

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

Shire of Cuballing – Council Meeting

# AGENDA

**To Be Held**

Wednesday 16<sup>th</sup> July 2025  
3.00 pm  
Cuballing CWA Hall

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## **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 the course of 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:**

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

2.1.1 Attendance

**Elected Members**

Cr Eliza Dowling	President
Cr Robert Harris	Deputy President
Cr Scott Ballantyne	
Cr Dawson Bradford	
Cr Steve Sexton	
Cr Adrian Kowald	

**Staff**

Mr Chris Paget	Chief Executive Officer
Ms Narelle Rowe	Deputy Chief Executive Officer
Mr Bruce Brennan	Manager of Works and Services

**Visitors**

2.1.2 Apologies

2.1.3 Leave of Absence

### **3. PUBLIC QUESTION TIME:**

The Shire of Cuballing maintains a policy on the Management of Public Question Time. The policy is available in full in the Shire Policy Manual which can be found on the Shire's website:

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

Some of the notable provisions are:

- 1 Persons are encouraged to provide a written copy of their question.
- 2 Public question time will be limited to two minutes per member of the public, with a limit of two questions per member of the public.
- 3 Statements are not to precede the asking of a question during public question time.
- 4 Public question time will be limited 15 minutes. It may be extended in intervals of up to ten minutes by resolution of the Council, but the total time allocated will not exceed forty-five (45) minutes in total.
- 5 Questions are to be directed to the Presiding Member and should be asked politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or Shire employee. The Presiding Member shall decide to:
  - Accept or reject any question and his/her decision is final.
  - Nominate a member of the Council and/or Shire employee to respond to the question.
  - Take a question on notice. In this case a written response will be provided as soon as possible and included in the agenda of the next Council meeting.
- 6 Where an elected member is of the opinion that a member of the public is:
  - asking a question at a Council meeting, that is not relevant to the operations of the Shire of Cuballing; or
  - making a statement during public question time.they may bring it to the attention of the meeting.
- 7 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 8 Public Question Time should be used as a means to obtain information that would not be made available if it were sought from the Shire's records under *Section 5.94 of the Local Government Act 1995* or the *Freedom of Information (FOI) Act 1992*.
- 9 Where the response to a question(s) would require a substantial commitment of the Shire's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the Shire and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.
- 10 Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

3.1 Response to Previous Questions Taken on Notice

3.2 Written Questions Provided in Advance

3.3 Public Questions from The Gallery

**4. STANDING ORDERS:**

**OFFICER'S RECOMMENDATION:**

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

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

**6. CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Wednesday 18<sup>th</sup> June 2025

**OFFICER'S RECOMMENDATION:**

That the Minutes of the Ordinary Meeting of Council held on Wednesday 18<sup>th</sup> June 2025 be confirmed as a true record of proceedings.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**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.

Name	Item No	Interest	Nature

### 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.

Name	Item No	Interest	Nature



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

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

#### **9.1.1 List of Payments – June 2025**

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	10 <sup>th</sup> July 2025
Author:	Careese Ranieri
Attachments:	9.1.2A List of Municipal Accounts 9.1.2B List of Credit Card Transactions 9.1.2C Petty Cash and Coles Card

#### **Summary**

**Council is to review payments made under delegation in June 2025.**

Background – Nil

#### **Comment**

Council is provided with details of payments and credit card transactions made during the month of June 2025 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:**

**That Council receives:**

1. the List of Accounts paid in June 2025 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 \$469234.52 included at Attachment 9.1.1A.
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 30<sup>th</sup> June 2025 included at Attachment 9.1.2B.
3. a summary of transactions completed on Petty Cash for the period ending 30<sup>th</sup> June 2025.
- 4.

**Moved \_\_\_\_\_ Seconded \_\_\_\_\_**

### 9.1.1A List of Payments – June 2025

Chq/EFT	Date	Name	Description	Amount
851	03/06/2025	Police Licensing Payments	Police Licensing Payments	-200.00
DD4804.1	04/06/2025	Australian Super	Payroll Deductions	-2390.22
851	04/06/2025	Police Licensing Payments	Police Licensing Payments	-1519.40
DD4804.2	04/06/2025	Aware Super Pty Ltd	Superannuation Contributions	-4411.65
DD4804.9	04/06/2025	Rest	Superannuation Contributions	-218.50
DD4804.8	04/06/2025	Colonial First State	Superannuation Contributions	-351.78
DD4804.7	04/06/2025	Hostplus Super	Superannuation Contributions	-117.20
DD4804.6	04/06/2025	MLC Super Fund	Superannuation Contributions	-1343.19
DD4804.5	04/06/2025	Care Super	Superannuation Contributions	-184.57
DD4804.3	04/06/2025	Matrix Superannuation	Superannuation Contributions	-275.62
DD4804.4	04/06/2025	Mercer Superannuation	Superannuation Contributions	-587.31
20350	05/06/2025	Synergy	Electricity Charges - 42 Austral Street, Cuballing	-1695.14
EFT9793	05/06/2025	Southern Lock and Security	3 X No.5 Keys for Shire Office Building	-67.49
EFT9792	05/06/2025	Narrogin Bearing Services	2 X Keverek Pins and Clips	-20.13
EFT9791	05/06/2025	Landgate	Mining Tenement Roll	-187.20
EFT9790	05/06/2025	Keeling Electrical Group Pty Ltd	Installation Of Starlink Internet	-903.27
EFT9789	05/06/2025	Kaye Lynette Brown	Rates Refund	-1362.16
851	05/06/2025	Police Licensing Payments	Police Licensing Payments	-77.60
EFT9787	05/06/2025	Cuballing Roadhouse Restaurant & LPO Pty Ltd	Postage And Stamps	-471.38
EFT9786	05/06/2025	Cuballing Building Company	New Door Lock	-385.00
EFT9788	05/06/2025	Cuby Tavern	Carton Of Carlton Dry	-65.00
EFT9794	05/06/2025	Wheatbelt Strength & Conditioning	Strength And Balancing Classes - May 2025	-930.00
EFT9781	05/06/2025	Allans Auto Electrics and Air Conditioning	Fit New Two Way and Arial	-2967.25
EFT9782	05/06/2025	Bitutek	Supply And Lay Primer Seal Darcy St	-21843.06
EFT9783	05/06/2025	Brandworx Australia	Uniform Order – Admin Staff	-914.71
EFT9784	05/06/2025	Bruce Brennan	Reimbursement Of Electricity Charges	-101.18
EFT9785	05/06/2025	Cloud Collections Pty Ltd	Debt Collection Services	-756.58
851	06/06/2025	Police Licensing Payments	Police Licensing Payments	-3226.00
851	10/06/2025	Police Licensing Payments	Police Licensing Payments	-1265.60
851	11/06/2025	Police Licensing Payments	Police Licensing Payments	-804.20
851	12/06/2025	Police Licensing Payments	Police Licensing Payments	-552.70
20352	12/06/2025	Shire Of Cuballing	Float For Cuballing Ball 2025	-600.00
EFT9800	12/06/2025	Narrogin Quarry Operations	30 Ton of Rip /Rap 75-150 Mm for Drainage	-2512.03
EFT9801	12/06/2025	Narrogin Embroidery	Embroidery Of 3 X Work Shirts	-45.00

20351	12/06/2025	Synergy	Electricity Charges - 138 Campbell Street, Cuballing	-473.25
EFT9799	12/06/2025	John Parry Medical Centre	2nd Hep B Injection for Depot Worker	-35.00
EFT9795	12/06/2025	Afgri Equipment Australia Pty Ltd	1 X 20litre Transmission Oil Hydraulic	-182.05
EFT9796	12/06/2025	Barry Keys	Rates Refund	-352.21
EFT9797	12/06/2025	C&D Cutri	Level 1 Bridge Inspections on All Shire Bridges	-2420.00
EFT9798	12/06/2025	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery - Docket No. 2217142	-7838.38
851	13/06/2025	Police Licensing Payments	Police Licensing Payments	-2014.45
851	16/06/2025	Police Licensing Payments	Police Licensing Payments	-104.35
851	17/06/2025	Police Licensing Payments	Police Licensing Payments	-668.65
851	17/06/2025	Ato Clearing Account Bas	Ato Clearing Account Bas	1077.00
851	18/06/2025	Police Licensing Payments	Police Licensing Payments	-405.60
DD4845.1	18/06/2025	Aware Super Pty Ltd	Superannuation Contributions	-757.08
DD4818.1	18/06/2025	Australian Super	Payroll Deductions	-2306.28
DD4818.2	18/06/2025	Aware Super Pty Ltd	Superannuation Contributions	-4116.54
DD4818.3	18/06/2025	Matrix Superannuation	Superannuation Contributions	-275.62
DD4818.4	18/06/2025	Mercer Superannuation	Superannuation Contributions	-587.31
DD4818.5	18/06/2025	Care Super	Superannuation Contributions	-266.00
DD4818.6	18/06/2025	MLC Super Fund	Superannuation Contributions	-1404.64
DD4818.7	18/06/2025	Hostplus Super	Superannuation Contributions	-110.40
DD4818.8	18/06/2025	Colonial First State	Superannuation Contributions	-351.78
DD4818.9	18/06/2025	Rest	Superannuation Contributions	-218.50
DD4842.1	18/06/2025	Aware Super Pty Ltd	Payroll Deductions	1016.65
EFT9816	19/06/2025	Narrogin Tyrepower	1 X New Trailer Tyre for Drop Deck Float	-418.00
EFT9817	19/06/2025	Nature Playgrounds	Design Package - Marri - Popanyinning Playground/Rec Centre: Claim No. 1	-2200.00
EFT9818	19/06/2025	Nicholls Bus And Coach Service	Bus Hire for the Cuballing Winter Ball	-517.00
EFT9819	19/06/2025	Octave Holdings T/A Narrogin Toyota Mazda	15,000km Service on Mazda CX 30	-353.77
EFT9820	19/06/2025	R Munns Engineering Consulting Services	Engineer Consulting Works Alton St Feature Survey, Level Survey, Pegging Out	-5386.54
EFT9821	19/06/2025	Reinforced Concrete Pipes	15 X 300 Pipes 10 X 300 Headwalls	-12526.23
EFT9822	19/06/2025	Total Undercar	4 X New Tyres and Wheel Alignment Cn1	-1897.50
EFT9815	19/06/2025	Narrogin Packaging and Motorcycles & Accessories	Hire Of Juming Jack Compactor 2 X Days	-160.00
EFT9814	19/06/2025	Narrogin Betta Home Living	2 X Computer Monitor Screens - Works Manager and Project Officer	-474.00
EFT9813	19/06/2025	Melchiorre Plumbing and Gas	Supply And Fit New Hand Basin Popanyinning School	-1160.21
EFT9812	19/06/2025	Mcdougall Weldments	Carry Out Repairs to Tractor	-235.08
EFT9811	19/06/2025	Ma Baker	Entertainment For the Cuballing Ball	-1000.00

EFT9810	19/06/2025	Great Southern Waste Disposal	Rubbish Removal - May	-8259.80
EFT9809	19/06/2025	Dews Mini Excavations	Excavator Hire to Install Drainage Alton St	-7425.00
EFT9808	19/06/2025	Corsign (WA) Pty Ltd	List of Signs as Per Quote 00095534	-1485.55
EFT9807	19/06/2025	Christine Hill Food	Catering for the Cuballing Winter Ball	-4800.00
EFT9806	19/06/2025	Burgess Rawson (WA) Pty Ltd	Water Consumption - Cuballing War Memorial - 26/03/2025 to 29/05/2025	-426.75
20358	19/06/2025	Water Corporation	Water Charges - Adjustment for Ridley Street Standpipe	-18584.74
20356	19/06/2025	Synergy	Electricity Charges - 43 X Street Lights	-1049.92
20353	19/06/2025	Shire Of Cuballing	Petty Cash June 2025	-228.85
EFT9803	19/06/2025	St John Ambulance Western Australia Ltd	Service Of All First Aid Kits and Defibs in All Shire Buildings	-2637.43
EFT9804	19/06/2025	Allan's Bobcat & Truck Hire	Excavator Hire for Drainage Alton St	-2502.50
EFT9805	19/06/2025	Bitutek	Supply And Lay Reseal Seal Alton St	-19492.94
851	20/06/2025	Police Licensing Payments	Police Licensing Payments	-1185.90
851	23/06/2025	Police Licensing Payments	Police Licensing Payments	-4103.65
851	23/06/2025	Principal Repayment Aged Accommodation - Loan 65	Principal Repayment Aged Accommodation - Loan 65	-38088.34
851	23/06/2025	Interest On Aged Accommodation Units - Loan 65	Interest On Aged Accommodation Units - Loan 65	-15281.54
EFT9823	24/06/2025	Jack Elswyk	Photographer for the Winter Ball	-500.00
851	24/06/2025	Police Licensing Payments	Police Licensing Payments	-678.95
851	25/06/2025	Police Licensing Payments	Police Licensing Payments	-1539.05
DD4832.1	25/06/2025	National Australia Bank	May 2025 Credit Card Charges	-3097.24
EFT9847	26/06/2025	Winc Australia Pty Limited	Office Stationary Order – May	-205.49
EFT9848	26/06/2025	Zircodata Pty Ltd	Monthly Archive Storage Fees - May 2025	-28.11
EFT9849	26/06/2025	Beverley Anne Tayler	Rates Refund	-77.76
EFT9846	26/06/2025	Whitford Fertilisers Narrogin	Use Of the Weighbridge - May 2025	-214.50
EFT9845	26/06/2025	Westrac	1 X Door Handle	-193.13
EFT9844	26/06/2025	WA Local Government Association (Walga)	Walga Elected Members Skill Set	-1170.00
EFT9840	26/06/2025	Reinforced Concrete Pipes	1 X 1050dia X 150mm Manhole Cover	-146.30
EFT9824	26/06/2025	C&D Cutri	Bridge 3172 Install H/C Support Brackets to Piers 1,2,3	-11220.00
DD4834.1	26/06/2025	Telstra	Telstra Account Charges – May and June 2025	-1404.13
EFT9825	26/06/2025	Councilfirst Pty Ltd	Azure - May 2025	-112.48
EFT9826	26/06/2025	Cuballing Windscreens, Panel, Paint and Towing	Tow Of Abandoned Vehicle from Turners Road to Shire Depot	-385.00
EFT9827	26/06/2025	Eco-Edge Environmental Services	Targeted And Detailed Flora and Vegetation Survey for Springhill Road	-21653.50
EFT9828	26/06/2025	Edge Planning & Property	Town Planning Consultancy Services - May 2025	-684.88

EFT9829	26/06/2025	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery - Docket No. 2221323	-15972.67
EFT9830	26/06/2025	Kalexpress & Quality Transport	Freight Charges - Corsign	-285.37
EFT9831	26/06/2025	LGIS Risk Management	Regional Risk Coordinator Fees 24/25 - 2	-2897.40
EFT9832	26/06/2025	Limitless Promotions	Dog Registration Tags - 2028 (Blue) X 80 - 2029 (Green) X 80	-265.60
EFT9833	26/06/2025	Narrogin Hardware And Building Supplies (Makit)	Monthly Account - Elbow Storm PVC And Pipe Stormwater PVC	-146.40
EFT9839	26/06/2025	Pingelly Tyre Service	4 X 17.5r25 Bridgestone K Traction Grader Tyres	-9196.00
EFT9838	26/06/2025	Peter John Denton	Art Class Per Week - May 2025	-428.90
EFT9837	26/06/2025	Narrogin Hire Service and Reticulation	Hire of Tables, Tablecloths and a Toilet for The Cuballing Winter Ball 14/6/2025	-380.00
EFT9836	26/06/2025	Narelle Gay Rowe	Reimbursement Of Internet Costs	-70.83
EFT9835	26/06/2025	Narrogin Pumps Solar and Spraying	4 X Hose Clamps 3m X 25mm Pluton Hose 2 X Heavy Duty Hose Clamps 1 X Off Set Jet 20 Brass 1 X Off Set Jet 40 Brass	-390.36
EFT9834	26/06/2025	Narrogin Packaging and Motorcycles & Accessories	1 X Roll of Pallet Wrap	-30.50
20360	26/06/2025	Water Corporation	Water Charges - Standpipe at Ridley Street Cuballing Lot 301 Res	-8559.49
EFT9841	26/06/2025	Rylan Pty Ltd Atf the Moorcroft Family Trust	Supply And Lay 765lm Kerbing to Alton St	-22387.20
EFT9842	26/06/2025	Shire Of Narrogin	Disposal Of Household Waste - Mar 2025	-15921.18
EFT9843	26/06/2025	Total Undercar	2 X New Tyres for Toyota Ute	-405.50
851	27/06/2025	Police Licensing Payments	Police Licensing Payments	-196.20
851	30/06/2025	Police Licensing Payments	Police Licensing Payments	-17652.95
851	30/06/2025	Police Licensing Payments	Police Licensing Payments	-17652.95
EFT9853	30/06/2025	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery - Docket No. 2222464	-2583.47
851	30/06/2025	Police Licensing Payments	Police Licensing Payments	17652.95
20363	30/06/2025	Shire Of Cuballing	Petty Cash – June 2025	-236.11
EFT9852	30/06/2025	Don't Tell Daisy	Live Band for the Cuballing Winter Ball 14/6/2025 (Additional \$200 For PA)	-1000.00
20362	30/06/2025	Shire Of Cuballing	Standpipe Charges – May 2025	-396.38
EFT9871	30/06/2025	Zircodata Pty Ltd	Monthly Archive Storage Fees - June 2025	-28.11
EFT9870	30/06/2025	Narrogin Auto Electrics	2 X Beacons Amber for Prime Mover	-1047.41
EFT9869	30/06/2025	Liquorbarons	Alcohol For the Cuballing Winter Ball 2025	-3379.32
EFT9868	30/06/2025	Dews Mini Excavations	Excavator Hire to Clean Culverts	-4455.00
EFT9860	30/06/2025	Pressure Masters	Pressure Hose	-356.40
EFT9859	30/06/2025	Wallis Computer Solutions	Purchase Of New Server Hardware, Set/Configuration Costs, Migration of Data/Users, Licences, Security Software and Installation and Travel/Accommodation Costs To Site	-69043.00

EFT9858	30/06/2025	Team Global Express Pty Ltd	2024/2025 Freight Charges - Westrac	-32.90
EFT9857	30/06/2025	Pk Floor Sanding	Floor Repair - Removal of Wax from Ag Hall Floor	-6292.00
EFT9856	30/06/2025	Narelle Gay Rowe	Reimbursement Of Electricity Costs	-114.27
EFT9851	30/06/2025	Corsign (WA) Pty Ltd	Rural Road Sign	-67.10
EFT9855	30/06/2025	Kelyn Training Services	Basic Worksite Traffic Management And / Traffic Control Over 3 X Days	-6406.70
EFT9854	30/06/2025	Kalexpress & Quality Transport	Freight Charges - Corsign Rural Road Number	-37.37
EFT9850	30/06/2025	Best Office Systems	Monthly Photocopy Charges - June 2025	-1181.79
DD4845.2	30/06/2025	Aware Super Pty Ltd	Payroll Deductions	-259.57
DD4869.1	30/06/2025	National Australia Bank	June Credit Card 2025	-5792.75
Total				-469234.52

**9.1.1B List of June 2025 Credit Card Transactions**

<b>Name</b>	<b>Description</b>	<b>Amount</b>
Quest Innaloo	Accommodation for Project Officer - DOT Training	\$ 263.23
Quest Innaloo	Accommodation for Project Officer - DOT Training	\$1,052.92
Starlink	Monthly Charge - Internet Popo School	\$ 139.00
MoreTelecom	Internet for CEO Residence - Monthly	\$ 92.00
Shire of Cuballing	Test of EFTPOS Machines for Cuby Ball	\$ 0.10
Shire of Cuballing	Test of EFTPOS Machines for Cuby Ball	\$ 0.10
Shire of Cuballing	Test of EFTPOS Machines for Cuby Ball	\$ 0.10
The Reject Shop	Cleaning Supplies for Cuby Ag hall	\$ 20.75
Coles	Drinks for Council Meeting	\$ 95.10
Shire of Cuballing	Test of EFTPOS Machines for Cuby Ball	\$ 0.10
Shire of Cuballing	Test of EFTPOS Machines for Cuby Ball	\$ 0.10
EFTSURE	Setup Fee for EFTsure	\$1,650.00
Mcleods Lawyers	Dog Attack - Legal Charges	\$1,054.90
P.J Beaton	Pre-Employment Medical - Project Officer	\$ 190.00
Narrogin BP	Fuel for DCEO Vehicle - 039CN	\$ 77.01
Coles	Materials for Toolbox Meeting	\$ 42.90
Sparks Butchers	Meat for Toolbox Meeting	\$ 42.09
Bill and Bens	Bread for Toolbox Meeting	\$ 10.00
Bunnings	Materials for RTR095	\$ 108.66
GSM Outdoors	Monthly Charge	\$ 31.04
NAB	International Transaction Fee	\$ 0.93
Cuballing Tavern	Councillor Meals - June Council Meeting	\$ 321.24
Coles	Milk and Water for Traffic Control Training	\$ 23.50
DWER	Waste Management Facility Annual Charge	\$ 347.60
Pivotel	Trak Spoting for Works Crew	\$ 93.00
Cuballing Tavern	Fairwell Dinner – Risk Coordinator Retirement	\$ 136.38
<b>Total</b>		<b>\$5,792.75</b>

9.1.1C      List of June 2025 Petty Cash Transactions

	Refreshments	Admin Other	Aged Friendly	
Item Description	1041050	1042390	CE01	Total
Groceries	\$169.00			\$169.00
Misc (Cleaning supplies)				
Stationary/Postage				
Materials		\$67.10		\$67.10
Licensing				
			<b>Total</b>	<b>\$236.11</b>



### 9.1.2 Statement of Financial Activity – June 2025

Applicant: N/A  
File Ref. No: ADM214  
Disclosure of Interest: Nil  
Date: 11<sup>th</sup> July  
Author: Narelle -Deputy Chief Executive Officer  
Attachments: 9.1.2A Statement of Financial Activity 2025

#### Summary

For Council to receive the Statement of Financial Activity for June 2025.

#### 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, including budget amendments.
- 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

#### Consultation

Martin Whitely – LG Corporate Solutions

#### Voting Requirements

Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A, for the Shire of Cuballing for period ending 30<sup>th</sup> June 2025 be received.**

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Fraud and Corruption Control Plan

File Reference:

Author: Chris Paget - Chief Executive Officer

Authorising Officer: Chris Paget - Chief Executive Officer

Date: N/A

Disclosure of Interest: Nil

Attachments: Draft Fraud and Control Plan 2025-2027

#### Summary

Council is requested to adopt the Fraud and Control Plan 2025-2027.

#### Background:

The Shire of Cuballing (the 'Shire') has a zero tolerance to fraud and corruption.

The Shire is committed to an organisational culture that promotes a high standard of integrity and accountability by demonstrating professional behaviours that are consistent with our role and values and provides clear direction in supporting an effective risk management strategy, including fraud and corruption risk.

The recent 2024/25 interim audit identified that the existing Fraud & Corruption Plan had not been reviewed since January 2021. The Fraud and Corruption Plan (the Plan) details the Shire's intended action in monitoring fraud and corruption; and implementing prevention, detection and response initiatives.

A new Plan has been developed in line with the Shire Strategic Community Plan and Corporate Business Plan, Australian Standards and the Shire's Fraud and Corruption Prevention Policy, and it forms an integral part of the Shire's Risk Management Framework.

#### Comment:

The Shire's Fraud and Corruption Prevention Policy and Plan apply to:

- all employees whether by way of permanent appointment, secondment, contract, temporary or labour hire agency arrangement, volunteering, work experience or trainees (Parties);
- all elected members; and
- any external parties involved in providing goods or services.

Whilst the Chief Executive Officer (CEO) has overall responsibility to ensure proper controls are in place to prevent fraud and corruption from occurring and to monitor fraud and corruption risks, all employees, elected members, contractors, and volunteers (All Parties) are accountable for and have a role to play in fraud and corruption control. The Shire requires All Parties to report suspected fraudulent or corrupt activity

### Statutory Environment

Local Government Act 1995

Local Government (Audit) Regulations 1996

### Policy Implications

Risk Management Policy

Fraud and Compliance Policy

### Financial Implications

Nil

### Strategic Implications

#### **Shire of Cuballing Strategic Community Plan 2023-2033:**

Governance

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

### Voting Requirements

Simple Majority

### **OFFICER RECOMMENDATION**

**That Council endorses and adopts the Fraud and Corruption Control Plan.**

## 9.2.2 Freedom of Information (FOI) Statement 2025-2026

Applicant: Internal document  
File Ref. No: ADM039  
Disclosure of Interest: Nil  
Date: 10th July 2025  
Author: Chris Paget – Chief Executive Officer  
Attachments: Draft Freedom of Information Statement

### Summary

For Council to consider a revised and updated Freedom of Information Statement.

### Background

Under the requirements of the *Freedom of Information Act* 1992 Local Governments are required to have a Freedom of Information (FOI) Information Statement published annually and made available for inspection or purchase by members of the public. Some agencies have elected to publish their information statement electronically on their website. Others have elected to have both a hard copy and a copy available on their website. Commentary on the FOI Statement and any applications dealt with during the year is also incorporated in the Shire's annual report.

Whichever manner the agency chooses to publish its information statement in, it is required to provide a copy to the Information Commissioner.

Information statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency.

The provisions in the FOI Act concerning information statements require that subsequent republishing of the information statement occurs at intervals of not more than 12 months.

### Comment

An updated draft Information Statement has been prepared by the CEO and is included at Attachment 9.2.2A. In previous years the preparation of the Information Statement has been completed with the assistance of the Office of the Information Commissioner

It is a requirement of the Freedom of Information Act 1992 that an up-to-date Information Statement be published at least every 12 months.

A final, adopted Information Statement will be available on the Council website and from the Shire Administration Office

### Strategic Implications

#### **Shire of Cuballing Strategic Community Plan 2023-2033:**

##### Governance

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

Statutory Environment

*Freedom of Information Act 1992*

Part 5 — Publication of information about agencies

- 94. Term used: information statement
- 96. Information statement, each agency to publish annually
- 97. Information statement and internal manual, each agency to make available etc.

Policy Implications

Nil

Financial Implications

Nil

Consultation

Public Sector Commission WA

Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION:**

**That Council adopt & publish the draft Freedom of Information Statement 2025-2026.**



## **Freedom of Information Statement**

**2025 – 2026**

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

Date of Adoption:

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Document Title	Version Number	Date created/modified	Review Date	Next review
Freedom of Information Statement	3	2017	08/07/2025	By 31/07/2026

## **INTRODUCTION**

The *Freedom of Information Act 1992 (WA)* gives the public a right to access Western Australian government documents, subject to some limitations. The Shire of Cuballing takes its obligations under the Act seriously and is committed to complying with the aims of the Act.

The aims of the *Freedom of Information Act 1992 (WA)* are to:

- enable the public to participate more effectively in governing the State, and
- make the persons and bodies that are responsible for State and local government more accountable to the public.

They are to be achieved by:

- creating a general right of access to State and local government documents
- providing means to ensure that personal information held by State and local governments is accurate, complete, up to date and not misleading, and
- requiring certain documents concerning State and local government operations be made available to the public.

This document has been prepared for the Shire of Cuballing to satisfy Part 5 of the Freedom of Information Act 1992, and is correct as at September 2024. Copies of this document may be obtained from:

The FOI Coordinator  
Shire of Cuballing

22 Campbell St  
**CUBALLING WA 6311**

Telephone (08) 9883 6031  
Email [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)

For further information the Shire office may be contacted, Monday to Friday between the hours 8:30am – 4:00pm or via the Shire’s website [www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au)



## **MISSION STATEMENT:**

### **VISION**

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

## **THE SHIRE OF CUBALLING STRATEGIC COMMUNITY PLAN**

### **“OUR HEART, OUR HOME 2023-2033”**

#### **STRATEGIC PRIORITIES**

##### **Social objective:**

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

##### **Economic objective:**

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

##### **Natural Environment objective:**

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

##### **Built Environment objective:**

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 objective:**

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

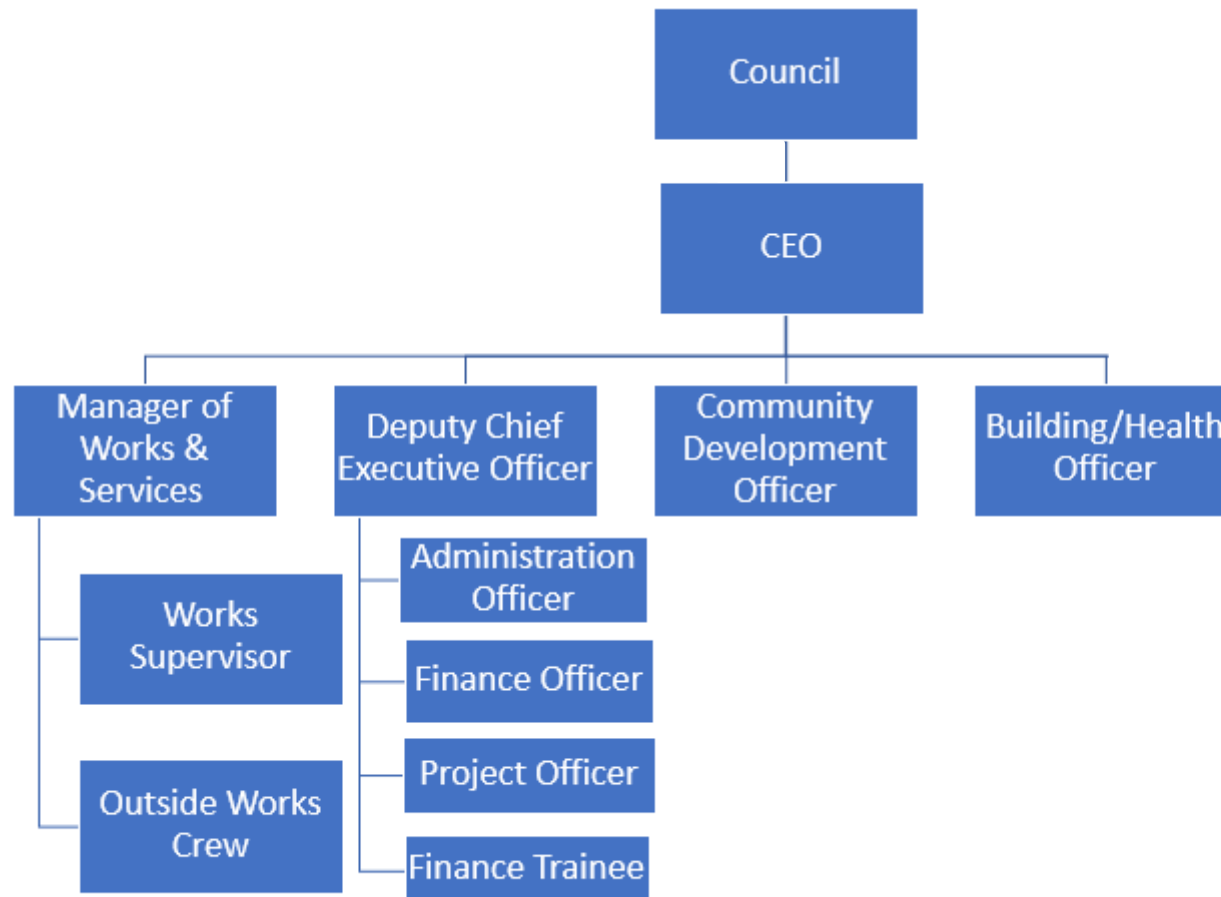
**decision-making.**

## **COUNCIL ORGANISATION STRUCTURE**

The current Council decision making body consists of 6 Councillors, including the Shire President who is elected by the Council. Council meets on the third Wednesday of the months February to December. A meeting in the month of January will only be held when it is called under provisions of Section 5.4 of the Local Government Act 1995.

Minutes of meetings are available at the Shire office and the shire’s website [www.cuballing.wa.gov.au](http://www.cuballing.wa.gov.au).

## SHIRE OF CUBALLING – ORGANISATION CHART



## **COUNCIL AND COMMITTEE MEETINGS**

### **Council Meetings**

Council Meetings afford members of the public the opportunity to ask Elected Members and staff questions about Shire matters generally.

### **Committees of Council**

The Shire of Cuballing has committees and working groups that meet on a regular or semi-regular basis to oversee operations and make recommendations to the Council in their specific areas of responsibility. Council advertises for community member vacancies on Council Committees when required. A full list of Council's committees can be accessed on the Shire's website <https://www.lakegrace.wa.gov.au/council/your-council/Committees-of-Council.aspx>

Council Committees include: Audit

Committee

Bushfire Advisory Committee

Local Emergency Management Committee (jointly with Shire of Narrogin)

Cemeteries Advisory Committee

## **DELEGATIONS**

The Chief Executive Officer and other officers have delegated authority from Council to make decisions on a number of specified administrative and policy matters which are subject to ongoing development. These delegations are detailed in the Delegations Register and are reviewed annually by Council.

The *Local Government Act 1995* and associated Regulations requires Council to;

- determine policies to be applied by Council in exercising its discretionary powers;
- determine the type, range and scope of projects to be undertaken by the Shire;
- develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Shire.

In keeping with the legislative requirement, Council determines the strategic direction of the Shire, including the development of key policies and the allocation of resources to works and services. Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

## **LEGISLATION ADMINISTERED**

The Shire of Cuballing is enabled and functions under the *Local Government Act 1995*.

The Shire of Cuballing is wholly or partly responsible for administering the following Legislations and Regulations:

Animal Welfare Act 2003  
Biosecurity and Agriculture Management Act 2007 Building  
Act 2011  
Building Regulations 2012  
Bush Fires Act 1954  
Bush Fire Regulations 1954  
Caravan Parks and Camping Grounds Act 1995 Caravan Parks and  
Camping Grounds Regulations 1997 Cat Act 2011  
Cat Regulations 2012  
Cemeteries Act 1986  
Conservation and Land Management Act 1984  
Contaminated Sites Act 2003  
Corruption, Crime and Misconduct Act 2003 Control of  
Vehicles (Off Road Areas) Act 1978  
Control of Vehicles (Off Road Areas) Regulations 1979 Disability  
Services Act 1993  
Dividing Fences Act 1961 Dog  
Act 1976  
Dog Regulations 1976  
Dog (Restricted Breeds) Regulations 2002 Environmental  
Protection (Noise) Regulations 1997 Equal Opportunity Act 1984  
Explosives and Dangerous Goods Act 1961 Freedom of  
Information Act 1992  
Freedom of Information Regulations 1993 Food Act  
2008  
Food Regulations 2009  
Hairdressing Establishment Regulations 1972 Health Act  
1911  
Health (Air Handling & Water Systems) Regulations 1994 Health (Aquatic  
Facilities) Regulations 2007  
Health (Asbestos) Regulations 1992  
Health Act (Carbon Monoxide) Regulations 1975 Health  
(Cloth Materials) Regulations 1985 Health (Garden Soil)  
Regulations 1998  
Health Act (Laundries & Bathrooms) Regulations Health Act  
(Miscellaneous Provisions) Act 1911

Health (Pesticides) Regulations 2011 Health  
 (Poultry Manure) Regulations 2001 Health (Public  
 Buildings) Regulations 1992  
 Health (Skin Penetration Procedure) Regulations 1998 Health  
 (Temporary Sanitary Conveniences) Regulations 1997  
 Health (Treatment of Sewage & Disposal of Effluent & Liquid Waste Regulations 1974  
 Heritage of Western Australia Act 1990 Land  
 Administration Act 1997  
 Litter Act 1979  
 Litter Regulations 1981 Liquor  
 Licensing Act 1988 Local  
 Government Act 1995  
 Local Government (Administration) Regulations 1996 Local  
 Government (Audit) Regulations 1996  
 Local Government (Constitution) Regulations 1998  
 Local Government (Building Surveyors) Regulations 2008 Local  
 Government (Elections) Regulations 1997  
 Local Government (Financial Management) Regulations 1996 Local  
 Government (Functions & General) Regulations 1996 Local Government  
 (Miscellaneous Provisions) Act 1960  
 Local Government (Rules of Conduct) Regulations 2007  
 Local Government (Uniform Local Provision) Regulations 1996 Local  
 Government Grants Act 1978  
 Main Roads Act 1930  
 Navigable Water Regulations 1958 Parks &  
 Reserves Act 1895 Planning &  
 Development Act 2005  
 Planning & Development (Consequential & Transitional) Act 2005 Planning &  
 Development Regulations 2009  
 Planning & Development (Consequential) Regulations 2006 Planning &  
 Development (Transitional) Regulations 2006 Public Health Act 2016  
 Public Interest Disclosure Act 2003  
 Rates & Charges (Rebate & Deferments) Act 1992  
 Residential Design Codes of WA 2002  
 Sewerage, Lighting, Ventilation & Construction Regulations 1971 Strata Titles  
 Act 1985  
 Town Planning Regulation 1967 Valuation  
 of Land Act 1978

The Shire of Cuballing is also wholly responsible for administering the following Shire of Cuballing Local Laws:

- Standing Orders Local Law
- Health Local Law
- Local Government Property Local Law
- Cats Local Law
- Dogs Local Law
- Cemeteries Local Law
- Local Planning Scheme No. 4

## **SERVICES TO THE COMMUNITY**

The Shire of Cuballing is responsible for providing good governance, including legislative and executive functions. The services are provided to maintain a pleasant and safe environment for its residents and ratepayers by:

The activities and functions of the Shire are described as follows:

Animal Control	Parks and Reserves
Development and Building Control	Pest Control
Bus Shelters	Playground Equipment
Cemeteries	Public Seating & Public Toilets
Citizenship Ceremonies	Recreational/Sporting Facilities
Community Development	Refuse Sites & Waste Management
Community Halls and Centres	Roads/Kerbing
Community Information Service	Seniors Program
Community Support Program	Parking Bays/Street Closures
Development and Building Control	Street Lighting
Dual Use Paths	Stormwater Drainage
Environmental Health Matters	Street Sweeping
Extractive Industries Control	Street Tree Planting
Fire Prevention	Tourism
Footpaths	Town Planning
Grants and Subsidies	Traffic Control Devices

## **PUBLIC PARTICIPATION**

Members of the public have a number of opportunities to put forward their views on particular issues before Council. These are:

**Deputations** - a member of the public can apply to address Council personally or on behalf of a group of residents. The application must be in writing addressed to the Chief Executive Officer. The Presiding person then may approve the request or refer the request to the Council/Committee for approval.

**Presentations** - with prior notification and approval by the Chief Executive Officer, members of the public can address Council on any matter on the Council Meeting Agenda.

**Residents** are notified of some Development Applications requiring the approval of Council. When an application is publicly notified, residents can write to Council expressing their view of the application.

**Petitions** - written petitions can be addressed to Council on any issue within Council's jurisdiction. Petitions are required to be addressed to the Shire President according to *Standing Orders Local Law 2.5*.

**Written Requests**—a member of the public can write to the Shire on any Council policy, activity or service.

**Public Question Time** – Time is made available at every Council Meeting for members of the public to ask questions and have them responded to by Council, unless the question is outside the legislation or deemed unreasonable.

**Elected Members**—members of the public can contact their Elected Members to discuss any issue relevant to Council.

**Notifications/Advertising** – Residents may be notified of issues by advertising in the local newspaper, written notification or an onsite sign. Residents then have the opportunity to write to the Shire expressing their views.

Public correspondence and applications on any matters to be considered by Council must be received at the Shire Office 20 working days prior to the Council Meeting and should be addressed to the Chief Executive Officer.

## **COMMUNITY CONSULTATION**

The Shire consults with local residents on particular issues as determined from time to time in accordance with its Strategic Community Plan to ensure all the community's needs and expectations are met and can be in the form of:

- Public Forums
- Workshops
- Submissions Media
- Telephone
- Interviews Surveys

Advising the community and stakeholders of issues can take the form of: Media releases

- Local Newspaper advertisements
- Council publications (including electronic media and website) Social media
- Newsletter/direct mail outs
- Posters/flyers
- Information displays Public forums

## **COUNCIL DOCUMENTS**

The Shire of Cuballing holds records relating to various functions of the Shire as described below:

- Integrated Planning and Reporting publications; Asset Management Plan
- Corporate Business Plan Strategic
- Community Plan Strategic
- Resource Plan Workforce Plan
- Council / Committee Agendas and Minutes Customer Service Charter
- Disability Access and Inclusion Plan
- Equal Employment Opportunity Management Plan Local
- Emergency Management Plan
- Local Laws and Local Law Enforcement Municipal
- Heritage Inventory
- Policy Manual
- Recordkeeping & Disaster Recovery Plan Risk Management
- Town Planning Scheme Plan Waste Management Plan



## DOCUMENTS AVAILABLE FOR INSPECTION

The following documents are available for public inspection at the Shire Office, free of charge to ratepayers. Copies of these documents may be purchased and the charges are shown below. Some of these documents are also available on the Shire's website.

### **COUNCIL DOCUMENTS AVAILABLE FOR INSPECTION**

DOCUMENT	FEE
Annual Budget	Council Office & Website
Annual Report inclusive of Annual Financial Report	Council Office & Website
Council / Committee Agendas & Minutes	Council Office & Website
Customer Charter	Council Office & Website
Customer Service Charter Wastewater Services for Cuballing Townsite Sewerage Scheme	
Disability Access & Inclusion Plan	Council Office & Website
Policy Manual	Council Office & Website
Freedom of Information Statement	Council Office & Website
Integrated Planning and Reporting Strategic Community Plan Strategic Resource Plan Corporate Business Plan Workforce Plan	Council Office & Website
Register of Burials Register of Gifts and Travel Contributions Register of Interest (Elected Members) Register of Tenders	Council Office & Website
Register of Fees and Charges levied by Council Register of Local Laws	Council Office & Website
Shire of Cuballing Heritage Building Inventory	Council Office & Website

### **Other Information Requests**

Requests for information, not shown above will be considered in accordance with the *Freedom of Information Act* provisions. Under this legislation, applications must be submitted in written form and will be subject to an application fee where applicable unless the applicant is granted an exemption.

Should the application require copies of any documents inspected pursuant to a Freedom of Information request, the charges will apply. It should be noted that some documents are for viewing only and cannot be copied as such copy would breach the *Copyright Act 1968*.

## **FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS**

*Refer: Appendix 1 Flowchart - Dealing with an FOI application*

### **FOI Operations Obtaining Documents outside of Freedom of Information**

Where possible the Shire of Cuballing will release documents outside of the Freedom of Information process. However, at times some documents can only be obtained under Freedom of Information.

Documents may comprise any written material, plans, drawings, photographs, tape recordings, films, and videotapes.

### **APPLICATIONS**

#### **Valid Access Application**

Under the *Freedom of Information Act* section 12 requirements for a valid Freedom of Information Access Applications must:

- be in writing
- give enough information so that the documents requested can be identified (be as specific as possible; include dates or date ranges; include keywords; include as much details as possible to identify the requested documents)
- give an Australian address to which notices can be sent preferably including a contact telephone number, email address, fax number
- be lodged with the Shire of Cuballing, and
- be accompanied by the application fee of \$30 (if one is applicable).

If your application does not comply with the requirements of section 12 the Shire of Cuballing has to take reasonable steps to help you to change your application so that it complies with those requirements (section 11)

If you ask for access to 'everything' on a particular subject, the Shire of Cuballing may ask you to narrow the scope of your application to reduce the work involved in dealing with it. The Shire of Cuballing is permitted to refuse to deal with your application if dealing with it would divert a substantial and unreasonable portion of its resources away from its other operations

Applications and enquiries should be addressed to: Freedom

of Information Coordinator  
Shire of Cuballing,  
PO Box 13, Cuballing, WA 6311  
(08) 9883 6031  
or email [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)

## **FEES AND CHARGES**

### **Calculating Charges**

Applicants are entitled to have access to documents at the lowest reasonable cost (section 4). The *Freedom Of Information Act (FOI) and Freedom Of Information Regulations* outline the charges the Shire of Cuballing can impose for dealing with an access application (section 16, regulations 3 and 5 and Schedule 1 to the Regulations).

The fees and charges are as follows:

- **Personal information** - No fees or charges apply for applications that are limited to personal information about the applicant only.

Personal Information is defined as any information or opinion, whether true or not, about an individual, whether living or dead, that can identify or reasonably identify that person.

Applications for Personal Information can only be made by that individual and not a third party. Certified proof of identity will be required prior to processing an application for Personal Information.

- **Non-personal information** - \$30

Documents that are not directly about the applicant are considered to be non- personal information and a \$30 application fee is payable. Where documents contain the names of third parties, those parties must be consulted prior to the documents being released.

The Information Commissioner has found that charges may be imposed for:

- consulting with third parties, if necessary;
- examining documents, exercising judgment and making decisions on access;
- deleting exempt matter where appropriate;
- preparing a notice of decision; and
- providing access in the manner required.

The Shire of Cuballing is not entitled to impose a charge for searching for documents. Although section 16(1) of the FOI Act clearly contemplates that a charge for conducting a routine search may be required to be paid by an applicant, no charge for searching for documents is presently prescribed by the FOI Regulations.

## **Charges**

The Shire of Cuballing may apply charges when processing a Freedom of Information application. All charges are calculated on an hourly (or pro-rata) rate and are discretionary. The following charges may be applicable:

• Personal information about the applicant	No fee or charges
• Application fee (for non-personal information)	\$30.00
• Charge for time dealing with the applicant (per hour, or pro rata)	\$30.00
• Access time supervised by staff (per hour, or pro rata)	\$30.00
• Photocopying staff time (per hour, or pro rata)	\$30.00
• Per photocopy A4	\$0.20
• Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
• Duplicating a tape, film or computer information	Actual cost
• Delivery, packaging and postage	Actual Cost

## **Estimate of charges**

In cases where charges are expected to exceed \$25, applicants will be provided with an estimate of charges as soon as possible. The Shire of Cuballing has the right to request a deposit of between 25-75 per cent of the estimate. Where charges are applied, no documents will be released to the applicant until all charges are paid.

There is a 25 per cent reduction in charges for financially disadvantaged applicants or those in receipt of health or social welfare benefits. Proof of evidence will be required.

## **Deposits**

Advance deposit may be required of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%
For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by	25%

## **Payment Processing**

Payment may be made by cash, cheque or electronic transfer. All cheques must be made out to: Shire of Cuballing. Online banking details are available on request.

## **ACCESS ARRANGEMENTS**

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

## **NOTICE OF DECISION**

As soon as possible but in any case, within 45 days the applicant will be provided with a notice of decision which will include details such as -

- The date which the decision was made
- The name and the designation of the officer who made the decision

If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document

Information on the right to review and the procedures to be followed to exercise those rights as soon as possible, but within 45 days of an application being deemed valid, applicants will be provided with a Notice of Decision. This notice is designed to enable the applicant to understand what information was taken into account when making the decision and will include details such as:

- the date on which the decision was made
- the name and designation of the officer who made the decision
- details of any charges
- information on the right of review and the procedures to be followed to exercise those rights, and
- reasons for the type of access allowed or for refusal to documents.

## **REFUSAL OF ACCESS**

Not all documents held by the Shire of Cuballing will be able to be released with access being refused on a range of grounds. Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Application should be made in writing within 30 days of receiving the notice of decision. These grounds are set out in the Freedom of Information Act. If this is the case the Notice of Decision will provide the reason for refusal of access.

## **RIGHT OF REVIEW**

Applicants have the right of review if they do not agree with a decision made by the department's decision maker. In the first instance, Shire of Cuballing will conduct an internal review. There are no fees or charges for requesting an internal review.

A request for an internal review must be received within 30 days of the receipt of the Notice of Decision and must set out the parts of the decision to be reviewed. An independent

decision maker will deal with the application for internal review. The outcome of an internal review may result in a confirmation, variation or reversal of the initial decision under review. Applicants will be advised of the outcome of the review within 15 days.

If the applicant disagrees with the result of the internal review, an applicant can request an external review from the Office of the Information Commissioner on contact details below. There are no fees or charges for requesting an external review.

All review rights and procedures to exercise those rights are set out in the Notice of Decision.

## **DELIVERY OF DOCUMENTS**

Arrangements for access to the documents are negotiable between the Shire of Cuballing and the applicant. Where a large number of documents are to be released and there is no charge for photocopying, the documents may be provided on a USB drive.

## **AMENDMENT OF PERSONAL INFORMATION**

Applicants have the right to amend personal information held by the Shire, which the applicant considers incomplete, inaccurate, misleading, or not up to date.

Applicants must provide details and, if necessary, documentation to support any claim on the information sought to be amended. In addition, the applicant must indicate how the amendment is to be made, which may include:

- altering information
- striking out or deleting information
- inserting information, or
- inserting a note in relation to the information

## **AMENDMENT TO SHIRE RECORDS**

A member of the public may gain access to Shire documents to seek amendments concerning their personal affairs by making a request under the *Local Government Act 1995*. A member of the public may then request a correction to any information about themselves that is incomplete, incorrect, misleading or out of date.

To gain access to Shire records, a member of the public must make a written application to the Freedom of Information Coordinator as indicated above outlining the records that Applicant wishes to inspect.

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Chris Paget

**CHIEF EXECUTIVE OFFICER**

## Attachment 1 - Application for Access to Documents

# SHIRE OF CUBALLING

PO Box 13 Cuballing WA 6311  
Phone: 08 9883 6031  
Email: enquiries@cuballing.wa.gov.au

## APPLICATION FOR ACCESS TO DOCUMENTS (Under Freedom of Information Act 1992, S.12)

### Details of Applicant:

Given Names:

Australian Postal Address:

Postcode:

Phone:

Mobile:

If application is on behalf of an organisation:

### Name of Organisation/Business:

Details of Request: *(please tick)*

☐

Personal documents

☐

Non-personal documents

I am applying for access to document(s) concerning:

### Form of Access *(please tick appropriate box)*

I wish to inspect the document(s)

☐

Yes

☐

No

I require a copy of the document(s)

☐

Yes

☐

No

I require access to another form

☐

Yes

☐

No

(Specify)

### Fees and Charges:

Attached is a cheque/cash to the amount of \$\_\_\_\_\_ to cover the application fee.

I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

Applicants Signature:

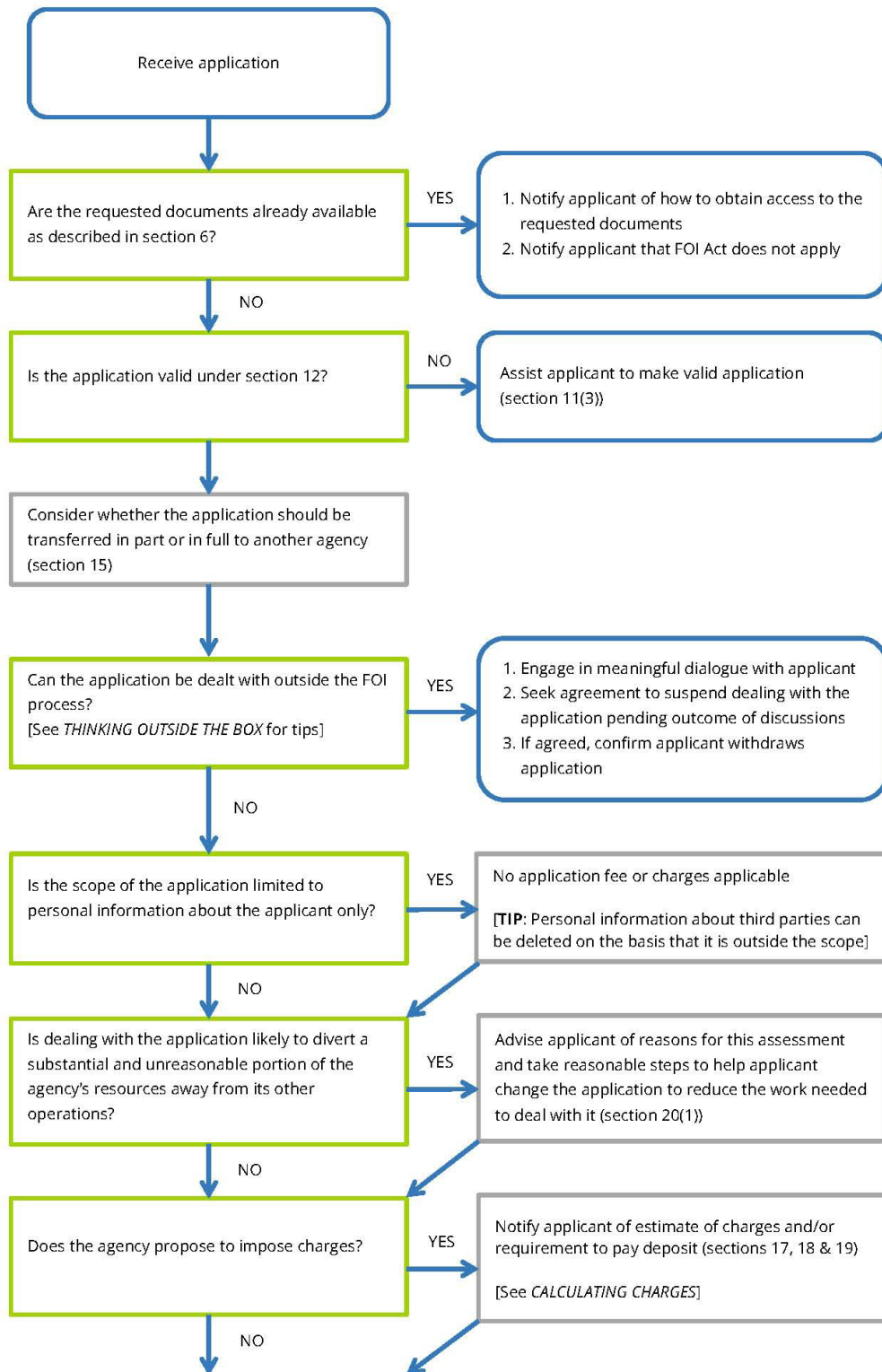
Date

## APPENDIX 2 FLOWCHART - DEALING WITH AN FOI APPLICATION



### Office of the Information Commissioner

Freedom of information for Western Australia



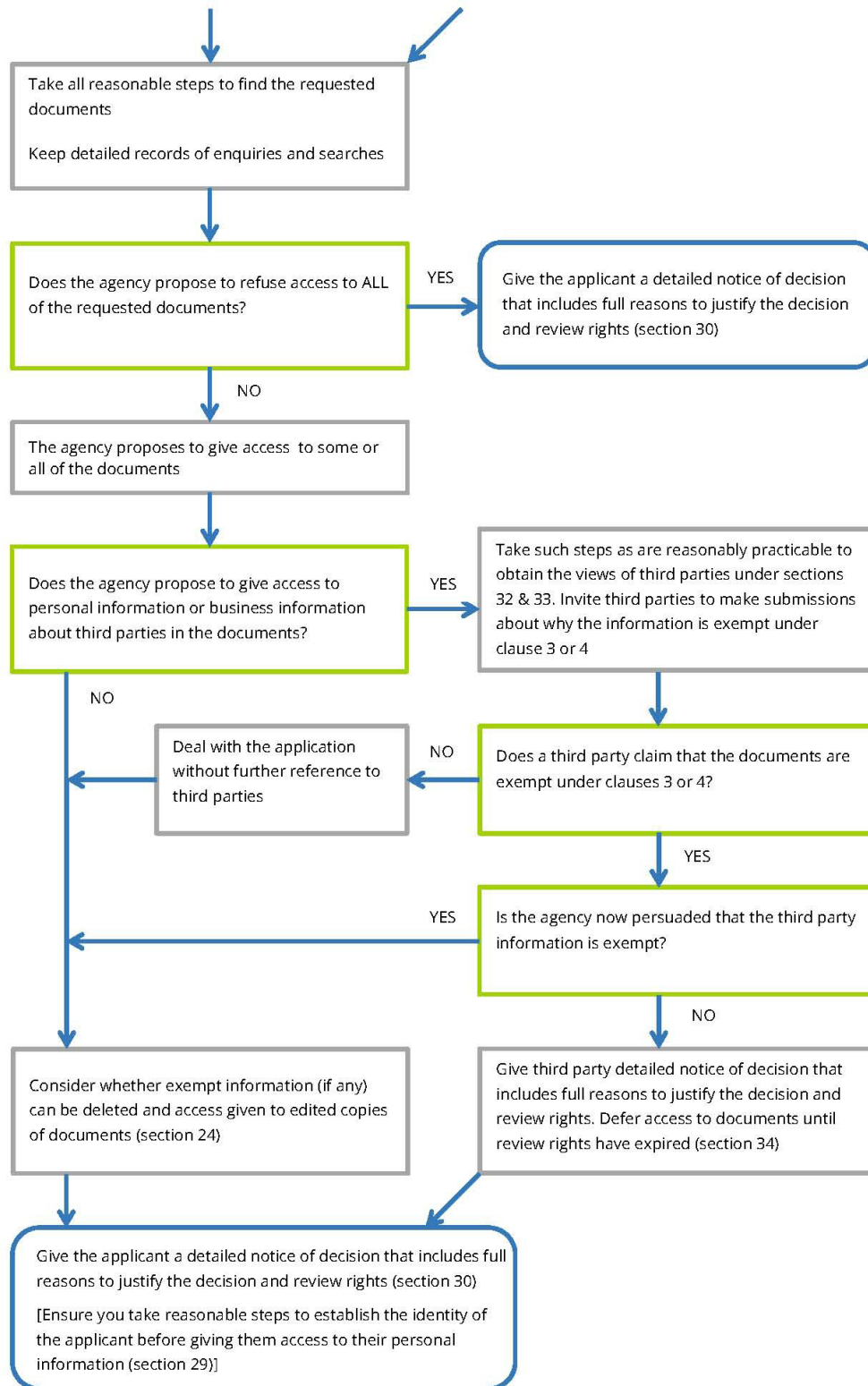


## APPENDIX 2 FLOWCHART - DEALING WITH AN FOI APPLICATION



### Office of the Information Commissioner

*Freedom of information for Western Australia*



**9.3      MANAGER OF WORKS AND SERVICES:**

Nil

**10.      COMMITTEE REPORTS**

Nil

**11.      ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**12.      URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING**

**13.        CONFIDENTIAL MATTERS**

**14.        NEXT MEETING**

Ordinary Council Meeting, 3.00pm. Wednesday 20<sup>th</sup> August 2025 at the Shire of Cuballing  
CWA Hall, Campbell Street, Cuballing.

**15.        CLOSURE OF MEETING**