SHIRE OF CUBALLING

COUNCIL MEETING
HELD ON 21 FEBRUARY 2013

MINUTES

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

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

Date:.....

SHIRE OF CUBALLING

COUNCIL MEETING THURSDAY 21 FEBRUARY 2013

MINUTES

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1. OPENING - ANNOUNCEMENT OF VISITORS

The meeting commenced at 3.30pm

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

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

3. PUBLIC QUESTION TIME

Nil

4. STANDING ORDERS

COUNCIL DECISION:

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

Moved: Cr Haslam **Seconded: Cr Hawksley**

Carried 6/0

5. LEAVE OF ABSENCE:

Nil

6. MINUTES

6.1 CONFIRMATION OF 21 DECEMBER 2012 ORDINARY MEETING OF COUNCIL

COUNCIL DECISION:

That the minutes (as circulated) of the ordinary meeting of the Shire of Cuballing held in the Council Chambers on 21 December 2012 be confirmed.

Moved: Cr McDougall **Seconded: Cr Haslam**

Carried 6/0

7. PETITIONS, DEPUTATIONS, PRESENTATIONS & DECLARATIONS

8. DISCLOSURES OF INTEREST

Councillors' and Employees' Disclosures of Interest.

8.1 DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

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

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

8.2 DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

9.1 REPORTS – FINANCE AND ADMINISTRATION

9.1.31 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – DECEMBER 2012 & JANUARY 2013

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

Background

Council is supplied with a list of payments for consideration.

Comment

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

COUNCIL DECISION:

That Council:

Approve for payment the list of Creditors paid from the Municipal fund, as detailed below, totalling: $308,929.14

Voucher 14208-14216:	**$30,144.65**
Electronic Fund Transfers:	**$276,730.40**
Credit Card:	**$2054.09**

<u>Trust</u>

Vouchers	**$0**
Electronic Funds Transfers	**$0**

Moved: Cr Newman **Seconded: Cr McDougall**

Carried 6/0

Shire of Cuballing
Cheque Detail
December 2012

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque		13/12/2012	HANSON CONSTRUCTION MATERIALS		-44,276.50
Bill Pmt -Cheque		18/12/2012	JR & A HERSEY P/L		-1,073.75
Bill Pmt -Cheque		18/12/2012	LANDGATE		-119.30
Bill Pmt -Cheque		18/12/2012	MAKIT NARROGIN HARDWARE		-331.00
Bill Pmt -Cheque		18/12/2012	MCDOUGALL WELDMENTS		-726.02
Bill Pmt -Cheque		18/12/2012	MOBILE MASTERS	Antenna Base & Lead	-66.00
Bill Pmt -Cheque		18/12/2012	NARROGIN AGRICULTURAL REPAIRS	Bolt Pack	-48.00
Bill Pmt -Cheque		18/12/2012	NARROGIN BEARING SERVICE	Metric Hex Key Set	-29.95
Bill Pmt -Cheque		18/12/2012	NARROGIN HIRE SERVICE AND RETICULATION		-978.46
Bill Pmt -Cheque		18/12/2012	NARROGIN TOYOTA	Supercore	-31.90
Bill Pmt -Cheque		18/12/2012	PAGE TRUCK HIRE	Push Up Popo Tip	-880.00
Bill Pmt -Cheque		18/12/2012	PHONOGRAPHIC PERFORMANCE COMPANY OI	Halls capacity & nights of oeperation Period 01/(	-240.57
Bill Pmt -Cheque		18/12/2012	Staples Australia PTY Limited	Brother Tape	-32.46
Bill Pmt -Cheque		18/12/2012	Toll Ipec	Freight	-25.91
Bill Pmt -Cheque		18/12/2012	WESTRAC EQUIPMENT	Sensor for Loader	-42.42
Bill Pmt -Cheque		18/12/2012	Wilson's Sign Solutions	Honour Board Plaques	-82.50
Bill Pmt -Cheque	Debit	06/12/2012	Wardy's Pest Management	Treat Termite,Yornaning East Rd Bridge	-946.00
Bill Pmt -Cheque	Debit	06/12/2012	TELSTRA	Mobile Charges	-248.13
Bill Pmt -Cheque	Debit	06/12/2012	Narrogin Nursery Cafe & Gallery	Supply and lay Turf	-2,244.00
Bill Pmt -Cheque	Debit	07/12/2012	Australian Taxation Office - cr	November BAS 2012	-2,431.00
Bill Pmt -Cheque	Debit	13/12/2012	Toll Ipec	Freight	-27.15
Bill Pmt -Cheque	Debit	13/12/2012	Toll Ipec	Freight	-9.16
Bill Pmt -Cheque	Debit	13/12/2012	GREAT SOUTHERN FUEL SUPPLIES	Fuel Charges for Nov	-9,109.06
Bill Pmt -Cheque	Debit	13/12/2012	Forpark Australia	Swing Seat	-133.10
Bill Pmt -Cheque	Debit	18/12/2012	Mark Conley	Council Fees	-770.00
Bill Pmt -Cheque	Debit	18/12/2012	Chad Hawksley	Council Fees	-770.00
Bill Pmt -Cheque	Debit	18/12/2012	Roger Newman.	Meeting Fees	-770.00
Bill Pmt -Cheque	Debit	18/12/2012	Carol McDougall	Council Fees	-770.00
Bill Pmt -Cheque	Debit	18/12/2012	Tom Wittwer	Council Fees	-3,790.00
Bill Pmt -Cheque	Debit	18/12/2012	TELSTRA	Telephone Charges	-588.61
Bill Pmt -Cheque	Debit	18/12/2012	AIR LIQUIDE WA PTY LTD	Cylinder G and E	-100.58

Shire of Cuballing
Cheque Detail
December 2012

Bill Pmt -Cheque	Debit	18/12/2012	Anittel	Network and Data services	-617.07
Bill Pmt -Cheque	Debit	18/12/2012	Albany Advertiser	Advertisement_Electors Meeting	-188.00
Bill Pmt -Cheque	Debit	18/12/2012	Avon Waste	Bulk Bin service and Rent	-531.90
Bill Pmt -Cheque	Debit	18/12/2012	BEAUREPAIRES	Alignment	-630.00
Bill Pmt -Cheque	Debit	18/12/2012	Concept Steel Constructions	Final Payment for Gazebo	-7,970.00
Bill Pmt -Cheque	Debit	18/12/2012	CUBY ROADHOUSE		-415.63
Bill Pmt -Cheque	Debit	18/12/2012	DEWS MINI EXCAVATIONS		-6,358.00
Bill Pmt -Cheque	Debit	18/12/2012	Dryandra Farms	Transport Float Vibe Roller	-385.00
Bill Pmt -Cheque	Debit	18/12/2012	Department of Transport	Licence for 0CN	-273.15
Bill Pmt -Cheque	Debit	18/12/2012	Great Southern Waste Disposal	Management of Shire Tip Nov12	-2,858.21
Bill Pmt -Cheque	Debit	18/12/2012	Filters Plus	Filters	-211.86
Bill Pmt -Cheque	Debit	18/12/2012	Fuji Xerox	Printing	-194.18
Bill Pmt -Cheque	Debit	18/12/2012	Fire and Emergency Services	2012/1 ESL Quarter 2	-11,491.20
Bill Pmt -Cheque	Debit	18/12/2012	HANCOCKS HOME HARDWARE	Watering Can and Key cut	-31.50
Bill Pmt -Cheque	Debit	18/12/2012	IKES HOME IMPROVEMENT & GLASS CENTRE	Reglaze window@ Ag Hall Cuballing	-272.53
Bill Pmt -Cheque	Debit	18/12/2012	LGIS PROPERTY	Insurance Railway building and Cuballing Tenni:	-1,306.83
Bill Pmt -Cheque	Debit	19/12/2012	Narrogin Smash Repairs	Windscreen	-484.00
Bill Pmt -Cheque	Debit	19/12/2012	DEWS MINI EXCAVATIONS	Excavate out Concrete (oval)	-792.00
Bill Pmt -Cheque	Debit	19/12/2012	Dryandra Farms	Trans Float Vibe Roller	-385.00
Bill Pmt -Cheque	Debit	19/12/2012	CUBALLING TAVERN	Meals for Council Meeting	-198.00
Bill Pmt -Cheque	Debit	19/12/2012	Road Signs Australia	Signs	-316.80
Bill Pmt -Cheque	Debit	19/12/2012	Road Signs Australia	Road Signs	-74.80
Bill Pmt -Cheque	Debit	28/12/2012	Commonwealth Bank	Misc Expenses	-1,186.76
Bill Pmt -Cheque	14208	06/12/2012	CASH.	Coles Card	-500.00
Bill Pmt -Cheque	14209	18/12/2012	John Parry Medical Centre	Medical Pre-employment (D.Leonard)	-120.00
Bill Pmt -Cheque	14210	18/12/2012	Protector Alsafe	Fire Boots	-185.53
Bill Pmt -Cheque (Trust)	2132	11/12/2012	Cash	Purchase of Sundry Items for the Cuby BFB mee	-116.85
				Municipal - Cheque	-805.53
				Municipal - Direct Debit	-107,677.19
				Credit Card	-1,186.76
				Trust	0
				TOTAL	**-109,669.48**

Shire of Cuballing
Cheque Detail
January 2013

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque	Debit	03/01/2013	Toll Ipec	Freight	-9.49
Bill Pmt -Cheque	Debit	03/01/2013	Sheridans	Signs	-604.45
Bill Pmt -Cheque	Debit	03/01/2013	COMMANDER AUSTRALIA LTD	Phone Contract	-136.24
Bill Pmt -Cheque	Debit	08/01/2013	Air Response	Air Conditioner	-3,053.60
Bill Pmt -Cheque	Debit	08/01/2013	Synergy		-625.15
Bill Pmt -Cheque	Debit	08/01/2013	TELSTRA	Charges for Harvest Ban hotline	-43.25
Bill Pmt -Cheque	Debit	08/01/2013	TELSTRA	Mobile Phone Charges	-197.32
Bill Pmt -Cheque	Debit	08/01/2013	WATER CORPORATION	Water Charges	-1,406.35
Bill Pmt -Cheque	Debit	10/01/2013	WALGSP	Outside staff plus Haydon,Shields and Thomson	-6,402.62
Bill Pmt -Cheque	Debit	10/01/2013	RAMSAY SUPERANNUATION FUND	ARamsay Dec 12 Super Contribution	-130.96
Bill Pmt -Cheque	Debit	10/01/2013	HostPlus Superannuation	NGould Dec 12 Super Cont	-318.20
Bill Pmt -Cheque	Debit	10/01/2013	Spectrum Super	DLeonard Dec12 Super Cont	-345.42
Bill Pmt -Cheque	Debit	10/01/2013	Westscheme	DChristensen,PTourle Dec12 Super Cont	-596.69
Bill Pmt -Cheque	Debit	10/01/2013	AMP Life Ltd	M.D'Alton Dec 12 Super Cont	-277.50
Bill Pmt -Cheque	Debit	10/01/2013	MTAA Superannuation Fund	NBrennan Dec 12 Super Cont	-318.20
Bill Pmt -Cheque	Debit	14/01/2013	WATER CORPORATION		-1,439.50
Bill Pmt -Cheque	Debit	14/01/2013	Toll Ipec	Freight	-32.76
Bill Pmt -Cheque	Debit	14/01/2013	Synergy		-2,089.20
Bill Pmt -Cheque	Debit	14/01/2013	BUILDING COMMISSION, DEPT OF COMMERCE		-461.74
Bill Pmt -Cheque	Debit	14/01/2013	R n R Contracting PTY LTD	Bitumen	-11,792.00
Bill Pmt -Cheque	Debit	15/01/2013	Greenline Ag		-1,210.29
Bill Pmt -Cheque	Debit	15/01/2013	LANE BUCK & HIGGINS BARRISTERS	legal Costs for Sale of Alton Street Cuballing	-748.00
Bill Pmt -Cheque	Debit	17/01/2013	Anittel	Remote Support	-3,388.00
Bill Pmt -Cheque	Debit	17/01/2013	Anittel	Network and Data	-191.88
Bill Pmt -Cheque	Debit	21/01/2013	TELSTRA	Phone Charges	-587.07
Bill Pmt -Cheque	Debit	22/01/2013	AIR LIQUIDE WA PTY LTD	Gas Cylinders	-100.58
Bill Pmt -Cheque	Debit	22/01/2013	Avon Waste	Bulk Bin service and Rent	-531.90
Bill Pmt -Cheque	Debit	22/01/2013	Artistralia	Copyright for screening of Mirror Mirror	-308.00
Bill Pmt -Cheque	Debit	22/01/2013	Bitutek PTY LTD	Bitumen	-74,913.30
Bill Pmt -Cheque	Debit	22/01/2013	BEAUREPAIRES	Tyres	-1,359.06
Bill Pmt -Cheque	Debit	22/01/2013	BURGESS RAWSON (WA) PTY LTD	Water Usage	-46.15

Shire of Cuballing
Cheque Detail
January 2013

Bill Pmt -Cheque	Debit	22/01/2013	BEAUREPAIRES	Supply and fit Tyres	-1,373.79
Bill Pmt -Cheque	Debit	22/01/2013	CORNER'S AUTOMOTIVE ELECTRICS	Rectify Fault	-110.00
Bill Pmt -Cheque	Debit	22/01/2013	CUBY ROADHOUSE	Dec Expenses	-171.91
Bill Pmt -Cheque	Debit	22/01/2013	E & H Staphorst	Tyres	-1,259.94
Bill Pmt -Cheque	Debit	22/01/2013	EDWARDS MOTORS PTY LTD	Repairs	-325.70
Bill Pmt -Cheque	Debit	22/01/2013	Fuji Xerox	Printing	-119.14
Bill Pmt -Cheque	Debit	22/01/2013	GREAT SOUTHERN FUEL SUPPLIES	Fuel Charges for Dec 2012	-13,691.04
Bill Pmt -Cheque	Debit	22/01/2013	Great Southern Waste Disposal	Management of Shire Tip	-2,858.21
Bill Pmt -Cheque	Debit	22/01/2013	Retravision	Air Con	-1,138.00
Bill Pmt -Cheque	Debit	22/01/2013	Department of Transport		-72.65
Bill Pmt -Cheque	Debit	22/01/2013	HANCOCKS HOME HARDWARE	Misc Items	-73.25
Bill Pmt -Cheque	Debit	22/01/2013	JR & A HERSEY P/L	Delineator	-374.00
Bill Pmt -Cheque	Debit	22/01/2013	JR & A HERSEY P/L	Navy Hats	-66.00
Bill Pmt -Cheque	Debit	22/01/2013	Knightline Computers	HP Ink	-67.80
Bill Pmt -Cheque	Debit	22/01/2013	LANDGATE	Rural UV's Chargeable	-73.60
Bill Pmt -Cheque	Debit	22/01/2013	LANDGATE	Minimum Charge	-34.95
Bill Pmt -Cheque	Debit	22/01/2013	Metaland Narrogin	Duragal Flat	-103.52
Bill Pmt -Cheque	Debit	22/01/2013	METROCOUNT	Road Counters	-9,289.50
Bill Pmt -Cheque	Debit	23/01/2013	MAKIT NARROGIN HARDWARE	Misc items	-53.40
Bill Pmt -Cheque	Debit	23/01/2013	MCDOUGALL WELDMENTS	Welding	-41.25
Bill Pmt -Cheque	Debit	23/01/2013	MCDOUGALL WELDMENTS	Repairs to Loader	-165.00
Bill Pmt -Cheque	Debit	23/01/2013	MCDOUGALL WELDMENTS	Repairs	-686.87
Bill Pmt -Cheque	Debit	23/01/2013	NARROGIN AUTO ELECTRICS	Plug	-28.80
Bill Pmt -Cheque	Debit	23/01/2013	NARROGIN PACKAGING	Misc Products	-182.30
Bill Pmt -Cheque	Debit	23/01/2013	NARROGIN TOYOTA	Annular Buffer	-14.89
Bill Pmt -Cheque	Debit	23/01/2013	Narrogin Smash Repairs	Windscreen CN0	-340.00
Bill Pmt -Cheque	Debit	23/01/2013	NARROGIN BEARING SERVICE	Belt	-47.92
Bill Pmt -Cheque	Debit	23/01/2013	Perth Safety Products	Galvanised Posts	-610.50
Bill Pmt -Cheque	Debit	23/01/2013	PAGE TRUCK HIRE	Push Up Popo Tip	-1,100.00
Bill Pmt -Cheque	Debit	23/01/2013	Road Signs Australia	Danger Signs	-478.50
Bill Pmt -Cheque	Debit	23/01/2013	SHIRE OF WAGIN	Contributions to Regional Refuse Group 2012/20	-5,500.00
Bill Pmt -Cheque	Debit	23/01/2013	Toll Ipec	Freight	-40.51
Bill Pmt -Cheque	Debit	23/01/2013	WESTRAC EQUIPMENT	Parts	-100.85

Shire of Cuballing
Cheque Detail
January 2013

Bill Pmt -Cheque	Debit	23/01/2013	WESTRAC EQUIPMENT	Seal o Ring	-4.53
Bill Pmt -Cheque	Debit	23/01/2013	WALGA	Advertising for project manager	-1,571.42
Bill Pmt -Cheque	Debit	23/01/2013	Narrogin Fruit Market	Food for Christmas Function 12	-578.00
Bill Pmt -Cheque	Debit	29/01/2013	BUILDING COMMISSION, DEPT OF COMMERCE	BRB reconcilliation Jan 2013	-310.82
Bill Pmt -Cheque	Debit	30/01/2013	Westscheme	D Christensen,P Tourle Jan Cont 2013	-883.72
Bill Pmt -Cheque	Debit	30/01/2013	Spectrum Super	Jan Cont 2013 D Leonard	-456.17
Bill Pmt -Cheque	Debit	30/01/2013	AMP Life Ltd	Jan Cont 2013 MD'Alton	-403.41
Bill Pmt -Cheque	Debit	30/01/2013	MTAA Superannuation Fund	NBrennan Jan Cont 2013	-496.72
Bill Pmt -Cheque	Debit	30/01/2013	HostPlus Superannuation	Jan Cont 2013 NGould	-495.63
Bill Pmt -Cheque	Debit	30/01/2013	RAMSAY SUPERANNUATION FUND	Jan Cont 2013 A Ramsay	-240.10
Bill Pmt -Cheque	Debit	30/01/2013	WALGSP	Outside Staff plus Haydon,Shields and Thomsor	-9,354.03
Bill Pmt -Cheque	14211	14/01/2013	Building & Construction Industry Training	BCITF Dec 12	-874.01
Cheque	14212	21/01/2013	RATES	Refund to Ausgold Exploration Pty Ltd due to de	-564.38
Bill Pmt -Cheque	14213	21/01/2013	CASH.	Petty Cash	-336.35
Bill Pmt -Cheque	14214	22/01/2013	Bill & Bens	Cake for Christmas Party	-46.00
Bill Pmt -Cheque	14215	22/01/2013	A & A Corasaniti	Supply and lay concrete and Cuballing Rec Cent	-26,904.82
Bill Pmt -Cheque	14216	29/01/2013	Building & Construction Industry Training	BCITF Jan 2013	-613.56
Bill Pmt -Cheque	Debit	25/01/2013	Commonwealth Bank	December Jan Credit card	-867.33

Municipal - Cheque	-29,339.12
Municipal - Direct Debit	-169,053.21
Credit Card	-867.33
Trust	0
TOTAL	**-199,259.66**

9.1.32 STATEMENT OF FINANCIAL ACTIVITY

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

Background

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

Comment

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

COUNCIL DECISION:

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

Moved: Cr Conley **Seconded: Cr Haslam**

Carried 6/0

Bank Reconciliation as at 31 January 2013

	Municipal Fund	Trust Fund	Reserve Accts
Opening balance	1,672,979.26	51,883.82	675,283.89
Income	45,407.60	-	-
Add interest	1,049.61	-	12,734.95
Expenditure	- 309,358.50	-	
Closing balance	**1,410,077.97**	**51,883.82**	**688,018.84**
Bank account	110,738.06	51,883.82	2,903.89
Investments	1,300,000.00	-	685,114.95
Plus O/S deposits	517.85		-
Less O/S cheques	- 1,177.94		-
Closing balance	**1,410,077.97**	**51,883.82**	**688,018.84**

Investments 31 January 2013

Account	Maturity	Interest	Fund/Account		
Number	Date	Rate	Municipal	Trust	Reserve
50360038	Term Deposit 2m	4.30%	-	-	685,114.95
34681402	Cash Deposit	4.00%	300,000.00		
	Online account		1,000,000.00		
Total			**1,300,000.00**	**0.00**	**685,114.95**

Shire of Cuballing
Notes on financial reports for 31 January 2013

General Purpose Funding

Rates

At present an amount of $832,300 has been raised in rates. An amount of $47,694 has been applied as a discount for the year. At present rate debtors are $67,186.

Governance

Grant Income

An amount of $65,000 has been received from the Department of Local Government as the first instalment of the CNN Budget for the Regional Transition Group.

Conferences

An amount of $15,849 has been spent on conferences this year.

Annual Subscriptions

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

Computer Equipment Mtnce

This is the cost of the annual licence and maintenance fee to Haines Norton for the computer software for the year and also includes the preliminary work carried out for the Synergy soft implementation. We anticipate going live in March.

Law Order Public Safety

Grant and Subsidies

Three quarterly grant payments from FESA have been received together with the administration fee of $4,000.

Community Amenities

Bin Sales and Recycling

Sims metal has collect Council's scrap metal from the refuse sites. Council received an amount of $8,670.

Recreation & Culture

Grants & Contributions

We have received an insurance claim of $4,300 being for the damage sustained to the toilets at the Yornaning dam.

Transport

Grants and Subsidies

Council has received MRWA direct grant funding of $55,448, Grain freight funding of $800,000, LGGC Road grant of $65,908, RTR3 Special project bridges of $164,000 and 40% of the RRG for the Wandering-Narrogin road of $190,826, Blackspot funding of $73,172.

Other Property and Services

Private Works

Council is undertaking private works for a local contractor.

Sale of land

The sale of 75 Alton street to Brian and Donna Harvison for $13,636 has resulted in a profit of $10,636.

Parts and Repairs
This includes $12,078 invoice for repairs to the Cat 120 grader. Parts totalled $1,568.67 and labour (including accommodation) totalled $10,510.

Other Notes

Road and other infrastructure
To date an amount of $485,524 has been spent on road infrastructure and $19,401 on other infrastructure
Land and Buildings
Fencing materials and supply and laying turf for the Popo town hall $9,024
Limestone blocks, freight, laying concrete and earthworks for the Rec Centre $62,865
Fencing Rec Centre - $24,292
Concrete floor for Mens Shed $3,186
Furniture and equipment
Rec Centre – blinds and stove $4,508
Town Hall – blinds $3,909
Server for office - $11,951
Plant purchases
Purchases to date include:

- Flat top trailer $3,187
- John Deere tractor and radio $65,971
- Cable locator $3,500
- Metro traffic counter $3,834
- Survey total station kit $6.089
- Blower vac $482

SHIRE OF CUBALLING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2013

	NOTE	31 January 2013 Actual $	31 January 2013 Y-T-D Budget $	2012/2013 Budget $	Variances Budget to Actual Y-T-D %
Operating					
Revenues/Sources					
Governance		74,854	6,196	6,196	(1108.10%)
General Purpose Funding		152,622	151,500	243,597	(0.74%)
Law, Order, Public Safety		23,798	23,200	24,440	(2.58%)
Health		452	425	1,164	(6.35%)
Education and Welfare		-		-	
Housing		-		-	
Community Amenities		11,293	11,100	1,258	(1.74%)
Recreation and Culture		11,337	11,200	637,152	(1.22%)
Transport		1,337,548	1,332,500	1,997,559	(0.38%)
Economic Services		13,213	12,900	9,560	(2.43%)
Other Property and Services		99,076	98,500	26,495	(0.58%)
		1,724,193	1,647,521	2,947,421	
(Expenses)/(Applications)					
Governance		(109,312)	(109,000)	(121,971)	(0.29%)
General Purpose Funding		(16,991)	(16,000)	(159,190)	(6.19%)
Law, Order, Public Safety		(51,671)	(51,200)	(113,610)	(0.92%)
Health		(12,841)	(11,800)	(34,799)	(8.82%)
Education and Welfare		(3,575)	(3,500)	(10,714)	(2.14%)
Housing		(9,609)	(9,200)	(16,168)	(4.45%)
Community Amenities		(72,345)	(71,500)	(163,577)	(1.18%)
Recreation & Culture		(101,408)	(100,500)	(197,741)	(0.90%)
Transport		(1,022,929)	(1,011,100)	(1,859,249)	(1.17%)
Economic Services		(30,030)	(29,500)	(115,650)	(1.80%)
Other Property and Services		(98,932)	(97,500)	(42,556)	(1.47%)
		(1,529,643)	(1,510,800)	(2,835,225)	
Adjustments for Non-Cash (Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals		(10,636)	-	-	
Depreciation on Assets		425,426	425,426	802,650	
Movement in non current leave entitlements		-	-	-	
Capital Revenue and (Expenditure)		-			
Purchase Land Held for Resale		-	-	-	
Purchase Land and Buildings		(103,288)	(103,288)	(606,313)	
Purchase Infrastructure Assets - Roads & Footpaths		(485,524)	(485,524)	(1,700,090)	
Purchase Infrastructure Assets - Other		(19,401)	(19,401)	(410,505)	
Purchase Plant and Equipment		(82,581)	(82,581)	(104,300)	
Purchase Furniture and Equipment		(11,951)	(11,951)	(14,000)	
Proceeds from Disposal of Assets		13,636	-	-	
Repayment of Debentures		(16,512)	(16,512)	(33,558)	
Proceeds from New Debentures		-	-	-	
Transfers to Reserves (Restricted Assets)		(14,343)	(14,343)	(16,000)	
Transfers from Reserves (Restricted Assets)		-	-	-	
ADD Net Current Assets July 1 B/Fwd		1,535,319	1,190,765	1,190,765	
LESS Net Current Assets Year to Date		(2,209,302)	(1,798,467)	-	
Amount Raised from Rates		**(784,606)**	**(779,154)**	**(779,154)**	

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

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Impairment

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

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

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

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

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

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

(l) Trade and Other Payables

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Employee Benefits

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

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

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

(n) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(o) Provisions

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

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

(p) Current and Non-Current Classification

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Reporting of Monthly Financial Variances

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

2. STATEMENT OF OBJECTIVE

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

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

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

GENERAL PURPOSE FUNDING
Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY
Supervision of various local laws, fire prevention, emergency services

HEALTH
Food control.

EDUCATION AND WELFARE
Support of school activities.

HOUSING
Provision and maintenance of housing.

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

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

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

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

OTHER PROPERTY & SERVICES
Private works operations, plant repairs and operation costs.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2013

3. ACQUISITION OF ASSETS	31-Jan 2013 Actual $	2013 Budget $
The following assets have been acquired during the period under review:		
By Program		
Governance	11,951	19,200
Community Amenities	22,337	54,663
Recreation and Culture	100,090	455,129
Transport	568,117	2,259,395
Economic Services	250	46,821
	702,745	2,835,208
By Class		
Land Held for Resale		
Land and Buildings	103,288	482,229
Infrastructure Assets - Roads & Footpaths	485,524	2,144,595
Infrastructure - Other Assets	19,401	84,884
Plant and Equipment	82,581	104,300
Furniture and fittings	11,951	19,200
	702,745	2,835,208

Please note that on a review of the assets acquired, I have changed the class of some of them to make it more relevant.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 JANUARY 2013

4. DISPOSALS OF ASSETS

By Program	Net Book Value 31-Jan 2013 Actual $	Sale Proceeds 31-Jan 2013 Actual $	Profit(Loss) 31-Jan 2013 Actual $
Other Property and Services			
Lot 75 Alton St (lot 1 CT 474 Folio 93)	3,000	13,636	10,636
			-
	-		-
			-
	-		-
	-		-
	-		-
	3,000	13,636	10,636

	Net Book Value 31-Jan 2013 Actual $	Sale Proceeds 31-Jan 2013 Actual $	Profit(Loss) 31-Jan 2013 Actual $
Land and Buildings			
Vacant Land	3,000	13,636	10,636
			-
			-
			-
			-
	-		-
	-		-
	3,000	13,636	10,636

Summary	31-Jan 2013 Actual $
Profit on Asset Disposals	10,636
Loss on Asset Disposals	
	10,636

9.1.33 ADOPTION OF FAIR VALUE FOR ASSETS

Location/Address:	Whole of shire
Reporting Officer:	Clare Thomson - Accountant
Enabling Legislation:	Local Government (Financial Management) Regulations 1996
Council Policy:	Nil
Budget Implications:	Nil
Voting Requirements:	**Absolute** Majority

Background

Local Governments in WA are required to prepare financial statements in accordance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, AASBs and Australian Interpretations.

Under the Act, Local Governments are now required to record assets at fair value. Implementation will be required in a phased in approach over three years with full implementation required by 30 June 2015. Local governments will have the option to revalue land and buildings and infrastructure assets in alternative years so that these asset classes could be revalued in either 2013/2014 or 2014/2015.

Council has received a valuation report as at October 2012 on land, building and improvement assets on the basis of reinstatement with new value, fair value and condition assessment that was undertaken by AVP Valuers.

Comment

Due to the implementation of fair value reporting required by the Local Governments under the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, AASBs and Australian Interpretations it is recommended that Council adopt the fair value amounts for assets as stated in the valuation report prepared by AVP Valuers.

The result of adopting the fair value amounts for assets will be that Council will now have an asset revaluation reserve (non cash backed) recorded in its financial statements.

COUNCIL DECISION:

That Council adopt the fair value amounts for assets as stated in the valuation report prepared by AVP Valuers as at October 2012, in order to comply with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, AASBs and Australian Interpretations.

Moved: Cr Newman **Seconded: Cr Haslam**

Carried by Absolute Majority 6/0

9.1.34 INTEREST FEE ON DEBTORS FOR OVERDUE ACCOUNTS

Submission to:	Ordinary Meeting of Council
Location/Address:	Whole of Shire
Reporting Officer:	Monique D'Alton, Admin Officer
Enabling Legislation:	Local Government Act 1995
Council Policy:	Nil
Budget Implications:	Cost recovery for administration time on overdue accounts
File Reference:	Finance
Voting Requirements:	Absolute Majority

Background

The Shire of Cuballing, in the past, has not imposed an outstanding account fee on its Debtors and as a result some outstanding accounts have continued to be in arrears for a considerable amount of time. Any imposing of fees and charges requires council approval *(Local Government Act 1995,Sec 6.16)* and the setting of the level of fees is determined accordingly as, the cost of recovering these outstanding fees *(Local Government Act Sec 6.17)*,however as stated under section 6.19 in the event that council chooses to impose a charge, Public notice will need to be given stating the intention and the date from which it is proposed the fees or charges will be imposed.

Comment

Currently The Shire has outstanding accounts that range from 30 days to over 90 days totalling around $33,000. It is proposed that Council set an interest fee on Debtors with outstanding accounts exceeding 90 days. It is recommended that this fee be set at 5% per annum of the total outstanding amount and it is hoped, that with the introduction of this imposed fee, the outstanding amounts will be forwarded promptly and will deter future Debtors withholding payments for such a long periods of time.

OFFICER RECOMMENDATION:

That:

1. **Council impose an interest fee on Debtors with accounts exceeding 90 days**

2. **The interest fee be set at 5% per annum of the total outstanding amount**

Moved: **Seconded:**

COUNCIL DECISION:

That:

2. **Council impose an interest fee on Debtors with accounts exceeding 90 days; and**

2. **The interest fee be set at 8% per annum of the total outstanding amount**

Moved: Cr Newman **Seconded: Cr Haslam**

Carried by Absolute Majority 6/0

9.2.55 SHIRE OF CUBALLING ORDINARY COUNCIL MEETING DATES 2013

Submission to: Ordinary Meeting of Council
Location/Address: Nil
Date: 18 January 2013
Reporting Officer: Nicole Gould, Administration Officer
Enabling Legislation: Local Government Act 1995
Local Government (Administration) Regulations 1996
Council Policy: Nil
Budget Implications: Nil
File Reference: Council Meetings 5
Voting Requirements: Simple Majority

Background

Council is required under legislation, to advertise its Ordinary meeting dates, time and place, once a year.

Meeting dates for Ordinary Council meetings have historically been on the third Thursday of each month, except January when no meeting is held, and on the third Friday in December to coincide with the Shire Christmas and Break-Up Function.

Comment

For the 2013 Calendar Year the following Ordinary Council meeting dates are proposed:

Month	Meeting Date
January	No meeting
February	Thursday 21 February 2013
March	Thursday 21 March 2013
April	Thursday 18 April 2013
May	Thursday 16 May 2013
June	Thursday 20 June 2013
July	Thursday 18 July 2013
August	Thursday 15 August 2013
September	Thursday 19 September 2013
October	Thursday 17 October 2013
November	Thursday 21 November 2013
December	Thursday 19 December 2013

All meetings to commence at 3:00pm, with 15 minutes for public question time at the commencement of each meeting. Meetings are to be held in the Council Chamber in the Shire Administration Office, Campbell Street, Cuballing.

COUNCIL DECISION:

That;

1. **The date for Ordinary Council Meetings for 2013 be as follows:**

Month	Meeting Date
January	No meeting
February	Thursday 21 February 2013
March	Thursday 21 March 2013
April	Thursday 18 April 2013
May	Thursday 16 May 2013
June	Thursday 20 June 2013
July	Thursday 18 July 2013
August	Thursday 15 August 2013
September	Thursday 19 September 2013
October	Thursday 17 October 2013
November	Thursday 21 November 2013
December	Thursday 19 December 2013 *Commencing at 2.00pm*

2. **All meetings, with the exception of the December meeting, to commence at 3:00pm, with 15 minutes public question time at the commencement of each meeting, and to be held in the Council Chamber in the Shire Administration Office, Campbell Street, Cuballing;**

3. **The Ordinary Council Meeting dates be advertised in accordance with Regulation 12 of the Local Government (Administration) Regulations 1996.**

Moved: Cr Newman **Seconded: Cr Conley**

Carried by Absolute Majority 6/0

9.2.56 SHIRE OF CUBALLING COMMON SEAL

Submission to:	Ordinary Meeting of Council
Location/Address:	22 Campbell Street, Cuballing
Date:	23 January 2013
Reporting Officer:	Monique D'Alton, Administration Officer
Enabling Legislation:	Local Government Act 1995
Council Policy:	3.11
Budget Implications:	Nil
File Reference:	Administration 18
Voting Requirements:	Simple Majority

Background

It is a requirement that the use of the Common Seal of the Shire of Cuballing be endorsed by Council.

Comment

During the previous month the Shire President and/or Chief Executive Officer witnessed the affixing of the Shire of Cuballing Common Seal to the following document(s):

- Department of Local Government Grant Agreement for Local Government Reform Program- Amalgamation Planning and Implementation.

- Department of Regional Development and Lands Financial Assistance Agreement-Royalties for Regions Project Dryandra Regional Equestrian Centre CLGF 11-12

COUNCIL DECISION:

That Council endorses the affixing of the Shire of Cuballing Common Seal to the Grant Agreement between the Department of Local Government and the Shire of Cuballing and the Financial Assistance Agreement between the Shire of Cuballing and Department of Regional Development and Lands for Regions Project Dryandra Regional Equestrian Centre CLGF 11-12.

Moved: Cr Hawksley **Seconded: Cr McDougall**

Carried 6/0

9.2.57 SHIRE OF CUBALLING RECORD KEEPING REVIEW

Submission to: Ordinary Meeting of Council
Location/Address: 22 Campbell Street, Cuballing
Reporting Officer: Monique D'Alton, Administration Officer
Enabling Legislation: Local Government Act 1995
Council Policy: Nil
Budget Implications: Nil
File Reference: Administration 7
Voting Requirements: Simple Majority

Background

The Record Keeping Plan details, to the State Records office, the procedures the Shire of Cuballing undergoes to maintain its keeping of information both externally and internally. Every five years the Shire of Cuballing is required to perform a review of its record keeping plans and update them where necessary. In previous years the plan has remained unchanged.

Comment

A review of the Shire of Cuballing's Record Keeping plan has been conducted by way of a questionnaire and consultation amongst administration staff. The questionnaire provided an insight into how the staff felt about using the current procedures while also providing feedback on any changes they thought might be necessary. However, the general concensus was there was very little point in changing the current record keeping processes due to the uncertainty of amalgamation.

COUNCIL DECISION:

That Council endorse the current Record Keeping Plan with no changes.

Moved: Cr Conley **Seconded: Cr Newman**

Carried 6/0

Record Keeping Questionnaire 2012 (RKP Review)

1. Are you aware of the Shire of Cuballing Record Keeping Procedures? Y/N

2. Do you know where to find the Shire of Cuballing Record Keeping Procedures/Policy? Y/N

3. Do you feel that the current Record Keeping system works well? Y/N

4. Can you identify any changes/improvements, that you feel need to be made, to the current Record Keeping system? Y/N If yes please list below

   ---

   ---

5. Do you feel that changing the Record Keeping Plan/System prior to amalgamation being finalised, would be beneficial ? Y/N if yes list reasons and approxiamate date you feel it should be changed by

   ---

Signed..... Date.....

	Question Number				
Staff	1	2	3	4	5
1	Y	Y	Y	Y	N
	Minor changes were noted where changes of officer resposibility has been amended. Other questions were addressed direct to employee.				
2	Y	Y	Y	N	N
3	Y	Y	Y	Y	N
	Responsibilties of some of the officers has changed slightly				
4	Y	Y	NA	N	N
5	Y	Y	Y	N	N
6	Y	Y	Y	N	N
7	Y	Y	Y	N	Y

Shire of Cuballing

Record Keeping Plan

In accordance with the State Records Act, 2000

Document Status:	**Draft**
Revision No:	**2.0**
Revision Date:	**27 January 2010**
Prepared By:	**Clare Thomson**
Endorsed By:	**Peter Naylor**
Adopted By Council:	**19 February 2004**
Submitted to SRC:	**February 2004**
Accepted by SRC:	

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1. Purpose

The State Records Act 2000 is an Act to provide for the keeping of State records and for related purposes. Section 19 of the Act requires that each government organisation have a record keeping plan that has been approved by the State Records Commission. State Records Commission (SRC) Standard 1 "Government Record Keeping" requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 "Record Keeping Plans" establishes minimum compliance requirements for an organisation's Record Keeping Plan.

The purpose of a government organisation's Record Keeping Plan is to set out the matters about which records are to be created by the organisation and how it is to keep its records. Record Keeping Plans are to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system(s), disposal arrangements, policies, practices and processes. The Record Keeping Plan is the primary means of providing evidence of compliance with the Act and that best practices have been implemented in the organisation. In accordance with Section 17 of the Act, the Shire of Cuballing and all its employees are legally required to comply with the contents of this plan.

2. Objectives

The objectives of the Shire of Cuballing Record Keeping Plan are to ensure:

- Compliance with Section 19 of the State Records Act 2000;
- Best practice record keeping is conducted in accordance with State Records Commission Standards and Records Management Standard AS15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of government records.

3. Scope

This Record Keeping Plan applies to all:

- Shire of Cuballing Employees;
- Shire of Cuballing Contractors;
- Shire of Cuballing Elected Members; and
- Organisations performing outsourced services on behalf of the Shire of Cuballing.

This Record Keeping Plan applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this document, a record is defined as meaning "any record of information however recorded and includes –

(a) any thing on which there is writing or Braille;

(b) a map, plan, diagram or graph;

(c) a drawing, pictorial or graphic work, or photograph;

(d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;

(e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and

(f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."

(State Records Act, 2000)

4. Principle One: Proper & Adequate Records

The Shire of Cuballing will ensure that records are created and kept which properly and adequately record the performance of the Shire's functions and which are consistent with any written law to which the Shire is subject when performing its functions. The Shire's roles and functions are mandated by government legislation and regulations. While performing these roles and functions, the Shire will participate in a wide range of activities and transactions. Proper and adequate records of these activities must be created and kept to ensure sufficient evidence of the Shire's performance of these functions.

The broad record keeping requirements of the Shire of Cuballing are based on the business and regulatory environment in which it operates, as detailed below.

4.1 Historical Background

SRC Standard Ref: 1.1a Source:

Initially, the Shire of Cuballing and its district came under the administration of the combined Narrogin-Cuballing Road Board. In 1903, the Cuballing Road Board was formed when Cuballing members decided that the ratepayers of the area would be better served by a board of their own. In 1961 the Cuballing Road Board was renamed the Shire of Cuballing and has been recognized as a Local Government Authority since.

At present, the Shire of Cuballing has twelve localities within the district. These localities are:

West Popanyinning	Popanyinning
East Popanyinning	Stratherne
Lol Gray	Yornaning
Dryandra	Townsendale
Commodine	Contine
Cuballing	Wardering

The Shire comprises of a Shire President, who is elected by Council. There are seven elected members who represent two wards. The Wards are North Ward and South Ward. Three elected members represent the North Ward and four elected members represent the South Ward.

The Shire is managed by the Chief Executive Officer (CEO) and supported by a team of Administration Officers and a Principal Works Supervisor who is responsible for managing the outside works staff. The Chief Executive Officer's role is to carry the ultimate responsibility for the efficient and effective utilization of the organisation's resources in the achievement of Council's objectives.

4.2 Strategic Focus & Main Business Activity

SRC Standard Ref: 1.1b Source:

The Shire of Cuballing is a rural Local Government with primary industries being broadacre farming and sheep production. However, there are other activities carried out which include: steel product manufacturing, boarding kennels, bobcat and truck hire and building maintenance.

The Shire is comprised of two townsites, being Cuballing and Popanyinning. Cuballing's strategic focus is to provide services and facilities to maintain and enhance the quality of life for its residents and ratepayers through the responsible use of available resources.

4.3 Functions

SRC Standard Ref: 1.1c Source: Keyword for Councils Thesaurus 2001

The Shire of Cuballing provides for the good governance of the community in its district, including legislative and executive functions. The services of the Shire of Cuballing are available to all customers, free from any form of discrimination. The functions and activities of the Shire of Cuballing (including those contracted out to other organisations) can be broadly described as follows:

Function	Brief Description
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.
Community Services	The function of providing, operating or contracting services to assist local residents and the community.
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the Shire's operation.
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the Shire.
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.
Financial Management	The function of managing the Shire's financial resources.
Governance	The function of managing the election of Council representatives, the boundaries of the Shire, and the terms and conditions for Elected Members.
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.
Grants & Subsidies	The function of managing financial payments to the Shire from the State and Federal Governments and other agencies for specific purposes.
Information Management	The function of managing the Shire's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the Shire.
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by Council.
Personnel	The function of managing the conditions of employment and administration of personnel at the Shire including consultants and volunteers.
Plant, Equipment &	The function of managing the purchase, hire or leasing of all plant and

Function	Brief Description
Stores	vehicles, and other equipment. Includes the management of the Shire's stores. Does not include the acquisition of information technology and telecommunications.
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.
Recreation & Cultural Services	The function of the Shire arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.
Risk Management	The function of managing and reducing the risk of loss of Shire properties and equipment and risks to personnel.
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the Shire area.
Drainage	The function of designing and constructing, maintaining and managing Council's drainage, stormwater and flood mitigation works.
Waste Management	The function of providing services by the Shire to ratepayers for the removal of solid waste, destruction and waste reduction.

(State Records Authority of NSW, 2001)

Outsourced Functions

The Shire of Cuballing has no outsourced functions at present.

4.4 Major Stakeholders

SRC Standard Ref: 1.1d Source:

The Shire of Cuballing recognises employees, residents, ratepayers, the general public and Elected Members as its major stakeholders.

The Shire recognises and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies.

4.5 Enabling Legislation

SRC Standard Ref: 1.2a Source: Local Government Act, 1995

The Shire of Cuballing is constituted as a district under the Local Government Act 1995. The general function of a local government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities.

Using its legislative powers, a local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

The local government's executive powers involve administering its local laws and doing other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act and other associated legislation, including the provision of services and facilities.

4.6 Legislation & Regulations Administered by the Shire

SRC Standard Ref: 1.2b Source:

The Shire of Cuballing is wholly or partly responsible for administering the following legislation and regulations:

Agriculture and Related Resources Protection Act 1976
Building Regulations 1989
Bush Fires Act 1954
Bush Fire Regulations
Caravan Parks and Camping Grounds Act 1995
Caravan Parks and Camping Grounds Regulations 1997
Disability Services Act 1993
Dog Act 1976
Dog Regulations
Environmental Protection Act 1986
Environmental Protection (Noise) Regulations 1997
Explosive and Dangerous Goods Act 1961
Freedom of Information Act 1992
Freedom of Information Regulations 1993
Hairdressing Establishment Regulations 1972
Health Act 1911 An Act to consolidate and amend the law relating to Public Health.
Health (Air Handling and Water Systems) Regulations 1994
Health (Asbestos) Regulations 1992
Health (ANZ Food Standards Code adoption) Regulations 2001
Health Act (Carbon Monoxide) Regulations 1975
Health (Cloth Materials) Regulations 1985

Health (Food Hygiene) Regulations 1993
Health (Food Standards) (Administration) Regulations 1987
Health (Garden Soil) Regulations 1998
Health Act (Laundries and Bathrooms) Regulations
Health (Meat Hygiene) Regulations 2001
Health (Pesticides) Regulations 1956
Health (Pet Meat) Regulations 1990
Health (Poultry Manure) Regulations 2001
Health (Public Buildings) Regulations 1992
Health (Skin Penetration Procedure) Regulations 1998
Health (Swimming Pools) Regulations 1964
Health (Temporary Sanitary Conveniences) Regulations 1997
Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
Heritage of Western Australia Act 1990
Land Administration Act 1997
Land Valuation Tribunals 1978
Litter Act 1979
Liquor Control Act 1988
Local Government Act 1995
Local Government (Miscellaneous Provisions) Act 1960
Local Government Grants Act 1978
Local Government Regulations
Main Roads Act 1930
Parks and Reserves Act 1895
Planning and Development Act 2005
Radiation Safety Act 1975
Radiation Safety Regulations
Rates and Charges (Rebates and Deferments) Act 1992
Rights in Water and Irrigation Act 1914
Residential Design Codes of WA 2002
Road Traffic Act 1974
Strata Titles Act 1985
Telecommunications Act (Commonwealth) 1997
Telecommunications (Low Impact Facilities) Determination 1997
Transfer of Land Act 1893
Valuation of Land Act 1978
Waterways Conservation Act 1976

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

- Shire of Cuballing Standing Orders
- Shire of Cuballing Cemetery Local Law

4.7 Other Legislation Affecting the Shire

SRC Standard Ref: 1.2c Source:

The following legislation and regulations also affect the functions and operations of the Shire of Cuballing:

Builders Registration Act 1939
Criminal Code 1913
Electronic Transactions Act 2003
Equal Opportunity Act 1984
Evidence Act 1906
Freedom of Information Act 1992;
Industrial Awards
Industrial Relations Acts (State and Federal)
Interpretation Act 1984
Limitation Act 1935, 2005
Occupational Safety and Health Act 1984
Occupational Safety & Health Regulations 1996
Parliamentary Commissioner Act 1971
State Records Act 2000
State Records (Consequential Provisions) Act 2000
State Records Commission Principles & Standards 2002
Swan River Trust Act 1988
Workers Compensation and Injury Management Act 1981

4.8 Standards & Codes of Practice Affecting the Shire

SRC Standard Ref: 1.2d Source:

The following government and industry standards and codes of practice have been imposed upon or adopted by the Shire of Cuballing:

- **Australian Accounting Standards**
- **Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2**
- **General Disposal Authority for Local Government Records RD 99004**
- **National Competition Policy**
- **Shire of Cuballing Code of Conduct**
- **Shire of Cuballing Electoral Code of Conduct**
- **Shire of Cuballing Delegated Authority Register**
- **Shire of Cuballing Sexual Harassment Policy**
- **Shire of Cuballing Disability Services Plan**
- **Equal Employment Opportunity**
- **Shire of Cuballing Induction Manual**

5. Principle Two: Policies & Procedures

POLICIES

The original Record Keeping Policy was endorsed by the Executive on 19 February 2004. The revised plan was not formally presented to Council as it was reviewed internally by the Chief Executive Officer and the three Administration Staff in a round table session. As there was very little change required the plan was then endorsed by the Chief Executive Officer in the form of a covering letter that was sent to State Records Office attached to the revised Record Keeping Plan.

The Shire of Cuballing's record keeping program will be compliant with legislative requirements and best practice standards. It strives to be reliable, systematic and well managed within a framework for consistent and accountable implementation. To this end, the Shire of Cuballing will maintain policies and procedures governing record keeping matters, as detailed below.

5.1 Record Keeping Policy

SRC Standard Ref: 2.1 Source: Shire of Cuballing Record Keeping Policy

The Shire of Cuballing maintains a record keeping policy, as detailed below, that is authorised by the Executive Management Team and endorsed by Council. The policy will be promulgated throughout the organisation and will be available to all employees, contractors, Elected Members and outsource agencies.
(Refer Appendix A)

5.1.1 Purpose

SRC Standard Ref: 2.3 Source: Shire of Cuballing Record Keeping Policy

The purpose of the Shire's Record Keeping Policy is to define the principles that underpin the Shire's records keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire. This policy establishes a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

5.1.2 Scope

SRC Standard Ref: 2.5 Source: Shire of Cuballing Record Keeping Policy

This policy applies to all government records created or received by a Shire of Cuballing employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Cuballing, regardless of their physical format, storage location or date of creation.

5.1.3 Custodianship of Records

SRC Standard Ref: 2.6 Source: Shire of Cuballing Record Keeping Policy

The Shire of Cuballing recognises its records as a government-owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Cuballing.

5.1.4 Roles & Responsibilities

SRC Standard Ref: 2.2 Source: Shire of Cuballing Record Keeping Policy

- *Elected Members:* All Elected Members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Cuballing in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Originals or copies thereof shall be delivered to the Chief Executive Officer for recording and safe keeping by the Shire of Cuballing. Party political and personal records of Elected Members are exempt.
- *Chief Executive Officer:* The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.
- *Managers:* All Managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.
- *All Staff:* All staff (including contractors) is to create, collect and retain records relating to Shire of Cuballing business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

5.1.5 Creation of Records

SRC Standard Ref: 2.4a Source: Shire of Cuballing Record Keeping Policy

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

5.1.6 Capture & Control of Records

SRC Standard Ref: 2.4b Source: Shire of Cuballing Record Keeping Policy

All records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems, that are managed in accordance with sound record keeping principles.

5.1.7 Security & Protection of Records

SRC Standard Ref: 2.4c Source: Shire of Cuballing Record Keeping Policy

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

5.1.8 Access to Records

SRC Standard Ref: 2.4d Source: Shire of Cuballing Record Keeping Policy

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire policy. Access to the Shire's records by Elected Members will by via the Chief Executive Officer in accordance with the Local Government Act 1995.

5.1.9 Appraisal, Retention & Disposal of Records

SRC Standard Ref: 2.4e Source: Shire of Cuballing Record Keeping Policy

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

5.2 Record Keeping Procedures

SRC Standard Ref: 2.1-2.5 Source:

The Shire of Cuballing will maintain record keeping procedures, as detailed below, in accordance with the Shire's Record Keeping Policy and based on best practice standards. These procedures will set out standardised processes for all staff and contractors to follow when carrying out record keeping tasks. Procedures will be adopted throughout the organisation and will be available to all employees, contractors, Elected Members and outsource agencies.

5.2.1 Corporate Record Keeping Procedures

The Shire of Cuballing will maintain the following Corporate Record Keeping Procedures that will be applicable to all employees, contractors, Elected Members and outsource agencies. These procedures must be authorised by the Administration Officer or the Chief Executive Officer.

Procedure	*Reference*
Correspondence capture and control including elected members records	1
Mail Management and Policy and Procedures	1.1
Courier and Hand Delivered Mail	1.1.1
Mail Opening	1.1.2
Mail Items Not Registered	1.1.3
Mail Items Registered	1.1.4
Private and Confidential Mail	1.1.5
Outgoing Mail	1.1.6
Incoming Mail	1.1.7
Assigned Responsibility for Classifying, Indexing and Registration	1.2
File Titling Conventions, File Numbering etc	1.3
Distribution	2
Responsibilities Assigned	2.1
Frequency	2.2
Tracking Mechanisms	2.3
Security Measures	2.4
File Creation/Closure	3
Assigned Responsibility and Physical and/or Automated File Creation	3.1
Electronic Records Management	4
Organisation's approach and methodology for the management of its electronic records	4.1
Email Management	5
Capture, Retention and Authorised Disposal of Email Messages to ensure Accountability	5.1
Website Management	6
Guidelines to determine which is the complete and accurate record	6.1
Responsibility for the website	6.2
Strategies implemented for the management for the website overtime	6.3
Metadata Management	7
Authority for capture and control of metadata	7.1
Systems Management	8
Delegations of Authority for Control and Security of Systems	8.1

Procedure	Reference
Migration Strategy	9
Strategies planned or in place for migrating records	9.1
Responsibility Assigned	9.2
Regularity	9.3
Disposal	10
Responsibilities assigned and frequency of disposal program	10.1
Other	11
Other Policies and procedures relating to record keeping	11.1

See Appendix C

5.3 Record Keeping System Design

SRC Standard Ref: 2. Source:

The Shire of Cuballing has developed and will maintain a record keeping system, as detailed below, in accordance with the Shire's Record Keeping Policy and legislative requirements. The record keeping system will support the business needs of the Shire, as well as provide the following record keeping functions:

- Classifying and indexing records to describe them, provide them with context and allow them to be retrieved;
- Registering these records to capture them into the system for ongoing management over their lifecycle;
- Managing files that group and house these records;
- Tracking the location of records, work flow movements and required actions;
- Managing requests for records by action officers;
- Managing the storage options for records;
- Retention & disposition of records once they no longer have any administrative value; and
- Archiving of records that are of continuing historical value to the organisation.

The Shire of Cuballing Record Keeping System is a vital business system that provides the Shire with a number of significant benefits. The underlying purpose of implementing and maintaining this system is to make accessible records which:

- Support decision making;

- Support operational activities;
- Act as evidence of business decisions and transactions;
- Meet statutory obligations;
- Provide historical reference; and
- Enhance administrative efficiency.

The Shire of Cuballing's filing system is a manual system that is updated and reviewed on a regular basis to ensure that it caters for all requirements of local government users.
The system provides a means for users to register information received or forwarded by an organization. At this stage, there is only the provision for users to index and store documents as hard copies. Any electronic information that is to be kept is printed as a hard copy and filed accordingly as no electronic software program is used for the management of documents, correspondence.

If a user is looking for a document received by the Shire, they need to know the sub category of the document. There is no provision to search for externally generated documents electronically. Any documents that have been generated internally can be searched for electronically as all documents have a reference that relates back to the Shire's filing system. A backup is generated on a daily basis for all electronic records.

All files can be linked to Council's Retention and Disposal Schedule. This allows for the monitoring and performance of archival and destruction procedures by the Administration Officer. The Retention and Disposal system allows for the recording of all retention requirements including:

- Schedule reference
- Disposal Action
- Years/Months before Action (if valid)

Details that can be recorded against a file, include but are not limited to:

- File Number

It was envisaged that the Council may purchase Keywords for Councils but after some research and consideration it was decided that the Council would not purchase Keywords for Councils. Over time Council may re evaluate this decision.

Council maintains and controls all electronic financial records through the software purchased from the Stennings Group (formerly Collier Kyn & Associates) which is backed up daily. This package is responsible for maintaining rates, payroll, debtors, creditors, general ledger and associated financials. This system is updated as new modules are implemented or enhanced by Stennings.

5.4 Evaluation of Policies and Procedures

The Shire of Cuballing evaluates its Policies and Procedures annually.

6. Principle Three: Language Control

The Shire of Cuballing will ensure that appropriate mechanisms are in place to identify and name government records. Mechanisms for controlling the language or terminology used to identify and name the Shire's records will be developed and implemented, as detailed below. The tools adopted will control and maintain consistent use of language to assist organisation wide uniformity and result in improved indexing, tracking and retrieval of information.

6.1 Thesaurus Used for File Titling / File Classification Scheme

SRC Standard Ref: 3.1 Source:

The Shire of Cuballing will title all files in the Shire's Record Keeping System in accordance with the Shire of Cuballing Central Records Filing Index, produced by the Shire of Cuballing. This tool will ensure that all files are identified and named in a systematic and consistent way.

The current index is assessed on a regular basis and as previously mentioned, Council may consider purchasing Keywords for Council. Council staff reassess the current index on a regular basis and make changes if necessary. At present, the current index is in a tiered format to enable the classification of records as accurately as possible. This format consists of 42 major categories, which in turn are broken down into further sub categories.

See Appendix B

Regular feed back by staff to the Administration Officer has indicated that this system is currently working effectively.

6.2 Record Title Conventions & Standard Abbreviations

SRC Standard Ref: 3.1 Source:

The Shire of Cuballing will title all significant records in the Shire's Record Keeping System in accordance with the Shire of Cuballing Central Records Filing Index. This tool will ensure that, as far as possible, significant records are identified and named in a consistent way.

6.3 Central Records Filing Index

The Shire of Cuballing has developed a Central Records Filing Index to control the titling of records. This index covers both administrative and functional records.

See Appendix B

6.4 Assessment of its effectiveness

SRC Standard Ref: 3.2-3.3 Source:

The List of Subject Headings operates reasonably well within the Shire of Cuballing. It covers both administrative and functionally activities of the Shire, is available of use by all staff and information can be filed and found without difficulty. This tool may be adjusted by the Chief Executive Officer to reflect changes to the functions and activities of the Shire as may occur from time to time.

6.5 Identified Areas for Improvement

The Shire of Cuballing believed that the purchase of Keywords for Council may have been beneficial to the organization and did assess the implementation of this system over the past 2 years. Upon investigation it was decided that the implementation of Keywords for Council was not warranted at this time but may be investigated again in future years.

7. Principle Four: Preservation

The Shire of Cuballing will ensure that all government records are appropriately protected and preserved as long as required for legal, legislative, financial, administrative and historical purposes. A major threat to the preservation of records is the risk of disasters, natural or otherwise. A disaster recovery plan is essential to ensure the swift, efficient and effective resumption of the Shire's Record Keeping System (RKS) and the wide range of activities it supports following a disaster. The Shire of Cuballing will develop and implement strategies for the recovery of the RKS in the event of a disaster, including the importance of recovery, risks faced by the Shire, various components needing protection, recovery requirements, counter measures, responsibilities, resources required and essential ongoing training and testing programs, as detailed below.

7.1 Potential Impacts of Disasters

SRC Standard Ref: 4.1 Source:

The Shire's Record Keeping System is a vital corporate system that manages, stores and provides access to the Shire's records. The impact resulting from the entire or partial loss of records in the RKS would be immense.

In the event of a disaster affecting the Shire's RKS, the swift and complete recovery of the system would be essential in ensuring minimal impact on Shire operations. Information is a key resource in all processes at the Shire, and the loss of this resource would either significantly slow each process or halt each process entirely. The RKS, as the primary repository for Shire information, has the greatest potential to impact the widest range of Shire operations if destroyed in a disaster.

The loss of the Shire's RKS could impact the Shire in a number of ways. The major areas of likely impact are detailed below:

	Level of Impact		
Area of Impact	***Low***	***Medium***	***High***
Customer Service Levels			H
Staff Down Time	L		
Uninformed Decision Making		M	
Loss of Corporate Memory			H
Legal Exposure	L		
Cost of Recreating Information			H
Legislative Non-Compliance	L		

7.1.1 Breach of Customer Service Levels

The slowing of Shire processes due to an inability to access required information, for even a short period of time, would quickly start to impact the Shire's ability to meet its customer service levels. This would result in a flow on impact to Shire of Cuballing customers and degradation of the Shire's image in the community.

7.1.2 Staff Down Time

With the majority of office staff utilising the RKS in their day-to-day activities the effect of the unavailability of the system on staff productivity would be significant. For short periods of system unavailability, other work could be performed, however as the period of time increases so does the impact on staff productivity.

7.1.3 Uninformed Decision Making

Being unable to access the right information at the right time can easily lead to uninformed decision making by Shire staff. In the short term important decisions could be deferred, however as time pressures increase, decisions would have to be made without the benefit of potentially valuable information contained in Shire records.

7.1.4 Loss of Corporate Memory

The loss of the Shire's Corporate Memory would have an immense impact in the long term. A Corporate Memory helps to provide an organisation with its corporate identity, heritage and historical reference, as well as empowering staff to make improved business decisions, prevent duplication of effort, increase administrative efficiency and learn from the organisation's previous mistakes. The Shire's Corporate Memory also makes a valuable contribution to the Public Memory of Western Australia, a vital historical resource for everyone in the WA community and beyond.

7.1.5 Legal Exposure

Shire records are regularly utilised to support a legal defence or to substantiate prosecutions for the Shire on various matters. The unavailability of such records would result in a significant legal exposure for the Shire, by either not being successful in undertaking appropriate prosecutions under various empowering acts or not being able to defend the Shire's actions in regard to contentious matters.

7.1.6 Cost of Re-creating Information

The loss of information used to support Shire operations can not be accepted in the medium to long term. Such information is necessary to carry out these operations and would need to be re-created so that the activities could continue. The re-creation of many years worth of information is a very costly if not impossible task.

7.1.7 Legislative Non-Compliance

The Shire is required to comply with a myriad of Acts and Regulations covering all areas of the Shire's diverse functions and operations. Of particular note is the State Records Act 2000, which governs the record keeping function of all government agencies in Western Australia. Non-compliance in terms of the retention and protection of Shire records would result in heavy penalties and embarrassment for the Shire in the State Parliament.

7.2 Risk Analysis

SRC Standard Ref: 4.1 Source:

The following table details the major risks affecting the Shire's Record Keeping System. The event level refers to the level of severity of the disaster should it occur, with level 1 being the highest and level 5 being the lowest. The chance of the disaster occurring has been estimated in terms of low, moderate or high likelihood.

Risk	Description	Event Level	Likelihood
Fire	Smoke, fire damage	2	M
Storm	Water, wind, electrical damage	3	L
Earthquake	Structural damage	4	M
Flood	Water damage	3	L
Burglary	Theft, vandalism damage	3	M
Internal Interference	Deliberate destruction of records	4	L
Electrical	Fire, surge damage	4	H

7.3 Inventory of Assets

SRC Standard Ref: 4.1 Source:

The following tables detail all the components of the RKS that require safeguarding. A ranking is given to each component to indicate the priority that should be given to each during any recovery activities. The inventory also provides details such as the format/operating system, location/host computer, security classification of each component.

7.3.1 Electronic Components:

Item	Ranking	Operating System	Host Computer System	Security Classification
Software	1 3 4 2	Quickbooks Ratebookonline Fixed Assets Online Payroll Premier	N/A	High
Server	1	Pick Windows	N/A	High

7.3.2 Physical Components:

Item	Ranking	Format	Location	Security Classification
Files	1	Paper	Storage Area	High
Filing Cabinets	3	Metal	Storage Area	Medium

7.4 Disaster Recovery Requirements

SRC Standard Ref: 4.1 Source:

Five major disastrous events have been identified that would impact the Shire's RKS. These events have been ranked by the level of severity of the disaster should it occur, with level one being the highest and level five being the lowest. This section of the disaster recovery plan describes these five event levels.

7.4.1 Level 1: Shire of Cuballing Administration Office Compromised

The total compromise of the Shire of Cuballing Administration Office due to a major event such as fire, flood, earthquake or bombing, although highly unlikely, is a risk for the Shire. The compromise of the Shire of Cuballing Administration Office has been catagorised as a level one event and would have an extreme impact on nearly all areas of operation within the Shire.

The required recovery for an event of this magnitude would possibly need to include alternative accommodation, furniture, office equipment, information technology infrastructure and additional staffing, as well as the recovery of the Shire's Record Keeping System.

Due to the wide ranging impact of a level one event, recovery from such a disaster is well beyond the scope of this disaster recovery plan. It is recommended that the recovery strategy for this level event be considered by the Chief Executive Officer.
Recovery for a disaster of this type would need to be considered by the Chief Executive Officer.
All old records are stored at the administration centre. No records are stored at other venues. At present the Shire's current records are filed in a cabinet comprising of five units measuring 2.1m high x 900m wide. Access to the filing cabinet is only permitted by administration staff and the cabinet is locked at the close of business. The archival records are stored in the strongroom which is approximately 3m x 4m. The archival material stored is the strongroom is comprised of approximately twelve linear meters of temporary records and two of archival records. Once again access to the strongroom is only given to administration staff. The strongroom is locked at the close of business. Storage reviews will be undertaken by the Chief Executive Officer Officer, on an annual basis.

Required Recovery Time: **Indefinate**

7.5 Disaster Counter Measures

SRC Standard Ref: 4.2 Source:

The Shire of Cuballing has developed and implemented counter measures to ensure the protection of the Shire's Record Keeping System, as detailed below. Some of these measures are preventative in nature (to avoid a disaster from occurring in the first instance) and others will aid in the recovery of the system should a disaster occur.

7.5.1 Logical Security

Electrical equipment is secured via passwords. Backup discs are taken daily, on a total record rotational basis. The backup discs are kept in the safe in a fireproof room.

7.5.2 Physical Security

The Shire of Cuballing Administration Office is only secured by normal door locks. Employees who have keys are the Chief Executive Officer, Administration staff and the Cleaner.

The Works Depot is also only secured by normal locks. Employees that have keys to the Depot are the Chief Executive Officer and Principal Works Supervisor and Leading Hand.

Council has installed an electronic security system to protect the offices from breaking and entering of unauthorised persons.

7.5.3 Environmental Controls

=The Shire of Cuballing Administration Office whilst not isolated could be subject to break-ins or burglary.

7.5.4 Security Copies of Vital Records

Electronic records are effectively duplicated, however hard copies are stored but not duplicated. In the event of a natural disaster or other catastrophe the only other source of records would be that contained by electronic medium.

Vital Records including legal documents (contract, leases, titles, deeds) are stored in leverarch files in located in a fire proof storage area which is secured. Vital Records are noted in the Shire of Cuballing filing index as being secured in the fireproof room

for added protection. Vital Electronic records are stored in a large safe that is located in the locked fireproof room.

7.6 Disaster Recovery Strategy

SRC Standard Ref: 4.3 Source:

Upon the discovery of a disaster affecting the Shire's Record Keeping System and/or physical records, the Chief Executive Officer will be immediately contacted. This person should then commence the recovery strategy detailed in this section of the plan.

7.6.1 Switch to Emergency Backup Operating Mode

The first task of the Chief Executive Officer is to immediately switch the RKS to the emergency backup operating mode. The following steps should be followed:

- Evaluate the extent of damage to the RKS and select an appropriate RKS Continuity Procedure (See Section 7.7 for details)
- Assemble appropriate staff to discuss continuity plan
- Implement the relevant continuity procedures
- Notify all staff of system unavailability

7.6.2 Plan Recovery

The following steps should then be followed prior to the commencement of the recovery activities:

- Urgently assemble all relevant staff
- Evaluate extent of damage or loss
- Determine recovery tasks required
- Notify all RKS stakeholders of recovery strategy and estimated time frame for recovery

7.6.3 Implement Appropriate Recovery Operations

As a guide, the following recovery operations should be executed by the Chief Executive Officer. Different operations have been selected depending on the level of the disastrous event.

- Commence recovery of physical records following recovery plan put in to place following disastrous event.

During recovery operations the recovery team will meet regularly. Communication will be channeled through the Chief Executive Officer. At the completion of the selected recovery strategy a debriefing will be held and a full report produced detailing the recovery operations and any recommendations regarding improvements to the disaster recovery plan.

7.6.4 Return to Normal Operating Mode

Once all the essential recovery activities are completed, the steps below should be followed to return the RKS to normal operating mode:

- Transfer all manual records into the RKS
- Re-establish manual files
- Promptly file all documents into their appropriate files
- Advise all staff that the RKS is 'live' again

7.7 Disaster Continuity Procedures

SRC Standard Ref: 4.3 Source:

The Shire of Cuballing has developed and implemented a continuity procedure to be used during any extended period of system downtime during office hours to ensure the continued processing of records into the Record Keeping System and delivery of records to Shire staff. The continuity procedure will be used for all types of system problems, as described below.

- All records will be recorded manually and updated into the RKS when it is restored. The recording and updating will be carried out by the Administration Officer. All filing will be kept in a folder and filed appropriately as files are restored in the RKS.

7.8 Disaster Recovery Responsibilities

SRC Standard Ref: 4.2-4.3 Source:

The following Shire of Cuballing positions will be responsible for various activities that must be performed as part of the RKS disaster recovery plan. The table below details the position responsible for undertaking the activity and the frequency with which the activity should be performed.

Activity	Position	Frequency
Manually record all documents	Administration Officer	As required
Determine when system is available	Administration Officer	As required
Update system with manual records	Administration Officer	As required
Organise alternative/storage & equipment	CEO & Administration Officer	As required

7.9 Disaster Recovery Resources

SRC Standard Ref: 4.3 Source:

Dependent on the nature and severity of the disaster, the following resources may be required to restore the Shire's RKS. The table below details the source, location and availability of each item.

Item	Source	Location	Availability
Software	Haines Norton	Osborne Park	Immediately
Hardware	Computer Store	Perth	1-5 days
Filing Cabinets and Stationery	Stationery Provider	Perth	1-5 days

7.10 Disaster Recovery Plan Training Program

SRC Standard Ref: 4.3 Source:

All members of the RKS Disaster Recovery Team will be trained in the operation of the RKS Disaster Recovery Plan and associated procedures. All staff members will be briefed on the contents of this plan. New employees will be given access to this plan.

7.11 Disaster Recovery Plan Reviewed

SRC Standard Ref: 4.3 Source:

The Chief Executive Officer is to ensure there are regular reviews of the disaster recovery plan. It is envisaged that the review will be carried out on an annual basis.

8. Principle Five: Retention & Disposal

All records created, received or held by the Shire of Cuballing must only be disposed of legally, in accordance with Retention & Disposal Schedules approved by the State Records Commission. Retention and Disposal Schedules are a systematic and comprehensive listing of categories or series of records created and/or kept by local government, which plans the life of those records from creation to disposal, or permanent archive.

Retention & Disposal Schedules aim to:

- Select, preserve and make available all records that have a continuing value (Legal, Legislative, Financial, Administrative & Historical) to the Shire of Cuballing;
- Destroy all records whose value has ceased; and
- Transfer to the State Archives all records that have a significant historical value to the people of Western Australia

The Shire does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

There are severe penalties for the unauthorised destruction of public records:

- Section 78 of the State Records Act, 2000 provides that:
  - *"(3) A government organization employee who destroys a government record commits an offence unless the destruction is authorized by the record keeping plan of the organization."*
  - Penalty: $10,000

- Section 110 to the Freedom of Information Act, 1992 provides that:
  - *"A person who conceals, destroys or disposes of a document or part of a document or is knowingly involved is such an act for the purpose (sole or otherwise) of preventing an agency being able to give access to that document or part of it, whether or not an application for access has been made, commits an offence."*

- Penalty: $5,000 or 6 months Imprisonment

8.1 Destruction of Ephemeral Records

SRC Standard Ref: 5. Source: General Disposal Authority for Local Govt. Records

Ephemeral records have no continuing value to the Shire of Cuballing and are generally only needed for a few hours or a few days. They may not need to be placed within the Shire's official Record Keeping System. Section 1.11 of the General Disposal Authority for Local Government Records, 1999 describes ephemeral records, an extract of which is below. In accordance with this schedule, Shire of Cuballing employees, contractors or Elected Members may dispose of such ephemeral records once reference ceases.

GDA Ref.	*Description of Records*
1.11.1	Duplicate (or exact) copies of records, documents, circulars, forms, etc.
1.11.2	Information material including price lists, catalogues, advertising material, brochures etc, produced by other organisations
1.11.3	Reference sets of directories, addresses and contact lists, including internal directories and lists produced by the local government, other agencies and organisations or suppliers
1.11.4	Unsolicited letters or promotional material which offer goods or services to the local government
1.11.5	Messages in the form of voice mail, e-mail, telephone messages, post-it or sticky notes when the message does not relate to the business functions of the local government **Note:** Messages which do relate to the business functions of the local government must be transcribed and placed on the appropriate subject file. Once transcribed the original message may be destroyed
1.11.6	Rough drafts of reports, or correspondence, routine or rough calculations not circulated to other staff in the local government, and of which a final draft has been produced and placed on the appropriate subject file. **Note:** Versions of drafts which contain significant changes to context must be placed in the appropriate subject file eg. internal policy
1.11.7	Transitory messages giving minor instructions and of a routine or instruction nature that are used to further some activity in either a paper-based or electronic format eg. correcting typing errors; requesting file creation or retrieval; filing a letter; formatting documents; duplicating
1.11.8	Letters or cards of appreciation, sympathy or greetings of no enduring value
1.11.9	Working papers, background notes and reference materials used to prepare or complete other documents. Those documents become the record of the local government and are placed on the appropriate subject file. **Note:** Working papers and background notes relating to the development of internal policy must be placed on the appropriate subject file.

(State Records Office of WA, 1999)

8.2 Destruction of Other Records

SRC Standard Ref: 5. Source: General Disposal Authority for Local Govt. Records

Other records held by the Shire must only be destroyed by the Administration Officer after approval has been obtained from the Chief Executive Officer and is in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia. While a retention period is typically established when records are captured into the Record Keeping System, changes in environmental circumstances, such as those detailed below, may require the record to be retained for a further period.

During assessment, consideration of the following issues that could affect retention requirements, will be made:

- Does the title of the file accurately reflect the contents?
- Have any significant historical events taken place since the record was sentenced?
- Are you aware of any current issue affecting the records?
- Are any of the records subject to a current Freedom of Information application?
- Are any of the records subject to a current, pending or suspected court case or Subpoena?
- Has the retention period in the Retention & Disposal Schedule changed since the records were scheduled?

Once the eligibility for destruction has been determined the Chief Executive Officer must authorise each record disposal list prior to destruction taking place. A Record Disposal Certificate will be created at the time of destruction and retained permanently in the Shire's Record Keeping System as evidence of the destruction taking place.

8.3 Transfer of Archival Records to State Archives

SRC Standard Ref: 5. Source: General Disposal Authority for Local Govt. Records

Shire records identified as having archival value in the General Disposal Authority for Local Government Records are to be retained in the State Archives. Archival value

records may be those created as evidence of an administration where their value goes well beyond their day to day use. These records may also document the history of an area and its population and the cultural and economic conditions under which they lived. These records have been identified as having a lasting value for the state and are a valuable resource for students or researchers in such areas as history, genealogy, social geography, economics, demography and urban planning.

In accordance with the General Disposal Authority for Local Government Records, all archival records will be transferred to State Archives five years after the date of last action.

8.4 Disposal Program Implemented

The Shire of Cuballing has implemented the General Disposal Authority for Local Government Records and conducts a regular disposal program on an annual basis.

8.5 Authorization for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the State Records Office, a list of those records due for destruction or transfer will be reviewed by the Chief Executive Officer and authorized for destruction or transfer.

9. Principle Six: Compliance

The Shire of Cuballing and all its employees are legally obliged to comply with this Record Keeping Plan in accordance with the State Records Act, 2000. The Shire of Cuballing will develop and implement strategies, as detailed below, to ensure that each employee, contractor, Elected Member and outsource agency are aware of their compliance responsibilities and that the Record Keeping System is operating in compliance with this plan.

9.1 Record Keeping System Review

SRC Standard Ref: 6.1 Source:

The Shire of Cuballing Record Keeping System will be regularly reviewed, as detailed below, to ensure it is meeting the requirements of this plan and the business requirements of the organisation.

9.1.1 Comprehensive Record Keeping System Review

Once every five years the Shire of Cuballing Record Keeping System will be evaluated for efficiency and effectiveness. This comprehensive review of the system will report on the efficiency and effectiveness of the system at meeting the objectives of the Shire of Cuballing Policy on Record Keeping. The review will conducted by the Administration Officer in consultation with a representative sample of staff and all key stakeholders of the Record Keeping System. The review will include the following areas:

- The extent to which to system meets each Record Keeping Policy objective;
- Level and extent of system usage across the organisation;
- Processes that are working well;
- Processes that are not working well or are not being utilised;
- Problems and challenges experienced by staff;
- Specific processes requiring improvement;
- Staff ideas and suggestions for improvement; and
- Actions to be completed in the coming five year period.

A copy of the full report will be provided to all stakeholders and will be available to all staff. A summary of the report will be tabled at a Council meeting as soon as practicable after its completion.

9.1.2 Record Keeping Policy & Procedure Review

The Shire of Cuballing Policy on Record Keeping and all record keeping procedures, as outlined in Principle 2 will be reviewed on an annual basis. The review will be conducted by the Administration Officer and any necessary amendments will be made promptly. All amendments will be authorised as outlined in Principle 2 and communicated to all affected staff.

9.1.3 Internal Record Keeping Audits

Every 12 months an internal record keeping audit will be conducted by the Administration Officer. The audits will examine the extent to which each unit is following record keeping procedures and utilising the Record Keeping System. Any deficiencies that are discovered will be presented as audit action items to be addressed by the Administration Officer within the next six months. The satisfactory completion of audit action items will be verified by the Chief Executive Officer. Actions that are not completed satisfactorily will be referred back to the Chief Executive Officer.

An example of this action is a recent staff meeting where Administration staff discussed the current filing system and made suggestions for additions to the filing system. These additions where then carried out by the Administration Officer in charge of maintaining the filing system. After this action all Administration staff were issued with an updated version of the filing system.

9.2 Record Keeping Training Program

SRC Standard Ref: 6.2-6.4 Source:

A regular record keeping training program will be conducted, as detailed below, to ensure all staff are made aware of their record keeping roles and responsibilities and are provided with the skills necessary to operate the Shire of Cuballing Record

Keeping System. This Record Keeping Training Program will be reviewed by the Administration Officer on an annual basis.

9.2.1 Record Keeping Induction Program

Attendance at a Record Keeping Induction session will be compulsory for all staff that will create, collect or use records during their employment at the Shire of Cuballing. Induction sessions will be run as required and will be 1 hour in duration. The induction will cover the following topics:

- Why do we need to keep records;
- What Records Management is (including the Records Lifecycle)
- Broad requirements of the State Records Act, 2000;
- Penalties for non-compliance with the Record Keeping Plan;
- Record Keeping Policy intent and objectives;
- Staff record keeping responsibilities;
- How to create full and accurate records; and
- How to use the Record Keeping System (including hands on training).

9.2.2 Ongoing Record Keeping Training

Training sessions in the correct use of the Shire of Cuballing Record Keeping System and associate procedures will be conducted internally when required. Attendance at the sessions can be by self nomination or nomination by an individuals Manager or Supervisor. Training courses that will be offered include the following:

- Cuballing Filing System – procedures and instructions on the use

9.2.3 Ongoing Record Keeping Awareness

To ensure staff are continually aware of their record keeping responsibilities and to communicate significant changes to the Shire of Cuballing Record Keeping System, the following communication methods will be utilised by the Chief Executive Officer on an ongoing basis:

- Memorandums
- Emails

9.3 Record Keeping Performance Indicators

SRC Standard Ref: 6. Source:

To continually monitor the use and performance of the Shire of Cuballing Record Keeping System a set of key performance indicators has been developed, maintained and reported as detailed below.

9.3.1 Corporate Record Keeping Performance Indicators

Corporate Record Keeping Performance Indicators aim to reflect the overall performance of record keeping in all units across the organisation. These indicators are compiled by the Records Officer or Chief Executive Officer's Assistant and reported on an annual basis. The indicators are then presented to all Managers and are available to all staff. The following key performance indicators will be maintained:

- Number of files borrowed/retrieved
- Number of staff actively using Record Keeping System

9.4 Record Keeping Plan Compliance Reporting

SRC Standard Ref: 6.5 Source:

The Shire of Cuballing compliance with this Record Keeping Plan will be reported each year in the Shire's Annual Report. The brief report will include the following information:

- Statement regarding the organisation's commitment to good and compliant record keeping practices;
- Details of the Record Keeping Training Program and key findings from the annual review;
- Brief statement regarding how the Record Keeping Induction addresses employee record keeping roles and responsibilities;
- Annualized Corporate Record Keeping Indicators (including a comparison to the previous year);

- Brief statement regarding results of Record Keeping Audits conducted during the year;
- Brief statement regarding any significant improvements or developments of the Record Keeping System; and
- If the Annual Report is published after a five year comprehensive review of the Record Keeping System, details of key findings and recommendations of the review.

10. Plan Review

A full review of the Shire of Cuballing Record Keeping Plan must be initiated by the Records Officer a minimum of once every five years. Amendments to this plan should be endorsed as follows:

1. Administration Officer
2. Chief Executive Officer
3. Council

Amendments to the plan must be formally adopted by the Council and promptly submitted to the State Records Commission for authorisation.

11. SRC Standard 6 Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by a local government with persons to perform any aspect of recordkeeping for the organization.

In relation to a Local government's RKP, it is necessary to ensure that recordkeeping requirements are extended to outsourced services or functions.

'Outsourcing' refers to where, by contract or some other binding arrangement, an individual or an organization acts as the Local Government's agent and accepts responsibility for providing or delivering a service to its clients or performing a function on its behalf.

Contractual arrangements which involve the outsourcing of functions or services which are entered into or renewed from the date of this RKP being registered should provide that the contractor create and maintain records that meet Local Government's recordkeeping requirements pursuant to the Recordkeeping Plan.

At present, the Shire of Cuballing has no outsourced functions. Any new contracts will be standard 6 compliant.

12. References

City of Perth. (2001). *City of Perth RKS disaster recovery plan.* City of Perth: Perth WA.

Government of Western Australia. (2000). *State records act 2000.* WA State Law Publisher: Perth WA.

Government of Western Australia. (1995). *Local government act 1995.* WA State Law Publisher: Perth WA.

Government of Western Australia. (1992). *Freedom of information act 1992.* WA State Law Publisher: Perth WA.

Standards Australia. (2002). *Australian standard AS15489: Records management.* Standards Association of Australia: Homebush NSW.

Alchemy Knowledge solutions. (2002): Records Management Policy – Policy No Pol-C-055. City of Swan: Perth WA

State Records Authority of NSW. (2001). *Keyword for councils: A thesaurus of local government terms.* State Records Authority of NSW: Sydney NSW.

State Records Office of WA. (1999). *General disposal authority for local government records.* Library Board of WA: Perth WA.

Numbat Country – Evelyn Roots, Dawson Bradford, Win Burges, Cecil Penny Joy Whitford

13. Acknowledgements

This document has been produced using the WA Local Government Record Keeping Plan Model 2003, produced by the Local Government Records Management Group (LGRMG). Copyright for portions of this document taken from the model template is vested in the LGRMG and used in this document with permission of the LGRMG.

14. Appendices

A. Record Keeping Policy

B. Shire of Cuballing Central Records Filing Index

C. Shire of Cuballing Record Keeping Procedures

9.2.58 POPANYINNING RAILWAY BUILDING-REQUEST FOR USE

Submission to:	Ordinary Meeting of Council
Location/Address:	Whole of Shire
Reporting Officer:	Monique D'Alton, Admin Officer
Enabling Legislation:	Local Government Act 1995, Local Laws
Council Policy:	Nil
Budget Implications:	NIL
File Reference:	**Community Organisations**
Voting Requirements:	**Simple Majority**

Background

The Popanyinning Railway Siding Building and its surrounds have recently undergone extensive renovations with the hope that the community of Popanyinning can utilise it to attract tourists to stop in their town. In conjunction with ARtS Narrogin, Popanyinning Progress committee would like to participate in the first Dryandra Country Art, Food and Wine Trail to be launched on the Mother's Day weekend on the 11 and 12 May 2013.

Comment

Popanyinning Progress Association has approached the Shire to ask permission to use the Railway siding building to display Local art work. The display, would coincide with the Art food and wine trail.

COUNCIL DECISION:

That:
Council grant the Popanyinning Progress Association permission to use the Railway Siding building for the purpose of displaying Local art work in the Dryandra Country Art Food and Wine Trail.

Moved: Cr Conley **Seconded: Cr Haslam**

Carried 6/0

Monique D'Alton-Shire of Cuballing

From: Anne Lyneham <glenlevit@activ8.net.au>
Sent: Wednesday, 13 February 2013 4:36 PM
To: payroll@cuballing.wa.gov.au
Subject: re Wine, Food and Art Trail

Hi Monique

The Popanyinning Progress Association proposes to hold a craft display in the Popanyinning Railway Station building to celebrate the Wine, Food and Art Trail on May 11th and 12th 2013.

We have a range of craft available, including patchwork, art, knitting, porcelain dolls, woodwork, cards, cross stitch and others.

It is envisaged that the display will open to the public on both days from 10.00 am to 4.00 pm.

Anne Lyneham

Popanyinnig Propress Association.

9.2.59 DEPARTMENT OF LOCAL GOVERNMENT – COMPLIANCE AUDIT RETURN 2012

Submission to:	Ordinary Meeting of Council
Location/Address:	Shire Administration Office
Reporting Officer:	Eva Haydon, Chief Executive Officer
Enabling Legislation:	Local Government Act 1995 Local Government Audit Regulations (amended 30 December 2011)
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	Finance 23
Voting Requirements:	**Absolute majority**

Background

Each year, Council is required to complete and submit a Local Government Compliance Audit Return for period 1 January to 31 December. Completing the Return is a statutory requirement under the provisions of the Local Government Act 1995, and associated Regulations.

Comment

The Compliance Audit Return for the Shire of Cuballing for period 1 January 2012 to 31 December 2012 has been completed and a copy circulated to Councillors with the Council Meeting Agenda. Whilst undertaking the audit process there have been no instances that have come to staff notice of where Council has failed to comply with the relevant legislation and required processes during the reporting period. The Compliance Audit Return is to be submitted to the Department of Local Government by 31 March in each year.

It is a requirement for the Compliance Audit Return to be:

a) Presented to the Council at a meeting of the Council;
b) Adopted by the Council; and
c) Recorded in the minutes of the meeting at which it is adopted.

COUNCIL DECISION

That the Local Government Compliance Audit Return for the Shire of Cuballing for reporting period 1 January 2012 to 31 December 2012, as prepared and circulated, be adopted and forwarded to the Department of Local Government.

Moved: Cr Hawksley **Seconded: Cr Newman**

Carried by Absolute Majority 6/0

Government of Western Australia
Department of Local Government

Cuballing - Compliance Audit Return 2012

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading	N/A		Eva Haydon
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land	N/A		Eva Haydon
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each	N/A		Eva Haydon
4	s3.59(4)	Has the local government given	N/A		Eva Haydon
5	s3.59(5)	Did the Council, during 2012, resolve to	N/A		Eva Haydon

Delegation of Power / Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees	Yes		Eva Haydon
2	s5.16, 5.17, 5.18	Were all delegations to committees in	Yes		Eva Haydon
3	s5.16, 5.17, 5.18	Were all delegations to committees	Yes		Eva Haydon
4	s5.16, 5.17, 5.18	Were all delegations to committees	Yes		Eva Haydon
5	s5.18	Has Council reviewed delegations to its	No		Eva Haydon
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as	N/A		Eva Haydon
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	N/A		Eva Haydon
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	N/A		Eva Haydon
9	s5.44(2)	Were all delegations by the CEO to any	N/A		Eva Haydon
10	s5.45(1)(b)	Were all decisions by the Council to	N/A		Eva Haydon
11	s5.46(1)	Has the CEO kept a register of all	Yes		Eva Haydon
12	s5.46(2)	Were all delegations made under	Yes		Eva Haydon
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all	Yes		Eva Haydon

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did	Yes		Eva Haydon
2	s5.68(2)	Were all decisions made under section	N/A		Eva Haydon
3	s5.73	Were disclosures under section 5.65 or	Yes		Eva Haydon
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of	N/A		Eva Haydon
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three	N/A		Eva Haydon
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31	Yes		Eva Haydon
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August	Yes		Eva Haydon
8	s5.77	On receipt of a primary or annual return,	Yes		Eva Haydon
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns	Yes		Eva Haydon
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of	Yes		Eva Haydon
11	s5.88 (3)	Has the CEO removed all returns from	Yes		Eva Haydon
12	s5.88(4)	Have all returns lodged under section	Yes		Eva Haydon
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a	N/A		Eva Haydon
14	s5.70(2)	Where an employee had an interest in	Yes		Eva Haydon
15	s5.70(3)	Where an employee disclosed an interest	Yes		Eva Haydon

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16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council	Yes		Eva Haydon

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to	N/A		Eva Haydon
2	s3.58(4)	Where the local government disposed of	N/A		Eva Haydon

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an	N/A		Eva Haydon

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an	Yes		Eva Haydon
2	s7.1B	Where a local government determined to	Yes		Eva Haydon
3	s7.3	Was the person(s) appointed by the local	Yes		Eva Haydon
4	s7.3	Was the person(s) appointed by the local	Yes		Eva Haydon
5	s7.3, 7.6(3)	Was the person or persons appointed by	Yes		Eva Haydon
6	Audit Reg 10	Was the Auditor's report for the financial	Yes		Eva Haydon
7	s7.9(1)	Was the Auditor's report for 2011/2012	Yes		Eva Haydon
8	S7.12A(3), (4)	Where the local government determined	N/A		Eva Haydon
9	S7.12A(3), (4)	Where the local government determined	N/A		Eva Haydon
10	S7.12A(3), (4)	Where the local government determined	N/A		Eva Haydon
11	Audit Reg 7	Did the agreement between the local	Yes		Eva Haydon
12	Audit Reg 7	Did the agreement between the local	Yes		Eva Haydon
13	Audit Reg 7	Did the agreement between the local	Yes		Eva Haydon
14	Audit Reg 7	Did the agreement between the local	Yes		Eva Haydon
15	Audit Reg 7	Did the agreement between the local	Yes		Eva Haydon

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the	N/A		Eva Haydon
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the	N/A		Eva Haydon
3	s5.37(2)	Did the CEO inform council of each	N/A		Eva Haydon
4	Admin Reg 18F	Was the remuneration and other benefits	N/A		Eva Haydon
5	Admin Regs 18E	Did the local government ensure checks	N/A		Eva Haydon

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints	N/A	No Complaints	Eva Haydon
2	s5.121(1)	Has the complaints officer for the local	N/A		Eva Haydon
3	s5.121(2)(a)	Does the complaints register maintained	N/A		Eva Haydon
4	s5.121(2)(b)	Does the complaints register maintained	N/A		Eva Haydon
5	s5.121(2)(c)	Does the complaints register maintained	N/A		Eva Haydon
6	s5.121(2)(d)	Does the complaints register maintained	N/A		Eva Haydon

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into	Yes		Eva Haydon
2	F&G Reg 12	Did the local government comply with	N/A		Eva Haydon
3	F&G Reg 14(1)	Did the local government invite tenders	Yes		Eva Haydon

Government of Western Australia
Department of Local Government

4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with	Yes	Eva Haydon
5	F&G Reg 14(5)	If the local government sought to vary	N/A	Eva Haydon
6	F&G Reg 18(1)	Did the local government reject the	Yes	Eva Haydon
7	F&G Reg 18 (4)	In relation to the tenders that were not	Yes	Eva Haydon
8	F&G Reg 17	Did the information recorded in the local	Yes	Eva Haydon
9	F&G Reg 19	Was each tenderer sent written notice	Yes	Eva Haydon
10	F&G Reg 21 & 22	Did the local governments's advertising	N/A	Eva Haydon
11	F&G Reg 23(1)	Did the local government reject the	N/A	Eva Haydon
12	F&G Reg 23(4)	After the local government considered	N/A	Eva Haydon
13	F&G Reg 24	Was each person who submitted an	N/A	Eva Haydon
14	F&G Reg 24E	Where the local government gave a	N/A	Eva Haydon
15	F&G Reg 11A	Does the local government have a	N/A	Eva Haydon

9.2.60 DRYANDRA REGIONAL EQUESTRIAN ASSOCIATION

Location/Address:	Whole of shire
Reporting Officer:	Nicole Gould – Community Development Officer
Enabling Legislation:	Local Government Act 1995
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	
Voting Requirements:	**Simple Majority**
Attachment:	December 2012 Meeting Minutes

Background

Comment

Minutes of the last meeting are attached.

COUNCIL DECISION:

That the minutes of the Dryandra Regional Equestrian Association for the meeting held in December 2012 be received.

Moved: Cr McDougall **Seconded: Cr Conley**

Carried 6/0

Minutes of the Dryandra Equestrian Centre Management Group
Meeting held at 7.30pm, 11 December 2012
Shire of Cuballing Council Chamber.

PRESENT:
C Eales
E Dowling
Cr C McDougall
J Early
E Haydon

APOLOGIES:
Cr T Haslam

In the absence of the Chair it was resolved that Chris Eales chair the meeting.

CONFIRMATION OF MINUTES OF MEETING HELD 23 OCTOBER 2012

That the Minutes of the Dryandra Regional Equestrian Park Management Committee held on 23 October 2012 be confirmed.
Moved J Early **Seconded Cr C McDougall**

General Business

1 Regional Component Country Local Fund

Still no response. Once a signed Financial Assistance Agreement is received, tenders will be called for the clubhouse. Discussion took place regarding the use of the clubhouse as a lodging house. General consensus was that it should not be used as a lodging house.

2 Lease of Equestrian Park

An amended draft lease has been prepared following a meeting between Maxine Clarke and Eva Haydon (as resolved at a prior Management Group meeting). The original lease was prepared by request from Maxine Clark.

The draft lease was to be taken to the equestrian groups for discussion.
The lease amount and use of the Cuballing Recreation Ground Ablution Block was discussed and general consensus was that an annual fee for use of the ablution block should be incorporated into the lease figure.

3 Water and Electricity Accounts

Both accounts for the service at the Equestrian Park need to be changed from the Shire's name to the equestrian group's. Council staff have prepared correspondence for both parties to enable this to occur.

4 Information Brochure
Eliza Dowling advised that the information brochure to be produced for members of the public, Shires and the Tourist Bureau, to promote the centre will progress in February 2013.

5 Existing Toilet Block
The Chair thanked Cr McDougall for painting the ablution block.

6 Clubhouse
Discussion took place regarding the siting of the clubhouse and the septic tank/leach drain requirements. Alan Ramsay had promised to provide a report. Eva Haydon to follow up.

There being no further business, the meeting closed at 9.16pm

9.2.61 EQUESTRIAN CENTRE LEASE

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

Background

The lease agreement between the Shire of Cuballing, Dryandra Regional Equestrian Association (Inc) and Narrogin Pony & Riding Club (Inc) has been under consideration for some time. Clubrooms are to be constructed from the regional component of the Country Local Government Fund this year, and apart from the issue of the cross country course and the land upon which part of it is located, there should be no further capital expenditure on this project.

Comment

Informal discussions regarding a reasonable lease fee have taken place with Councillors and the following information has been taken into account when calculating how much is "reasonable":

Insurance on Arena (12/13)	2568.71
Insurance on Clubrooms (calculated on $300,000)	692.06
Refuse Collection per annum	500.00
Use of ablutions Rec Centre based on Council fee of $110 per day	1600.00
Asset Preservation based on depreciation of arena roof, fencing and gutters Asset Preservation based on clubrooms – estimates only as Asset Management plan is not yet completed (1% of value of built structure, Fixtures and fittings)	8000.00
Subtotal	**$13,360.77**

The current users of the Cuballing Recreation Centre do not pay a sum sufficient to cover the annual insurance, however they do not have sole use of the facility as it is hired to other users on days that cricket, tennis etc have not booked the facility. Furthermore there is unrestricted access to the oval at all times except when a cricket match is in progress. Both equestrian groups have sole use of the facility and are able to hire to other groups at a fee they are able to determine, which hirers of the recreation centre are not able to do.
The Asset preservation figure would require a cash backed reserve account to be established in order that there was sufficient funding to carry out repairs in a timely fashion.

As the Shire of Cuballing does not have extensive public facilities to establish an evacuation centre in the event of an emergency, it has been proposed that the equestrian centre and the recreation centre be used if the community was required

to vacate their homes so Council contribution towards the insurance and asset preservation amounts could be considered.

Taking into account all of the above information, an annual lease fee which incorporates the following is a starting point:

Item	Total Est. $	Council $	Equestrian Groups $
Insurance	3,261	1,630	1,631
Refuse Collection	500	0	500
Asset Preservation	8,000	4,000	4,000
Ablution Block Use	1,600	800	800
Total Contributions		**$6,430**	**$6,931**

OFFICER RECOMMENDATION:

For Council consideration.

Moved **Seconded**

COUNCIL DECISION:

That, the following fees be adopted based on the current Dryandra Equestrian Association Calendar provided:

Item	Total Est. $	Council $	Equestrian Groups $
Insurance	3,261	1,630	1,631
Refuse Collection	500	0	500
Asset Preservation	8,000	4,000	4,000
Ablution Block Use	1,600	800	800
Total Contributions		**$6,430**	**$6,931**

Moved: Cr Haslam **Seconded: Cr Newman**

Carried by Absolute Majority 6/0

9.2.62 WORKS STAFF PAY INCREASE

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

Background

Council's works staff have raised the issue of a pay increase with the author.

In the past it has there has been an adhoc approach taken to wage increases with an estimated CPI figure being provided in the adopted budget and applied at various times. Furthermore, due to past difficulty in obtaining experienced applicants, staff has been paid in excess of 20% over their relevant award level. This is a common practice throughout the Wheatbelt in order to attract staff to the region.

The CPI increase from June 2011 to July 2012 was 1.2%, however it is believed that the Local Government CPI has increased by at least double that amount.
Costs for roadworks, power and water continue to rise and Council's plant is ageing.

It is proposed that Council receive a 4.2% increase in wages in exchange for productivity improvements and less damage to plant. This increase would be for a six month period with two separate reviews to be undertaken after five months .

The CEO will carry out one review and the other to be carried out by two members of the works crew (not the Works Manager or Works Supervisor) and include all perceived and actual improvements in productivity. The review would also take into account plant (and staff) damage, sick days taken, complaints received and staff morale.

Staff have also indicated that the current bonus/service pay system does not reward hard work. The author has requested they come up with an alternative system in order for Council to consider a new policy.

Comment

This matter has come to Council for decision because of the size of the increase in wages. Should this increase be applied from 1 March 2013, there is sufficient provision within the budget for 2012/13 .

Staff on the Local Government Officers' Interim Award 2011 are dealt with separately and increases are provided when duties change significantly and take them out of the assessed level.

The works staff are all employed as Plant Operator/General Hand and are paid the same hourly rate whether they are operating plant or not.

COUNCIL DECISION:

That:

1. **Council approve an increase of 4.2% to the hourly rate for employees under the Municipal Employees Interim Award 2011 ; and**
2. **The CEO put in place a review system to be undertaken 31` May and to 31 July 2013 with the results being considered during the 2013/2014 budget deliberations.**

Moved: Cr Haslam **Seconded: Cr McDougall**

Carried by Absolute Majority 6/0

9.2.63 ANNUAL ELECTORS MEETING MINUTES

Location/Address:	Not applicable
Reporting Officer:	Nichole Gould – Administration Officer
Enabling Legislation:	Local Government Act 1995
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	
Voting Requirements:	**Simple Majority**

Background

The Annual Report was presented to Council for acceptance at the November meeting and the Electors' General Meeting was also held 56 days after acceptance of the Annual Report on the 20 December 2012.

Minutes of the meeting are attached.

Comment

Nil

COUNCIL DECISION:

That:

1. **The Annual Electors meeting minutes for the meeting held 20 December 2012 be received.**

Moved: Cr Conley **Seconded: Cr Newman**

Carried 6/0

SHIRE OF CUBALLING
ELECTORS' GENERAL MEETING HELD AT 2:30 PM
ON 20 DECEMBER 2012
IN THE COUNCIL CHAMBERS

1. OPENING:

Meeting commenced at 2.01

2. ATTENDANCE & APOLOGIES

Cr Tom Wittwer	President
Cr Roger Newman	Deputy President
Cr Mark Conley	
Cr Carol McDougall	
Cr Tim Haslam	
Mrs Eva Haydon	Chief Executive Officer
Mr Henry Rozmianiec	
Mr Peter George	
Mrs Lyn Sexton	
Mrs Greta Bradford	
Mrs Chris Eales	
Mr Brian McDowell	
Mr John Robertson	
Mr Neil Robertson	
Mr Bevan Watson	
Mr Andrew Kittow	
Ms Nichole Gould	Admin/Finance Officer

3. MINUTES OF ELECTORS' GENERAL MEETING HELD 10 FEBRUARY 2011

Moved: Cr Newman **Seconded: Cr Haslam**

That the Minutes of the Shire of Cuballing Electors' General Meeting held on 9 February 2012 be confirmed as a true and correct record of proceedings

4. ANNUAL REPORT

Moved: Mr H Rozmianiec **Seconded: Cr Haslam**

That the Annual Report for the year ended 30 June 2012 be received

5. GENERAL BUSINESS:

- Question by John Robertson regarding the time of the meeting stating that he thought it would be better attended if it was after working hours

- Question by Ian Grainger regarding Australia Day Celebration and the possibility of the Cuballing Skate Park being used as a venue.

  Cr Wittwer advised that there would be no issue with using the skate park as a venue for the Australia Day Celebration.

- Question by Andrew Kittow regarding funding for the Cuballing Christmas tree.

  The CEO advised that given budget constraints and that the Christmas tree association had available funds in the trust account it was felt that donation to the event was not a priority.
  The Chairman added that for next year the Christmas tree association; write to council for donation well in advance of the event.

- Question by Brian McDowell regarding the timing of the meeting

  Cr Newman stated that the meeting in previous years had been held both at night and during the day and attendance at the meetings regardless of the time had always been minimal. This particular meeting was not held in the evening as it was the night of the Shire Staff Christmas function.

- Question by Neil Robertson regarding staff being told they would have their wages docked if they attended the electors meeting.

  The CEO advised a conversation regarding the Electors meeting had taken place in the works yard between herself and a staff member but that particular comment had been made by the staff member in a jovial manner and she had taken it as a flippant comment and treated it as such. The staff member had not been told he would have his wages docked.
  The CEO's answer was "Yes he could attend the meeting if he wanted to take leave".

- Question by Brian McDowell regarding progress of the Equestrian Centre lease and if the yet to be built clubhouse would be included in the lease.

  The Chairman advised that the lease was still in its draft stage but the clubhouse would be included in the lease.

  The CEO advised that council is still awaiting another quote for depreciation and that the lease would be sufficient to cover replacement and maintenance in 15-20 years. However at this stage there is no final figure for the lease.

  Mrs Chris Eales spoke on behalf of the Equestrian Association regarding their financial position as a not for profit organisation and that any money they make through events is put back into the resources. Mrs Eales also stated that Members and volunteers had also contributed to the building.

- Question by Brian McDowell on the Sale of Lot 1 Alton Street, Cuballing

  The Chairman stated that he believed that Council had complied with the requirements of the Local Government Act1995.

  Cr Haslam advised that Council had originally been offered a higher price but the tender process had lowered the price. He also stated that it was a delicate situation as to who Council sold the land to in order to avoid future disputes regarding the proximity of the hotel.

- Comment by John Robertson on the Sale of Lot 1 Alton Street, Cuballing and the lack of advertising locally. Stating that in the future any sale of land should be advertised in the newsletter and the Narrogin Observer.

- Question by Brian McDowell regarding the lease of the old Dryandra Timber Products yard – Did Council acquire the approval of all the trustees?
- The CEO advised that the matter would be investigated.

- Brian McDowell queried the importance of having the CEO on the Cuballing Progress Association.
- Henry Rozmianiec commented on the importance of having the CEO on the committee as she has "first hand" knowledge of what is required and guidelines for projects and events.

  Cr Newman stated that as a past a member of the Progress Association there has always been a CEO on the committee.

- Brian McDowell stated that the orientation of the new horse sculpture on the highway although a brilliant piece of artwork, it is in an incorrect position and should be rotated 90 degrees. He also queried on who decided what the sculpture should be and where it was to be placed.

  The CEO stated that to date the sculpture is not yet complete, there is still signage to be affixed. The sculpture was a part of the Cuballing Progress Committee's townscape plan.

- Henry Rozmianiec stated that he had heard many compliments on the new sculpture. He also confirmed that the sculpture was a project of the Progress Association and that there had previously been a competition to design it.

- Peter George agreed that the orientation of the new horse sculpture should be rotated at least 45 degrees.

  Cr McDougall stated she would take the issue of the horse sculpture orientation to the next progress association meeting.

Moved: Cr Haslam	**Seconded: Cr Conley**
That the meeting be paused temporarily in order to conduct a private Citizenship Ceremony.	

Cr Wittwer and Mrs Eva Haydon left the chambers 3.15pm

Cr Wittwer and Mrs Eva Haydon returned to the chambers at 3.24pm and meeting resumed.

- Question by John Robertson regarding the availability for community members to use the cross country course to walk dogs.

  The Chairman stated that the reason that it had been unavailable to the general public is that Council was worried for the safety of children riding unsupervised. Council will be putting a gate in so that community members can walk their dogs.

- Mrs Chris Eales commented on behalf of the Equestrian Association that when they were based in Narrogin it was great to see the people utilizing the open spaces and that it would be great to see that happen in Cuballing. Her worry was with motorbikes and trail bikes as they do create a safety issue for users of the area.

- Question by John Robertson regarding leases for the Golf club, and cricket club, mens shed in the event of amalgamation and the likelihood of meetings in order to discuss the leases.

The Chairman advised that they were in the process of a lease for the Equestrian Association and the CWA and Men's shed leases would be reviewed and increased for a longer period of time. Leases will be made for Golf, Cricket and tennis associations.

There will be discussions in Council for drafts and then sent to the club body for comments. Council will liase with the organisations to get the best possible outcome for all clubs.

- Question by John Robertson on amalgamation and the likelihood of Pingelly Shire acquiring Popanyinning.

The Chairman advised that it was unlikely that Pingelly would acquire Popanyinning.

- Question by John Robertson regarding in the event of a petition will the Shire advertise in the newsletter.

The Chairman advised that the electoral commission would do the advertising however council will ensure amalgamation news would be in the newsletter.

- Question by John Robertson regarding whether the lease for the Equestrian Centre will include the dam.

The CEO advised that the dam would not be included in the lease for the Equestrian Association and that it would have its own lease.

- Question by Peter George regarding a lease for the tennis club

- Question by John Robertson on the ownership of the Golf Club.

The CEO advised that if the club house is a fixed building then there is no moral or legal obligation for Council to buy it, however if the building is movable then the building belongs to the golf club and they can, if they wish, sell it.

6. MEETING CLOSURE

There being no further business the meeting concluded at 3.42pm.

SHIRE OF CUBALLING

WORKS MANAGERS REPORT 15th February 2013

MAINTENANCE GRADING

Maintenance grading is being undertaken where required.
The road surfaces are generally good condition, requiring work only in specific areas or sections.

STANDPIPE CONTROLLERS

Both standpipe controllers are continuing to work well since the last upgrade.

TREE MULCHING

Roads that are requiring pruning or mulching are being sort to enable a program to be developed for a late June start.
We currently have Townsend, Kerruish, Nebrikkining and Wandering Narrogin on the to do list.

REFUSE SITES

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

The Cuballing refuse site is currently being user/self managed and is giving no cause for concern at this stage. It is likely we may have to increase the number of recycle bins at Cuballing as the three there are filled in just a couple of weeks.

TREE AND VERGE SPRAYING

Some Cuballing Townsite spraying has been carried out since the last report.

PLANT AND EQUIPMENT

All items of plant and equipment are being serviced and maintained as required.

As we do not have a dedicated mechanic we have opted to use the machinery dealers to service vehicles and plant as required.
All plant is generally in good working order except for the Ripper attached freeroll.

The axle and bearings have once again failed. Consideration is being undertaken to get the best result for future use

A grader demonstration was held last Monday by Westrac. The Demo was of a 12M motor grader (This is the unit currently being sold that is not fitted with a steering wheel).

STAFF

John Ramage is retiring as of 26th February
Peter Tourle is taking leave from the 25th February
Bob Walker is also taking two weeks leave from the 25th February.
Tim Bradford has suffered a recurrence of an injury to his shoulder. He is currently off work and seeking insurance for workers compensation.

PRIVATE WORKS

Gravel and sand cartage as required.

GRAIN FREIGHT ROUTE

Bim's commenced works on Cuballing East Road under the tender previously let to them on the 14th January 2013 for the Grain Freight Works
Drain clearing and re-cuts have been mostly completed. Most of the shoulder widening areas have been filled. Works appear to be carried out to specification and in a safe manner.

RRG WORKS

Works on the RRG project for the Wandering Narrogin Road recommenced on the 22nd January 2013

Western Stabilisers have assisted with cement stabilizing of the existing base material. We then completed the cartage of the 150mm base course gravel overlay during the last week of January.

Wet mixing of the base course has also been completed. We completed the primer seal of the new works on Tuesday.

Resealing of the previous year's works on Wandering Narrogin and Popanyinning West roads have been undertaken this week.

A PMB reseal has been applied on various sections of Stratherne Road, Unfortunately very heavy rain fell in the afternoon which prevented us from applying the full two kilometers intended

CLGF WORKS

Sealing works at the Popanyinning standpipe are still to be carried out.

The two roofing structures at the Cuballing Recreation Centre have been completed.

The Popanyinning cemetery gazebo is yet to be fitted with gutters for water catchment.

ROADS 2030 REVIEW

A roads 2030 review and update of plans, strategies, needs and requirements has been submitted to Main Roads on the 5th February 2013.

RRG committees will be reviewing all submitted data within the next few weeks and the reviewed submissions will be added to the ROADS 2030 Document for future use.

TEN YEAR ROAD PROGRAM

Gravel has been carted and placed on both Cuballing St and Gerrard Street as per the ten year program of works.

We are currently waiting for confirmation of CLGF funding before we are able to set a suitable time frames for future works.

.....

Bob Walker

Works Manager.

WICKEPIN - WANDERING ROUTE

CUBALLING EAST ROAD (4050006, 4290024), CUBALLING WEST ROAD (4050003), CAMPBELL STREET (4050140)

Shires of Cuballing and Wickepin

LAST REVIEWED: JULY 2007

FUNCTION

This route provides a more direct route to Perth from Wickepin and other locations in this area of the wheatbelt. The roads which make up this route service the abutting agricultural properties together with motorists wishing to bypass Narrogin on their journey to Perth, being 6 km shorter than the journey via Narrogin and Williams.

This route is the only alternative to the Clayton Road heavy haulage route in Narrogin Town. It is used by an increasing number of heavy vehicles carrying agricultural produce, grain, livestock and fertiliser.

Regional Functional Road Hierarchy class for these roads is Regional Distributor.

Cuballing East Road (4050006) is a RAV Network 4 road.

Cuballing West Road is a RAV Network 5 road (conditional).

Campbell Street is a RAV Network 5 road (conditional).

DEVELOPMENT NEED

To become an attractive alternative route the road must be upgraded, although the lack of traffic using the route suggests widening is a low priority. There is a mix of RAV combinations and normal traffic on this road at present, the current state of the road is likely to create some hazards as traffic numbers increase.

Both of the above roads are being subjected to heavy vehicles using this route contrary to their permits. Council has never intended to allow RAV's on this route as a through road. Conditional approval has been granted to RAV units to service properties along the Cuballing West road. Cuballing West road conditional permit has a requirement that specifies actual pickup or drop off as per waybill.
Council are currently considering which traffic calming measures and or devices may deter any H/V or RAV from using Cuballing West Road and Campbell Street

DEVELOPMENT STRATEGY

Widen the narrow seal to provide a consistent seal width along the entire route for heavy vehicle movements and the mix of intra-regional and tourist traffic. Widen to a uniform Type 5 standard.

Whilst some widening works have been completed there are some sections of Cuballing West road showing signs of significant failure. This is likey due to the fact that the road was never originally designed or built to take the loadings presently being placed on it.

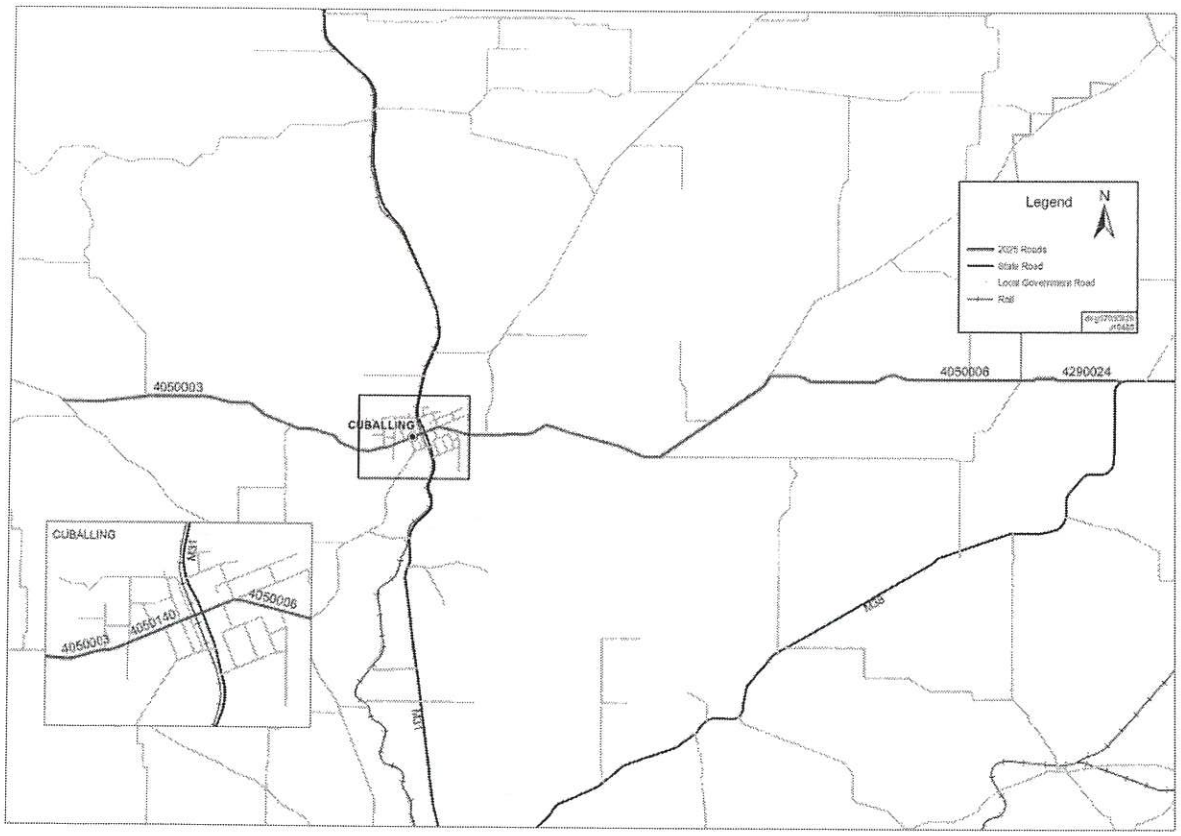
Reconditioning and or reconstruction costs would be considerable and would likely need to be fully funded, as council could not afford to undertake these works and continue to fund its other obligations. These works may become urgent as a safety matter within the shortterm.

PROGRESS OF EXISTING ROADS 2020 DEVELOPMENT PROPOSALS

Cuballing East Road:
Works on this road are progressing well and approximately 60% of the road has been widened and resealed to 7 m bitumen seal. Works will continue to the Shire boundary within the Shire of Wickepin.

Widening of the Cuballing East Rd is currently being carried out. The Cuballing East Rd has been declared a Grain Freight Route Rd and works have started to ensure a uniform seal width of at least 7 metres for its length.
Works should be completed prior to end of April 2013.
This road may show a need for high maintenance after truck loadings whilst grain freight movements occur.

The road pavement has been widened and resealed in various sections up to a Type 4 and Type 5 standard.



WANDERING / BODDINGTON – NARROGIN ROUTE

WHITE ROAD (4180058),
CONGELIN – NARROGIN ROAD (4050029, 4190002, 4300004),
CROSSMAN-DWARDA ROAD (4270003)
FOURTEEN MILE BROOK ROAD (4270004, 4300005),
DWARDA EAST ROAD (4270012)

Town of Narrogin; Shires of Cuballing, Narrogin, Williams and Wandering

LAST REVIEWED: JULY 2007

FUNCTION

The route provides an important intra-regional access for Boddington, Williams, Wandering, Cuballing and Narrogin. In recent years more agricultural produce has been transported on this road, accessing the Narrakine grain receival site on Albany Highway, as well as the Narrogin export hay facility. It is also a route used by tourists travelling to the Dryandra Woodland.

Regional Functional Road Hierarchy (RFRH) class for Crossman-Dwarda Road is Regional Distributor.

RFRH class for Dwarda East Road is Access Road.

RFRH class for all remaining roads is Local Distributor.

Congelin-Narrogin Road, (4050029), is a RAV Network 3 road (conditional).

Congelin-Narrogin Road, (4300004), is a RAV Network 3 road.

Crossman-Dwarda Road is a RAV Network 4 road (conditional).

Fourteen Mile Brook Road (4270004) is a RAV Network 4 road.

Fourteen Mile Brook Road (4300005) is a RAV Network 3 road.

Dwarda East Road is a RAV Network 4 road (conditional).

DEVELOPMENT NEED

The current seal width, which in places is 3.6 m wide, is insufficient and needs to be widened to cater for the volume and type of vehicles using this road. Maintenance costs will increase due to edge wear particularly as increasing numbers of heavy vehicles use this route for the future demand of product transport.

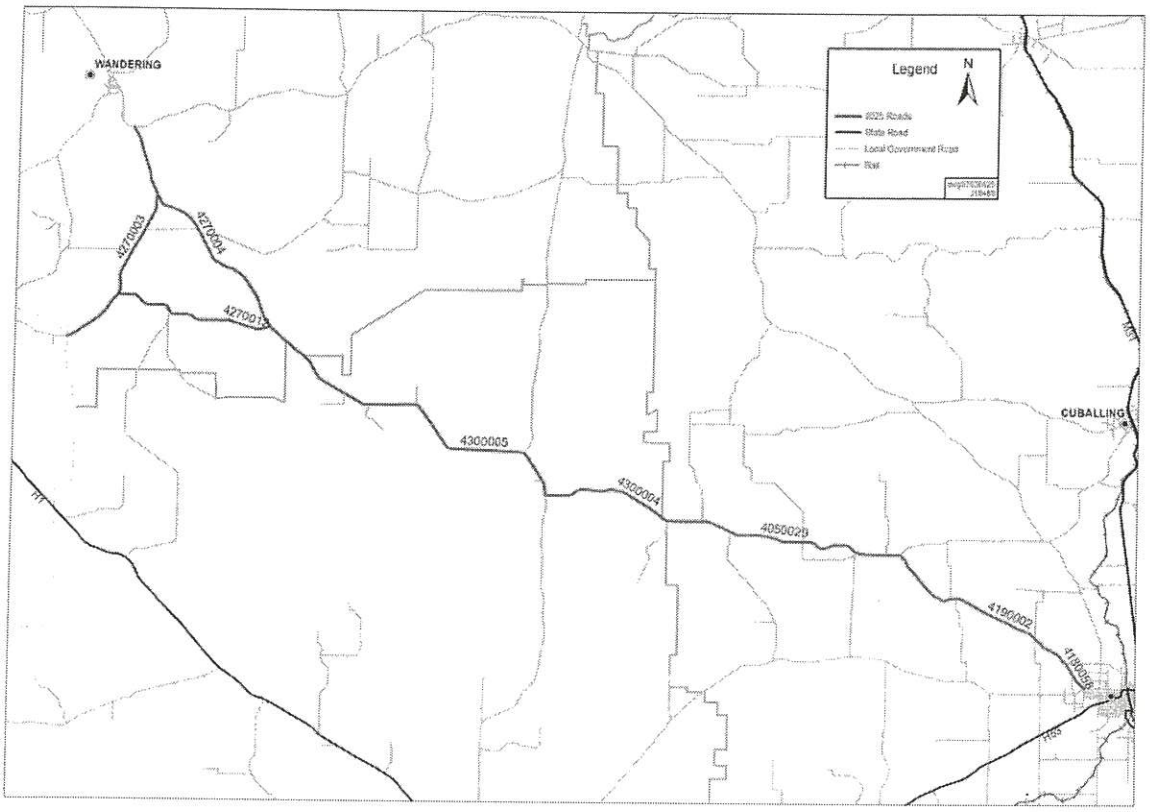
Majority of the section within the Shire of Cuballing is natural surface or gravel.

DEVELOPMENT STRATEGY

Widen the seal and construct road to provide a consistent seal width along the entire route for heavy vehicle movements and the mix of intra-regional and tourist traffic. Widen the road to a uniform Type 5 standard.

PROGRESS OF EXISTING ROADS 2020 DEVELOPMENT PROPOSALS

Segments of this route are being upgraded to a uniform 7 m seal width standard, however, the majority of the road is still unsealed.


WANDERING
Legend
N
2025 Roads
State Road
Local Government Roads
Rail
4270003
4270004
4270013
4300005
4300004
4050029
4190002
4190059
CUBALLING

CUBALLING - BULYEE ROUTE

BULYEE ROAD (4230025, 4040026), KEW ROAD (4230027), MILTON ROAD (4230016), YEALERING – PINGELLY ROAD (4230007), STRATHERNE ROAD (4050001), KERRUISH ROAD (4050064)

Shires of Pingelly, Corrigin and Cuballing

LAST REVIEWED: JULY 2007

FUNCTION

Connects Bulyee area to Stratherne on the Wickepin – Pingelly Road and is a main access to the CBH facility at Bulyee as well as other CBH sites in surrounding areas, and the Packer Grain Facility to the south. Heavy vehicles use this route. Some access is granted for RAV combinations to operate on some sections of this route. A section of this route acts as a part of the school bus network.

Regional Functional Road Hierarchy (RFRH) class for Bulyee Road is Regional Distributor.

RFRH class for all other roads listed here is Local Distributor.

Bulyee Road, (4040026), is a RAV Network 5* road.

* Very limited access is granted to Bulyee Road, (4040026) for operation as a RAV Network 6 and 7 road between SLK 0.00 and SLK 0.80.

Milton Road is a RAV Network 3 road (conditional).

Stratherne Road is a RAV Network 4 road.

DEVELOPMENT NEED

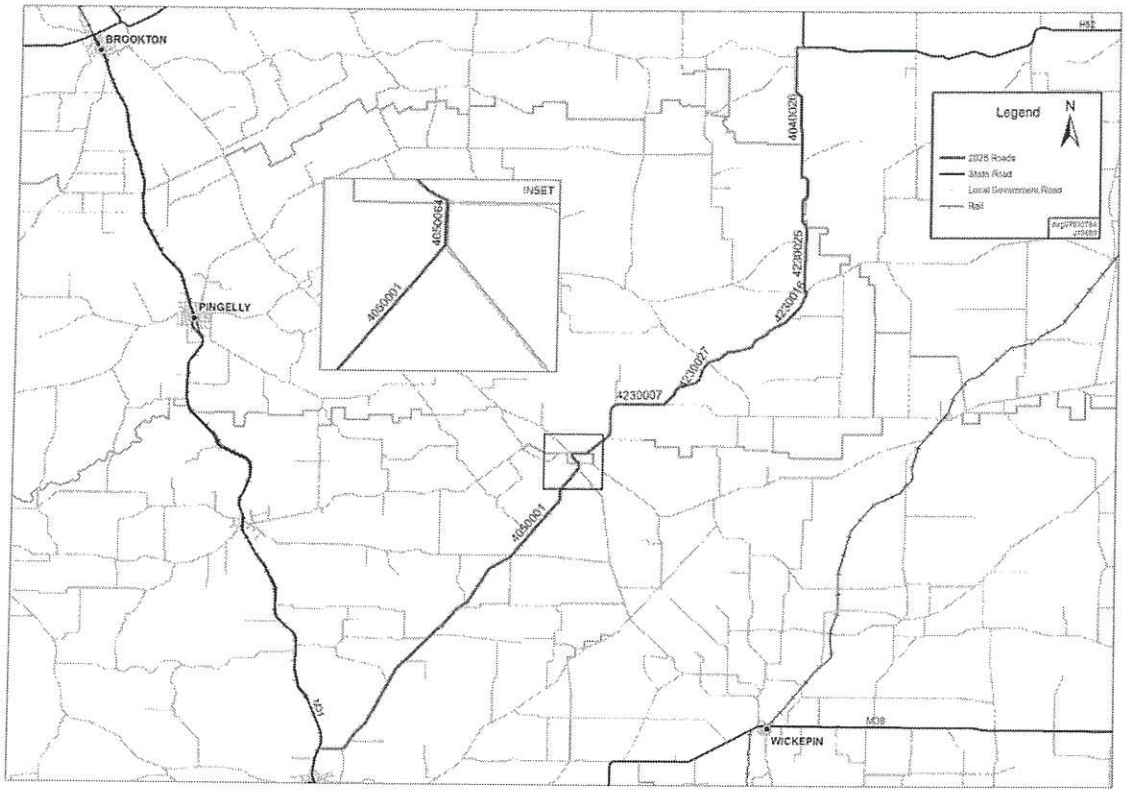
Currently a small section of this route is sealed to a single lane width with the rest being unsealed. For the vehicle usage on this route it is unsuitable and creates a hazardous situation.

As a minimum requirement this route should be bought up to a Type 4 standard.

DEVELOPMENT STRATEGY

Widen the narrow sections, seal to a Type 4 standard and improve alignment as well as upgrade the culverts. As traffic demands grow consideration should be given to re-constructing to a Type 5 standard.

The Shire of Cuballing would be unable to fund or partly fund upgrades to Stratherne Rd or to continue bitumen sealing Improvements to Stratherne Rd. Council resources would be placed under significant pressure should an urgent need be required to improve this road. Any upgrade works would likely need to be fully funded in the short term.


BROOKTON
PINGELLY
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INSET
4050001
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4040020
Legend
N

NARROGIN - NORTH BANNISTER ROUTE

NORTH BANNISTER-WANDERING ROAD (4270055), WANDERING-PINGELLY ROAD (4270056), WANDERING-NARROGIN ROAD (4270057, 4050129, 4190132), NARRAKINE ROAD (4180112)

Shires of Wandering, Corrigin, Cuballing and Narrogin. Town of Narrogin

LAST REVIEWED: JULY 2007

FUNCTION

This route provides access to and from Narrogin via the north-east and north-west, effectively linking North Bannister to Narrogin then via Wickepin to Corrigin. This route has a heavy focus on supporting various agricultural activities and is heavily used for the transport of grain, fertiliser, livestock, wool, timber and general freight.

It is also an important tourist route providing access to the Dryandra tourist area.

Regional Functional Road Hierarchy (RFRH) class for Narrakine Road (SLK 0.00 to SLK 1.82) is Regional Distributor

RFRH class for Narrakine Road (SLK 1.82 to SLK 2.12) is Local Distributor.

RFRH class for remaining roads is Regional Distributor.

North Bannister-Wandering Road is a RAV Network 4 road.

Wandering-Pingelly Road is a RAV Network 4 road.

Wandering-Narrogin Road (4270057, 4050129) is a RAV Network 4 road.

Wandering-Narrogin Road (4190132) is a RAV Network 3 road.

DEVELOPMENT NEED

Steady traffic growth is expected on this route due to its regional significance as access across a major agricultural zone. Increasing volumes of grain and fertiliser and an increase in tourism will require the roads to be upgraded to a better standard than currently exists; to ensure road safety is not compromised.

Current 2012 Traffic Data indicate more than 500 vehicles per day at various times.

DEVELOPMENT STRATEGY

Widen narrow sections of seal to a minimum Type 4 standard to provide a consistent seal width along the entire route for heavy vehicle movements and the mix of intra-regional and tourist traffic.

Road has been widened to 7mtr Seal form 0.0 to 6.50 slk with additional full overlay and primerseal to 8.1 slk Mid Feb 2013

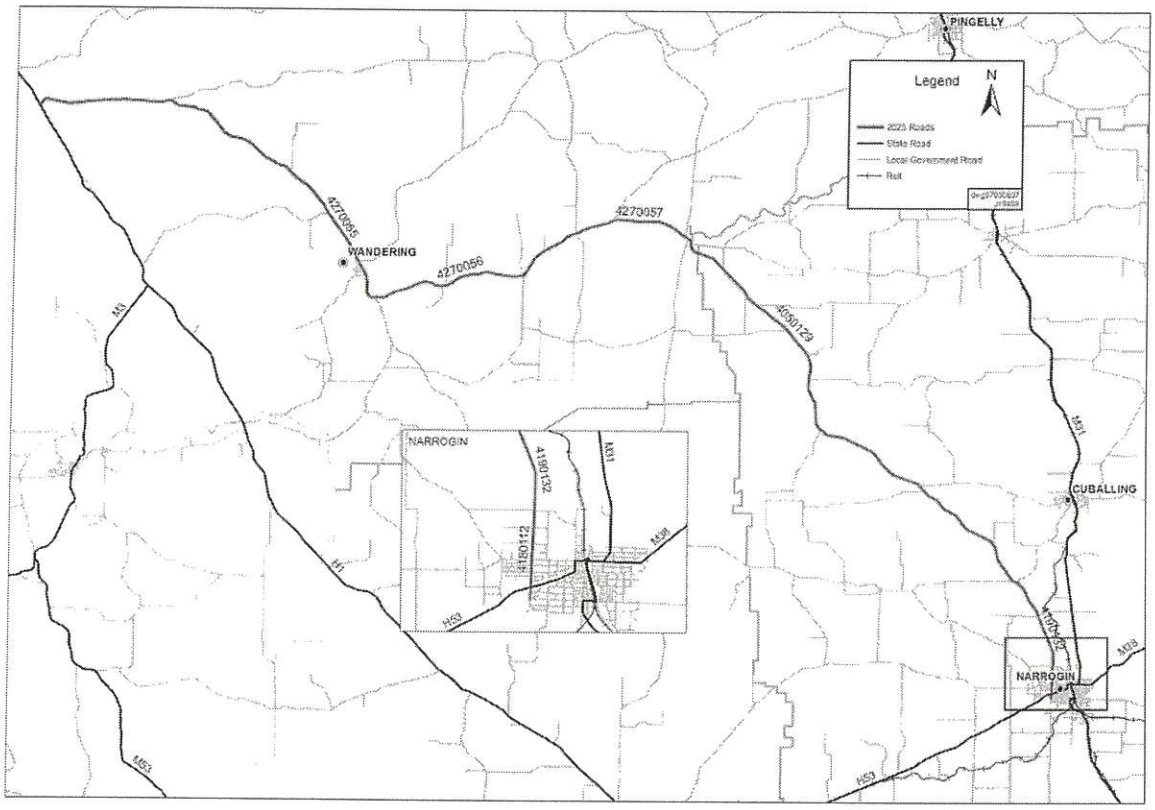
PROGRESS OF EXISTING ROADS 2020 DEVELOPMENT PROPOSALS

Significant lengths of the route remain at a substandard (around 6 m) width and continuing medium term failures will require remedial action.

Current Shire of Cuballing plans are to continue to undertake significant works on the Wandering Narrogin Road each year, Generally approximately 3 kilometres of widening works are planned to be carried out each year. Some sections of the road require reconstruction and these areas will impact on the amount of work being completed as funding is limited.

Widening of seal on the Wandering-Pingelly Road within the Shire of Pingelly is complete from SLK 6.0 to SLK 17.5. Further works are required to complete the project on the remaining sections from SLK 0.0 to SLK 6.0 and from SLK 17.5 to SLK 18.62.

The Wandering-Narrogin Road has been upgraded to a uniform Type 4 standard.



9.3.24 YORNANING DAM BARBECUE

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

Background

The Barbecue at the Yornaning Dam has an electronic system that is powered with a battery and once activated subsequently lights the gas burners and should maintain the correct temperature required for a set time period.
For a few months we have been having issues with the lighting process and also once started for the amount of time the BBQ actually stays alight.
At different times we have had various scenarios, from working fine, to working sometimes and at other times not working whatsoever. The batteries we use are fully charged and we do not believe that they are the problem.

Comment

We have obtained an estimate for the supply of a new internal gas BBQ system from the original suppliers. Whilst parts are no longer available for our particular model the latest system they make is able to be retrofitted.
The cost for a new burner timer ignition system is $1780 plus GST

COUNCIL DECISION:

That Council proceeds with the purchase of a BBQ Gas burner internal system with funds transferred from the Recreation and Community Facilities Reserve.

Moved: Cr Newman **Seconded: Cr McDougall**

Carried by Absolute Majority 6/0

9.3.25 CUBALLING SHIRE BINS

Location/Address:	Whole of shire
Reporting Officer:	Bob Walker – Works Manager
Enabling Legislation:	
Council Policy:	Nil
Budget Implications:	Recreation and Community Facilities Reserve
File Reference:	
Voting Requirements:	**Simple Majority**

Background

The last ten years or so have seen several instances of injuries to Council workers and the following compensation claims for the injuries.

One of our employees recently aggravated a previous shoulder injury whilst emptying bins at the Yornaning dam site. Our current bins used there and throughout the Shire are 200 litre drums which have been painted and fitted with a plastic bag so that all waste placed in the bin is contained. At times these can be very heavy depending on usage and the content.

Comment

We would reduce the possibility of any further injuries to staff by reducing the size of the bins provided throughout the Shire, including Yornaning reserve.
It is possible to purchase 120 and or 140 litre Sulo wheely bins. These could be attached to a bin lock post to prevent any unauthorised removal. This method also reduces the opening capacity of the bin to about half, effectively reducing bulk waste.

Being that the utility used for parks and gardens work is fitted with a Kevrek Crane this could be utilised to load the bins onto a vehicle with very little chance of any injuries.

COUNCIL DECISION:

That council consider the purchase of 120 or 140 litre Sulo bins with lock mechanisms to replace the existing 200 litre drums currently being used for waste collection throughout the Shire.

That a quotation be sourced for 20 bins and locks and presented to Council at the March meeting for acceptance.

Moved: Cr Conley **Seconded: Cr Haslam**

Carried 6/0

9.3.26 CUBALLING EAST RD, M031 INTERSECTION.

Location/Address:	Cuballing East Road and the Northam Cranbrook Hwy
Reporting Officer:	Bob Walker – Works Manager
Enabling Legislation:	
Council Policy:	Nil
Budget Implications:	
File Reference:	
Voting Requirements:	Simple Majority

Background

Main Roads has proposed an upgrade to the Intersection of the Great Southern Hwy (Ridley Street) with the Cuballing East Rd and Campbell Street to facilitate easier and safer heavy traffic movements.

Council has previously had an opportunity to view the proposed design for the works.

Whilst Council may not agree that the design is ideal, it is accepted that the works are to commence shortly.

Council have received a letter from Main Roads indicating that some land is required to be taken to enable the Intersection improvement works to be on or within the Road Reserve.

Comment

To enable the required additional land to be dedicated as a road reserve it is a requirement of the Land Administration Act that Local Authority concurrence be given to the dedication action.

The letter further asks if Council could consider the matter at its next meeting.
Any delay in receiving confirmation of concurrence could delay the project as the land requirement is fundamental to the works.

COUNCIL DECISION:

Whilst Council does not necessarily agree that the proposed design for the intersection is the best solution, Council though has no objection to the land requirements being taken and merged into the existing road reserves.

All costs associated with the taking of the land as proposed be borne by Main Roads.

Moved: Cr Newman **Seconded: Cr Hawksley**

Carried 6/0

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

11.0 OTHER URGENT BUSINESS

COUNCIL DECISION:

That the urgent business items 11.1.22, 11.1.23, 11.1.24, 11.1.25 & 11.1.26 be considered.

Moved: Cr Hawksley **Seconded: Cr Newman**

Carried 6/0

11.1.22 DELEGATION REGISTER REVIEW

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

Background

The current delegation register has been reviewed and is submitted for Council consideration. Items to be removed are highlighted in yellow, items amended have amendments highlighted in green.

Comment

Nil

COUNCIL DECISION:

That the Shire of Cuballing Delegation Register, as amended, be adopted.

Moved: Cr Haslam **Seconded: Cr Hawksley**

Carried by Absolute Majority 6/0

SHIRE OF CUBALLING
Register of Delegations

This document is the Register of Delegations for the Shire of Cuballing, and meets the requirements of Section 5.46(1) of the *Local Government Act 1995.*

This Register outlines those functions which have been specifically delegated by the Council to the CEO, or by the CEO to another Officer and sets out the conditions applying to the exercise of the delegation.

Sections 5.42 and 5.43 of the *Local Government Act 1995* quantifies the power to delegate, the limits of those delegations and in the main reflects those powers and duties which require either an absolute, or special, majority vote. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation, notwithstanding that other staff may undertake research and technical work relating to that delegation.

Adequate record is to be kept of the exercise of the delegation through the recording of the delegation reference number, the date of the decision in regard to the delegation, and the people of whom are affected by the decision. The following pro-forma may be used as an attachment to relevant documentation.

Delegations Register Number	
Date decision exercised	
Those affected	
Details of decision	
Action required to be taken	

BACKGROUND

The *Local Government Act* requires local governments to review their delegation of powers/authority to the Chief Executive Officer at least once in every twelve months and then for the Chief Executive Officer to review his/her delegation of authority within the same review period.

STATUTORY IMPLICATIONS

Section 5.42 provides that:

(1) A local government may delegate (by Absolute Majority) to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

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

Section 5.43 provides that a local government cannot delegate to a CEO any of the following powers or duties —

(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;

(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;

(c) appointing an auditor;

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;

(f) borrowing money on behalf of the local government;

(g) hearing or determining an objection of a kind referred to in section 9.5;

(h) any power or duty that requires the approval of the Minister or the Governor; or

(i) such other powers or duties as may be prescribed.

Section 5.44 provides that:

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

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

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

   (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

   (b) the exercise of that power or the discharge of that duty by the CEO's delegate,

   are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) "conditions" includes qualifications, limitations or exceptions.

Section 5.45 provides that:

(1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

   (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and

   (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

(2) Nothing in this Division is to be read as preventing —

   (a) a local government from performing any of its functions by acting through a person other than the CEO; or

   (b) a CEO from performing any of his or her functions by acting through another person.

Section 5.46(2) provides that:

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Section 17(10) of the Bush Fires Act provides that a local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).

Section 17(7)(a) provides that subject to paragraph (b), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by —

(i) shortening, extending, suspending or reimposing a period of prohibited burning times; or

(ii) imposing a further period of prohibited burning times.

(b) A variation of prohibited burning times shall not be made under this subsection if that variation would have the effect of shortening or suspending those prohibited burning times by, or for, more than 14 successive days.

Section 17(8) provides that where, under subsection (7), a local government makes a variation to the prohibited burning times in respect of its district or a part of its district the following provisions shall apply —

(a) the local government —

(i) shall, by the quickest means available to it and not later than 2 days before the first day affected by the variation, give notice of the variation to any local government whose district adjoins that district;

(ii) shall, by the quickest means available to it, give particulars of the variation to the Authority and to any Government department or instrumentality which has land in that district under its care, control and management and which has requested the local government to notify it of all variations made from time to time by the local government under this section or section 18;

(iii) shall, as soon as is practicable publish particulars of the variation in that district;

(b) the Minister, on the recommendation of the Authority, may give notice in writing to the local government directing it —

(i) to rescind the variation; or

(ii) to modify the variation in such manner as is specified in the notice;

(c) on receipt of a notice given under paragraph (b) the local government shall forthwith —

(i) rescind or modify the variation as directed in the notice; and

(ii) publish in that district notice of the rescission or particulars of the modification, as the case may require.

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1. DELEGATIONS – COUNCIL TO THE CHIEF EXECUTIVE OFFICER

ADMINISTRATION

C1: Legal Advice

Delegated the authority to appoint legal counsel and obtain advice, assistance and opinions as the Chief Executive officer deems necessary in the exercise of the management of the Shire of Cuballing with all legal advice received to be made available at the next Council meeting.

Reference: Local Government Act 1995 section 5.42

C2: Purchase Orders

Delegated the authority to sign purchase order forms for the purchase of goods and services within the constraints of the Budget and the Purchasing Policy

Objective: To expedite the purchasing process.

Reference: Local Government Act 1995 section 5.42

C3: Tender Invitation

Delegated the authority to call Tenders of a kind prescribed within the Tender Regulations under which another person is to supply goods and/or services for all budgeted items and to accept tenders to a value of $100,000 in accordance with the Shire of Cuballing's Purchasing Policy.

Objective: To expedite the purchase of goods and services.

Reference: Local Government Act 1995 sections 3.57 & 5.42.
Local Government (Functions and General) Regulations regulation 11.

C4: Media

Delegated the authority for the publicity of Council activities through the media.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Policy 1.6

C5: Common Seal

Delegated the authority to affix Common Seal (witnessed by President and CEO) to documents to be executed by the Shire of Cuballing where such documents are consistent and in accord with resolutions of Council, subject to Council being notified of executed documents in a timely manner.

Reference: Local Government Act 1995 sections 5.42, 9.49A(2) & 9.49A(4)

C6: Administration Centre

Delegated the authority to permit the use of rooms and areas within the Shire of Cuballing Administration Centre to individuals or organisations having an involvement with local government and/or working towards the betterment of the Shire of Cuballing.

Reference: Local Government Act 1995 section 5.42

C7: Administration of Local Laws

Delegated the authority to administer the Shire of Cuballing Local Laws and initiate action if considered necessary.

Reference: Local Government Act 1995 sections 3.18 & 5.42.

C8: Liquor Permits

Delegated the authority to determine applications for the consumption and sale of liquor on property under the care, control and management of the Shire of Cuballing.

Objective: To expedite the approvals process

Reference: Local Government Act 1995 section 5.42(1)
Liquor Licensing Act sections 59 & 119

C9: Impounding

Delegated the authority to exercise power in relation to the removal and impoundment of any goods which are involved in any contravention that can lead to impoundment, and to use reasonable force in the exercise of this power.

Objective: To expedite good governance.

Reference: Local Government Act 1995 section 3.39 and Part 3.

C10: Enter Land in Emergencies

Delegated the authority to enter land in emergencies.

Authority to sign and issue notice of entry.

Authority to exercise force to gain entry

Reference: Local Government Act 1995 section 5.42

C11: Appointment of Authorised Persons – Enforcement and Legal Proceedings

Delegated the authority to appoint:

- persons pursuant to section 9.29 of the Local Government Act 1995, to represent the Shire of Cuballing generally in proceedings in the court of petty sessions and Local Court.

- under section 9.10 of the Local Government Act 1995 persons or classes of persons to be authorised for the purposes of performing particular functions under sections 9.11, 9.13, 9.16, 9.17, 9.19 and 9.20 of the Act.
- under section 3.24 of the Local Government Act 1995 any person to exercise the powers given to a Local Government under Subdivision 2 of Division 3 of Part 3 of the Act.
- under section 3.39 of the Local Government Act any person to exercise the powers given to a Local Government under subdivision 4 of Division 3 of Part 3 of the Act.
- persons or classes of persons in relation to enforcement and legal proceedings.

Reference: Local Government Act 1995 section 9.16
Dog Act
Bush Fires Act
Health Act
Local Laws

C12: Execution of Documents

Delegated the authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents where:

- the Council has authorised entering into a formal contract, or
- a formal contract is authorised under a delegated authority from the Council, or
- a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council;

Reference: Local Government Act 1995 section 5.42

C13: Destruction of Records

Delegated the authority to destroy old accounting books and records in accordance with statutes.

Reference: Local Government Act 1995 section 5.42
State Records Act 2000
State Records Office's General Disposal Authority for Local Government Records

C14: Travel and Accommodation Arrangements

Delegated the authority to determine all travel and accommodation arrangements for staff and Councillors while on official Council business. In exercising this delegation, the Chief Executive Officer shall have regard to Council Policy and the availability of appropriate funding on Council's Budget.

Reference: Local Government Act 1995 section 5.42

STAFF

C15: Staff Appointments

Delegated the authority for the appointment and dismissal of administration and outside staff (with the exception of the Works Manager who is deemed as a Senior Staff employee and this will need to be ratified by Council).

Reference: Local Government Act 1995 section 5.42

C16: Salary/Wage Reviews

Delegated the authority to undertake annual salary/wage reviews for all administration and outside works staff. (within budget prov)

Reference: Local Government Act 1995 section 5.42

C17: Staff Training

Delegated the authority to approve the attendance at conferences, seminars and training courses by Council Staff where, in the opinion of the Chief Executive Officer, attendance will enhance the professional development of the officer, provide benefits to the Shire of Cuballing and is relevant to the duties and responsibilities of the officer. The Chief Executive Officer, in exercising the delegation, shall have regard to any Council Policy in place from time to time and to the availability of appropriate funding in Council's Budget.

Reference: Local Government Act 1995 section 5.42 (Deleted)

C18: Industrial Representation

Delegated the authority to sign an employer's warrant for representation on industrial awards and to appear on the Shire of Cuballing's behalf.

Reference: Local Government Act 1995 sections 5.42-5.44

HEALTH AND BUILDING –

C19: Unauthorised Buildings - *ENVIRONMENTAL HEALTH OFFICER*

Delegated authority to serve notice to the owner of a property where any work or structure is constructed without proper authorisation and/or is in breach of the proper authorisation issued.

Reference: Local Government Act 1995 section 5.42
Local Government (Miscellaneous Provisions) Act 1960
Shire of Cuballing Policy 9.8

C20: Home Occupations
Delegated authority to approve the issue of Home Occupation Licence subject to compliance with Shire of Cuballing Town Planning Scheme No 2.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Town Planning Scheme No 2

C21: Building Permits – ENVIRONMENTAL HEALTH OFFICER

Delegated the authority to approve or refuse to approve plans and specifications for Class 1 and 10 buildings, but where a plan and specification so submitted conforms to:

- all Local Laws and Regulations in force within the district or part of the district in respect of building matters, and the Council's pre-determined policy in respect of building matters; and
- all Local Laws and schemes in force within the district or part of the district in respect of town and regional planning matters, and the Council's predetermined policy in respect of town and regional planning matters.

The Chief Executive Officer shall not refuse to approve that plan or those specifications without first obtaining the consent of the Council.

Further, the issuing of a building licence under Section 374(1) of the Local Government Act (Miscellaneous Provisions) 1960 may be subject to such conditions as the Chief Executive Officer considers appropriate.

Objective: To expedite the issue of building approvals.

Reference: Local Government Act 1995 section 5.42(1).
Local Government (Miscellaneous Provisions) Act 1960 section 374(1b).
Shire of Cuballing Town Planning Scheme No. 2.

C22: Offences - CEO

Delegated the authority to issue/serve notices against breaches of the Local Government Act, Health Act (and associated Regulations), and Shire of Cuballing Health Local Law.

Reference: Local Government Act 1995 section 5.42
Health Act 1911
Shire of Cuballing Health Local Law 2007

C23: Itinerant Food Vendors Licence

Delegated the authority to issue Itinerant Food Vendors Licence in accordance with the requirements of the Health Act and Shire of Cuballing Health Local Law.

Objective: To expedite the issue of planning approval.

Reference: Local Government Act 1995 section 5.42
Health Act 1911
Shire of Cuballing Health Local Law 2007

C24: Building Licence Extension

Delegated the authority to approve of an extension of an initial building licence where it was not possible to complete the building within the period specified in the building licence for a further 6 months to allow completion of construction.

Objective: To expedite building control and regulation.

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 374(1b).

C25: Uncompleted Buildings
Delegated the authority to serve the appropriate notices and orders referred to in Section 409A of the Local Government (Miscellaneous Provisions) Act 1960 and to take all other appropriate actions to obtain compliance with Section 409A of the legislation

Objective: To expedite building control and regulation.

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 409A.

C26: Buildings - Certain Actions after Conviction

Delegated the authority to serve the appropriate notices referred to in Section 411 of the Local Government (Miscellaneous Provisions) Act 1960.

Objective: To expedite building control and regulation.

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 411.

C27: Building

Delegated the authority to issue notices pursuant to Part XV of the *Local Government (Miscellaneous Provisions) Act 1960.*

Objective: To expedite building control and regulation.

Reference: Local Government Act 1995 section 3.25
Local Government (Miscellaneous Provisions) Act 1960 section 374(1b)

C28: Demolition License

Delegated the authority to approve the issue of a demolition license to take down a building or a part of a building and impose conditions as considered appropriate for the safe and proper execution of the work.

Objective: To expedite building control and regulation.

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 374A

C29: Issue of Section 401 Notices

Delegated the authority to issue notices pursuant to Section 401 of the Local Government (Miscellaneous Provisions) Act 1960 where a breach of building requirements is considered to be of a magnitude sufficient to warrant issue of a notice

Objective: To expedite building control and regulation.

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 401.

C30: Stop Work Orders

Delegated the authority to issue stop work notices where a breach of building requirements is considered to be of a magnitude sufficient to warrant issue of a notice and to withdraw stop work notices where the breach for which the notice has been issued is corrected.

Objective: To expedite building control and regulation.

Reference: Local Government Act 1995 section 5.42(1)
Local Government (Miscellaneous Provisions) Act section 401A

C31: Dangerous Buildings

Delegated the authority, where a building is in a dangerous state, to:

- Issue a certificate which states that the subject building is in a dangerous state.
- Shore up or otherwise secure the building, as well as providing a hoarding or fence around the building to protect the public from danger.
- Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired.

Objective: To expedite building control and regulation.

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 403.

C32: Removal of Neglected and Dilapidated Buildings

Delegated the authority to serve upon the owners and occupiers of neglected and dilapidated buildings the written notices required by Sections 408 and 409 of the Local Government (Miscellaneous Provisions) Act 1960, and issue of Certificates of Classification of Buildings.

Objective: To expedite building control and regulation.

Reference: Local Government (Miscellaneous Provisions) Act 1960 sections 408-409.

C33: Licence to Deposit Materials on or Excavate Adjacent to a Street

Delegated the authority to, after satisfying himself/herself that the proposed activity will not create undue interference with the operation of the street, way or public place, issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place. Licences are to be issued subject to the conditions detailed in Section 377 of the Local Government (Miscellaneous Provisions) Act 1960 and such other conditions as considered relevant

Objective: To expedite building control and regulation.

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 377

C34: Bond Refunds

Delegated the authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.

Objective: To expedite the approvals process

Reference: Local Government Act 1995 section 5.42(1)

C35: Notices

Delegated the authority to issue notices to owners and occupiers of land requiring certain things to be done by the owner or occupier of that land.

Reference: Local Government Act 1995 section 3.25
Health Act Parts IV, V, VI, VII, VIIA, VIII, IX, XV

C36: Renewing Licences

Delegated the authority to renew all licences provided the circumstances of the original licence have not substantially altered.

Reference: Local Government (Miscellaneous Provisions) Act 1960

C37: Administration of Health

Delegated the authority to exercise and discharge the powers and functions of the Shire of Cuballing under the Health Act relating to:

- forming of opinions and making of declarations;
- the granting and issue of licenses, permits, certificates and approval;
- the issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions;
- the ordering and authorisation of legal proceedings for breaches of the Health Act, all regulations and local laws.

Reference: Health Act 1911

TOWN PLANNING

C38: Applications for Planning Consent

Delegated the authority to issue planning consent to development applications which comply with the Shire of Cuballing's Town Planning Scheme.

Reference: Local Government Act 1995 section 5.42

C39: Subdivision Clearance

Delegated the authority to endorse subdivision referral pro-formas and to certify the compliance with subdivision conditions when satisfied that suitable arrangements have been made.

Reference: Local Government Act 1995 section 5.42
Town Planning and Development Act 1928 part III Sections 20 and 24

C40: Secondhand Fencing

Delegated the authority to approve the use of secondhand material for fencing.

Reference: Local Government Act 1995 section 5.42

C41: Private Swimming Pools

Delegated the authority to issue notices as required on the owners or occupiers of the land on which there is a swimming pool not complying with the statutory requirements for a barrier to prevent access to the swimming pool by children.

Reference: Local Government (Miscellaneous Provisions) Act 1960 section 245(a).

C42: Licences, Signs and Hoardings

Delegated the authority to approve the erection and/or licensing of signs and hoardings that comply with the Local Laws and policies of the Council. Where an application for a sign or hoarding does not comply with the Local Laws and the policies of the Council the application is to be refused.

Reference: Local Government Act 1995 section 5.42

C43: Street Appeals

Delegated the authority to determine all applications for street appeals, having regard to any Council Policy relating to street appeals.

Reference: Local Government Act 1995 section 5.42

WORKS

C44: Roadside Clearing

Delegated the authority to permit clearing of roadside vegetation subject to application complying with legislation and Council Policy.

Reference: Local Government Act 1995 section 5.42
Environmental Protection (Clearing of Native Vegetation) Regulations 2004
Shire of Cuballing Policy 5.18

C45: Road Trains/Mass Permits

Delegated the authority to approve rigid and articulated vehicle movements, up to a maximum 27.5m, on low volume roads within the Shire of Cuballing (ie roads not covered under the Main Roads WA Restricted Access Vehicle Network).

Reference: Local Government Act 1995 section 5.42

C46: Seed Collection

Delegated the authority to permit wildflower picking and native seed collection on Shire of Cuballing property and reserves vested in or under the control of the Shire of Cuballing, subject to and in accordance with conditions set by the Department of Environment and Conservation.

Reference: Local Government Act 1995 section 5.42

C47 Undertaking Private Works

Delegated the authority to use his/her absolute discretion in accepting or rejecting private works.

Objective: To facilitate the Works Programme

Reference: Local Government Act 1995 section 5.42(1)

C48: Plant & Equipment

Delegated the authority to approve the use of Shire of Cuballing plant and equipment.

Reference: Local Government Act 1995 section 5.42

C49: Plant & Equipment Hire

Delegated the authority to give permission to hire Shire of Cuballing plant, equipment and building's equipment and exchange equipment between buildings.

Reference: Local Government Act 1995 section 5.42

C50: Replacement Plant Hire

Delegated the authority to hire replacement plant.

Reference: Local Government Act 1995 section 5.42

C51: Temporary Road Closure

Delegated the authority to temporarily close roads during adverse weather conditions.

Objective: To minimise damage to roads

Reference: Local Government Act 1995 section 3.50

C52: Temporary Closure of Roads for Public Events

Delegated the authority to determine applications for the temporary closure of roads for public events. The determination shall be in accordance with provisions of the Road Traffic (Events on Roads) Regulations 1991 and the Local Government Act 1995 and shall, when approved by the Chief Executive Officer, contain the following conditions:

- The closure is to be advertised in a local newspaper.
- Arrangements are to be made for appropriate signposting to effect the closure.
- The applicant is to take out a Public Risk Insurance policy which indemnifies Council against any damages claims and a copy of the Policy is to be provided to Council.
- The applicant is to notify the Police and Emergency Services and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

The Chief Executive Officer may determine other conditions to be imposed on any approvals issued.

Reference: Local Government Act 1995 section 3.50

C53: Tree Safety

Delegated the authority to issue an order to make a tree safe on private land and to enter that property to make a tree safe.

Reference: Local Government Act 1995 section 5.42

C54: Sale of Surplus Equipment, Materials and Scrap

Delegated the authority to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's Depot, or any other fair means, items of surplus equipment, materials, tools, etc. under the value of $500, which are no longer required, or are outmoded, or are no longer serviceable.

Reference: Local Government Act 1995 section 5.42

FIRE CONTROL

C55: Roadside Burning

Delegated the authority to approve applications for the burning of road verges subject to such application being made in accordance with Council Policy.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Policy 6.4

C56: Use of Shire Vehicles during Fire
Delegated the authority for the use of Council plant and equipment in the event of a fire and that plant/equipment may be used by operators other than Council staff only when no staff are available, and under the direct supervision of the officer responsible.

Reference: Local Government Act 1995 section 5.42

C57: Extension/Reduction Restricted/Prohibited Burning Periods

Delegated the authority to suspend, amend or vary Prohibited and Restricted burning times.

Reference: Local Government Act 1995 section 5.42
Bush Fire Act 1954 sections 17(7)(a), 17(8), 17(10) & 18(5)(a)
Bush Fire Regulations 1954 regulation 15C

C58: Issue of Burning Permits

Delegated the authority to cause notice to be advertised for the appointment of Fire Control Officers and Shire Administration Staff as permitted officers for the issuing of Burning Permits.

Reference: Local Government Act 1995
Bush Fire Act 1954
Bush Fire Regulations 1954

C59: Control of Fires

Delegated the functions of the Shire of Cuballing as described in section 13(4) of the Bush Fires Act 1954 for use in an emergency situation and only in conjunction with the Chief Bush Fire Control Officer.

Objective: To allow the control of a fire to be transferred to a FESA officer without the need of calling a Council Meeting.

Reference: Local Government Act 1995 section 5.42(1)
Bush Fires Act 1954 section 48
Bush Fires Act 1954 section 13(4)

C60: Harvest Bans

Delegated the authority to impose harvest and vehicle movement bans.

Reference: Local Government Act 1995 section 5.42
Bush Fire Regulations 1954 regulations 38A, 38C, 39A & 39B

C61: Fires at Refuse Disposal Sites

Delegated the authority to permit persons to set fire to the green waste at the refuse disposal sites.

Reference: Local Government Act 1995 section 5.42

C62: Fire Breaks

Delegated the authority, in liaison with the Chief Bush Fire Control Officer, to resolve fire hazard problems, including where considered necessary, to forward letters demanding the construction of fire breaks and where not complied with, the issuing of a contract for the construction of the break at the land owner's expense.

Reference: Local Government Act 1995 section 5.42
Bush Fires Act 1954 sections 33 & 48

C63: Infringements

Delegated the authority to issue infringement notices.

Reference: Local Government Act 1995 section 9.16
Bush Fires Act 1954

FINANCE

C64: Rates

Delegated the authority to:

- discharge the obligations specified in Section 6.39(1) of the Local Government Act 1995.
- serve Notices of Valuation and Rates referred to in Section 6.41(1) of the Local Government Act 1995.
- determine the time allowed for the payment of the rate before it becomes in arrear in accordance with section 6.50(2) of the Local Government Act 1995.
- exercise the powers conferred in Section 6.40 of the Local Government Act 1995.
- exercise discretion in regard to granting of any extension of time for service of objections to the Rate Book, Section 6.76(4) of the Local Government Act 1995.
- recover rates by complaint or action pursuant to the provisions of Section 6.56(1) of the Local Government Act 1995.
- enter into an agreement in accordance with Section 6.49 of the Local Government Act 1995.
- require a lessee to pay rent to the Shire of Cuballing in satisfaction of rates or service charges due and payable in accordance with Section 6.60(2) of the Local Government Act 1995.

Reference: Local Government Act 1995 section 5.42

C65: Outstanding Debt

Delegated the authority to write off uncollectable or economically uncollectable debts, excluding rates and service charges, up to $50.00.

Objective: To provide a cost effective collection action

Reference: Local Government Act 1995 sections 5.42 & 6.12(c)

C66: Investment of Funds

Delegated the authority to invest surplus funds, Trust funds, Loan funds and Reserve funds after ensuring that sufficient working capital is to be retained, in accordance with Council Policy.

Reference: Local Government Act 1995 section 5.42, 6.14
Local Government (Financial Management) Regulations regulation 19
Shire of Cuballing Policy 2.8

C67: Payment of Accounts

Delegated the authority to pay accounts subject to a list of accounts paid being presented to the next Ordinary meeting and included in the minutes of that meeting. The vouchers, supporting invoices and other relevant documents be made available for inspection by members at the next Ordinary Council Meeting.

Reference: Local Government Act 1995 section 5.42
Local Government (Financial Management) Regulations 1996 regulation 12

C68: Electronic Funds Transfer (EFT)

Delegated the authority to EFT between bank accounts and to pay creditor accounts duly authorised as per Council's reviewed procedures by EFT. to a limit of $100,000.

Reference: Local Government Act 1995 s 5.42
Local Government (Financial Management) Regulations regulation 11

C69: Credit Card / Fuel Card

Delegated the authority to use the Shire of Cuballing's Credit Card and Fuel Card within the constraints of the Budget or as otherwise directed by Council.

Reference: Local Government Act 1995 section 5.42
Local Government (Financial Management) Regulations regulation 11(1)(a)

C70: Property Acquisitions

Delegated authority to make any necessary preliminary enquiries and approaches with any such investment proposal to be considered and approved by Council before any firm action is taken.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Policy 2.11

C71: Cost Recovery

Delegated the authority to instigate proceedings to recover costs in Court.

Reference: Local Government Act 1995 section 5.42

C72: Assistance to Community Organisations and Events

Delegated the authority to determine the level of assistance provided to community organisations and events. The assistance may be financial (within Budget allocations) and may include the use of Shire plant and machinery or the use of employees. In exercising this delegation, the Chief Executive Officer shall have regard to any existing Council policies.

Reference: Local Government Act 1995 section 5.42

C73: Debt Collection

Delegated the authority to collect outstanding debts against the Shire of Cuballing, including entering into arrangements, within normal commercial parameters.

Reference: Local Government Act 1995 section 5.42

2. DELEGATIONS – CEO TO OTHER OFFICERS

O1: C2 Signing of Purchase Orders

The CEO delegates the authority to the Works Manager and Administration Staff to sign purchase order forms for the purchase of goods and services within the constraints of the Budget and the Purchasing Policy under the compliance of Delegation C2

Objective: To expedite the purchasing process.

Reference: Delegation C2 (Signing of Purchase Orders)
Local Government Act 1995 sections 3.18 & 5.44 (in position descriptions)

O2: C7 Administration of Local Laws - Health Local Law

The CEO delegates the authority to the Environmental Health Officer/Building Surveyor authority to deal with matters associated with the Shire of Cuballing Health Local Law 2007 under the compliance of Delegation C7.

Objective: To expedite dealings with matters covered by the Local Law

Reference: Delegation C7 (Administration of Local Laws)
Local Government Act 1995 section 5.44
Shire of Cuballing Health Local Law 2007

O3: C10 Enter Land in Emergencies

The CEO delegates the authority to enter land in emergencies to the Environmental Health Officer/Building Surveyor and the Works Manager under the compliance of Delegation C10.

Objective: To expedite actions in an emergency situation

Reference: Local Government Act 1995 section 5.44

O4: C19 Unauthorised Buildings

The CEO delegates the authority to the Environmental Health Officer/Building Surveyor under the compliance of Delegation C19.

Objective: To expedite the serving of notices to property owners

Reference: Delegation C19
Local Government Act 1995 section 5.44
Local Government (Miscellaneous Provisions) Act 1960
Shire of Cuballing Policy 9.8

O5: C21 Building Permits

The CEO delegates the authority to the Environmental Health Officer/Building Surveyor authority to issue building permits under the compliance of Delegation C21.

Objective: Expedition of the issue of Building Permits

Reference: Delegation C21
Local Government Act 1995 section 5.44

O6: C30 Stop Work Orders

The CEO delegates the authority to the Environmental Health Officer/Building Surveyor authority to issue Stop Work Orders under the compliance of Delegation C30.

Objective: To ensure the legality of buildings

Reference: Delegation C30
Local Government Act 1995 section 5.44
Local Government (Miscellaneous Provisions) Act 1960

O7: Septic Tank Installations

Pursuant to the provisions of Section 26 of the Health Act 1911 all officers appointed and gazetted as Environmental Health Officers of the Shire of Cuballing, are authorised to exercise and discharge powers and functions conferred on Local Government for the purpose of Regulation 4 and Regulation 10(2) of the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974.

Note: Regulation 4 relates to the approval of the construction and installation of the apparatus by Local Government

Objective: To expedite the approvals process

Reference: Local Government Act 1995 section 5.44

O8: C56 Use of Shire Vehicles during Fire

The CEO delegates the authority to the Works Manager to authorise the use of Shire Plant and Equipment during a fire under the compliance of C56.

Objective: To expedite the use of Shire Plant & Equipment in an emergency situation

Reference: Delegation C56
Local Government Act 1995 section 5.44

O9: C69 Credit Card/Fuel Card

The CEO delegates the authority for use of the fuel card for the Works Managers Vehicle to the Works Manager under the compliance of C69.

Objective: For operational purposes

Reference: Delegation C69 (Credit Card/Fuel Card)
Local Government Act 1995 section 5.44

11.1.23 CUBALLING EAST RD, M031 INTERSECTION.

Location/Address:	Cuballing East Road and the Northam Cranbrook Hwy
Reporting Officer:	Eva Haydon - CEO
Enabling Legislation:	Land Administration Act
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	
Voting Requirements:	Simple Majority

Background

Main Roads has proposed an upgrade to the Intersection of Great Southern Hwy (Ridley Street) with Cuballing East Rd and Campbell Street to facilitate easier and safer heavy traffic movements.

Council has previously had an opportunity to view the proposed design for the works.
Whilst Council may not agree that the design is ideal, it is accepted that the final decision has been made by Main Roads and works are to commence shortly.

Council have received a letter from Main Roads indicating that some land is required to be taken to enable the Intersection improvement works to be on or within the Road Reserve.

Comment

To enable the required additional land to be dedicated as a road reserve it is a requirement of the Land Administration Act that Local Authority concurrence be given to the dedication action.

The letter further asks if Council could consider the matter at its next meeting.
Any delay in receiving confirmation of concurrence could delay the project as the land requirement is fundamental to the works.

COUNCIL DECISION:

That Main Roads be advised whilst Council does not necessarily agree that the proposed design for the intersection is the best solution, Council has no objection to the land requirements drawings numbered: 1260-134-1 1260-135, 1260-151 and 1260-152 being taken and merged into the existing road reserves provided that all costs associated with the taking of the land as proposed will be borne by Main Roads Western Australia from their allocation of funds for Grain Freight roadworks and that Council will be indemnified from any future claims for the portions of land taken along Cuballing East Road.

Moved: Cr Conley **Seconded: Cr Newman**

Carried 6/0

12 NOV 2012

copy BOB

mainroad WESTERN AUSTRALIA

ABN: 50 860 676

Enquiries: Jeanine Diederich on 9323 4473
Our Ref: 12/3039
Your Ref:

5 November 2012

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

Dear Ms Haydon

PROCLAMATION OF REALIGNMENT OF WILLIAMS KONDININ ROAD AT CUBALLING EAST ROAD

Recently, improvement works were completed on Williams Kondinin Road at Cuballing East Road as part of the grain freight route improvement program.

These improvement works included realignment of the curve to provide a safer route for the grain freight and all other road users. These works have not changed Main Roads' management responsibility for the road, however, its proclamation as a 'main road' requires regazetting to recognise the new alignment.

In accordance with Section 13 of the Main Roads Act, the Commissioner of Main Roads intends making a recommendation to the Minister for Transport to proclaim the new alignment of Williams Kondinin Road at Cuballing East Road, as shown on drawings 1221-0189-00 and 1221-0193-00, as a 'main road'. Footpaths will be excluded from the proclamation. Such paths, if any, will remain the responsibility of your Council.

Before making the recommendation to the Minister, the Commissioner requires endorsement by Council of the enclosed proclamation drawings, in duplicate.

Subject to Council's agreement, will you please endorse the drawings with details of the Council's resolution in support of the proposal and return one *original signed set* to Main Roads East Perth office, marked to the attention of Road Classification Manager, Jeanine Diederich. The other set should be retained as Council's interim record, pending formal proclamation. Following proclamation, a copy of the final drawings showing gazettal details will be sent to Council for its records.

In the event that Council does not support the changes, Section 13A (2) of the Main Roads Act makes provision for Council to lodge an objection with the Commissioner of Main Roads. Any objection needs to be lodged with Main Roads by 25 January 2013.

If you require any further information regarding the proclamation action, please contact Jeanine Diederich on (08) 9323 4473. Any enquiries relating to management of the road should be addressed to our Regional Manager Wheatbelt South, Mohammad Siddiqui, in our Narrogin office on 9881 0513.

I await receipt of Council's response.

Yours sincerely

Douglas Morgan
EXECUTIVE DIRECTOR
PLANNING AND TECHNICAL SERVICES

Enc.

Don Aitken Centre, Waterloo Crescent, East Perth or PO Box 6202 EAST PERTH Western Australia 6892
Telephone: 138 138 Facsimile: (08) 9323 4430 TTY: (08) 9428 2230
Email: enquiries@mainroads.wa.gov.au Website: www.mainroads.wa.gov.au

AMENDMENTS

NOTES:

Roads and/or paths are represented by centrelines which are a notional reference line that generates and approximates the centre of the pavement extent.

PROCLAMATION LEGEND

EXISTING PROCLAIMED ROUTE

H6 (^ Road Name) Highway

M42 (^ Road Name) Main Road

P18 Main Roads Controlled Path *

SECTION TO BE DE-PROCLAIMED

~~H2~~ ~~M12~~ ~~P18~~

SECTION TO BE PROCLAIMED

H6 Highway

M42 Main Road

P18 Main Roads Controlled Path *

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Paths depicted on this drawing are those for which Main Roads Western Australia has responsibility. Paths the responsibility of other entities are not shown.

^ Landgate approved local usage name.

This is to certify that Council endorses the proposal shown on this plan.

Council Resolution:.....of

Council Meeting Held On:.....

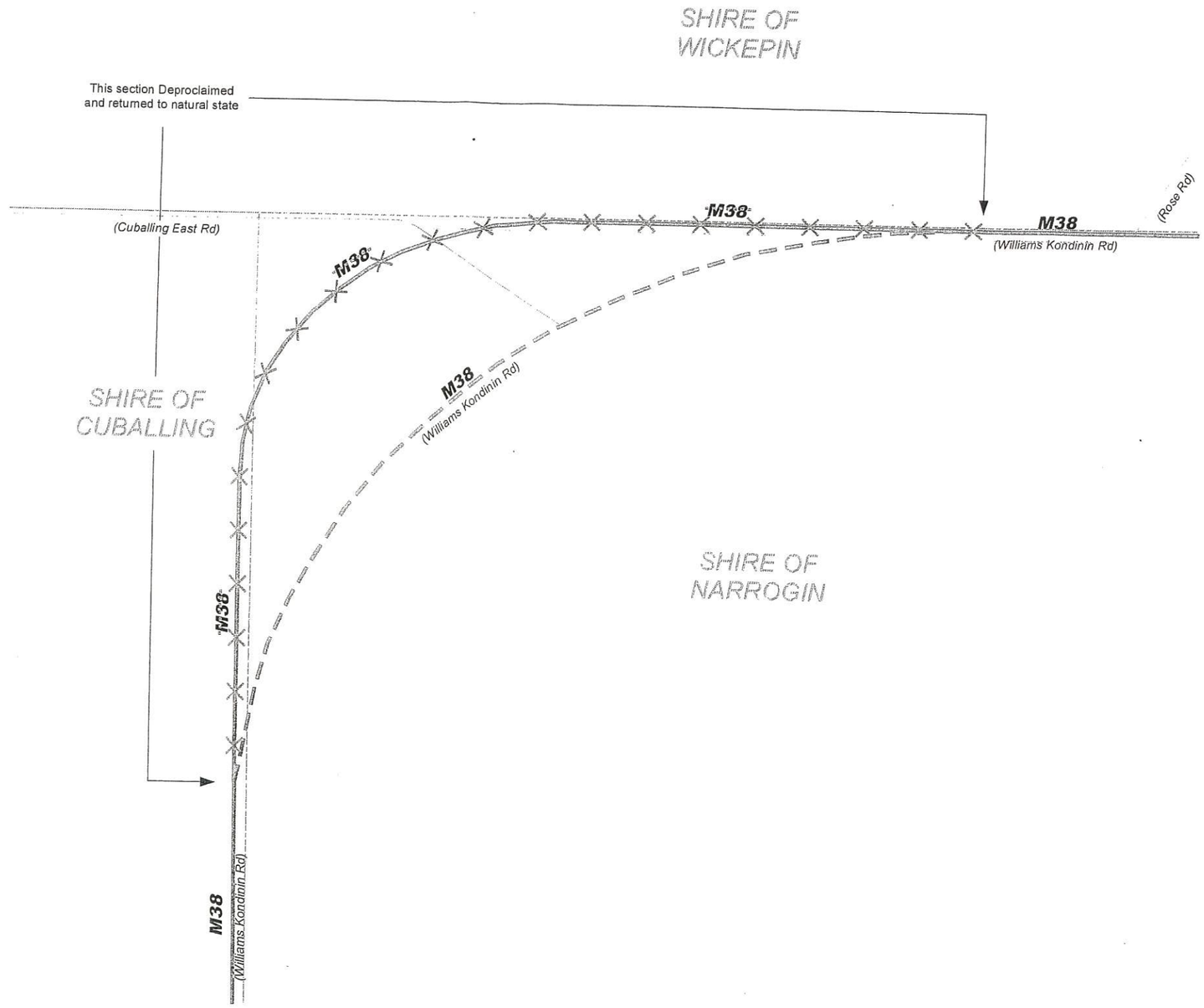
.....

Chief Executive Officer

Date:.....

Gazette:.....

Page No:.....



SHIRE OF CUBALLING

BASE MAP LEGEND

Local Government Boundary

Town Site Area And Boundary

Cadastre

Local Road

NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWINGS

DATE OF ORIGINAL ISSUE: 16 May 12

DRAWING AMENDMENT DATE:

RECOMMENDED Bampton MRAP 5/11/2012

APPROVED Geraldine Morgan EDPTS 5/11/12

0 50 100 150 200 250 300 Meters

Planning and Technical Services Directorate

PROCLAMATION PLAN

Declared Roads

M38 Realignment - SLK - 57.53 - 58.94 in the vicinity of Cuballing East Rd

SHIRE of CUBALLING - LG No. 405

SHEET 1 of 1

MAIN ROADS WESTERN AUSTRALIA

DWG TYPE	FILE No	DWG NUMBER
20:00	12/3039	1221-0193-00

AMENDMENTS

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SHIRE OF CUBALLING

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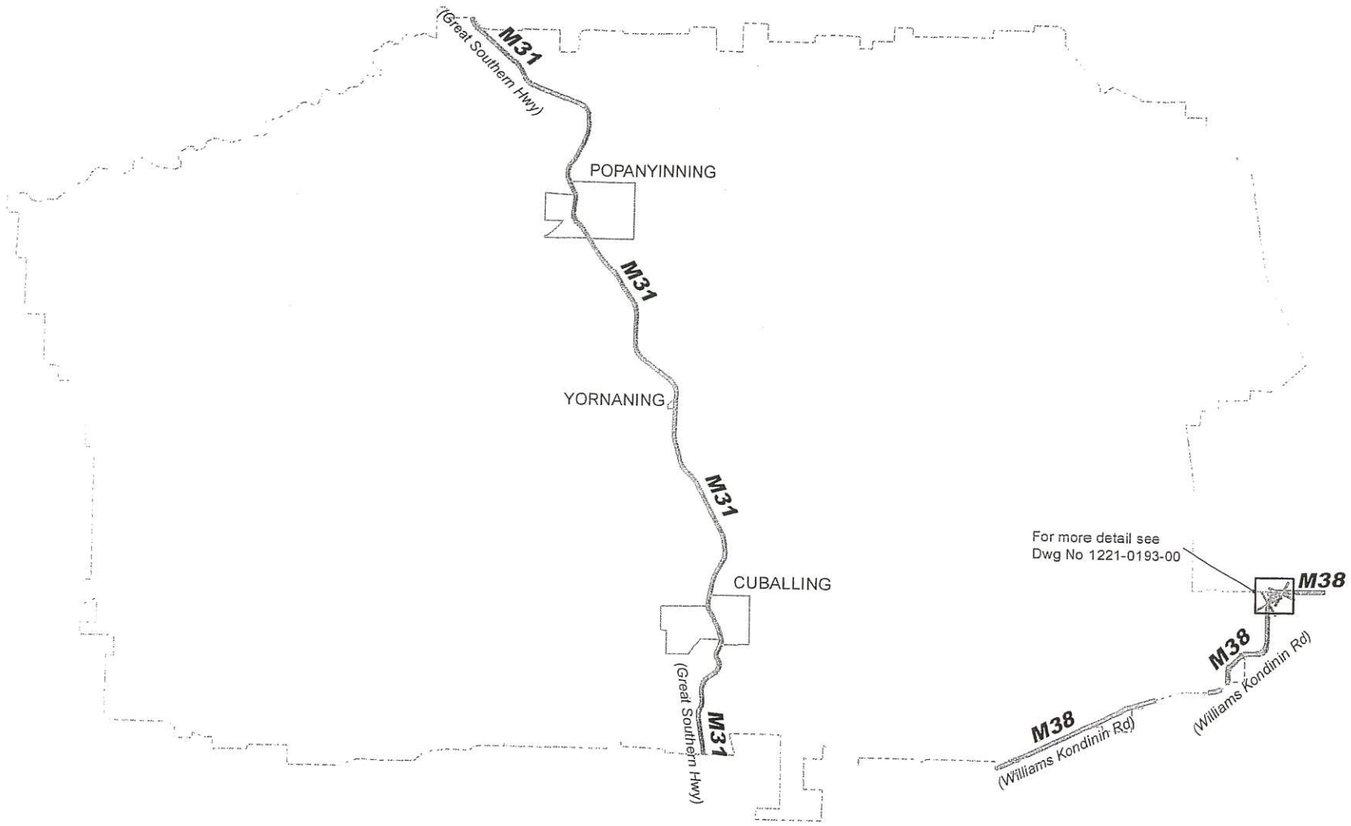
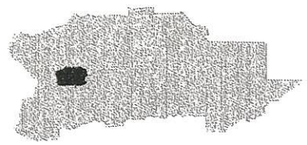


WHEATBELT SOUTH REGION



SHIRE OF CUBALLING

BASE MAP LEGEND

Town Site Area And Boundary

Local Government Area And Boundary

Cadastre

Local Road

THIS DRAWING SUPERSEDES: 9522-081

NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWING

DATE OF ORIGINAL ISSUE: 28 Aug 12

DRAWING AMENDMENT DATE:

RECOMMENDED Campbell MRAP 5/11/2012

APPROVED ED PTS 5/11/12

0 2.5 5 10 15 Kilometres

Planning and Technical Services Directorate

PROCLAMATION PLAN

Declared Roads

SHIRE OF CUBALLING

SHIRE of CUBALLING - LG No. 405

SHEET 1 of 1

MAIN ROADS WESTERN AUSTRALIA

DWG TYPE	FILE No	DWG NUMBER
20:00	12/3039	1221-0189-00

AMENDMENTS

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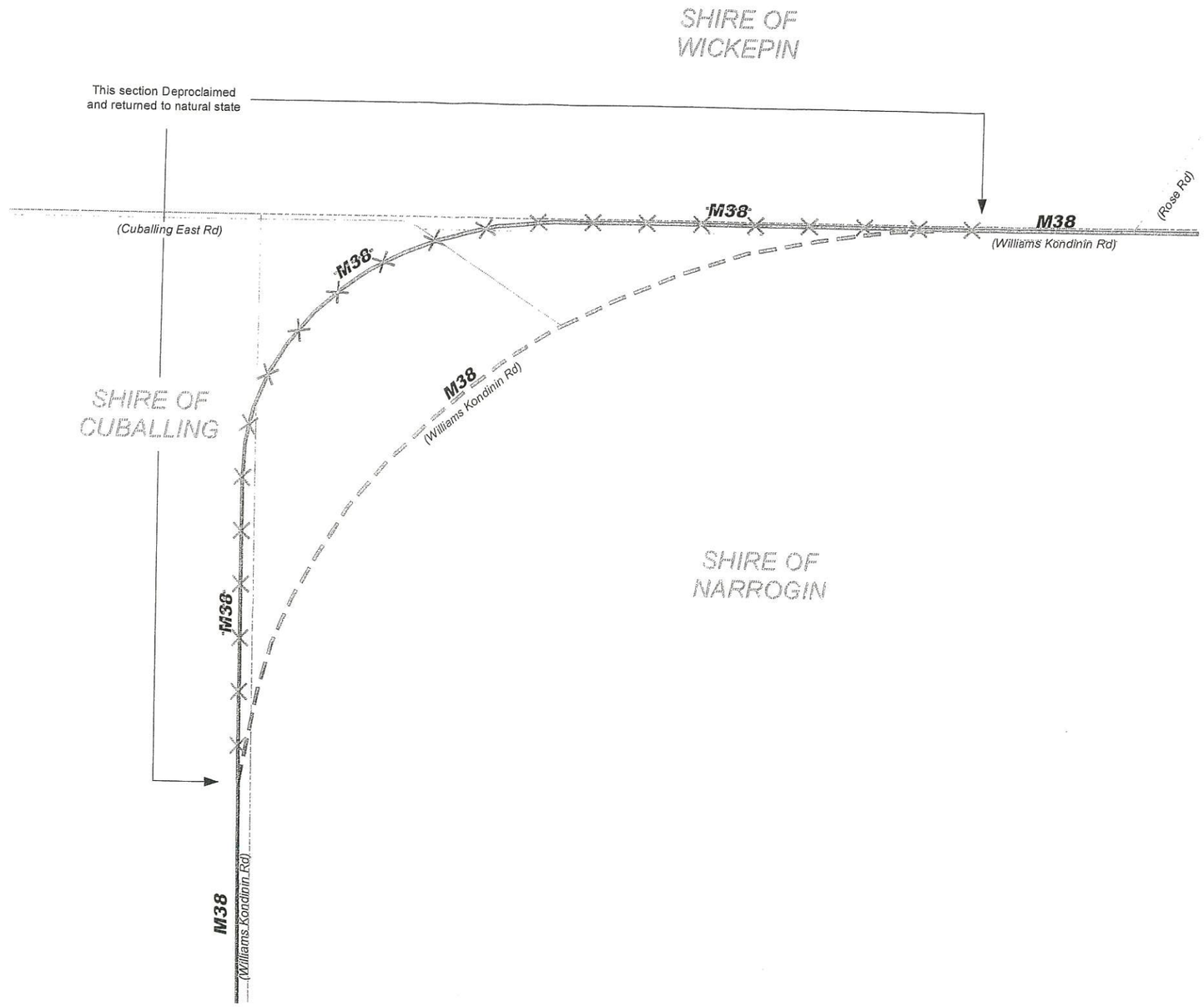

SHIRE OF CUBALLING

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Town Site Area And Boundary

Cadastre

Local Road

NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWINGS

DATE OF ORIGINAL ISSUE: 16 May 12

DRAWING AMENDMENT DATE:

RECOMMENDED Campbell MRAP 5/11/2012

APPROVED Morgan EDPTS 5/11/12

0 50 100 150 200 250 300 Meters

Planning and Technical Services Directorate

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MAIN ROADS WESTERN AUSTRALIA

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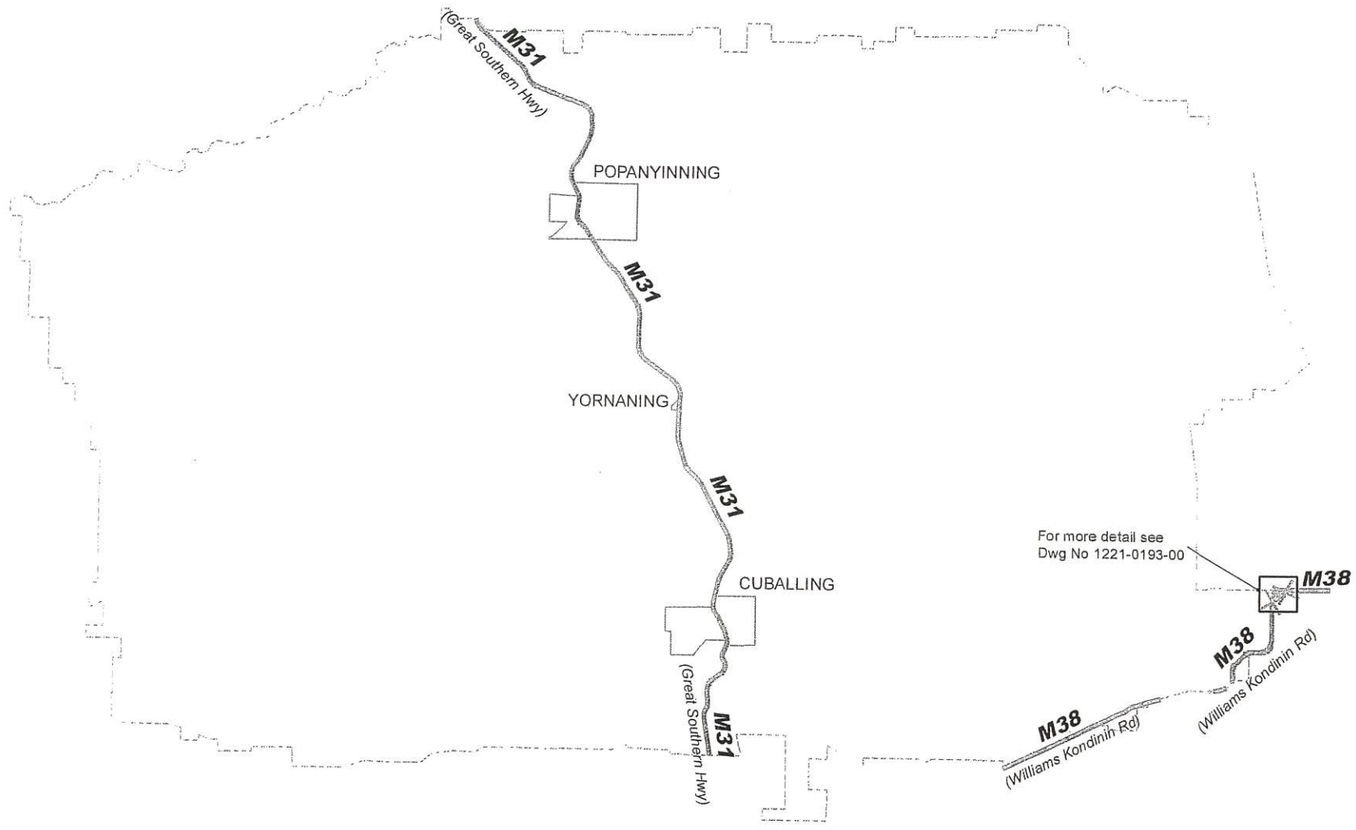
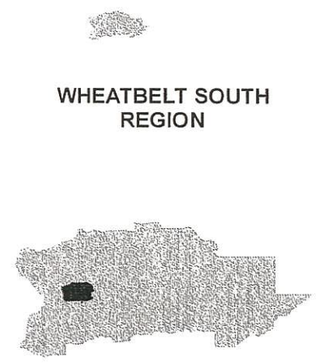
Gazette:.....

Page No:.....





BASE MAP LEGEND

Town Site Area And Boundary

Local Government Area And Boundary

Cadastre

Local Road

THIS DRAWING SUPERSEDES: 9522-081

NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWI

DATE OF ORIGINAL ISSUE: 28 Aug 12

DRAWING AMENDMENT DATE:

RECOMMENDED Campbell MRAP 5/11/2012

APPROVED EDPTS 5/11/12

0 2.5 5 10 15 Kilometres

Planning and Technical Services Directorate

PROCLAMATION PLAN

Declared Roads

SHIRE OF CUBALLING

SHIRE of CUBALLING - LG No. 405

SHEET 1 of 1

MAIN ROADS WESTERN AUSTRALI

DWG TYPE	FILE No	DWG NUMBER
20:00	12/3039	1221-0189-0(

11.1.24 DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS

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

Background

In July 2011, fifteen Development Assessment Panels (DAP) came into operation in order to determine development applications over the threshold value (currently seven million dollars).

Each DAP comprises five members being three specialist members , one of whom is the presiding member, and two local government members.

Appointments of all local government DAP members expire on 26 April 2013. Members whose term has expired will be eligible for re-consideration at this time.

Council is required to nominate four elected members of Council to sit on our local DAP as required.

Comment

Our current nominees are Cr Tom Wittwer and Cr Roger Newman with Cr Mark Conley and Cr Tim Haslam as deputies.

OFFICER RECOMMENDATION:

For Council consideration.

COUNCIL DECISION:

That; the current nominees, Cr Wittwer and Cr Newman with Cr Conley and Cr Haslam as deputies remain the nominees for the Shire of Cuballing.

Moved: Cr Haslam Seconded: Cr Newman

11.1.25 REGIONAL ROAD GROUP – APPOINTMENT OF DELEGATE

Location/Address:	Whole of shire
Reporting Officer:	Clare Thomson – Accountant
Enabling Legislation:	Local Government Act
Council Policy:	Nil
Budget Implications:	Nil
File Reference:	
Voting Requirements:	**Absolute** Majority

Background

Councillors Wittwer and Newman are currently Councils delegate and deputy delegate on the Wheatbelt South Regional Road Group. They have suggested that the delegates be amended to Cr Conley as delegate and Cr Wittwer as deputy delegate.

Comment

NIL

COUNCIL DECISION:

That Cr Conley be appointed as Councils delegate to the Regional Road Group with Cr Wittwer as deputy.

Moved: Cr Haslam **Seconded: Cr Hawksley**

Carried by Absolute Majority 6/0

11.1.26 STRATEGIC COMMUNITY PLAN 2012-2022

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

Background

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

The plan has been amended to better reflect the capabilities of the Shire of Cuballing. An example of one amendment is the removal of the Rail Infrastructure item in Theme 3. Council is not in a position to "Develop rail and freight opportunities to support the local economy and facilitate the improvement of grain transport in the Wheatbelt region, e.g. containerisation of produce."

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

Comment

The plan was made available for public comment, however no comments have been received.
In order that the plan has more relevance at this time, a copy of the adopted Forward Capital Works Plan has been included as the Corporate and Long Term Financial Plans are not yet complete.

COUNCIL DECISION:

That the Shire of Cuballing Strategic Community Plan and Forward Capital Works Plan be adopted.

Moved: Cr McDougall **Seconded: Cr Conley**

Carried 6/0

12. NEXT MEETING

Thursday, 21 March 2013, 3.00pm

13. CLOSURE OF MEETING

There being no further business, the meeting closed at 5.50pm

SHIRE OF CUBALLING

Strategic Community Plan

2012 – 2022

Department of Local Government
Department of Regional Development and Lands
GOVERNMENT OF WESTERN AUSTRALIA
ROYALTIES FOR REGIONS

Executive Summary

Document Purpose

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

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

Consultation Process Undertaken

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

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

High-level Results from Community Consultation

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

Monitoring process and next steps

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

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

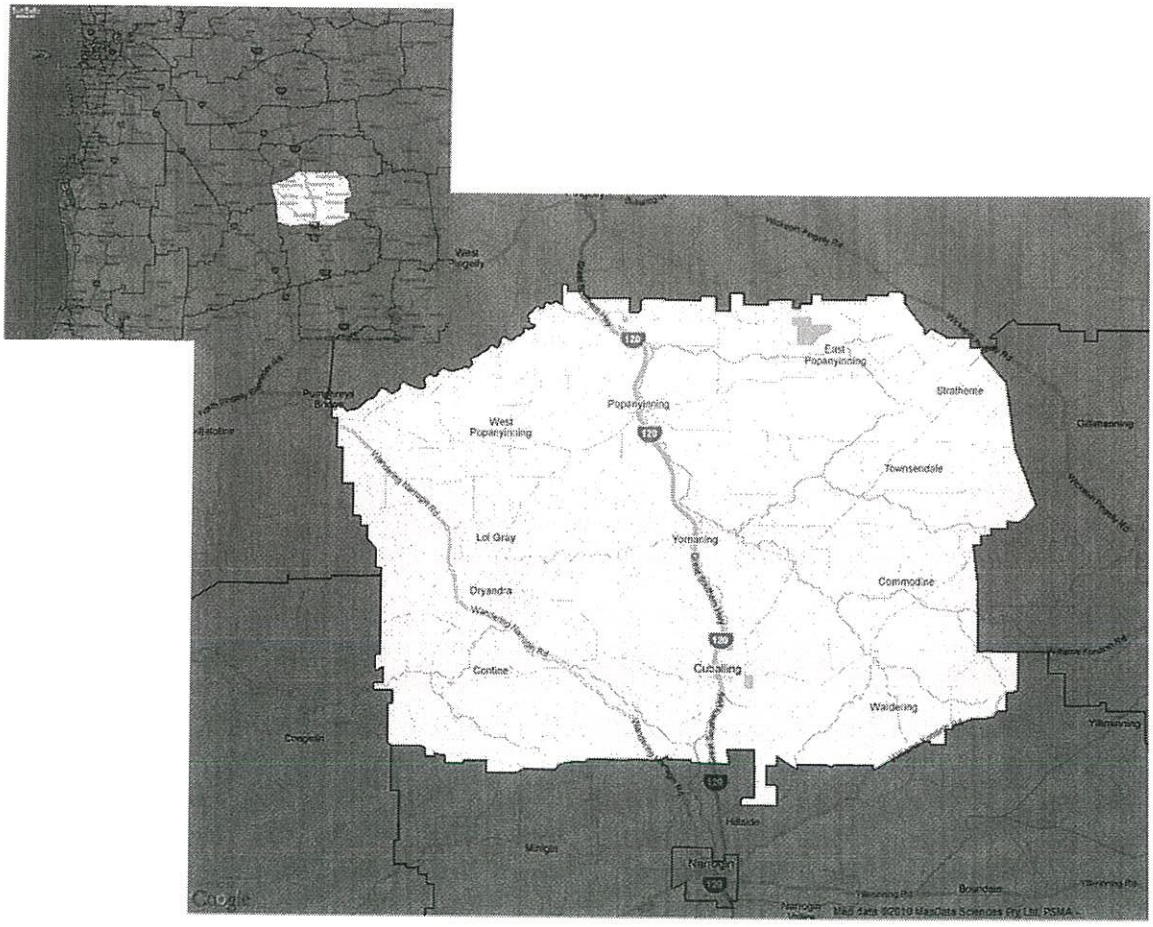
2. Our Community

About the Shire

The Shire of Cuballing is located in the Wheatbelt region of Western Australia, approximately 200km South-East of Perth and covers 1,250 sq. kms.

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

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



Regional context

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

- **Climate change**, including the regional impact of a drying climate and the westward movement of cereal-based agriculture and new industries such as tree farming (for harvest or the environment).

- **Water availability** for domestic, commercial and industrial uses. Analysis by the Bureau of Meteorology of the rainfall over the past 100 years shows a consistent downward trend of -12.07mm per decade.

- Providing **infrastructure** to a relatively small and geographically diverse population with limited capacity for economies of scale.

- **Population trends** including a shift from inland to western areas of the region. Over the next 20 years, the annual population growth forecast in the region is 1% versus a predicted growth rate of 1.3% in WA. The median age of the population is currently higher than in other regions of the state and it is anticipated this will increase further in line with general ageing population trends.

- Providing **diverse economic and employment options** to retain current residents and attract more people. Farming, of both wheat and livestock, is the dominant industry in the region and produces a significant proportion of the state's total production of agricultural commodities.

Tourism

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

The Shire has the following key attractions and historical landmarks:

The Shire has the following key attractions and historical landmarks:

- Dryandra Woodland / Lion's Dryandra Village – a heritage listed village built in the 1920's situated amongst 28,000 hectares of woodland. This is a key tourism destination advertised through regional tourism bodies in Western Australia with over 100 species of birdlife and 24 mammal species located within the woodland.

3. Your council

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

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

Your councillors are:

North ward

Tom Wittwer
(President)

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

Phone: (08) 9888 4022

Tim Haslam

CR. T P Haslam
Coogabbie
POPANYINNING WA
6309

Phone: (08) 9887 5059

Mark Conley

CR. M Conley
PO Box 172
NARROGIN WA 6312

Phone: (08) 9881 4190

South ward

Roger Newman
(Deputy President)

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

Phone: (08) 9883 6036

Carol McDougall

CR. C J McDougall
PO Box 467
Narrogin WA 6312

Phone: (08) 9883 6552

Chad Hawksley

CR. C Hawksley
Nebrikinning Rd
CUBALLING WA 6311

Phone: (08) 9884 5238

4. Planning for the future of the Shire

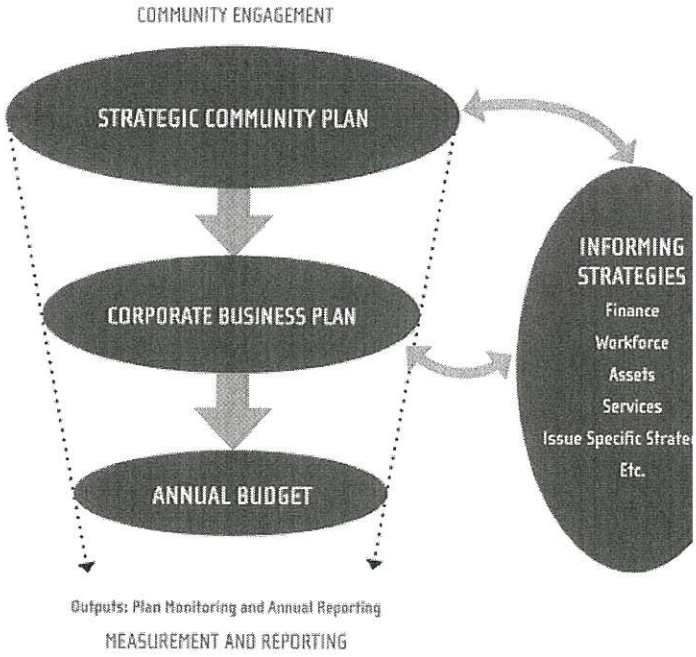
The Shire is building on a history of community engagement to ensure that the community can grow and thrive as a vibrant and attractive place to live, work and visit.

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

Our IPR process

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

- Strengthen our council's strategic focus
- Improve sustainability



Governance

This Strategic Community Plan, which represents the needs and aspirations of the community, has been developed by the Shire's Councillors and sets out the vision for the next 10 years. It was formally adopted by the Shire on 17 October 2012.

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

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

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

5. Engaging our community

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

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

The Shire adopted a community engagement framework to enhance the way we consult with the community.

Community Engagement Framework Adopted

We recognise that our community and its input is fundamental to planning the services and facilities to meet needs and expectations. We have developed a plan to engage and strengthen communication with our resident and the future issues and feedback obtained will be integrated into amendments of the Community Strategic Plan.

The on-going process of community consultation will involve:

- A formal and comprehensive consultation exercise every 4 years as part of the review process for this plan
- Community satisfaction surveys
- Council meetings where local residents and the wider community are invited to attend.
- Regular newsletter distribution.

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

Our Values:

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

***P**rofessionalism*	-	*in the standards and ethics of our actions.*
***R**espect*	-	*through courtesy and honesty in our dealings with all people.*
***I**ntegrity*	-	*that builds community trust.*
***D**edication*	-	*of a committed team that works together to provide leadership for the community.*
***E**xcellence*	-	*in the service that we provide for the community".*

Theme 1 – A vibrant community		
A healthy, strong and connected community that is actively engaged and involved.		
Goal	**Action**	**Measure**
1.1 Recreation, education, culture and arts	We provide a variety of recreational, educational and cultural facilities across the Shire that encourage community participation and includes specific annual shows/events(s) that help promote local tourism.	We publish a monthly calendar of events and actively invest in the promotion of community activities.
1.2 Community amenities & Social Wellbeing	We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs..	We have a clear, published community amenity and facilities plan that addresses the community's needs. This includes our approach to crime prevention and safety.
1.3 Community engagement	We have a community that is actively involved in the direction and delivery of Local Government services that meet the community needs through on-going engagement and evaluation.	A clear, documented engagement process with set activities that are tracked and reported against on an annual basis.
1.4 Local heritage and history	We celebrate the culture and heritage of our shire.	The Council will develop a heritage strategy.

Theme 3 – Transport		
A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.		
	Goal	**Measure**
3.1 Road network	Our extensive, well maintained road network connects the region to both local centres and metropolitan Perth It is sustainable and meets increasing the community's expectations and its evolving needs. Our construction, maintenance and improvement of the network increases it quality and economic life.	We have a published asset management plan for the road network including construction and maintenance targets which are reviewed annually and linked to our forward capital works planning.

8. Next Steps

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

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

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

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

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

SHIRE
OF
CUBALLING

Forward Capital Works Plan

November 2012

1. OPENING STATEMENT

This Forward Capital Works Plan provides for the Shire of Cuballing's expenditure on asset renewals expansions and upgrades and any new assets over the next five years. It was approved by resolutior of the Council on 16 June 2011 and advertised for public comment for a period of two weeks. Amendments have since been adopted by Council in December 2011 and April 2012

The Shire of Cuballing is committed to providing our community with infrastructure that supports the development of the district and the provision of services that make Cuballing an attractive place in which to live, work, invest and play. We are committed to the principles of sound asset management and long term financial planning to ensure that our investments in infrastructure assets are sustainable. We will review the Forward Capital Works Plan each year.

Shire President
Cr. TH Wittwer

Chief Executive Officer
Eva Haydon

2. INTRODUCTION

The Western Australian Government through the Department of Local Government acknowledges that strategic and asset management planning are essential to the long term sustainability of local government throughout Western Australia. As such Councils must understand the long term implications of their capital works programs and be able to sustain their current and future assets now and into the future.

Councils are required as part of the Royalties for Regions funding arrangements to prepare a 5 year future capital works program. One of the primary intentions of the Country Local Government Fund is to improve the quality of planning in country local governments.

3. CONTACT PERSON

The contact Person for the any enquiries in relation to this plan is

Eva Haydon
CHIEF EXECUTIVE OFFICER
Shire of Cuballing
P O Box 13
Cuballing W A 6311
P: (08) 9883 6031
F: (08) 9883 6174

4. LINKAGES TO STRATEGIC PLANNING

The FCWP has been prepared in parallel with the development of a new Strategic Plan for the Shire of Cuballing. That work is sufficiently progressed to confirm the strategic linkages as outlined here. We highlight in particular the significance of the Dryandra Equestrian Centre to the development of the Shire of Cuballing and the Dryandra region. It is fundamental to economic diversification, residential development and visitor attraction. The Equestrian Centre is based on an existing regional strength in a relatively high value niche industry.

In the next round of Forward Capital Works Plan the linkages will be updated to directly reference the new Strategic Plan.

6. PROJECTS

6.1 Road Construction Program

6.1.1 Purpose

To provide an effective, safe and economical system for moving vehicles, pedestrians and cyclists.

6.1.2 Background

The Shire of Cuballing has approximately 176 and 465 kilometres of sealed and unsealed roads respectively. The management of the road system includes the road pavement, drainage, street lighting, verge maintenance and signage.

The individual components of the program are based on technical in-field assessment by Council staff and take into account road condition and traffic volumes. Priority is given to heavy traffic route and school bus routes.

6.1.3 Council's Strategic Plan

One of the goals within the Council's Strategic Plan is to manage the transport system of the Shire through efficient construction and maintenance of essential infrastructure.

6.1.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council	**$108,000**	**$160,000**	**$203,000**	**$213,000**	**$223,000**	**$233,000**
CLGF (Local)			**$67,299 (Utilising 11/12 funds) $317,206 (Utilising 12/13 funds)**	**$287,206**		
CLGF (Regional)						
Government Grants	**$378,000**	**$548,000**	**$1,838,000**	**$425,000**	**$447,000**	**$450,000**
Other Grants						
Total Expenditure	**$486,000**	**$708,000**	**$2,425,505**	**$925,206**	**$670,000**	**$683,000**

6.2 Footpath Construction Program

6.2.1 Purpose

To provide a safe means for pedestrians to walk alongside the road network.

6.2.2 Background

Council has an ongoing program of improvement and renovation of civil infrastructure within the town and an essential part of that infrastructure is the incremental addition of new footpaths linking residential and commercial areas to key facilities and services

6.2.3 Council's Strategic Plan

One of the goals within the Council's Strategic Plan is to manage the transport system of the Shire through efficient construction and maintenance of essential infrastructure.

6.2.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council				$30,000	30,000	$30,000
CLGF (Local)						
CLGF (Regional)						
Other Grants						
Total Expenditure				**$30,000**	**$30,000**	**$30,000**

6.2.5 Risk Management Assessment

Footpath trips and hazards are an everyday reality and as the town grows and tourism increases as does the risk of injury to the general public. The likelihood of the risk is considered possible, the consequence of such a risk is considered Low.

As such the overall risk rating is considered to be MEDIUM.

Delay or reduced funding of the project will increase the likelihood of an injury claim against Council.

6.3 Dryandra Regional Equestrian Park

6.3.1 Purpose

To provide a covered arena, cross country course and clubrooms for the Dryandra Regiona Equestrian Park.

6.3.2 Background

The equestrian club sought an alternative location as its previous site in Narrogin was developed into residential blocks. The Shire of Cuballing decided to use the available land in its surrounds to establish a new location for the club. It is creating a world class equestrian park which aims to be a generator of industry and population growth centred on equine-related businesses, professionals, families and visitors.

6.3.3 Council's Strategic Plan

One of the goals within the Council's Strategic Plan is to provide for the recreation and culture needs of the Shire ratepayers and residents.

6.3.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council	**$20,000**					
CLGF (Local)	**$180,425**					
CLGF (Regional)	**$315,297**	**$317,206**	**$200,0000**			
State Grant	**$166,379**					
Other Contributions	**$103,771**					
Total Expenditure	**$785,872**	**$317,206**	**$200,000**			

6.3.5 Risk Management Assessment

The main risk for Council is the loss of reputation and major loss of economic development opportunity that would occur should the project not proceed.

This risk is considered to be medium to high and the likelihood of damage is also considered possible giving an overall risk rating of HIGH.

6.4 Popanyinning Railway Restoration and Tourist Precinct

6.4.1 Purpose

To restore the existing railway building and establish an attractive area for tourists and the community.

6.4.2 Background

The Popanyinning Progress Association has identified that investment in renovation and maintenance of the Popanyinning Railway Station and surrounds is an opportunity to capitalise on steam train tourist events.
The construction of a memorial area with safe pathway and seating will be utilised for Anzac ceremonies

6.4.3 Council's Strategic Plan

Council's Strategic Plan aims to provide an attractive tourist destination that caters for a diverse range of interests.

Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council	**$6,000**	**$2,775**				
CLGF (Local)			**$46,821 (utilising 11/12 funding)**			
CLGF (Regional)						
Government Grant	**$15,630**	**$14,370**				
Veteran Affairs	**$4,000**					
Total Expenditure	**$10,000**	**$17,145**	**$46,821**			

6.4.4 Risk Management Assessment

The main risk for Council is the loss of reputation, community amenity and economic development opportunity that would occur should the project not proceed.

This risk is considered to be medium and the likelihood of damage is considered possible giving an overall risk rating of HIGH.

6.5 Shire Depot

6.5.1 Purpose

To improve the facilities at the existing Shire depot by erecting sheds and a ramp, and constructing ar office for the Works Manager.

6.5.2 Background

The Shire depot is over 50 years old and needs upgrading to be able to perform the services requirec by the community.

6.5.3 Council's Strategic Plan

One of the goals in the Council's Strategic Plan is to provide and operate essential community amenities.

6.5.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council	**$25,000**					
CLGF (Local)			**$10,500 (utilising 11/12 funding)**			
CLGF (Regional)						
Other Grants						
Total Expenditure	**$25,000**		**$10,500**			

6.5.5 Risk Management Assessment

The risk of this project is operationally focused. Should the project not occur then the consequences will be considered to be medium to high as work delivered by the Depot suffers as a result of the poor operational facilities.

As such the overall risk rating for this project is considered to be HIGH.

6.6 Mobile Phone Tower

6.6.1 Purpose

To provide mobile phone coverage to the Shire of Cuballing.

6.6.2 Background

There is no mobile phone coverage within the Shire of Cuballing at present.

6.6.3 *Council's Strategic Plan*

The Council's Strategic Plan identifies the need for better communication facilities including mobile phone access. This priority was reinforced by the Dryandra ROC Forum on 14 July 2010 which identified black spots in the region as an impediment to economic development and a significant safety issue.

6.6.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council						
CLGF (Local)						
CLGF (Regional)					**$317,206**	
State Government					**$250,000**	
Other Grants						
Total Expenditure					**$567,206**	

6.6.5 Risk Management Assessment

The risk context of this project is operationally focused. Should the project not occur then the consequences will be considered to be low with inconvenient delays. The likelihood of this project not going ahead is assessed to be possible.

As such the overall risk rating for this project is considered to be MEDIUM.

6.6.6 Asset Ownership

This asset will not be owned by Council but by the mobile phone service provider, Telstra. As mentioned above, black spots in mobile phone coverage is a major safety issue and is also hindering business opportunities within the Shire.

This issue has been clearly identified in the Council's previous strategic plan and the new plar currently being finalised as a high priority for both Council and the community. Expenditure on this project will substantially assist in the delivery of Council's strategic intent and the investment ir accelerating the provision of such a key asset, even though owned by a third party, is considerec justified.

6.6.7 Prioritisation

Factors	Rating	Comment
Develop our town	Moderately beneficial	Will help develop the town by providing a more efficient communication system, providing for business and social development needs
Improve social equity for the town	Moderately beneficial	The ability to have adequate mobile phone coverage for residents and visitors to the town will have benefits in terms of social equity (including safety) and will allow the phone coverage generally taken for granted
Demand	Moderately beneficial	There appears to be demand for this service
Affordability	Neutral	
Environment	Neutral	
Risk	Neutral	

The overall project priority is considered to be MEDIUM

6.7.5 Prioritisation

Factors	Rating	Comment
Develop our shire recreation and cemetery facilities	Highly beneficial	Will help develop the town by providing improved facilities for our communities. Will enable youth activities to be organised
Improve social equity for the town	Highly beneficial	
Demand	High	
Affordability	Neutral	The project will be funded from the Country Local Government Fund, and in the long term will have a beneficial effect on asset management.
Environment	Neutral	
Risk	Neutral	

The overall project priority is considered to be HIGH.

Improve social equity for the town	Neutral	
Demand	Moderately beneficial	There is substantial interest from the community to have a waste depot in close vicinity
Affordability	Neutral	
Environment	Moderately beneficial	A regional sanitary waste disposal site will improve environmental performance relative to the status quo in the region
Risk	Neutral	

The overall project priority is considered to be HIGH.

6.9.6 Prioritisation

Factors	Rating	Comment
Develop our town	Highly beneficial	Will help develop the town by allowing the oval to be watered throughout summer and will provide water for fire fighting in the event of an incident involving the pipeline carrying water to the town.
Improve social equity for the town	Neutral	
Demand	Highly beneficial	The community places high importance on being able to use the oval during the summer and fire fighting was one of the issues raised during community consultation. If an accident occurred which impacted on the water pipeline, the residents would need a facility to top up tanks for fire fighting purposes.
Affordability	Slightly detrimental	The project will have a small impact on the Council's budget due to maintenance requirements
Environment	Neutral	
Risk	Moderately beneficial	Positive impact on overall risk profile

The overall project priority is considered to be HIGH.