

*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

MINUTES

Held

Wednesday 16th July 2025

3.00 pm

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 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:

Councillor Eliza Dowling welcomed everyone and declared the meeting open at 3.05pm.

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

2.1.1 Attendance

Elected Members

Cr Eliza Dowling
Cr Robert Harris
Cr Adrian Kowald
Cr Scott Ballantyne
Cr Steve Sexton

President
Deputy President

Staff

Mr Chris Paget

Chief Executive Officer

Visitors

Nil

2.1.2 Apologies

Cr Dawson Bradford

Ms Narelle Rowe
Mr Bruce Brennan

Deputy Chief Executive Officer
Manager of Works and Services

2.1.3 Leave of Absence

Nil

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

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

Nil

3.2 Written Questions Provided in Advance

Nil

3.3 Public Questions from The Gallery

Nil

4. STANDING ORDERS:

COUNCIL RESOLUTION 2025/47:

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

Moved Cr Kowald Seconded Cr Sexton

CARRIED 5/0

For: Crs Dowling, Harris, Kowald, Ballantyne and Sexton

Against: Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Wednesday 18th June 2025

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2025/48:

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

Moved Cr Sexton Seconded Cr Harris

CARRIED 5/0

For: Crs Dowling, Harris, Kowald, Ballantyne and Sexton

Against: Nil

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
Nil			

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
Nil			

UNCONFIRMED

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:	9 th 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 / COUNCIL RESOLUTION 2025/49:

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 30th June 2025 included at Attachment 9.1.2B.
3. a summary of transactions completed on Petty Cash for the period ending 30th June 2025.
- 4.

Moved Cr Kowald

Seconded Cr Harris

CARRIED 5/0

For: Crs Dowling, Harris, Kowald, Ballantyne and Sexton

Against: Nil

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 Chips	-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 (Walgla)	Walgla 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

Name	Description	Amount
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 Spotting for Works Crew	\$ 93.00
Cuballing Tavern	Fairwell Dinner – Risk Coordinator Retirement	\$ 136.38
Total		\$5,792.75

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				
			Total	\$236.11

9.1.2 Statement of Financial Activity – June 2025

The CEO advised that due to technical difficulties being experienced by the Finance staff resolving an issue with the accounts reporting system, this report would be withdrawn and presented at the next Council meeting.

UNCONFIRMED

9.2 **CHIEF EXECUTIVE OFFICER:**

9.2.1 Fraud and Corruption Control Plan

Applicant:	Internal document
File Ref. No:	ADM
Disclosure of Interest:	Nil
Date:	11 th June 2025
Author:	Chris Paget – Chief Executive Officer
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 / COUNCIL RESOLUTION 2025/50:

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

Moved: Cr Kowald

Seconded: Cr Sexton

CARRIED 5/0

For: Crs Dowling, Harris, Kowald, Ballantyne and Sexton

Against: Nil

UNCONFIRMED



Fraud and Control Plan

2025-2027

Document History

Item	Date	Action	Description
1		Draft	

DRAFT
UNCONFIRMED

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1. Introduction

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 Fraud and Corruption Plan (the Plan) details the Shire's intended action in monitoring fraud and corruption; and implementing prevention, detection and response initiatives.

The Plan has been developed in line with the Shire Strategic Community Plan, the Shire's 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.

2. Scope

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.

3. Definitions

Fraud – 'Fraud' is defined by Australian Standard AS 8001-2008 (Fraud and Corruption Control) as dishonest activity causing actual or potential financial loss to the organisation including theft of money or other property whether or not deception is used at the time, before or after the activity. It also includes deliberate falsification, concealment, destruction or falsification of documentation used for a normal business purpose as well as improper use of corporate information or position.

- Fraud may include (but is not limited to):
- theft or obtaining property, financial advantage or any other benefit by deception;
- providing false or misleading information, or failing to provide information where there is an obligation to do so;
- causing a loss, or avoiding or creating a liability by deception;
- making, using or possessing forged or falsified documents;
- unlawful use of computers, vehicles, telephones and other property or services; and
- manipulating expenses or salaries.

Corruption - is defined as an act done contrary to the interests of the Shire with intent to give or receive some advantage or benefit inconsistent with official duty and the rights of others.

Corruption may include (but is not limited to):

- conflict of interest;
- dishonesty using influence;
- blackmail;
- failure to disclose gifts or hospitality;
- acceptance of a bribe; or
- unauthorised release of confidential, private information or intellectual property.

Serious misconduct - as defined by the Corruption, Crime and Misconduct Act 2003 is when a public officer:

- acts corruptly or corruptly fails to act in the course of their duties; or
- corruptly takes advantage of their position for the benefit or detriment of any person; or
- commits an offence which carries a penalty of two or more year's imprisonment.

Minor misconduct as defined by section 4(d) of the Corruption, Crime and Misconduct Act 2003 occurs if a public officer engages in conduct that:

- adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or
- constitutes or involves a breach of trust placed in the public officer by reason of his or her office or employment as a public officer; or
- involves the misuse of information or material that the public officer has acquired in connection with his or her functions as the public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person.

4. Relationship with Policies, Procedures and or Plans

The Shire has a range of policies and processes in place that govern and support its day-to-day operations and decision making.

Fraud and corruption prevention and detection controls are embedded in various policies and processes including (but not limited to):

- Risk Management Governance Framework Control
- Fraud & Corruption Policy
- Code of Conduct (Employees)
- Code of Conduct (Candidates Council and Committee Members)
- Council Members Entitlements Policy
- Purchasing and Tender Policy
- Leave and Flexible Work Arrangement Policy
- CEO Recruitment Performance and Termination Policy
- Register of Financial Interest Disclosures
- Register of Gifts
- Complaints Register
- Register of Interest Disclosures

The Shire's policies and documents are available on the Shire's Document Centre internet page.

5. Internal Control Systems

All business processes, especially those identified as having higher risk of fraud and corruption, are subject to a rigorous system of internal controls that are documented, reviewed and update regularly, and understood by relevant employees.

Strong internal controls are important in protecting against fraud and corruption. In many cases where fraud and corruption are detected, it is possible to identify a fundamental control weakness or failure that either allowed the incident to occur or failed to detect it quickly after it occurred.

Managers are responsible for ensuring appropriate work systems, including internal controls, are established and maintained.

Managers are to participate in regular control assurance reviews which may include compliance testing.

6. Roles and Responsibilities

Council

Council has the responsibility to adopt the Fraud and Control Policy and Plan.

Audit and Risk Committee

The Audit and Risk Committee's responsibilities include –

- reviewing risk management frameworks and associated procedures for the effective identification and management of fraud risks;
- overseeing development and implementation of the Fraud and Corruption Prevention Plan, and to provide assurance that the Shire has appropriate processes and systems in place to prevent, detect and effectively respond to fraud-related information; and
- providing leadership in preventing fraud and corruption.

CEO

The CEO is responsible for –

- coordinating the fraud and corruption risk assessment process;
- developing and maintaining this Fraud and Corruption Prevention Plan, in consultation with key stakeholders;
- communicating the existence and importance of the Fraud and Corruption Prevention Plan;
- delivering and/or coordinating fraud and corruption training;
- provision of adequate resources to support fraud prevention and ensures the implementation of adequate controls for managing fraud and corruption risks within the Shire;
- notifying the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

Management Team (MT)

The Management Team is responsible for –

- implementing the Fraud and Corruption Prevention Plan with particular focus on prevention;
- coordinating the fraud and corruption risk assessment process;

- developing and maintaining this Fraud and Corruption Prevention Plan, in consultation with key stakeholders;
- communicating the existence and importance of the Fraud and Corruption Prevention Plan; and
- delivering and/or coordinating fraud and corruption training.

Public Interest Disclosure (PID) Officer

The PID Officer investigates disclosures and takes action following the completion of investigations under the Public Interest Disclosure Act 2003.

All Employees

All employees have a responsibility to contribute to preventing fraud and corruption by following the Code of Conduct, complying with controls, policies and processes; resisting opportunities to engage in fraudulent or corrupt behaviour; and reporting suspected fraudulent or corrupt incidents or behaviour.

7. Risk Assessment

Each service area within the Shire must systematically identify, assess and review fraud and corruption risks.

The most important outcome of the fraud and corruption risk assessment process is the development of a treatment Plan that specifically addresses the risks identified.

These measures should be monitored for effectiveness over time.

8. Reporting Suspected Fraud and Corruption Incidents

The Shire's Public Interest Disclosure (PID) Information Guidelines provide clear direction in regard to employees reporting suspicious or known illegal or unethical conduct. The policy also provides for alternative internal means by which to report matters of concern.

Reports can be made anonymously. Anonymous reports will be examined and investigated on the available evidence.

All employees have the right to make a disclosure in accordance with the Public Interest Disclosure Act 2003. This is encouraged where any person wishes to access the protections afforded by the Act.

The Shire's Public Interest Disclosure Information Guidelines are available on the Shire's website at [Public Interest Disclosures](#).

Anonymous complaints may be made to a range of external agencies such as the Crime and Corruption Commission or the Public Sector Commission. Please refer to their websites for further details.

[Corruption and Crime Commission](#)

[Public Sector Commission](#)

9. Planning and Resourcing

The Shire is committed to allocating the required resources across the organisation to ensure appropriate controls in regard to fraud and corruption. In particular resources will be made available to –

- develop and implement the Plan;
- undertake fraud and corruption risk assessments;
- deliver organisational training and awareness;
- review incidents reports; and
- undertake investigations.

The Table 9.1 outlines the action the Shire will undertake to develop and implement the Plan.

Table 9.1

Objective	Action	Responsible Officer	Timeframe
Planning	Develop a Fraud and Corruption Control Plan.	Chief Executive Officer	Complete
	Monitor the operation of the Fraud and Corruption Control Plan through the internal audit processes.	CEO & Deputy CEO	Annual
	Communicate the Fraud and Corruption Control Plan	Deputy CEO	Ongoing
	Review the Fraud and Corruption Control Plan.	CEO	Once every two years < 2027
	Fraud Awareness Training for Employees and Elected Members	CEO & Deputy CEO	Annual
	Dissemination of Public Interest Disclosure Policy and Officer's details on the internet.	Deputy CEO	Ongoing
	Pre employment screening for all new employees	Deputy CEO	Ongoing
Ensure that an appropriate level of resources is applied to controlling fraud and corruption risk.	Appoint a Fraud and Corruption Control Officer.	CEO	Ongoing
Internal Audit Activity	Fraud and Corruption risks are considered and featured in internal audit activities.	CEO	Ongoing

10. External Resources

Where required, external assistance will be engaged to support the delivery of any aspect of this Plan.

11. Prevention

Robust internal controls and systems are a prime defence mechanism against fraud and corruption. These controls include but are not limited to those detailed in Table 11.1.

Table 11.1

Objective	Action	Responsible Officer	Timeframe
Implementing and maintaining an integrity framework	Codes of Conduct deemed as key enablers are monitored and regularly reviewed	Deputy CEO	Annual
	Leadership Team – lead by example in which behaviours to follow.	CEO, Management Team	Ongoing
	Ethical culture and awareness of fraud and corruption prevention to be promoted and monitored through Code of Conduct training.	Deputy CEO	Induction and Ongoing, breaches monitored, and trends addressed through policies, training and reporting.
	Declarations of interest procedures to be maintained and reviewed.	Deputy CEO	Once every 2 years < 2027
	Staff advised of their obligations when receiving gifts and reporting in the Gifts Register	Deputy CEO	Ongoing and as required
	Dissemination of Public Interest Disclosure Policy and Officer's details on the internet.	Deputy CEO	Ongoing
Management Commitment to Controlling Risks of fraud and corruption	Leadership has a high level awareness of the risks of fraud and corruption, and if not, appropriate awareness training is provided.	CEO, Management Team	Ongoing
Accountability	Statement to promote staff accountability for their own work processes.	Deputy CEO	Ongoing
	Preventing fraud and corruption is annotated in the position descriptions.		
Internal Controls	Biannual reports to the Audit and Risk Committee on the review and improvement of the Shire's internal control framework.	CEO & Deputy CEO	Biannual
	Fraud and Corruption Control Policy/Plan available to all staff via the Document Centre.		

	Internal audit to regularly review processes and provide recommendations in respect of fraud and corruption risks.		
Assessing Fraud and Corruption Risk	Continually assess fraud and corruption risks.	CEO, Management Team	Ongoing
	Monitor and review the fraud and corruption complaints.		
	Ensure all new employees receive Code of Conduct training in their induction and throughout the period of their employment, appropriate to their level of responsibility.	Deputy CEO	As required
	Ensure updates and changes to fraud related policies, procedures, Code of Conduct etc. are effectively communicated to all employees.	Deputy CEO	As required
	Encourage staff to report any suspected incidences of fraud or corruption.	Deputy CEO	Ongoing
Employment Screening	Pre-employment screening to validate applicant qualifications, identity, working with children, transcripts and other certifications	Deputy CEO	As required
	Pre-employment screening is included in recruitment policy/procedure.		To be reviewed and completed August 2025
Supplier Vetting	Review Tendering and Purchasing policies to ensure suppliers are bona fide	Deputy CEO	To be reviewed by August 2025
	Undertake Vendor audits		Ad hoc

12. Detection

The Shire has the following measures as detailed in Table 12.1 in place to identify and detect incidents of fraud and corruption.

Table 12.1

Objective	Action	Responsible Officer	Timeframe
Detection system	Conducting unscheduled internal reviews and audits on a surprise basis	CEO & Deputy CEO	Ad hoc

	Comprehensive Fraud and Corruption risk audit to include a review of: <ul style="list-style-type: none"> • IT and information security • Grants and other payments • Tendering processes, purchasing and contract management • Services provided to the community • Revenue collection • Use of credit cards • Travel allowance and other allowances • Salaries • Money, property and other physical assets 	CEO, Management Team, Rates/Finance Officer	Annual
	Annual report to Audit and Risk Committee regarding the position of Risk Management, Internal Controls and Legislative Compliance.	CEO	Annual
External Auditor	External Audit of appropriateness and effectiveness of Shire systems and procedures in relation to: <ol style="list-style-type: none"> Risk management Internal control Legislative compliance 	CEO, Deputy CEO, Audit and Risk Committee	Once in every three financial years
Avenue for reporting	There are adequate means for reporting suspicious or known illegal or unethical conduct available to all personnel.	CEO & Deputy CEO	Ongoing
Public Interest Disclosure	Dissemination of Public Interest Disclosure Policy and Officer's details on the internet.	Deputy CEO	Ongoing
Whistle blower Protection	Policy is to actively protect whistleblowers.	CEO, Management Team	To be reviewed and completed by August 2025
Accountability	Statement to promote staff accountability for their own work processes.	Deputy CEO	Ongoing
	Preventing fraud and corruption is annotated in the position descriptions.		
Supplier Vetting	Review Tendering and Purchasing policies to ensure suppliers are bona fide	CEO, Management Team	To be reviewed by August 2025
	Undertake Vendor audits		Ad hoc
Actual vs Budget Analysis	Monitor actual income or expenditure.	Managers, Budget Responsible Officers	Ongoing

13. Response

Fraud response as detailed in Table 13.1 is a key element of the overall Fraud and Control Plan. As fraud and corruption are criminal offences the primary responsibility for investigating and initiating prosecution for suspected fraud or corruption rests with the Police Service.

Table 13.1

Objective	Action	Responsible Officer	Timeframe
Policies and Procedures	Fraud and Corruption Control Policy/Plan reviewed, maintained and communicated.	CEO & Deputy CEO	Once every two years <2027
Investigation	Internal Investigation process established	CEO & Deputy CEO	As required
	Appointment of External Investigator Process		
Internal Reporting	Develop and maintain a fraud and corruption incident register	Deputy CEO	To be developed by August 2025
	Table fraud and corruption incident register at the Audit and Risk Committee on six monthly basis.	CEO	Six monthly
Disciplinary Procedures	Disciplinary action, which may include termination of employment, is taken against officers involved in any misconduct in accordance with the Shire's policies.	CEO, Management Team	As required
External Reporting	The Shire will report suspected fraudulent and corrupt conduct in accordance with the <i>Corruption, Crime and Misconduct Act 2003</i> , and to the Police where appropriate.	CEO, Management Team	As required
Civil action for recovery of losses	The Shire may seek to recover any money or assets lost due to incidents of fraud and corruption where appropriate.	CEO & Deputy CEO	As required
Review of internal controls	Where fraud is detected, assess adequacy of internal controls and consider whether improvements are required.	Deputy CEO	As required
Fidelity guarantee insurance	Maintain a fidelity guarantee insurance policy, that insures the entity against the risk of loss arising from internal fraudulent conduct.	Deputy CEO	Ongoing

14. Review

The Fraud and Control Plan will be reviewed at least once every two years.

9.2.2 Freedom of Information (FOI) Statement 2025-2026

Applicant:	Internal document
File Ref. No:	ADM039
Disclosure of Interest:	Nil
Date:	10 th 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 / COUNCIL RESOLUTION 2025/51:

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

Moved Cr Kowald

Seconded Cr Harris

CARRIED 5/0

For: Crs Dowling, Harris, Kowald, Ballantyne and Sexton

Against: Nil



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

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

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.

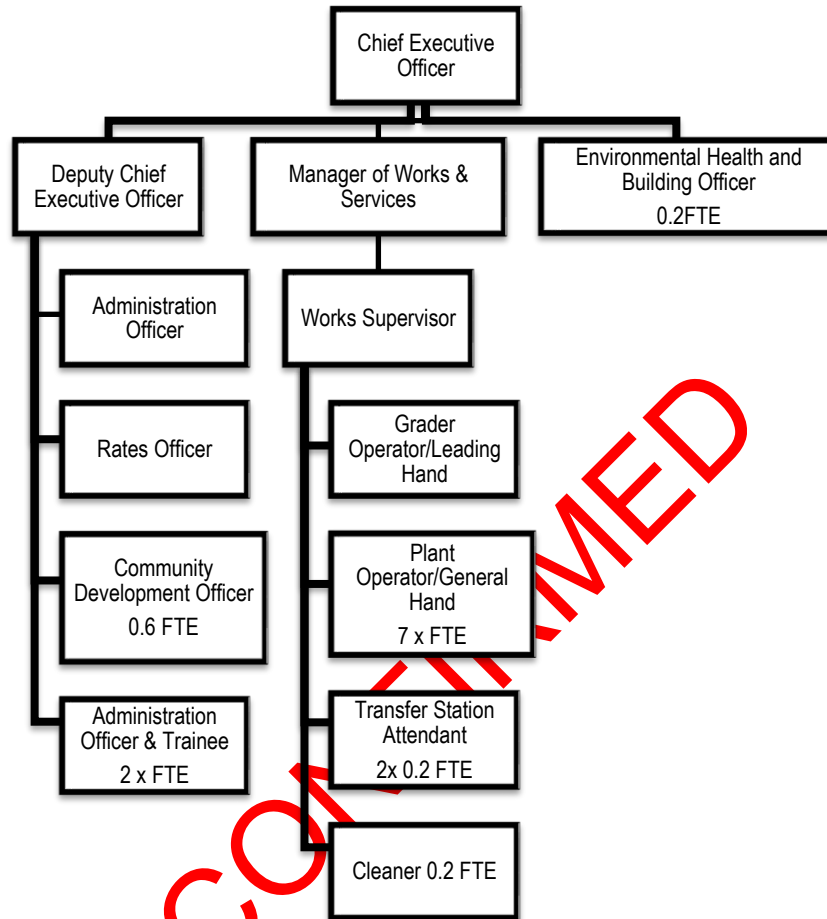
decision-making.

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.

SHIRE OF CUBALLING – ORGANISATION CHART



Finance Consultant – Martin Whitely

Engineering Consultant – Rod Mearns

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.cuballing.wa.gov.au/council/council-and-executives/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	Council Office & Website
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

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.

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

Yes

Yes

☐
☐
☐

No

No

No

I require a copy of the document(s)

I require access to another form

(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:

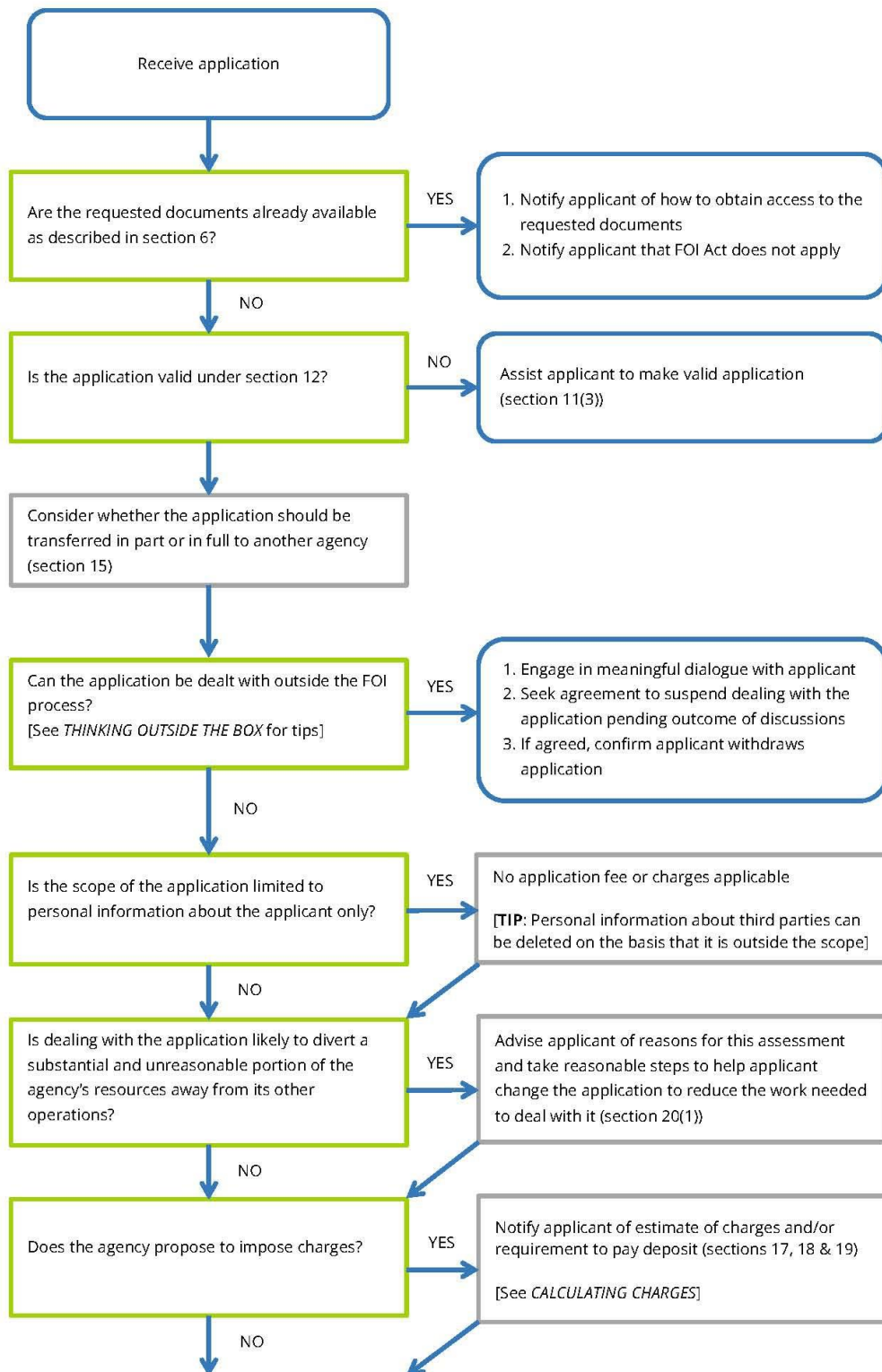
Date

APPENDIX 2 FLOWCHART - DEALING WITH AN FOI APPLICATION



Office of the Information Commissioner

Freedom of information for Western Australia

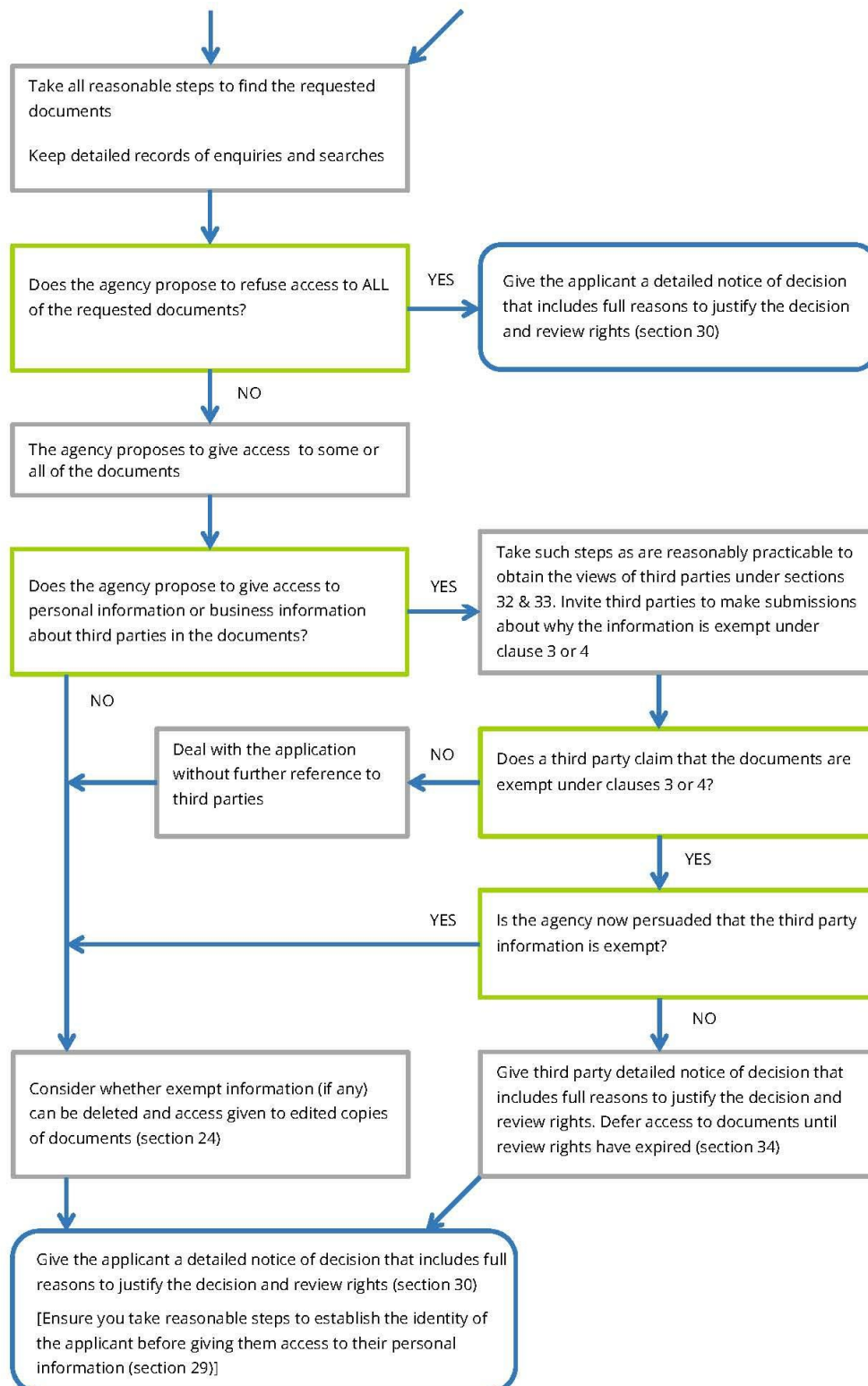


APPENDIX 2 FLOWCHART - DEALING WITH AN FOI APPLICATION



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

Nil

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

Nil

UNCONFIRMED

13. CONFIDENTIAL MATTERS

Nil

14. NEXT MEETING

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

15. CLOSURE OF MEETING

There being no further business, Councillor Dowling closed the meeting at 3.34pm.

UNCONFIRMED