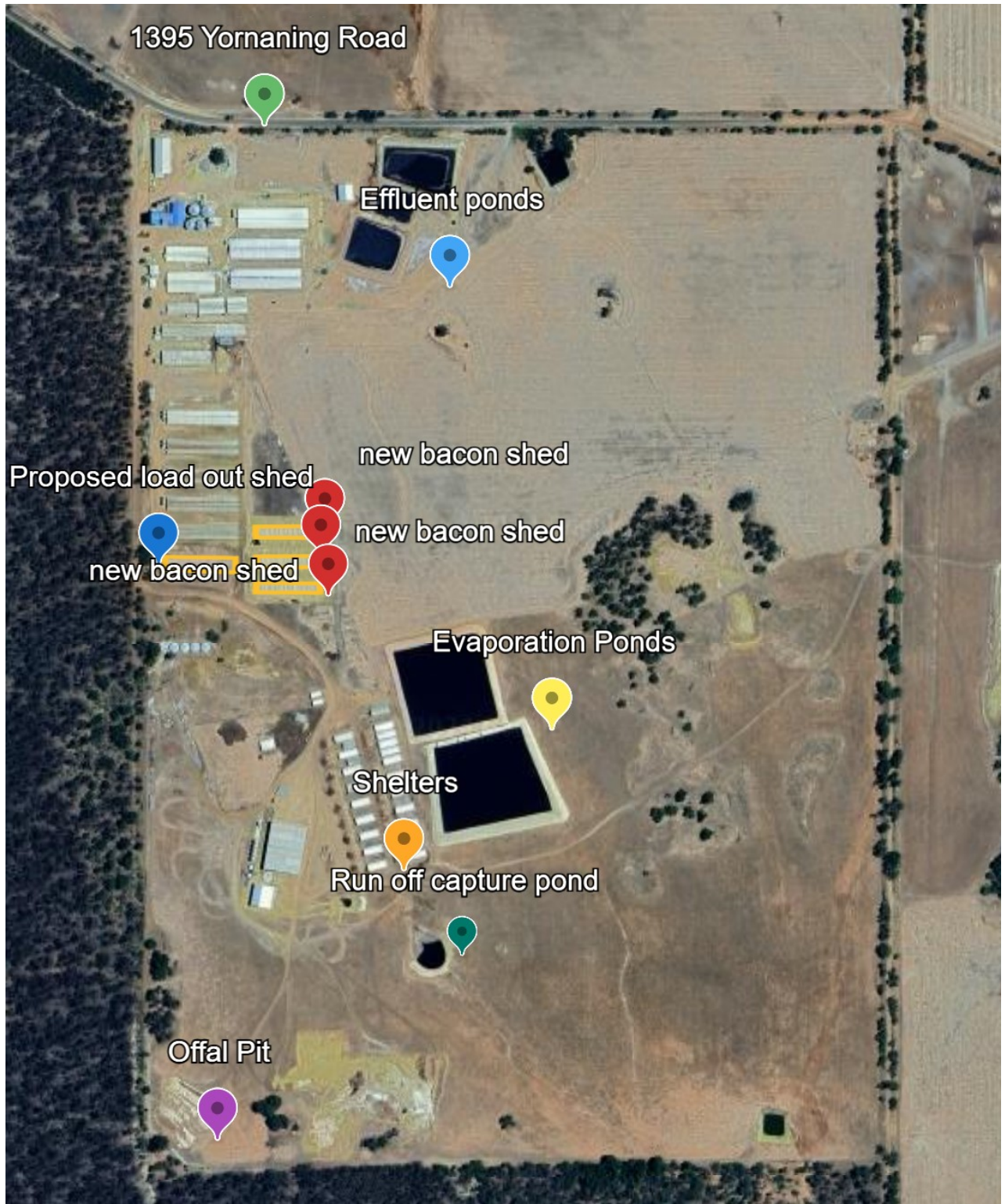
| Property Details   |                               |              |
|--|-------------------------------|--------------|
| Lot No:<br>13054 + 4301  | House/Street No:              | Location No: |
| Diagram or Plan No:<br>146817  | Certificate of Title Vol. No: | Folio:       |
| Title encumbrances (e.g. easements, restrictive covenants):<br>_____ |                               |              |
| Street name:<br>1395 Yormaning Road                                  | Suburb:<br>Cuballing          |              |
| Nearest street intersection: forestry road                           |                               |              |

| Proposed Development  |  |
|---|--|
| Nature of development:  | <input type="checkbox"/> Works<br><input type="checkbox"/> Use<br><input type="checkbox"/> Works and use |
| Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use |  |
| Description of proposed works and/or land use:<br>As per application  |  |
| Description of exemption claimed (if relevant):<br>?  |  |
| Nature of any existing buildings and/or land use:<br>Existing miggery   |  |
| Approximate cost of proposed development:<br>\$170,000 As per attachment to DWEL  |  |
| Estimated time of completion: December 2024   |  |

|                                |                 |
|--------------------------------|-----------------|
| Acceptance Officer's initials: | OFFICE USE ONLY |
| Local government reference No: | Date received:  |



9.2.3C Hillcroft Farms – Site Map



9.2.3C Hillcroft Farms – Site Plan







## Load out shed license amendment.

### Purpose

We are seeking a license amendment to build a load out facility. At present we have a small shed which can only store around 100 pigs with a loading ramp off the end which is not under cover.



We turn off around 640 pigs per week which is 2 truckloads. Loading trucks in the rain increase the risks to our staff. Loading in the sun also increase the risks to the pigs. We load out at 3 in the morning so lighting is also a big problem.

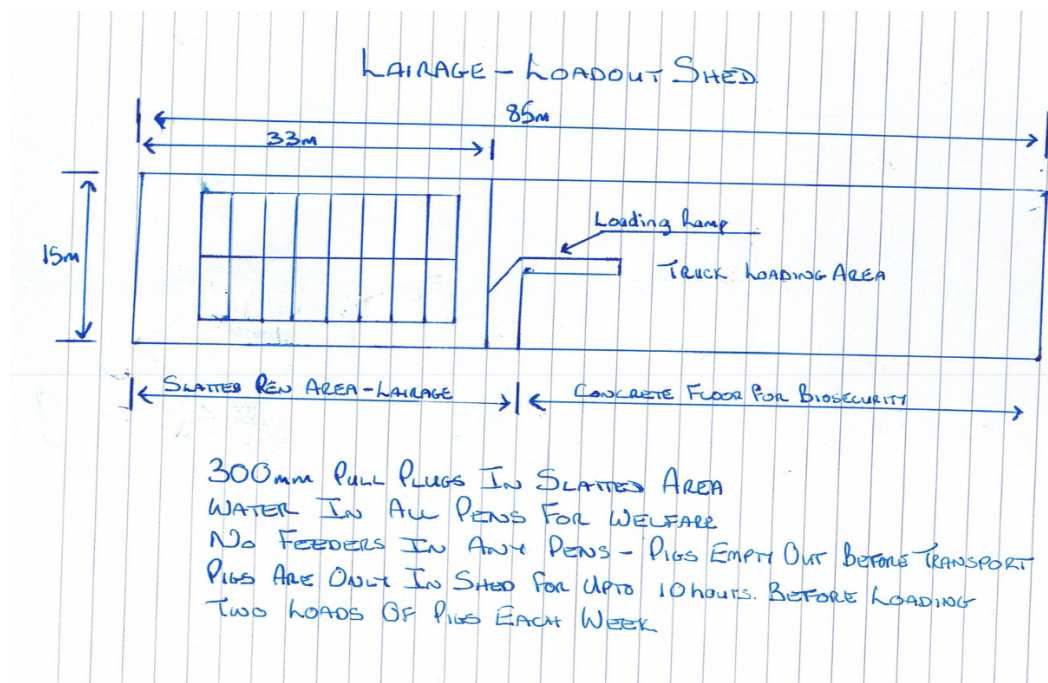
The pigs need to be off feed for 12 hours before they can be slaughtered. By removing them the night before, they can be slaughtered as soon as they get to the abattoir's.

We will still retain the old loading facilities to bring in replacement gilts each month. As with good biosecurity, you should not bring pigs in on the same ramp as you take them out.

There is a risk of disease coming off the trucks when loading them for the abattoirs. This will improve our biosecurity as at present we use the same ramp.

### Proposed load out shed.

We propose to build a 85m by 15m by 4.5m and 6m high. The 4.5m high section is the 33m section on the map where the slatted area is. The 6m area is where the truck gets loaded as the trucks need 6m to get under the roof.



The shed is built of 200mm H beam posts and trusses. They are hot dipped galvanised as are all of the other sheds we have built recently. The roof will be zinalume trim-deck. We normally put insulation panel on our sheds to keep the heat out. We do not need to do it for this one as the pigs will only go into the shed the night before they are trucked. There are also no walls on this shed.

The 33meters where the penning will be the same as all of our other sheds. That is a slatted floor where the pigs are. Under them is a 600mm gap to a concrete floor. This acts as a storage area for the effluent. In this concrete floor we cast 300mm pull plugs which feed into the 300mm effluent line that runs down to the effluent dams. The piping is all pvc which is uv stabilised. It is all fully sealed and buried to eliminate any chances of leakage.

The plugs are pulled when the pits are around half to three quarters full. This is the same method we use on all our sheds. It is best practise.

The pens will contain drinkers for the pigs. They will not contain feeders as there are to be no pigs living in this shed. There will be 20 pens in the shed which is the same number that there is on the truck. This stops pigs being mixed prior to transport which helps prevent fighting and injuries. There will be fans and sprinklers installed for the hot summer nights before trucking. All the penning is above the slats so there is no chance of any effluent spilling out of the shed.

The loading ramp and truck will all be on sloped concrete to direct any water/effluent from loading the truck into the drains which feed down to the effluent dams. It will also allow the pad to be washed down after loading once again improving the biosecurity. All wash water and effluent would go down the drains. There would be no possibility for any effluent to get off the loading pad. There are very few if any loading facilities like this on farm at present in this state.

### **Costings**

The proposed costings are as follows.

|   |                        |
|---|------------------------|
| Shed- purchased from a liquidation sale | \$61000                |
| Zincalume roof                          | \$25000                |
| Concrete floor                          | \$15000                |
| Concrete slats                          | \$15000                |
| Effluent piping and fittings            | \$10000                |
| Penning                                 | \$27000                |
| Loading Ramp                            | \$7000                 |
| Water fittings and Electrical           | \$10000                |
| <b><u>Total</u></b>                     | <b><u>\$170000</u></b> |

We do all the building and concreting ourselves with our farm staff to keep the costs down.

There are two maps of the site also attached to this application. One shows a close up of where the loadout shed is to be located and the other shows the location in refence to the whole site.

The main points to remember are:

## Minutes Ordinary Council Meeting July 2024

There will be no pigs living in this shed.

The shed will only be used two nights per week.

The shed and effluent system is exactly the same as all the other sheds built.

There is no possibility of effluent leakage from the sealed piping.

Biosecurity will be improved by having two ramps-one in and one out.

Washing down loading area will increase our biosecurity level after each load.

Better loading conditions for the pigs.

Safer and easier loading conditions for our staff.

A dry and cool safe environment for both the pigs and the people.

This project will have no impact on the number of pigs on this site.

I hope this proposal is easy for you to understand. If you need anymore information please call or email.

Kind Regards

Dawson Bradford

Cr Bradford returned to the meeting at 4.08 pm.

#### 9.2.4 Adoption of Cyber Security Policy

Applicant: Shire of Cuballing  
File Ref. No: A342  
Disclosure of Interest: Nil  
Date: 11 July 2024  
Author: Stan Scott - CEO  
Attachments: 9.2.2 A Cyber Security Policy

Resources  
Essential 8 Security Mode  
<https://www.cyber.gov.au/resources-business-and-government/essential-cyber-security/essential-eight>  
Auditor General – Cyber Security in LG Nov 21  
[https://audit.wa.gov.au/wp-content/uploads/2021/11/Report-9\\_Cyber-Security-in-Local-Government.pdf](https://audit.wa.gov.au/wp-content/uploads/2021/11/Report-9_Cyber-Security-in-Local-Government.pdf)

#### Purpose

Council is asked to adopt the attached Cyber Security Policy

#### Background

In our Interim Audit for 2022-23 the Auditors made the following observation:

*Our testing and enquiry relating to IT and cyber security controls at the Shire of Cuballing identified the following:*

- *There is no cyber security policy in place.*
- *There is no cyber security response plan in place.*
- *There is no IT risk register.*
- *IT performance indicators have not been developed.*
- *Sensitive data is not encrypted when stored.*
- *Access to the server is not monitored; and*
- *The IT disaster recovery plan has not been tested since February 2022.*

The auditor drew further inferences about the implications of these observations. However, to improve our performance in the space the first step would be the adoption of a Cyber Security Policy.

#### Action To Date

There is no IT or Cyber Security Standard mandated for Local Government and there is little if any guidance on the Department's website. It is clear from specific audits conducted by the Auditor General this is an issue across the sector, for both large and small Local Governments

and whether a Council has a Cyber Security Policy is not really an accepted or mandated measure of whether the risk is high or low.

What we have done to manage the cyber risk is:

- Implemented a new Electronic Document Management System. This stores all the Shire's digital records in the Cloud. This allows us to better control access to sensitive documents based on the roles and profiles assigned to individual staff. While this is still in the implementation phase records remain on the shared drives, but these will be removed when we are satisfied with the new system.
- A new working drive has been established for documents that are under development or not ready to be stored in the EDRMS to be held in secure folders accessible only to the author.
- We have a contract with an external service provider, Wallis Computing, to manage our IT systems. No administrative privileges are held by staff in the office which prevents the installation of unauthorised or risky software on the server or any linked device. Wallis also receives and acts upon Cyber Alerts provided by the Office of Digital Government.
- Access by contractors and remote access by staff is controlled through a comprehensive multifactor authentication process.

Our agreement with the Wallis includes:

- IT managed support including timely application of patches and upgrades.
- Managed Security including Sophos Hardware, software and antivirus protection.
- Back up and Business Continuity Service.
- Support for Synergy Soft enterprise software including upgrades and patches
- Provision of Cyber Security Awareness training to staff and Councillors

In addition, we participate in the Cyber Hygiene Improvement Program (CHIPS) provided by the Australian Cyber Security Centre of the Australian Signals Directorate. This provides us with a quarterly assessment of the cyber vulnerability of our public facing IT. Historically we have performed well in these assessments and compare favourably with larger government entities.

The Australian Signals Directorate (ASD) has developed prioritised mitigation strategies, in the form of the *Strategies to Mitigate Cyber Security Incidents*, to help organisations protect themselves against various cyber threats. The most effective of these mitigation strategies are the *Essential Eight*.

Given the size of the Shire of Cuballing a Level 1 Maturity Level against the Essential 8 is what we would hope to achieve and by and large we do achieve that maturity level. This is the focus of the proposed Cyber Security Policy.

There will be additional work required to satisfy the other requirements.

### **Comment**

The Office of the Auditor General (OAG) is responsible for the audit of Local Governments in WA. The OAG also undertakes annual Information System Audits and a variety of performance Audits of the Local Government sector.



This has included:

- Local Government Physical Security of Sever Assets - June 2024
- Local Government IT Disaster Recovery Planning - May 2024
- Cyber Security in Local Government - November 2021.

Recently Audits contracted by the AOG made observations in relation to most Local Governments about the revaluation of assets. This resulted in a change in regulations to codify every 5-year requirement for asset revaluation notwithstanding the requirements of the accounting standard.

It is the CEO's view that this may be a similar scenario. Other Local Governments are receiving similar findings. It does not seem to have been a focus of previous audits. The AOG published its Cyber Security in Local Government Report 3 years ago, and since then there has been no change to the regulatory environment or guidance from the Department. Sector wide adverse findings attracted the Department's attention last time around and this may have the same result.

The Cyber Security in Local Government Audit made the following recommendations:

*All LG entities should adopt:*

1. *cyber security policies aligned to relevant cyber security frameworks and standards, such as the Australian Government Information Security Manual*
2. *processes to identify, understand, and address relevant cyber security risks*
3. *relevant controls from the Australian Cyber Security Centre's Essential Eight mitigation strategies*
4. *ongoing awareness raising programs to education staff on cyber security risks*
5. *technical controls to detect and prevent phishing emails*
6. *processes to identify and address vulnerabilities affecting their internal and external IT infrastructure*
7. *appropriate cyber security incident response strategies covering:*
  - a. *cyber security incident response plan*
  - b. *business continuity plan*
  - c. *disaster recovery plan*
  - d. *technical controls to detect, alert and prevent cyber intrusions.*

The observations our auditor seem to exceed those specified in the above recommendations

We have contracted with Wallis computing to purchase the following service:

*Implementing the ACSC Essential 8 is crucial for Australian local governments as it strengthens cybersecurity resilience, protects sensitive citizen data, and ensures the continuity of essential services. By adopting these best practices, local governments can mitigate the risks of cyber-attacks, reduce the potential for costly data breaches, and enhance public trust. This proactive approach not only safeguards valuable information but also aligns with national cybersecurity standards, demonstrating a commitment to robust governance and operational excellence in an increasingly digital landscape.*

- *This is a new solution for a comprehensive Cybersecurity Management and ACSC Essential 8.*
- *There is a significant push for increase security compliance from State Government and auditors as well as a general increase in the risk that security-based threats have against local governments.*
- *We have employed our first dedicated Security Engineer to help manage the setup, configuration and implementation.*
- *This is an ongoing process to upgrade to Meet Essential 8 Maturity Level 2 over a 24-month period.*
- *There is a growing requirement for Cybersecurity compliance and management, and this will be a solution that will meet the Australian Cyber Security Centre Essential 8 requirements.*

While our policy stipulates Maturity Level 1, this process will allow us to achieve Maturity Level 2 within 2 years.

#### Statutory Environment

The AOG became responsible for Local Government auditing under the Local Government Amendment (Auditing) Act 2017. This made provision for a 4-year transition and the AOG took full responsibility for all Local Governments from the 2020-21 Audit Year.

If the interim finding remains as significant it will result in the requirement for an Audit Action Plan.

#### Policy Implications

A new policy is proposed

#### Financial Implications

Out service provider has a new service around essential 8 compliance which will cost \$48 per device per month.

#### Economic Implication

The consequences of a Cyber-attack can be significant.

#### Environmental Considerations - Nil

#### Consultation

The CEO has discussed compliance with the Essential 8 Maturity Level 1 with Wallis Computing during their last site visit.

#### Options

Council may:

1. Adopt the proposed Cyber Security Policy
2. Defer consideration until more guidance is available.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024 / 64**

**That Council Adopts 1.11 Cyber Security Policy at Attachment 9.2.4A**

**Moved Cr Ballantyne      Seconded Cr Kowald      CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

## 9.2.4 A Proposed Cyber Security Policy

### 1.11` Cyber Security Policy

#### Policy Statement

The Shire of Cuballing will take all steps that are reasonably practicable for an organisation of its size to mitigate against cyber attacks or security breaches.

#### Risk Profile

The Shire of Cuballing is a small local government with a relatively small budget. If it experiences a cyber attack it is likely that it will be opportunistic rather than targeted. This description equates most closely to the Australian Signals Directorate Maturity Level 1.

*The focus of this maturity level is malicious actors who are content to simply leverage commodity tradecraft that is widely available in order to gain access to, and likely control of, a system. For example, malicious actors opportunistically using a publicly-available exploit for a vulnerability in an online service which had not been patched, or authenticating to an online service using credentials that were stolen, reused, brute forced or guessed.*

*Generally, malicious actors are looking for any victim rather than a specific victim and will opportunistically seek common weaknesses in many targets rather than investing heavily in gaining access to a specific target. Malicious actors will employ common social engineering techniques to trick users into weakening the security of a system and launch malicious applications. If accounts that malicious actors compromise have special privileges they will exploit it. Depending on their intent, malicious actors may also destroy data (including backups).*

#### Policy

The Shire of Cuballing will ensure that it achieves the appropriate level of control as set out in Appendix 1 to implement the Essential 8 response for Maturity Level 1. We will aspire to reach Maturity Level 2 by 30 June 2026. This will be achieved through:

- Working closely with external ITC contractor to ensure appropriate controls are in place;
- Ensuring staff and Councillors are trained to ensure good cyber awareness and hygiene;
- Implementing appropriate position based access controls;
- Maintaining and testing business continuity plans;
- Participating in the Australian Signals Directorate Cyber Hygiene Improvement Program (CHiPs).

#### Adoption

Resolution No: 2024/64.  
Resolution Date: 17<sup>th</sup> July 2024

## Cyber Security Policy

### APPENDIX1 – Essential 8 Maturity Model Level 1

| Mitigation Strategy                   | Description  |
|---------------------------------------|--|
| <p><b>Patch applications</b></p>      | <p>An automated method of asset discovery is used at least fortnightly to support the detection of assets for subsequent vulnerability scanning activities.</p> <p>A vulnerability scanner with an up-to-date vulnerability database is used for vulnerability scanning activities.</p> <p>A vulnerability scanner is used at least daily to identify missing patches or updates for vulnerabilities in online services.</p> <p>A vulnerability scanner is used at least weekly to identify missing patches or updates for vulnerabilities in office productivity suites, web browsers and their extensions, email clients, PDF software, and security products.</p> <p>Patches, updates or other vendor mitigations for vulnerabilities in online services are applied within 48 hours of release when vulnerabilities are assessed as critical by vendors or when working exploits exist.</p> <p>Patches, updates or other vendor mitigations for vulnerabilities in online services are applied within two weeks of release when vulnerabilities are assessed as non-critical by vendors and no working exploits exist.</p> <p>Patches, updates or other vendor mitigations for vulnerabilities in office productivity suites, web browsers and their extensions, email clients, PDF software, and security products are applied within two weeks of release.</p> <p>Online services that are no longer supported by vendors are removed.</p> <p>Office productivity suites, web browsers and their extensions, email clients, PDF software, Adobe Flash Player, and security products that are no longer supported by vendors are removed.</p> |
| <p><b>Patch operating systems</b></p> | <p>An automated method of asset discovery is used at least fortnightly to support the detection of assets for subsequent vulnerability scanning activities.</p> <p>A vulnerability scanner with an up-to-date vulnerability database is used for vulnerability scanning activities.</p>  |

| Mitigation Strategy                | Description   |
|------------------------------------|---|
|                                    | <p>A vulnerability scanner is used at least daily to identify missing patches or updates for vulnerabilities in operating systems of internet-facing servers and internet-facing network devices.</p>   |
|                                    | <p>A vulnerability scanner is used at least fortnightly to identify missing patches or updates for vulnerabilities in operating systems of workstations, non-internet-facing servers and non-internet-facing network devices.</p>   |
|                                    | <p>Patches, updates or other vendor mitigations for vulnerabilities in operating systems of internet-facing servers and internet-facing network devices are applied within 48 hours of release when vulnerabilities are assessed as critical by vendors or when working exploits exist.</p>     |
|                                    | <p>Patches, updates or other vendor mitigations for vulnerabilities in operating systems of internet-facing servers and internet-facing network devices are applied within two weeks of release when vulnerabilities are assessed as non-critical by vendors and no working exploits exist.</p> |
|                                    | <p>Patches, updates or other vendor mitigations for vulnerabilities in operating systems of workstations, non-internet-facing servers and non-internet-facing network devices are applied within one month of release.</p>  |
|                                    | <p>Operating systems that are no longer supported by vendors are replaced.</p>  |
| <b>Multi-factor authentication</b> | <p>Multi-factor authentication is used to authenticate users to their organisation's online services that process, store or communicate their organisation's sensitive data.</p>  |
|                                    | <p>Multi-factor authentication is used to authenticate users to third-party online services that process, store or communicate their organisation's sensitive data.</p>   |
|                                    | <p>Multi-factor authentication (where available) is used to authenticate users to third-party online services that process, store or communicate their organisation's non-sensitive data.</p>   |
|                                    | <p>Multi-factor authentication is used to authenticate users to their organisation's online customer services that process, store or communicate their organisation's sensitive customer data.</p>  |
|                                    | <p>Multi-factor authentication is used to authenticate users to third-party online customer services that process, store or communicate their organisation's sensitive customer data.</p>   |

| Mitigation Strategy                              | Description   |
|--|---|
|  | <p>Multi-factor authentication is used to authenticate customers to online customer services that process, store or communicate sensitive customer data.</p> <p>Multi-factor authentication uses either: something users have and something users know, or something users have that is unlocked by something users know or are.</p>  |
| <p><b>Restrict administrative privileges</b></p> | <p>Requests for privileged access to systems, applications and data repositories are validated when first requested.</p> <p>Privileged users are assigned a dedicated privileged account to be used solely for duties requiring privileged access.</p> <p>Privileged accounts (excluding those explicitly authorised to access online services) are prevented from accessing the internet, email and web services.</p> <p>Privileged accounts explicitly authorised to access online services are strictly limited to only what is required for users and services to undertake their duties.</p> <p>Privileged users use separate privileged and unprivileged operating environments.</p> <p>Unprivileged accounts cannot logon to privileged operating environments.</p> <p>Privileged accounts (excluding local administrator accounts) cannot logon to unprivileged operating environments.</p> |
| <p><b>Application control</b></p>                | <p>Application control is implemented on workstations.</p> <p>Application control is applied to user profiles and temporary folders used by operating systems, web browsers and email clients.</p> <p>Application control restricts the execution of executables, software libraries, scripts, installers, compiled HTML, HTML applications and control panel applets to an organisation-approved set.</p>  |
| <p><b>Restrict Microsoft Office macros</b></p>   | <p>Microsoft Office macros are disabled for users that do not have a demonstrated business requirement.</p> <p>Microsoft Office macros in files originating from the internet are blocked.</p> <p>Microsoft Office macro antivirus scanning is enabled.</p>   |

| Mitigation Strategy               | Description   |
|-----------------------------------|---|
|                                   | Microsoft Office macro security settings cannot be changed by users.  |
| <b>User application hardening</b> | Internet Explorer 11 is disabled or removed.  |
|                                   | Web browsers do not process Java from the internet.   |
|                                   | Web browsers do not process web advertisements from the internet.   |
|                                   | Web browser security settings cannot be changed by users.   |
| <b>Regular backups</b>            | Backups of data, applications and settings are performed and retained in accordance with business criticality and business continuity requirements. |
|                                   | Backups of data, applications and settings are synchronised to enable restoration to a common point in time.  |
|                                   | Backups of data, applications and settings are retained in a secure and resilient manner.   |
|                                   | Restoration of data, applications and settings from backups to a common point in time is tested as part of disaster recovery exercises.             |
|                                   | Unprivileged accounts cannot access backups belonging to other accounts.  |
|                                   | Unprivileged accounts are prevented from modifying and deleting backups.  |



### 9.2.5 Amendment to Investment Policy

|                         |  |
|-------------------------|--|
| Applicant:              | Shire of Cuballing   |
| File Ref. No:           | Adm 111  |
| Disclosure of Interest: | Nil  |
| Date:                   | 11 July 2024   |
| Author:                 | Stan Scott - CEO   |
| Attachments:            | 9.2.5 A Amended Investment Policy<br>9.2.5 B WA Treasury Corporation – Investment Facility |

#### **Purpose**

Council is asked to adopt an amended investment policy.

#### **Background**

The Current Investment Policy includes the following:

*4.1 The Shire of Cuballing's surplus funds is 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*

It is proposed to amend this requirement to include the WA Treasury Corporation and Rabobank.

The policy also limits the period of a term deposit to 12 months. There is no reason that some of our cash backed reserves could not be invested for 2 or 3 years if the early release penalties are manageable.

#### **Discussion**

The Local Government (Financial Management) Regulations 1996 stipulate that Local Governments may only invest in authorised institutions. Authorised institutions are banks and the WA Treasury Corporation. Council's policy does not presently include WATC.

The Regulations stipulate those investments must be with authorised deposit taking institutions. This includes a whole variety of banks, including for example Bendigo Adelaide Bank and Bank of Queensland, local subsidiaries of foreign banks such as Rabobank and HSBC Bank, and foreign banks operating in Australia such as Royal Bank of Canada and China Construction bank.

I am sure Council is not interested in a wholesale expansion of options, but Rabobank does have a local presence and could be added to the list. Their term deposit rates are quite competitive.

The reason for the inclusion of treasury Corporation is their far more generous early withdrawal policy. In the past we have used NAB, and they require 31 days' notice of early withdrawal. Interest adjustments are also quite onerous. WA Treasury Corporation Term Deposits are virtually at call, and early withdrawal adjustments are modest.

## Statutory Environment

### 19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

**authorised institution** means —

(a) an authorised deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.

**foreign currency** means a currency except the currency of Australia.

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution.

(b) deposit for a fixed term of more than 3 years.

(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.

## Policy Implications

An amended policy is proposed which will:

- Add WA Treasury Corporation and Rabobank for term deposits.
- Amend the dot points at 4.7 to align with the Regulations; and
- Remove an unnecessary objective at the end of the policy.

## Financial Implications

An investment facility with WATC would result in a better return with less restrictions. Because of the costs of early withdrawal, we are very conservative about both the amount and the duration of term deposits, which in turn limits our returns.

## Economic Implication

Investment with WATC takes funds away from a bank operating a local branch.

## Environmental Considerations - Nil

## Consultation

Deputy CEO.

## Options

Council may:

3. Adopt the amended investment policy.
4. Retain the existing investment policy

5. Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/65**

**That Council Adopts the amended policy 2.6 Investment Policy at Attachment 9.2.5A**

**Moved Cr Ballantyne    Seconded Cr Bradford                    CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

## 9.2.5 A Proposed Amended Investment Policy

### 2.6 Investment Policy

#### Statement

#### 1 Policy Objective

1.1. The objective 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.
- d) This Policy is to be made available to all employees involved in daily investment decisions
- e) 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 **Authorised Deposit Taking Institutions**

- a) Commonwealth Bank of Australia
- b) National Australia Bank
- c) Westpac Bank
- d) ANZ Bank;
- e) Bankwest; and
- f) **RaboBank.**

**Investments may also be made with the WA Treasury Corporation.**

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 three (3) Years 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) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 3 years;
- (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 or institution 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: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016  
Amended: 17<sup>th</sup> July 2024

# Investment Facility

The Investment Facility is available to assist Western Australian State Government Agencies, Public Universities and Local Governments to efficiently manage their short to medium term cash surpluses.

**Overview** The Investment Facility is designed to provide clients with a practical and competitive alternative to leaving funds in low interest bank accounts due to concerns on break provisions for bank term deposits. WATC has extensive experience and expertise in managing investments with in excess of \$9.9 billion in investment funds managed its own name and for clients.

- Benefits**
- **Maturities on any Business Day** - We are able to provide investments maturing on any business day to suit client needs.
  - **Market Interest Rates** - WATC prices investments based on prevailing financial market rates.
  - **Guaranteed by the Treasurer** - All deposits under the Investment Facility are guaranteed by the Treasurer on behalf of the State of Western Australia.
  - **Secure Online Platform** - The WATC Client Portal provides a secure online platform for clients to transact and access account information.
  - **No Fees** - WATC does not charge establishment or management fees for client investments.
  - **Maintain Control of Your Investment** - WATC investments are redeemable at call or at short notice.

**Investment Products**

**Overnight Cash Deposit Facility (OCDF)**

Allows funds to be invested overnight. The outstanding balance can be increased or decreased on a daily basis. Interest is calculated on the daily balance and either paid out or reinvested monthly. The interest rate is linked to the Reserve Bank of Australia’s target cash rate.

**Term Deposit Facility (TDF)**

Enables funds to be invested at a fixed rate, for any term ranging from 7 to 365 days. Upon maturity, principal and/or interest can be reinvested, paid to a nominated bank account or transferred to an OCDF. Term deposits are redeemable at short notice, subject to a potential early termination adjustment.

**Product Accessibility**

The Investment Facility is available to all WATC clients. An information brochure outlining the terms and conditions of the Investment Facility, which includes an application form to establish an Investment Facility, is available from your WATC Relationship Manager.

**Practical Application**



**About This Practical Application**

The below has been provided for illustrative purposes only. An early termination may result in an Early Termination Adjustment, which, if applicable, will reduce accrued interest payable to the client, and may also result in a reduction to the original deposit.

**Using the Investment Facility - A Practical Application**

*Authority X currently keeps surplus funds that are unlikely to be needed for business purposes in the very short-term in its low interest bearing transaction account.*

*Authority X’s primary concern is the risk associated in placing funds in higher yielding term deposits given the significant notice period and bank interest penalties that apply if circumstances change and the funds were required sooner.*

**Practical Application Continued**

After Authority X's Finance Manager learnt of WATC's flexible At Call & Term Deposits, Authority X established an Investment Facility with WATC.

When Authority X had \$10 million in surplus cash six weeks before the money was anticipated to be spent, the Finance Manager decided to place it in a WATC Term Deposit:

|                                |              |
|--------------------------------|--------------|
| Amount of Deposit:             | \$10,000,000 |
| Date of Deposit:               | 20 August    |
| Maturity Date:                 | 1 October    |
| Interest Rate:                 | 1.88%        |
| Term:                          | 42 Days      |
| Interest due on Maturity Date: | \$21,632     |

Ten days after placing the investment, Authority X incurred a significant unbudgeted expenditure that was payable in seven days. The Finance Manager contacted their WATC Client Relationship Manager, requesting a calculation for termination of the Term Deposit:

|                                       |              |
|---------------------------------------|--------------|
| Amount of Deposit:                    | \$10,000,000 |
| Date of Deposit:                      | 20 August    |
| Termination Date:                     | 5 September  |
| Interest Rate:                        | 1.88%        |
| Accrued Interest to Termination Date: | \$8,241      |
| Early Termination Adjustment:         | (\$238)      |

**Amount Receivable on Termination Date \$10,008,003**

The Finance Manager authorised the termination on this basis, and as the unbudgeted expenditure payment deadline was set for 7 September, the \$10,008,003 proceeds were held in Authority X's At Call - WATC OCDF account earning an extra 1.50% for the two final days:

|  |              |
|--|--------------|
| Transaction Amount:                      | \$10,008,003 |
| Interest Rate:                           | 1.50%        |
| Number of Days:                          | 2            |
| Interest for September (Paid 1 October): | \$822        |

This information is descriptive and general in nature and does not take into account your organisation's specific financial objectives, situation and needs. Please contact your Client Relationship Manager before making any decisions in relation to WATC's products and services, so they can provide information and advice on which options are suited to your organisation's requirements.

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**Accessing WATC Services**

Our services are available to all WA State government agencies and local governments. Contact us for more information and to discuss your specific business requirements.

**Corporate Treasury Services**

P: +61 8 9235 9122  
E: csoperations@watc.wa.gov.au



**9.3 MANAGER OF WORKS AND SERVICES:**

**4.1 Manager Works & Services Report:**

**9.4 COMMITTEE REPORTS:**

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:**

Nil

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/66**

**That Council move behind closed doors to consider a confidential matter under the provisions of Section 5.23 2(a) of the Local Government Act.**

**Moved Cr Ballantyne    Seconded Cr Bradford                    CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

*Mr Scott, Ms Rowe and Mr Brennan left the meeting at 4.15 pm*

**12. CONFIDENTIAL MATTERS:**

**12.1 CONFIDENTIAL - Approval of Contract - CEO**

|                         |   |
|-------------------------|---|
| Applicant:              | N/A   |
| File Ref. No:           | ADM214  |
| Disclosure of Interest: | Nil   |
| Date:                   | 15 July 2024  |
| Author:                 | Stan Scott - Chief Executive Officer  |
| Attachments:            | 12.1A Draft Contract<br>12.1B Standards for Chief Executive Officer Recruitment, Performance and Termination<br>12.1C – CEO Assessment Report prepared by LoGo Appointments |

**CEO / SELECTION COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION 2024/67**

**To propose that Council, by Absolute Majority:**

- 1. Receives the CEO Recruitment Panel's assessment summary and recommendation as to which applicant or applicants are suitable to be employed as the Chief Executive Officer (CEO) for the Shire of Cuballing.**
- 2. Agrees that the preferred candidate is suitably qualified for the position in accordance with section 5.36(2)(a) of the Local Government Act 1995, and notes that the person's character, work history, competencies, performance and any other claims made by the applicant have been verified.**
- 3. Approves the attached Contract of Employment – Chief Executive Officer and provisions contained therein being satisfied with the proposed provisions relating to the preferred candidate's employment in accordance with section 5.36(2)(b) of the Local Government Act 1995.**
- 4. Authorises the Shire President and the current CEO to execute the CEO employment contract and apply the common seal in accordance with section 9.49A(1) of the Local Government Act 1995. Subject to the preferred candidate's acceptance of the provisions contained within the attached Contract of Employment based on a to be determined term of employment with a six-month initial probation period, noting that the total remuneration package is commensurate with the Salaries and Allowances Tribunal's Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023 (SAT Determination) for a Band 4 local government.**
- 5. With respect to the appointment of the Chief Executive Officer, maintains confidentiality as to the identity of the individual, until the successful candidate has formally executed the contract and the appointment has been announced by the Shire of Cuballing.**
- 6. Notes that if the preferred candidate is not satisfied with the Contract of Employment offered, that negotiations ensue, a revised Contract of Employment is presented to the Council.**
- 7. Subject to the preferred candidate accepting the attached Contract of Employment and it being fully executed, certifies that the Council has complied with the requirements of the Shire of Cuballing's adopted CEO Recruitment, Performance and Termination Standards and, within 14 days of this resolution, provides a copy of the resolution as confirmation to the Department of Local Government, Sport and Cultural Industries (as per s.5.39B(7) of the Local Government Act 1995 and Regulation 18FB of the Local Government (Administration) Regulations 1996).**

**Moved Cr Ballantyne    Seconded Cr Bradford**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/68**

**That Council resume meeting with doors open.**

**Moved Cr Ballantyne    Seconded Cr Bradford                    CARRIED 6/0**

**Cr Dowling, Cr Harris, Cr Ballantyne, Cr Kowald, Cr Sexton and Cr Bradford Voted in Favour.**

*Mr Scott, Ms Rowe and Mr Brennan returned to the meeting at 4.35 pm*

**13.            NEXT MEETING:**

Ordinary Council Meeting, 3.00pm. Wednesday 21 August 2024 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing

**14.            CLOSURE OF MEETING:**

*Meeting Closed 4.35 pm.*