

# **SHIRE OF CUBALLING**

**COUNCIL MEETING  
HELD ON 21 MARCH 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 MARCH 2013**

**MINUTES**

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1. **OPENING - ANNOUNCEMENT OF VISITORS**

The meeting commenced at 3.19pm

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 Newman      Seconded: Cr Hawksley      6/0**

5. **LEAVE OF ABSENCE:**

NIL

6. **MINUTES**

**6.1 CONFIRMATION OF 21 FEBRUARY 2013 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 February 2013 be confirmed.**

**Moved: Cr Conley      Seconded: Cr McDougall  
Carried 6/0**

## **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.

***Cr Newman declared Impartiality Interest in item 9.2.69 contained in this Agenda. The interest being the fact that one of the properties in this item belongs to his parents.***

#### **COUNCIL DECISION**

That Cr Newman be permitted to remain in the chambers during the deliberation on this item 9.2.69

**Moved: Cr Hawksley**

**Seconded: Cr McDougall**

***Carried 5/0***

## 9.1 REPORTS – FINANCE AND ADMINISTRATION

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

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<b>Submission to:</b>	Ordinary Meeting of Council
<b>Location/Address:</b>	Not applicable
<b>Reporting Officer:</b>	Nikole Brennan, Administration Officer
<b>Enabling Legislation:</b>	Local Government (Financial Management) Regulations 1996
<b>Council Policy:</b>	Register Delegated Authority
<b>Budget Implications:</b>	Nil
<b>File Reference:</b>	CMR 7
<b>Voting Requirements:</b>	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: \$578,079.49

Voucher 14217-14222:	\$5,753.69
Electronic Fund Transfers:	\$564,283.57
Credit Card:	\$98.83

#### Trust

Vouchers	\$0
Electronic Funds Transfers	\$7943.40

Moved: Cr Newman

Seconded: Cr Conley

*Carried 6/0*

# Shire of Cuballing Cheque Detail

February 2013

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque	Debit	22/02/2013	bims earthmoving	Grain Freight	-247,000.00
Bill Pmt -Cheque	Debit	27/02/2013	Air Response	60L Waeco Plug and Lead	-30.00
Bill Pmt -Cheque	Debit	27/02/2013	Allan's Bobcat & Truck Hire	Grave Digging	-2,849.00
Bill Pmt -Cheque	Debit	27/02/2013	Automotive Paint Tools & Equipment	Set 4000kg Axel Stands	-210.80
Bill Pmt -Cheque	Debit	27/02/2013	Avon Waste	Bulk Bin service & rent	-1,063.80
Bill Pmt -Cheque	Debit	27/02/2013	Ballards Of Narrogin	2x 45kg gas bottle	-196.00
Bill Pmt -Cheque	Debit	27/02/2013	BEAUREPAIRES	Traffic Control	-4,395.08
Bill Pmt -Cheque	Debit	27/02/2013	bims earthmoving	Glass Window	-56,760.00
Bill Pmt -Cheque	Debit	27/02/2013	Complant Australia	Meals	-371.09
Bill Pmt -Cheque	Debit	27/02/2013	CUBALLING TAVERN	Jan Expenses	-190.00
Bill Pmt -Cheque	Debit	27/02/2013	CUBY ROADHOUSE	Belt	-583.50
Bill Pmt -Cheque	Debit	27/02/2013	EDWARDS MOTORS PTY LTD	Postorete & Droppers	-61.05
Bill Pmt -Cheque	Debit	27/02/2013	FARMWORKS RURALCO	Filters	-325.60
Bill Pmt -Cheque	Debit	27/02/2013	Filters Plus	Photo Copying	-177.21
Bill Pmt -Cheque	Debit	27/02/2013	Fuji Xerox	Recalibrate the digital Scale	-237.71
Bill Pmt -Cheque	Debit	27/02/2013	INSTANT WEIGHING		-1,086.25
Bill Pmt -Cheque	Debit	27/02/2013	LANDGATE		-145.35
Bill Pmt -Cheque	Debit	27/02/2013	MAKIT NARROGIN HARDWARE		-301.50
Bill Pmt -Cheque	Debit	27/02/2013	MCDUGALL WELDMENTS	Repair Post hole driver	-764.54
Bill Pmt -Cheque	Debit	27/02/2013	Mechanical & Diesel Services	service fire truck	-2,159.19
Bill Pmt -Cheque	Debit	27/02/2013	NARROGIN AUTO ELECTRICS	Battery	-540.00
Bill Pmt -Cheque	Debit	27/02/2013	Narrogin Earthmoving & Concrete	Hire of Side tippers for Ngn Wandering Road	-6,014.25
Bill Pmt -Cheque	Debit	27/02/2013	Narrogin Fruit Market	Food for John Ramage send off	-285.00
Bill Pmt -Cheque	Debit	27/02/2013	NARROGIN HIRE SERVICE AND RETICULATION Parts		-111.00
Bill Pmt -Cheque	Debit	27/02/2013	NARROGIN PACKAGING	Toilet Rolls	-46.70
Bill Pmt -Cheque	Debit	27/02/2013	Narrogin Pumps Sales & Service		-789.25
Bill Pmt -Cheque	Debit	27/02/2013	OzMicrochips	Microchip Reader	-471.90
Bill Pmt -Cheque	Debit	27/02/2013	PAGE TRUCK HIRE	Bobcat Hire to push Popo Tip	-880.00
Bill Pmt -Cheque	Debit	27/02/2013	Road Signs Australia	Signs	-1,760.00
Bill Pmt -Cheque	Debit	27/02/2013	Shire of Narrogin.	Truck Float and operator	-4,506.70
Bill Pmt -Cheque	Debit	27/02/2013	Skipper Truck Parts	Ratchet Tie down Set	-165.00
Bill Pmt -Cheque	Debit	27/02/2013	Staples Australia PTY Limited	Stationary	-121.32

# Shire of Cuballing Cheque Detail

February 2013

Bill Pmt -Cheque	Debit	27/02/2013	Toll Ipec		-52.48
Bill Pmt -Cheque	Debit	27/02/2013	TOWN OF NARROGIN	Mow Sports Oval	-583.00
Bill Pmt -Cheque	Debit	27/02/2013	W.A. Poultry Equipment	Traps	-780.00
Bill Pmt -Cheque	Debit	27/02/2013	Wardy's Pest Management	Spray termites	-627.00
Bill Pmt -Cheque	Debit	27/02/2013	Western Stabilisers	Cement Stabilisation	-58,449.60
Bill Pmt -Cheque	Debit	27/02/2013	WESTRAC EQUIPMENT	Maintenance CN387	-4,167.69
Bill Pmt -Cheque	Debit	01/02/2013	Australian Taxation Office - cr	BAS for January 2013	-53,341.00
Bill Pmt -Cheque	Debit	05/02/2013	Synergy	Streetlights Charges	-495.75
Bill Pmt -Cheque	Debit	06/02/2013	Fire & Safety WA	Fire Boots	-266.42
Bill Pmt -Cheque	Debit	12/02/2013	SHIRE OF CUBALLING.	TRANSFER OF CNN BUDGET FUNDS TO TRUS	-71,500.00
Bill Pmt -Cheque	Debit	13/02/2013	TELSTRA		-317.50
Bill Pmt -Cheque	Debit	13/02/2013	Toll Ipec		-42.58
Bill Pmt -Cheque	Debit	14/02/2013	Midalia Steel	Goods for extensions at Mens Shed	-523.65
Bill Pmt -Cheque	Debit	14/02/2013	COMMANDER AUSTRALIA LTD	Phone Contract	-136.24
Bill Pmt -Cheque	Debit	14/02/2013	West Coast Shade	Supply Shade Sail	-2,057.00
Bill Pmt -Cheque	Debit	14/02/2013	GREAT SOUTHERN FUEL SUPPLIES	Fuel Charges for Jan 2013	-19,798.50
Bill Pmt -Cheque	Debit	18/02/2013	Anittel	Network and data services	-116.49
Bill Pmt -Cheque	Debit	26/02/2013	AIR LIQUIDE WA PTY LTD	Cylinder fee	-100.58
Bill Pmt -Cheque	Debit	26/02/2013	COMMANDER AUSTRALIA LTD	Phone Contract	-564.64
Bill Pmt -Cheque	Debit	26/02/2013	Synergy	Streetlight Charges	-512.30
Bill Pmt -Cheque	Debit	26/02/2013	TELSTRA	Phone Charges	-601.31
Bill Pmt -Cheque	Debit	26/02/2013	Onsite Rental Group	Rental of Vibe Roller	-4,776.75
Bill Pmt -Cheque	Debit	27/02/2013	MTAA Superannuation Fund	Feb Super Cont	-338.66
Bill Pmt -Cheque	Debit	27/02/2013	HostPlus Superannuation	Feb Super Cont	-338.66
Bill Pmt -Cheque	Debit	27/02/2013	Westscheme	Feb Super Cont	-592.52
Bill Pmt -Cheque	Debit	27/02/2013	Spectrum Super	Feb Super Cont	-304.30
Bill Pmt -Cheque	Debit	27/02/2013	AMP Life Ltd	Feb Super Cont	-269.60
Bill Pmt -Cheque	Debit	27/02/2013	RAMSAY SUPERANNUATION FUND	Feb Super Cont	-131.72
Bill Pmt -Cheque	Debit	27/02/2013	WALGSP	Feb Superannuation Cont	-6,204.64
Bill Pmt -Cheque	Debit	28/02/2013	Department of Transport		-1,670.15
Bill Pmt -Cheque	Debit	28/02/2013	Department of Transport	Licence	-24.05
Bill Pmt -Cheque	Debit	26/02/2013	Narrogin Fibreglass	Repair water tank	-99.00
Bill Pmt -Cheque	14217	01/02/2013	CASH.	Coles Card Feb2013	-500.00

## Shire of Cuballing Cheque Detail

February 2013

Cheque	14219	12/02/2013	RATES	Refund of Rates to Ausgold Exploration Pty Ltd	-282.19
Cheque	14220	13/02/2013	RATES	Refund due to death of mining tenement - Ausgc	-150.00
Bill Pmt -Cheque	14221	26/02/2013	G & J Suckling	Replace Faulty Battery Pack	-1,890.00
Bill Pmt -Cheque	14222	26/02/2013	All Services Roads	Maintenance on Bridges	-2,832.50
Bill Pmt -Cheque	Debit	27/02/2013	Commonwealth Bank	Credit Card	-98.83
Bill Pmt -Cheque	Debit - TRUST	12/02/2013	Niel Mitchell	Costs associated with the CNN RTG	-3,397.60
Bill Pmt -Cheque	Debit - TRUST	15/02/2013	Natalie Manton	Costs associated with the CNN RTG	-4,545.80
Municipal - Cheque					-5,753.69
Municipal - Direct Debit					-564,283.57
Credit Card					-98.83
Trust					-7,943.40
TOTAL					-578,079.49

### 9.1.32 STATEMENT OF FINANCIAL ACTIVITY

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<b>Submission to:</b>	Ordinary Meeting of Council
<b>Location/Address:</b>	Not applicable
<b>Reporting Officer:</b>	Clare Thomson
<b>Enabling Legislation:</b>	Local Government (Financial Management) Regulations 1996
<b>Council Policy:</b>	Nil
<b>Date:</b>	13 March 2013
<b>Budget Implications:</b>	Nil
<b>File Reference:</b>	CMR 7
<b>Voting Requirements:</b>	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 28 February 2013 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 28 February 2013, be received.**

**Moved: Cr McDougall**

**Seconded: Cr Newman**

***Carried 6/0***

Bank Reconciliation as at 28 FEBRUARY 2013

	Municipal Fund	Trust Fund	Reserve Accts
Opening balance	1,410,077.97	51,883.82	688,018.84
Income	1,375,988.95	71,500.00	-
Add interest	3,804.79	-	-
Expenditure	- 630,921	7,943.40	-
<b>Closing balance</b>	<b>2,158,951.03</b>	<b>115,440.42</b>	<b>688,018.84</b>
Bank account	64,742.23	115,440.42	2,903.89
Investments	2,100,000.00	-	685,114.95
Plus O/S deposits	116.55	-	-
Less O/S cheque	5,907.75	-	-
<b>Closing balance</b>	<b>2,158,951.03</b>	<b>115,440.42</b>	<b>688,018.84</b>

Investments 28 FEBRUARY 2013

Account Number	Maturity Date	Interest Rate	Fund/Account		
			Municipal	Trust	Reserve
50360038	Term Deposit 5m	4.30%	-	-	685,114.95
34681402	Cash Deposit	4.00%	300,000.00		
	Online account		1,800,000.00		
Total			2,100,000.00	0.00	685,114.95

**Shire of Cuballing**  
**Notes on financial reports for 28 February**  
**2013**

**General Purpose Funding**

Rates

At present an amount of \$832,207 has been raised in rates. An amount of \$47,694 has been applied as a discount for the year. At present rate debtors are \$50,361.

**Governance**

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 and we have also received the Royalties for Regions funding for the club rooms of \$317,206.

**Transport**

Grants and Subsidies

Council has received MRWA direct grant funding of \$55,448, Grain freight funding of \$800,000, LGGC Road grant of \$98,862, 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 and LGGC Special projects of \$246,000.

**Other Property and Services**

Private Works

Council is undertaking private works for a local contractor. To date, private works are \$92,432 with costs of \$78,161.

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

**Shire of Cuballing**  
**Notes on financial reports for 28 February**  
**2013**

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 \$910,197 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 \$65,090

Fencing Rec Centre - \$24,292

Concrete floor for Mens Shed \$3,662

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

**SHIRE OF CUBALLING**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2011 TO 28 FEBRUARY 2013**

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**SHIRE OF CUBALLING**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2011 TO 28 FEBRUARY 2013**

	NOTE 28 February 2013 Actual \$	28 February 2013 Y-T-D Budget \$	2012/2013 Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>				
<b>Revenues/Sources</b>				
Governance	99,875	6,196	6,196	(1511.93%)
General Purpose Funding	209,620	204,500	243,597	(2.50%)
Law, Order, Public Safety	24,924	23,200	24,440	(7.43%)
Health	452	425	1,164	(6.35%)
Education and Welfare	-	-	-	
Housing	-	-	-	
Community Amenities	12,370	11,750	1,258	(5.28%)
Recreation and Culture	330,333	328,406	637,152	(0.59%)
Transport	1,454,264	1,451,000	1,997,559	(0.22%)
Economic Services	13,357	13,200	9,560	(1.19%)
Other Property and Services	121,880	115,000	26,495	(5.98%)
	<u>2,267,075</u>	<u>2,153,677</u>	<u>2,947,421</u>	
<b>(Expenses)/(Applications)</b>				
Governance	(213,708)	(121,971)	(121,971)	(75.21%)
General Purpose Funding	(17,136)	(16,000)	(159,190)	(7.10%)
Law, Order, Public Safety	(55,176)	(54,500)	(113,610)	(1.24%)
Health	(14,053)	(13,500)	(34,799)	(4.10%)
Education and Welfare	(3,575)	(3,500)	(10,714)	(2.14%)
Housing	(9,667)	(9,200)	(16,168)	(5.08%)
Community Amenities	(78,256)	(71,600)	(163,577)	(9.30%)
Recreation & Culture	(108,424)	(105,200)	(197,741)	(3.06%)
Transport	(1,076,649)	(1,070,500)	(1,859,249)	(0.57%)
Economic Services	(31,374)	(29,500)	(115,650)	(6.35%)
Other Property and Services	(30,850)	(29,500)	(42,556)	(4.58%)
	<u>(1,638,868)</u>	<u>(1,524,971)</u>	<u>(2,835,225)</u>	
<b><u>Adjustments for Non-Cash</u></b>				
<b><u>(Revenue) and Expenditure</u></b>				
(Profit)/Loss on Asset Disposals	(10,636)	-	-	
Depreciation on Assets	425,426	425,426	802,650	
Movement in non current leave entitlements	-	-	-	
<b><u>Capital Revenue and (Expenditure)</u></b>				
Purchase Land Held for Resale	-	-	-	
Purchase Land and Buildings	(107,580)	(107,580)	(606,313)	
Purchase Infrastructure Assets - Roads & Footpaths	(910,197)	(910,197)	(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)	-	-	-	
<b>ADD Net Current Assets July 1 B/Fwd</b>	<b>1,535,319</b>	<b>1,190,765</b>	<b>1,190,765</b>	
<b>LESS Net Current Assets Year to Date</b>	<b>(2,213,901)</b>	<b>(1,861,487)</b>	<b>-</b>	
<b>Amount Raised from Rates</b>	<b><u>(784,513)</u></b>	<b><u>(779,154)</u></b>	<b><u>(779,154)</u></b>	

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

# SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 28 FEBRUARY 2013

	28-Feb 2013 Actual \$	2013 Budget \$
<b>3. ACQUISITION OF ASSETS</b>		
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
Governance	11,951	19,200
Community Amenities	22,813	54,663
Recreation and Culture	102,315	455,129
Transport	994,381	2,259,395
Economic Services	250	46,821
	<u>1,131,710</u>	<u>2,835,208</u>

### **By Class**

Land Held for Resale		
Land and Buildings	107,580	482,229
Infrastructure Assets - Roads & Footpaths	910,197	2,144,595
Infrastructure - Other Assets	19,401	84,884
Plant and Equipment	82,581	104,300
Furniture and fittings	11,951	19,200
	<u>1,131,710</u>	<u>2,835,208</u>

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 28 FEBRUARY 2013

### 4. DISPOSALS OF ASSETS

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	28-Feb 2013 Actual \$	28-Feb 2013 Actual \$	28-Feb 2013 Actual \$
<b>Other Property and Services</b>			
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	Sale Proceeds	Profit(Loss)
	28-Feb 2013 Actual \$	28-Feb 2013 Actual \$	28-Feb 2013 Actual \$
<b>Land and Buildings</b>			
Vacant Land	3,000	13,636	10,636
			-
			-
			-
	-		-
	-		-
	3,000	13,636	10,636

### Summary

Profit on Asset Disposals  
Loss on Asset Disposals

28-Feb  
2013  
Actual  
\$

10,636

10,636

## SHIRE OF CUBALLING

## 5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-11	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Recreation & Culture Loan #61 Transport Loan #62	31,461		4,463	9,055	26,998	22,406	853	1,581
	174,562		12,049	24,503	162,513	150,059	5,722	10,936
	206,023	-	16,512	33,558	189,511	172,465	6,575	12,517

All debenture repayments were financed by general purpose revenue.

**(b) New Debentures**

Council is not proposing to take out any new loans in the 2012/13 financial year.

# SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 28 FEBRUARY 2013

	28-Feb 2013 Actual \$	2012/13 Budget \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant and Equipment Reserve</b>		
Opening Balance	190,607	190,223
Amount Set Aside / Transfer to Reserve	4,058	4,451
Amount Used / Transfer from Reserve	-	-
	<u>194,665</u>	<u>194,674</u>
<b>(b) IT and Office Equipment Reserve</b>		
Opening Balance	8,687	8,682
Amount Set Aside / Transfer to Reserve	185	202
Amount Used / Transfer from Reserve	-	-
	<u>8,872</u>	<u>8,884</u>
<b>(c) Employee Entitlements Reserve</b>		
Opening Balance	111,811	111,736
Amount Set Aside / Transfer to Reserve	2,380	2,600
Amount Used / Transfer from Reserve	-	-
	<u>114,191</u>	<u>114,336</u>
<b>(d) Housing Reserve</b>		
Opening Balance	7,173	7,200
Amount Set Aside / Transfer to Reserve	152	168
Amount Used / Transfer from Reserve	-	-
	<u>7,325</u>	<u>7,368</u>
<b>(e) Recreation and Community Facility Res</b>		
Opening Balance	274,998	275,000
Amount Set Aside / Transfer to Reserve	5,855	6,403
Amount Used / Transfer from Reserve	-	-
	<u>280,853</u>	<u>281,403</u>
<b>(f) Refuse Site Reserve</b>		
Opening Balance	55,031	55,000
Amount Set Aside / Transfer to Reserve	1,174	1,280
Amount Used / Transfer from Reserve	-	-
	<u>56,205</u>	<u>56,280</u>
<b>(g) Grain Freight Reserve</b>		
Opening Balance	25,367	25,367
Amount Set Aside / Transfer to Reserve	539	896
Amount Used / Transfer from Reserve	-	-
	<u>25,906</u>	<u>26,263</u>
<b>Total Cash Backed Reserves</b>	<u>688,017</u>	<u>689,208</u>

All of the above reserve accounts are supported by money held in financial institutions.

# SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 28 FEBRUARY 2013

	28-Feb 2013 Actual \$	2012/13 Budget \$
<b>6. RESERVES (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Plant and Equipment Reserve	4,058	4,451
Office Equipment Reserve	185	202
Employee Entitlement Reserve	2,380	2,600
Housing Reserve	152	168
Recreation and Community Facility Reserve	5,855	6,403
Refuse Site Reserve	1,174	1,280
Grain Freight Reserve	539	896
	<u>14,343</u>	<u>16,000</u>
<b>Transfers from Reserves</b>		
Plant and Equipment Reserve	-	-
IT and Office Equipment Reserve	-	-
Employee Entitlements Reserve	-	-
Housing Reserve	-	-
Recreation and Community Facility Reserve	-	-
Refuse Site Reserve	-	-
Grain Freight Reserve	-	-
	<u>-</u>	<u>-</u>
<b>Total Transfer to/(from) Reserves</b>	<u>14,343</u>	<u>16,000</u>

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Plant and Equipment Reserve

- to be used for the purchase and replacement of major items..

IT and Office Equipment Reserve

- to be used for the purchase of new and/or replacement of office equipment or furniture items.

Long Service Leave Reserve

- to be used to fund long service leave requirements.

Housing Reserve

- to be used to fund the construction of new shire housing.

Recreation and Community Facility Reserve

- to be used to fund the upgrade of the oval and associated facilities.

Refuse Site Reserve

- to be used to fund the upgrade of the refuse site.

Grain Freight Reserve

- to be used to maintain the grain freight route through the district.

# SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 28 FEBRUARY 2013

	28-Feb 2013 Actual \$	Brought Forward 1-Jul \$
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	2,163,126	1,245,686
Cash - Restricted	688,017	673,674
Prepaid assets	-	-
Receivables	105,948	379,010
Inventories	2,923	2,923
	<u>2,960,013</u>	<u>2,301,293</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(58,095)</u>	<u>(92,300)</u>
NET CURRENT ASSET POSITION	2,901,918	2,208,993
Less: Cash - Reserves - Restricted	(688,017)	(673,674)
<b>NET CURRENT ASSET POSITION</b>	<u><u>2,213,901</u></u>	<u><u>1,535,319</u></u>
Net Current Asset Position for 2012/13		
Budget was		1,190,765
Difference comprises:		
Municipal cash at bank		334,846
Debtors		(614)
Reserves		1,666
Creditors		4,035
Accrued wages		2,563
Payroll tax		231
Collections		(164)
GST payable		(10,543)
Expenses included as operating		13,000
Less amount transferred to reserves		(466)
Actual net current asset position		<u><u>1,535,319</u></u>

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2011 TO 28 FEBRUARY 2013**

**8. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2012/13 Rate Revenue \$</b>	<b>2012/13 Interim Rates \$</b>	<b>2012/13 Back Rates \$</b>	<b>2012/13 Total Revenue \$</b>	<b>2012/13 Budget \$</b>
<b>General Rate</b>								
UV - Cuballing	0.005746	275	105,981,484	608,528	2,347	-	610,875	609,012
GRV Cuballing	0.062077	175	1,821,435	113,067	-	-	113,067	113,278
<b>Sub-Totals</b>		450	107,802,919	721,595	2,347	-	723,942	722,290
<b>Minimum Rates</b>								
UV - Cuballing	500	63	4,629,197	31,500	-	-	31,500	31,500
GRV Cuballing	500	154	638,215	76,500	-	-	76,500	77,000
<b>Sub-Totals</b>		217	5,267,412	108,000	-	-	108,000	108,500
<b>Ex gratia rates Specified Area Rates</b>								
							831,942	830,790
							265	364
							-	-
<b>Discounts</b>							832,207	831,154
							(47,694)	(52,000)
<b>Totals</b>							784,513	779,154

All land except exempt land in the Shire of Cuballing is rated according to its Gross Rental Value (GRV) in townships or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2008/09 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

# SHIRE OF CUBALLING

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2010 TO 28 FEBRUARY 2013

### 9. TRUST FUNDS

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

Detail	Balance 1-Jul-10 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Badminton Club	232	-	-	232
Commodore Tennis Club	3,290	-	(100)	3,190
Cuballing Fire Brigade	3,704	-	(417)	3,287
Recycling Children Fund	1,417	-	-	1,417
	0	-	-	-
Bonds - Building	6,839	-	-	6,839
Bonds - Hall Hire	900	150	(100)	950
Reimbursements	8,962	-	-	8,962
Social Club	5,253	461	(5,714)	-
Upper Hotham Project	15,027	-	-	15,027
Environment and Townscape Trust Fund	5,574	147	(7)	5,714
LCDC East Yornaning	1,360	-	-	1,360
Cuballing Country Festival	1,096	382	(382)	1,096
Cuballing Mens Shed	500	-	(500)	-
Cuballing Cricket Club	200	-	-	200
Cuballing Football Asson	2,566	-	-	2,566
Swipe cards	1,025	15	-	1,040
Cuballing Christmas Tree	393	-	(390)	3
CNN Budget		63,556	-	63,556
	<u>58,338</u>			<u>115,439</u>

### 10. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

- Operating Statement;
- Balance Sheet;
- Debtors listings;
- Creditors listings;
- Cash/Investment summaries;
- Plant reports;
- Ratio analysis; and
- Other information considered relevant.

## 9.2.64 FUTURE DIRECTION

<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Eva Haydon – Chief Executive Officer
<b>Enabling Legislation:</b>	Local Government Act 1995as amended
<b>Council Policy:</b>	Nil
<b>Date:</b>	13 March 2013
<b>Budget Implications:</b>	As detailed in item
<b>File Reference:</b>	
<b>Voting Requirements:</b>	<b>Dependant on decision</b>

### Background

Council will recall receiving the upper section of Attachment 9.2.64 A in 2012 to illustrate the effect that CPI increases have over Council's budget. The lower section uses figures from the 11/12 audited financial statement to indicate the impact CPI increases of 3% will have on Council's budget.

In the past few years Country Local Government Funding has obscured the actual financial position as at 30 June each year due to the way the program is funded. Funds are received late in a financial year and carried over as a surplus into the next year. The capital works associated with those funds are also carried over so it appears Council is in a reasonably sound financial position if depreciation is removed from the calculation, however insufficient funds are being raised and transferred to Reserves to cover replacement of plant and maintenance of buildings, let alone depreciation of infrastructure.

### Comment

As the author has indicated verbally to Council that she intends to retire in 2014 an opportunity to determine the future administration and works requirements is presented.

The areas of current staff presence and expertise are as follows:

Rates	Currently one day per week – admin and finance staff deal with issues 4 days per week. CEO deals with complex issues	Running smoothly at present. One day per week required at rates billing time, audit and instalment processing
Planning	No presence – consultant used rarely due to cost	Currently enquiries are being dealt with by CEO.
Health/Building	Currently one day per week	One more day per week would be desired depending upon Council/Community requirements regarding level of service.
Ranger	No Presence	Currently being dealt with by CEO and other staff. Town of Narrogin Ranger only being used for extremely serious issues.
Accountant	Currently one to two days per week	Remainder of duties being undertaken by CEO who has the expertise but not the time.
Building Maintenance	No Presence	Currently being undertaken when something requires

		immediate attention and often the attention is delayed due to workload of relevant builders/electricians/plumbers
Licensing	Fully covered when licensing is operational	Staff have the necessary expertise but the service runs at a substantial loss.
Integrated Planning	Staff available to undertake some of the legislative requirements but substantial training is required	We have yet to receive our plans and will arrange for in house and external training once they are completed.
Works Crew	Currently under resourced in plant and human resources	

During this financial year, and more particularly during the busiest part of the construction period, the works crew was at times 50% short of staff. They are currently understaffed by 30% at the moment. Should this continue, it will be difficult to reach Council's Roads to Recovery Own Source Roadworks Reference amount in future years, which will jeopardise funding of \$163,340.

Contracting out to the Shire of Narrogin and BIMS has exacerbated this issue in the current financial year as our own maintenance has reduced.

Another issue is the age of the two Caterpillar Graders. The changeover of one of the graders has been included in the Works Manager's report. If Council proceeds with this changeover without raising a loan, the Plant reserve will not have enough funds to cover the cost of a new grader. This will require a change of purpose for one of the other reserves at the time of adopting the 2013/2014 Budget.

Whilst this appears to be a litany of woes, it gives Council an opportunity to view current operations and possibly make some changes. An example could be having a part time CEO which would release funds to cover some of the areas currently lacking presence as a large portion of the CEO's current activity could be undertaken by other staff.

The 2013/14 Draft Budget will be presented to Council in June and some direction is required prior to budget preparation.

#### **OFFICER RECOMMENDATION:**

**For Council consideration**

**Moved**

**Seconded**

#### **COUNCIL DECISION**

**That a report be prepared for the May Council meeting on the following:**

- 1. One grader instead of two**
- 2. Part time CEO**
- 3. Contracting out some works**
- 4. True costs of Department of Transport Licensing Agency**
- 5. Costs of in house Ranger/ Emergency Services staff**

**Moved: Cr Newman**

**Seconded: Cr McDougall**

***Carried 6/0***

[illegible]

## **9.2.65 DRYANDRA COUNTRY VISITOR CENTRE**

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<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Eva Haydon – Chief Executive Officer
<b>Enabling Legislation:</b>	Local Government Act 1995as amended
<b>Date:</b>	15 March 2013
<b>Council Policy:</b>	Agreement to contribute
<b>Budget Implications:</b>	Budget provision for 2012/13
<b>File Reference:</b>	Tourism
<b>Voting Requirements:</b>	<b>Simple Majority</b>
<b>Attachment:</b>	Letter 9.2.65A, 2013/14 Marketing Strategy 9.2.65B

### **Background**

Council has contributed towards the operating costs of Dryandra Visitor Centre for a number of years. There is no formal agreement and the original sum of \$3000 per annum has increased over time to \$5000 per annum payable in June each year.

There are six Councils currently contributing funds towards the centre with the largest contribution coming from the Town of Narrogin.

A workshop was recently held at the visitor centre with representation from all contributing Councils. Mr Jac Erbeek (CEO of Australia's Golden Outback) was invited to facilitate.

The issue of funding has not as yet been resolved.

### **Comment**

The Shire of Cuballing cannot afford to increase its contribution in the current financial climate. Whilst it is acknowledged that tourism promotion in other shires benefits Cuballing residents it is difficult to place a financial value on these benefits.

There are only a handful of commercial businesses within the shire whose income could be boosted by tourists, however as most tourists travelling along Great Southern Highway are "grey nomads" who have self contained accommodation and meal preparation facilities towed along behind them, it is debatable whether they actually contribute significantly to these businesses. Most are aware of "free" camping areas and RV dump points between their departure points and eventual destinations as well as where the cheapest food supplies and fuel can be obtained.

The author raised a couple of points at the workshop regarding the "major attraction" in the Shire of Cuballing. Dryandra Woodland is promoted extensively by the Visitor Centre, however it is doubtful that it brings any economic benefit to any of the Councils currently contributing funds to the Visitor Centre. The Department of Environment and Conservation should be making a large contribution towards the operating of the Centre. The other point raised is the contribution made by the Narrogin Chamber of Commerce. They are a member of the Visitor centre, however they should also be contributing towards the operating costs.

Despite having made these points however, there is no doubt that any improvement to facilities in the Town of Narrogin would benefit a reasonable majority of residents in the Shire of Cuballing.

The attached minutes of the February 6 meeting detail the activities of the Manager of Dryandra Country Visitor Centre.

The current difficulty is the uncertainty of funding from the six Councils and a commitment is required for at least three to five years in order to determine whether the Dryandra Country Visitor Centre has a future.

#### **COUNCIL DECISION**

**That:**

**1. Council Advise the Dryandra Country Visitors Centre (DCVC) that \$3000 will be made available for the 13/14 financial year providing DEC makes a substantial contribution to DCVC and that Council is not in a position to make a commitment for future funding at this time.**

**Moved: Cr Conley**

**Seconded: Cr Newman**

**Carried 6/0**

## DRYANDRA COUNTRY VISITOR CENTRE



Park &amp; Fairway Streets NARROGIN 6312

Ph: 9881 2064 Fax: 9881 2094

Email: [narrogin.tourist@westnet.com.au](mailto:narrogin.tourist@westnet.com.au)

Eva Haydon  
CEO Shire of Cuballing  
22 Campbell Street  
Cuballing 6311

Dear Eva

As a result of positive feedback received at the workshop held on 8<sup>th</sup> March 2013 a proposed Marketing Strategy for the South East Wheatbelt has been developed between Dryandra Country Visitor Centre and Jac Eerbeek CEO of Australia's Golden Outback.  
See attached: South East Wheatbelt proposed 2013/14 Marketing Strategy.

To put the strategy into action, funding for \$5000 from the Shire of Cuballing is requested for 2013/14.

As part of the strategy is to maintain Dryandra Country Visitor Centre as a liaison between Australia's Golden Outback and the participating councils a further amount of \$5,500 from the Shire of Cuballing is requested for 2013/14.

These funds will be utilised to employ a full time regional visitor centre manager as per the criteria for accredited visitor centres.

A response to these requests and a pre- budget commitment would be appreciated before our committee meeting scheduled for 19th April 2013.

As mentioned at the workshop Jac Eerbeek and I would be delighted to make a presentation to your council in order to explain the benefits to your councillors of the marketing strategy.

Yours sincerely

Helen Elliott  
Manager DCVC

15<sup>th</sup> March 2013

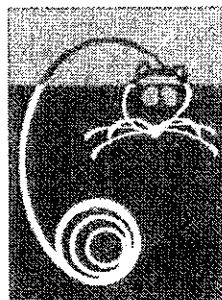


# **South East Wheatbelt**

proposed

## **2013/14 Marketing Strategy**

Prepared by  
**Dryandra Country Visitor Centre**  
in conjunction with  
**Australia's Golden Outback.**



# **South East Wheatbelt**

## **2013/14 Marketing Strategy**

Further to the workshop held at the Dryandra Country Visitor Centre on Friday 8 March 2013, below is a suggested marketing strategy and budget for the promotion of the SE Wheatbelt an area covered by the Town of Narrogin and the 5 Shires of Narrogin, Cuballing, Pingelly, Wickepin and Wandering, who each contribute to the cost of running the Dryandra Country Visitor Centre (DCVC)

### **Marketing Strategy**

There are numerous elements to the strategy ranging from print media, digital marketing to consumer shows. The plan is flexible and open for adjustment should individual financial contributors feel the need for change

Presently some 80% of market that travels to the Wheatbelt is the intrastate holiday maker. Of these most are mature to elderly, 55+ years and they self drive.

The second biggest market, some 12%, is self drive interstate "Grey Nomads". This market is predicted to dramatically increase as a result of the "Baby Boomer" generation hitting retirement age.

Overseas visitors account for around 8% of visitors, the majority being from the Europe and UK markets. As the budget is limited, we have not allowed funds to market overseas.

Traditionally, the popular time for Australians to travel in the Wheatbelt is during the cooler months of autumn and spring, with spring having the added attraction of wildflowers. Summer is perceived as being too hot, winter too wet and cold. As we don't have sufficient funding to try and change these perceptions about travel in summer and winter we will focus our limited funding on increasing self drive visitation through the autumn and spring seasons.

Intrastate consumers generally know of the Wheatbelt, but just don't know what route to follow through the area and what attractions (apart from Wave Rock) they might be able to see and experience along the way. There is a lack of specific knowledge about the area, which means more holiday planning is involved. Any promotion undertaken needs to highlight the things people can see and do, experiences and attractions, and offer suggested self drive routes they can follow.

The advertising needs to convince consumers the SE Wheatbelt offers a unique, warm, hospitable and easy to drive country experience. We can do this by highlighting the historic towns, events, reserves, B&B and farm stays and RV Friendly locations for the campervan and caravan market. We need to make it easy and attractive to "detour" from the more well-known tourist routes and travel to or via the SE Wheatbelt.

Most of the advertising campaigns will focus on self-drive routes that can be taken throughout the region with the call to action for more detail and information being the Dryandra Country Visitor Centre. These ads can feature several suggested drive itineraries ranging from 2 day Weekend Wheatbelt Winery Escapes to 4/5 day Wheatbelt Breaks. During autumn these ads will highlight attractions of the area and over springtime they will concentrate on highlighting wildflower locations and the viewing routes to be followed.

Money has also been budgeted to attend a major consumer show, The Perth Caravan and Camping Show held at The Perth Royal Showgrounds each March. Some 45,000 people attend this show looking for details on where they can take their vans, these consumers are our very market.

Advertising will be taken out in the AGO Holiday Planner and Cooks Southwest Guide. These are the recognised print information sources used by most travellers and have longevity of 12 months.

Two print campaigns will be run in the Perth weekend newspapers and other secondary newspapers papers aimed at retirees. The first will be a general self-drive 'come and visit us!' campaign just prior to Autumn, making consumers aware of how easy it is to travel to SE Wheatbelt and what to see.

The second will be a self drive wildflower campaign, but as wildflowers are dependent on climatic conditions we need to evaluate the detail of this closer to the beginning of the season. Should we find the flowers are "patchy" the ads will simply place more emphasis on things to see and do on the drive, rather than the flowers.

We will also run a print ad in the Saturday West Australian AGO sponsored dedicated Wheatbelt multipage travel feature run in early September

Throughout this whole time, marketing will be taking place online with continual improvements to the Dryandra Country Visitor Centre website and a bigger push through social media to engage our consumers.

### **Dryandra Visitor Centre Name Change**

It is suggested that this new marketing initiative may be a good time to consider changing the name of the Dryandra Country Visitor Centre, or at least heavily using the title of "South East Wheatbelt" in the print ads to highlight the regions location from Perth.

At the time the DCVC name was chosen it obviously needed to be a generic name to cover the 6 Councils contributing to the cost of running the Visitor Centre. No doubt it might also have been felt there may have been some marketing advantage being associated with Dryandra Woodlands.

Over time it appears any marketing advantage associated with Dryandra is limited, DEC does not heavily promote the Woodlands and consumers don't readily recognise its location in the state. By highlighting "South East Wheatbelt" in our advertising, Perth based consumers can position our location in their minds.

### **Implementation**

It is suggested the 6 Councils involved in DCVC contribute marketing funds into a co-op marketing pool, which DCVC will then manage and utilise in conjunction with Australia's Golden Outback on a cooperative funding basis as set out in the budget, for the print advertising. DCVC will liaise with the Councils and AGO as to what needs to be advertised, when and how.

AGO will then:

- Have the jointly funded print ads designed by their graphics company, at no charge to DCVC
- Book the space in various publications at discounted government media rate
- AGO will pay the total cost of the ads then invoice DCVC for their agreed co-op share. AGO's share of the print ad costs will be 2 thirds
- AGO will submit the final print ad artwork to the publications, at no cost to DCVC.

DCVC will liaise with the different Councils to enable developing the content for the ads, to maximise its benefit to the region. DCVC's continued management of the DCVC website and social media will also be integral part of the marketing effort.

### **Reporting**

Prior to the insertion of each print ad, a copy of the final advertisement will be emailed by DCVC to all Councils for their information and records.

As DCVC is the contact in the print ads for more information, DCVC will maintain a record of the number of phone calls and email enquiries calls it receives in the week after the ad is placed. As the suggested campaigns basically fall into the autumn and spring seasons, there will be a bi annual report on the all marketing activity that was undertaken for that previous period from the co-op fund.

## Marketing Budget 2013/14

### Consumer Show

Caravan and Camping Show	x 1	
Exhibitor Space		\$ 1,180.00 (AGO pays extra \$1,100)
Travel expenses 5 days/5 nights		\$ 1,200.00

### Display Material (use at shows)

6 new, common themed SE Wheatbelt pull up displays, one for each contributing Council	x 6	\$ 1,500.00
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### Wildflower Campaign – Aug/Sep

The West Australian print ad	x 3	\$ 4,500.00 (AGO pays extra 2 thirds)
Sunday Times print ad	x 2	\$ 3,000.00 (AGO pays extra 2 thirds)
Have A Go News	x 1	\$1,000.00 (AGO pays extra 2 thirds)
Seniors	x 1	\$ 900.00 (AGO pays extra 2 thirds)
The Wanderer CMCA National Magazine	x 1	\$1,800.00 (AGO pays extra 2 thirds)

### Self-Drive Campaign – Ma/Apr/May

The West Australian	x 2	\$ 3,000.00 (AGO pays extra 2 thirds)
Sunday Times	x 2	\$ 3,000.00 (AGO pays extra 2 thirds)
Have A Go News	x 1	\$1,000.00 (AGO pays extra 2 thirds)
Seniors	x 1	\$ 900.00 (AGO pays extra 2 thirds)
The Wanderer CMCA National Magazine	x 1	\$1,800.00 (AGO pays extra 2 thirds)

### Holiday Guides

Australia's Golden Outback – ½ page ad	x 1	\$ 1,995.00
Cooks Southwest Guide - ½ page ad	x 1	\$ 1,000.00

### Digital Online Marketing

Technical assist & improve Dryandra w/site	x 12	\$1,000.00
Facebook advertising	x 12	\$ 500.00

Contingency		\$ 725.00
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<b>Total Marketing Budget</b>	<b><u>\$30,000.00</u></b>
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# Sample of Print Ads

Below are some examples of self drive print ads that AGO has run in The West Australian and Sunday Times newspapers for Wheatbelt self drive destinations.

The content of these ads will be adjusted to reflect only SE Wheatbelt products and self drive routes.

All Council logos will be shown on the bottom of all ads with space in each ad can be devoted to promoting upcoming local events.

## Self Drive Print Ad Samples

### WALK ON BILLION YEAR OLD ROCKS, IN THE WHEATBELT.

Enjoy Dryandra Woodlands, The Tin Horse Highway and the water at Wines and Kitching Rocks. Wave Rock, Hyden.

#### 3 day self drive - Winery, Woodlands & Wheatbelt Trail

Take a self drive tour of the Wheatbelt and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 1: Perth to Narrogin, via Williams, 240km, 3 hours**

Head to Williams with a self drive tour. Enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 2: Narrogin to Wave Rock, 140km, 3 hours**

Head to Wave Rock and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 3: Wave Rock to Perth, via Kalamunda & Williams, 240km, 3 hours**

Head to Perth and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

#### 3 day self drive - Pathways to Wave Rock

Take a self drive tour of the Wheatbelt and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 1: Perth to Wave Rock, 140km, 3 hours**

Head to Wave Rock and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 2: Wave Rock to Narrogin, 140km, 3 hours**

Head to Narrogin and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 3: Narrogin to Perth, 140km, 3 hours**

Head to Perth and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

#### 3 day self drive - Granite Loop Trail

Take a self drive tour of the Wheatbelt and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 1: Perth to Narrogin, 240km, 3 hours**

Head to Narrogin and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 2: Narrogin to Wave Rock, 140km, 3 hours**

Head to Wave Rock and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 3: Wave Rock to Perth, 140km, 3 hours**

Head to Perth and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

Call Central Wheatbelt Visitor Centre 1300 736 283 for your free Australia's Golden Outback 104 page Holiday Planner or visit [www.australiasgoldenoutback.com](http://www.australiasgoldenoutback.com)

**EXPERIENCE EXTRAORDINARY**

### INSANELY BEAUTIFUL WILDFLOWERS ALONG THE BRAND NEW WHEATBELT WAY.

Everlastings, North East Wheatbelt.

Only a short drive from the coast, the brand new Wheatbelt Way is a beautiful experience and offers up over the wilderness. From here the wilderness will be discovered across the North East Wheatbelt, offering you the chance to see the best of the region in a self drive tour.

**North East Wheatbelt self drive tour**

**Day 1: Perth to Narrogin, 240km, 3 hours**

Head to Narrogin and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 2: Narrogin to Wave Rock, 140km, 3 hours**

Head to Wave Rock and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

**Day 3: Wave Rock to Perth, 140km, 3 hours**

Head to Perth and enjoy the best of the region's wineries, woodlands and wheatbelt. This tour is perfect for those who want to see the best of the region in a self drive tour.

Call Central Wheatbelt Visitor Centre 1300 736 283 for your free Australia's Golden Outback 104 page Holiday Planner or visit [www.australiasgoldenoutback.com](http://www.australiasgoldenoutback.com)

**EXPERIENCE EXTRAORDINARY**

[illegible]

## 9.2.66 VOICE OF THE AVON 101.3FM

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<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Eva Haydon – Chief Executive Officer
<b>Enabling Legislation:</b>	Local Government Act 1995as amended
<b>Date:</b>	17 March 2013
<b>Council Policy:</b>	Nil
<b>Budget Implications:</b>	Unknown at this stage
<b>File Reference:</b>	
<b>Voting Requirements:</b>	Absolute Majority

### Background

York Community Radio has written to advise they are embarking on a plan to extend community radio throughout the Avon Valley. They would like to invite our residents to participate in the production of radio.

They have proposed that our community be given a complete radio studio. Volunteers will present radio shows that will be piped to the broadcast antenna on Mt Bakewell near York for broadcasting to the entire Avon Valley. Beverley will become an integral part of the Voice of the Avon 101.3FM.

They state the following benefits to the community:

1. Teach volunteerism. It's job #1
2. Give a voice to the members of your community and the Shire
3. Provide a means of distributing information to the public
4. Provide emergency news and information
5. Provide entertainment specific to your community
6. Provide an outlet for those interested in entertainment, radio etc
7. Provide the beginnings of your own station should you want to go that route

They state further that York Community Radio has for many years wandered aimlessly because quite frankly the Shire of York does not have enough listeners, presenters or sponsors for their station to reach that tipping point where it all starts to happen. They believe that if they can incorporate the entire Avon Valley they can reach that goal.

Requirements from the Shire of Cuballing are as follows:

1. The idea to be put before the Shire and approved
2. A letter of support they can use in their fundraising activities and their submission to ACMA seeking an expansion of their broadcast area
3. A room of around 10 square metres, with electricity and a telephone line to be donated by the Shire. The room would need to be accessible at all times and free of charge. Presenters need to be able to come in at all hours.

### Comment

It would not be practical to offer the administration office, however there is a room at the hall that could be used. Council would have to have a telephone line installed and probably airconditioning.

**COUNCIL DECISION**

**That no further action be taken on this matter**

**Moved: Cr Haslam**

**Seconded: Cr Hawksley**

***Carried 6/0***

## **9.2.67 REQUEST TO PURCHASE LOT 365 ANDOVER STREET CUBALLING (RES. 11652)**

---

**Location/Address:** Whole of shire  
**Reporting Officer:** Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995as amended  
**Date:** 17 March 2013  
**Attachment:**  
**Council Policy:** Nil  
**Budget Implications:** Nil  
**File Reference:**  
**Voting Requirements:** Simple Majority

### **Background**

The Department of Regional Development and Lands (RDL) has received another request from Mrs Lyne Carroll, the owner of Lot 17 on Deposited Plan 222342 (173 Campbell Street Cuballing) regarding the purchase of Lot 365 Andover Street for amalgamation into her adjoining Lot 17.

In 2004, RDL investigated the initial proposal and referred the matter to all departments and service authorities for comment, however the proposal did not proceed due to an objection from the Shire of Cuballing.

Before RDL Proceeds with all referrals, Council's comments are sought on the proposed purchase of Reserve 11652 for amalgamation with Mrs Carroll's adjoining Lot 17.

### **Comment**

The amalgamation of the lot would remove the requirement to build Andover Street should RDL sell this lot in the future. There are no Strategic Plan implications regarding this lot.

### **COUNCIL DECISION**

**That The Department of Regional Development and Lands be advised Council does not intend to object to the amalgamation of Lot 365 Andover Street with Lot 17 Campbell Street Cuballing.**

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

***Carried 6/0***

## 9.2.68 WALGA 2013 ASSOCIATION HONOURS

---

**Location/Address:** Whole of shire  
**Reporting Officer:** Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995as amended  
**Date:** 15 March 2013  
**Council Policy:** Nil  
**Budget Implications:** Nil  
**File Reference:**  
**Voting Requirements:** Absolute Majority

### Background

The WA Local Government Association (WALGA) has written to advise that the 2013 Association Honours program opened 11 March 2013 and closes 17 May 2013. Member local governments are invited to submit nominations.

The Honours program is a significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and officers to their respective Councils, to local government as a sector and to the wider community.

Awards given as part of the Honours program will be presented to recipients at an awards ceremony held during the 2013 Local Government Convention

The six categories of awards within the 2013 Honours program are as follows:

- Local Government Medal
- Life Membership
- Eminent Service Award
- Long and Loyal Service Award
- Merit Award

### Comment

Due to the fact that there is an election this year and some sitting Councillors may not stand for re- election this item has been presented for Council consideration.

### OFFICER RECOMMENDATION:

For Council consideration.

Moved

Seconded

### COUNCIL DECISION

That Councillors Wittwer and Newman be nominated for an award

Moved: Cr Haslam    Seconded: Cr Conley

*Carried 4/0*

Cr Wittwer and Newman departed 4.44pm  
Cr Wittwer returned 4.45pm

## 9.2.69 NATIONAL BROADBAND NETWORK

---

**Location/Address:** Whole of shire  
**Reporting Officer:** Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995as amended  
**Date:** 17 March 2013  
**Attachment:**  
**Council Policy:** Nil  
**Budget Implications:** Nil  
**File Reference:**  
**Voting Requirements:** Simple Majority

### Background

NBN Co is a wholly Federal Government owned company and has been established to design, build and operate the National Broadband Network (NBN).

The NBN is a high speed broadband network that is intended to utilise a combination of optical fibre, fixed wireless and satellite technology to offer advanced broadband services to premises across Australia. As part of the progressive roll out, these improvements to broadband services will ultimately deliver benefits to various areas such as business, education, entertainment and health.

There are currently a total of 2 sites planned for the Shire of Cuballing:

- 1 Cuballing – proposed 40m monopole at Lot 425 Hotham Street
- 2 Popanyinning – proposed 40m monopole at 47 Spragg Street Popanyinning

### Comment

An application has not as yet been lodged due to the fact that the application timing for these sites will be subject to the priority given to the site by NBN Co.

NBN Co have telephoned to request a speedy application process therefore it may be prudent (should Council not have any objection to the proposed sites) to advertise in order that the community has an opportunity to make comment.

### COUNCIL DECISION

**That notices be placed in Popanyinning and Cuballing requesting community comment on NBN Co's proposal.**

**Moved: Cr McDougall**

**Seconded: Cr Hawksley**

***Carried 5/0***

Cr Newman returned 4.53pm

## 9.2.70 CNN MEMORANDUM OF UNDERSTANDING

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<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Eva Haydon – Chief Executive Officer
<b>Enabling Legislation:</b>	Local Government Act 1995as amended
<b>Date:</b>	17 March 2013
<b>Attachment:</b>	Memorandum of Understanding for Voluntary Structural Reform between Shire of Cuballing, Shire of Narrogin and Town of Narrogin
<b>Council Policy:</b>	Nil
<b>Budget Implications:</b>	N/A
<b>File Reference:</b>	
<b>Voting Requirements:</b>	<b>Absolute Majority</b>

### Background

The Cuballing Narrogin RTG Working Group has recommended the attached Memorandum of Understanding be endorsed by the RTG Board and member Councils approve and sign the document.

A further recommendation from the working group is the inclusion of an additional Town of Narrogin Councillor becoming a third member of the Board and nomination by each Council of the elected member to be nominated as a potential Commissioner.

### Comment

The Memorandum of Understanding is a critical document in the transitional planning for a potential new entity, whether now or at a future date years down the track. The fact that consensus has been reached between the three Councils to quarantine certain assets belonging to the former local governments offers a measure of certainty to the Shire of Cuballing. One example is the funds that will be placed in the Recreation Facilities and Community Buildings Reserve. This will remain for the former Shire of Cuballing recreational facilities and community buildings and will not be pooled in a potential new entity. Another example is the Grain Freight Reserve which has been set aside to maintain Cuballing East Road if and when there is no more grain on rail.

The inclusion of the third Town of Narrogin Councillor on the RTG Board allows the Board to have experience of working with the same amount of Councillors as recommended by the Board in a potentially amalgamated entity. The number of Commissioners in the period prior to the first election will remain as one from each former local government

**OFFICER RECOMMENDATION:**

**That:**

- 1 Council approve the Memorandum of Understanding between the Shire of Cuballing, Shire of Narrogin and Town of Narrogin and authorise the President and CEO to sign the document;**
- 2 Request the Department of Local Government to amend the Regional Transition Group Agreement to include a third voting Board member from the Town of Narrogin: and**
- 3 Receive the Minutes of the RTG Board meeting of 12 March 2013.**

**Moved**

**Seconded**

**COUNCIL DECISION**

**That:**

- 1 Council approve the Memorandum of Understanding between the Shire of Cuballing, Shire of Narrogin and Town of Narrogin and authorise the President and CEO to sign the document;**
- 2 Request the Department of Local Government to amend the Regional Transition Group Agreement to include a third voting Board member from the Town of Narrogin.**
- 3 Receive the Minutes of the RTG Board meeting of 12 March 2013: and**
- 4 The Shire of Cuballing Commissioner for the potentially amalgamated Local Government be Cr T Wittwer.**

**Moved: Cr Hawksley**

**Seconded: Cr Haslam**

**Carried 6/0**



# CNN REGIONAL TRANSITION GROUP BOARD MEETING

## MINUTES

Council Chambers, Town of Narrogin

Tuesday 12 March 2013, commencing at 9.37am

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## Board Meeting of CNN REGIONAL TRANSITION GROUP

held in the Town of Narrogin Council Chambers, Earl Street, Narrogin  
on Tuesday 8 March 2013, commencing at 9.30am

# MINUTES

## 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

## 2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

### 2.1 Attendance

Cr Richard Chadwick	Chairperson / Delegate	President, Shire of Narrogin
Cr Tom Wittwer	Delegate	President, Shire of Cuballing
Cr Andrew Borthwick	Delegate	Councillor, Shire of Narrogin
Mayor Don Ennis	Delegate	Mayor, Town of Narrogin
Cr Rob Madson	Delegate	Councillor, Town of Narrogin
Cr Mark Conley	Proxy Delegate	Councillor, Shire of Cuballing
Mr Aaron Cook		CEO, Town of Narrogin
Ms Eva Haydon		CEO, Shire of Cuballing
Mr Geoff McKeown		CEO, Shire of Narrogin
Mr Niel Mitchell		Project Manager

### 2.2 Observers

Cr C McDougall	Councillor Observer Shire of Cuballing
Ms Caroline Tuthill	Project Manager, Operational Reform, Dept of Local Government
Ms Jo Burges	Regional Cooperation Manager, WA Local Government Assoc.

### 2.3 Apologies

Cr Roger Newman	Delegate	Shire of Cuballing
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## 3 DISCLOSURE OF INTERESTS

Nil

## **4 MINUTES OF MEETINGS**

### **4.1 Board Meeting**

Attachments: p.2 – Minutes of Board Meeting

#### **BACKGROUND**

Minutes of the previous Meeting of the Board have been circulated to all delegates.

#### **BOARD DECISION**

Mayor D Ennis

Cr T Wittwer

That the Minutes of the Board Meeting of 23 January 2013 be confirmed.

**CARRIED – 6 / 0**

### **4.2 Working Group Meetings**

Attachments: p.9, 25, 30 – Minutes of Working Group Meetings

#### **BACKGROUND**

Minutes of the previous Meetings of the Working Group have been circulated to all delegates.

#### **BOARD DECISION**

Cr R Madsen

Cr T Wittwer

That the following Minutes of Working Group Meetings of be received –

- 7 and 13 February
- 20 February 2013, and
- 6 March 2013

**CARRIED – 6 / 0**

## **5 REPORTS**

### **5.1 Financial Report**

Attachments: p.39, 40 – Financial Report/s

#### **BACKGROUND**

Financial reports regarding funds held and administered by –

- Shire of Narrogin – RTG funding for Asset Management and Workforce Plans required by 30 June 2013, and
- Shire of Cuballing – Amalgamation Transition funds

#### **COMMENT**

Funding for amalgamation transition has been confirmed –

Please be advised that the first instalment of \$65,000 has been processed through the Department's system and is now available to be invoiced by Cuballing.

Due to recent developments the Department has to amend the amounts for instalments two and three – **the total budget is unchanged**. Should the poll not be successful and amalgamation proceeds, it is proposed to reduce the second instalment from \$1.001M to \$706,000 which will be released in mid-April 2013 (approx. \$295,000 reduction). The third instalment will be increased from \$1.019M to \$1.314M to account for the reduction of the second instalment.

The third instalment will be released in 13/14 following expenditure of the second instalment – which theoretically could be available to the group from 1 July 2013. It is not envisaged that the first and second instalment (totalling \$771,000) would be fully spent within 3 months of it being received.

#### **BOARD DECISION**

**That the financial reports from the Shire of Narrogin and Shire of Cuballing be received.**

**CR A BORTHWICK**

**CR R MADSEN**

**CARRIED 6/0**

### **5.2 Critical and Target Dates**

Attachments: None

#### **BACKGROUND**

Refer Critical Dates and Target Dates to be circulated prior to the Meeting

#### **BOARD DECISION**

Noted for information

**CR A BORTHWICK**

**CR T WITTWER**

**CARRIED 6/0**

### **5.3 Transition Update Report**

Attachments: None

#### **BACKGROUND**

Reports on activities and progress are made to CEOs regularly. Refer Transition Update Report to be circulated prior to the Meeting.

#### **BOARD DECISION**

Noted for information

**MAYOR D ENNIS**

**CR T WITTWER**

**CARRIED 6/0**

**5.4 Action Status Report**

Attachments:           None

**BACKGROUND**

Refer Action Status Report to be circulated prior to the Meeting.

**BOARD DECISION**

Noted for information

**MAYOR D ENNIS**

**CR A BORTHWICK**

**CARRIED 6/0**

## 6 MATTERS FOR CONSIDERATION

### 6.1 Memorandum of Understanding for Voluntary Structural Reform

Author: Niel Mitchell, Project Manager  
Interest Declared: No interest to disclose  
Attachments: p.41 – Draft Memorandum of Understanding v.6 of 7 March 2013

#### BACKGROUND

A draft MOU has been prepared and discussed by the Working Group, and is now presented for comment or amendment. The MOU is intended to establish the foundational agreement between the Councils, not to be a limiting or rigid framework.

#### COMMENT

By formalising some of the basic concerns and provisions, it provides communities and employees a degree of certainty and comfort, as well as provide a strong guide to the future Shire of Narrogin-Cuballing for their considerations.

The MOU sets parameters for further detailed agreement on a range of matters to be reached, prior to merger, for recommendation to the future Shire of Narrogin-Cuballing.

The draft now presented for consideration differs from earlier versions as it does not provide for cessation of the RTG Board and creation of a Transition Board. Recent advice from Dept of Local Government is that previous version of the MOU interfered with the legal agreement signed by the Councils for the Regional Transition Group.

The advice from DLG is that while the RTG Agreement may be focussed on structural reform with merger as the intended outcome, there is no reason it can't continue through the merger transition process, as this period is the implementation of the Regional Business Plan prepared by the RTG. As the RTG Agreement sets up the Board and various other matters, the MOU needs to defer to the Agreement and be subordinate to it. There is no reason why the MOU can't continue on the basis of being a consensus external to the Agreement between the three Councils on particular matters, provided there is no inconsistencies.

Accordingly, the MOU needed to be changed to remove reference to formation/establishment matters. To be consistent with the direction of previous versions, it is suggested that Councils individually resolve to amend the Agreement to include provision for the third delegate from the Town of Narrogin, subject to the outcome of the Cuballing poll. This will also require agreement of DLG (not expected to be opposed), as the number of participants on the Board is specified in the Agreement. If the poll is successful, and Cuballing is prevented from merger, the RTG Board will need to be wound up in any case, as the Agreement species all three Councils.

Accordingly, MOU version 6 is attached. Suggested recommendations to Councils are –

- a) That the draft MOU be accepted – note provision that to take effect all three Council are to agree, although dependency on the outcome of the Cuballing poll is no longer needed
- b) That, subject to the formal agreement of the three Councils, the Department of Local Government be requested to amend the Regional Transition Board Agreement to provide for a third voting delegate from the Town of Narrogin, consistent with the intention of previous versions of the MOU

Changes from MOU v.5 are –

- i) remove former cl.2.2 – provision that commencement of MOU is subject to not being prevented by the poll no longer required, as the main reason for this was start date of new expanded Board
- ii) cl.2.2 (was 2.3) – remove former dot 1 specifying cessation of RTG Board and establishment of Transition Board
- iii) remove the whole of former clause 4 – detailing purposes and establishment of Transition Board. Board composition and activities are specified in the RTG Agreement

The MOU serves a valuable purpose by stating some of the core agreements between the Councils in broad form, and would be useful as a document available to the public and staff. These are broad principles, with some such as preservation of local identity, use of buildings etc, not needing to be

detailed at the moment, but others do need detailed actions expanding on these principles, and should be contained in various documents to be developed or already underway, e.g. –

- HR and workforce matters
- Reserve accounts

Since the Working Group met on 6 March, DLG have also suggested several other matters –

- Statement that the RTG Agreement is the superior document – included as part of clause 1
- The Board should also endorse the proposed MOU – part of clause 2.1
- Inclusion of a commitment to communication – see clause 4.2 (l)
- Suggested that rather than being termed an MOU, it be adopted as a statement of Policy or Principles

#### CONSULTATION

CNN RTG Working Group

Tim Fowler, Caroline Tuthill, Dept of Local Government

#### BOARD DECISION

That the Board endorse the draft MOU, and recommend to member Councils, that –

- a) the proposed Memorandum of Understanding be approved and signed, to take immediate effect,
- b) agree to the Town of Narrogin having a third voting member of the Board, consistent with the composition of the future Shire of Narrogin-Cuballing, and
- c) request the consent of the Department of Local Government to amend the Regional Transition Group Agreement to include a third voting Board member from the Town of Narrogin.

**MAYOR D ENNIS**

**CR A BORTHWICK**

**CARRIED 6/0**

## 6.2 Merger Effective Date 1 July 2013

Author: Niel Mitchell, Project Manager  
Interest Declared: No interest to disclose  
Attachments: p.45 – Report on Merger Effective Date

### BACKGROUND

A report has been prepared by the Project Manager and circulated to CEOs on 19 February 2013 regarding the possibility of merger on 1 Jul 2013, in good order.

### COMMENT

In correspondence to the Minister for Local Government dated 19 July 2012, the Board advised –

*The RTG Working Group will meet with the Department of Local Government and work on timelines and consider previous experience of other similar councils to determine if a start date for the new amalgamated local government of 1 July 2013 is achievable.*

On 23 January 2012, the Board resolved –

*The RTG Board advise that the amalgamation of the three Local Governments remain at the 1<sup>st</sup> July 2013; however, if the Project Manager assesses that the amalgamation cannot be achieved prior to the 1<sup>st</sup> July 2013 a presentation will be made to the Board in regards to this matter. Should the Board accept this presentation a request to delay the amalgamation until the 1<sup>st</sup> July 2014 will be presented to the Minister for Local Government.*

At the Working Group meeting of 20 February 2013, it was further decided –

*To be determined –*

- i) Is 1 July 2013 “achievable”, realistic?*
- ii) Should it be deferred?*
- iii) Is IT Vision able to assist?*
- iv) Can enough be done for it to be workable?*
- v) What will be done?*
- vi) What will be left?*

The Report attached was prepared and submitted to the CEOs to raise with their Councils.

The ultimate bottom line is that legally, merger is achieved with the signing of the Governor's Order specifying an effective date. All the processes and events that need to be done are either in preparation for this or follow up to comply.

As noted in the Report, a merger could be viewed as a continuum of tasks that are needed, with the merger event pinned to some date along that continuum. Whenever the merger event occurs there will be disruption, with most of it unavoidable, regardless of how much effort is made (e.g. the issues of merging and migrating financial and rating data), and some matters that cannot be determined until after merger, by those having the legal authority to commit the new entity (e.g. appointment of Acting CEO).

Agreements can be reached, recommendations can be made, preparations undertaken and work lined up ready to go, but regardless of the length of the lead time, not everything is able to be done.

In considering the workload, the issues, staff, and funding, it was concluded that the negatives and potential costs of deferring amalgamation outweighed the benefits to be gained.

### CONSULTATION

CNN Working Group  
Dept of Local Government

### BOARD DECISION

That the CNN RTG Board confirm 1 July 2013 as the effective date for amalgamation of the Shire of Cuballing, Shire of Narrogin and Town of Narrogin, subject to the outcome of the poll of Shire of Cuballing electors to be held on 13 April 2013.

CR T WITTWER

CR A BORTHWICK

CARRIED 6/0



### 6.3 Commissioners – Appointment and Payment

Author: Niel Mitchell, Project Manager  
 Interest Declared: No interest to disclose  
 Attachments: None

#### BACKGROUND

Clarify expectation of the Board and Councils in relation to Commissioners for the future Shire of Narrogin-Cuballing

#### COMMENT

In April 2012, the Board wrote to the Minister and referred to Commissioners nominated by the Councils as simply being *elected members*, and the Minister responded in May 2012 with reference simply to *elected members*. This was in addition to two independent Commissioners.

In July and August 2012, there was a further exchange of letters, again referring to *elected members*.

However, the Advisory Board's Report in December 212 recommended that the President of the Shire of Cuballing, the President of the Shire of Narrogin and the Mayor of the Town of Narrogin be appointed as Commissioners, together with two independents. The Minister's letter of 28 December 2012 noted the LGAB's recommendation, referring to the Presidents and Mayor.

Accordingly, there is a discrepancy between what was desired and sought by the Board, and apparently agreed by the Minister, and the LGAB's recommendation and the Minister's most recent stance. This needs to be clarified urgently so that all organisations and individuals affected are clear as to what will occur.

In addition, the Board may wish to consider the matter of fees paid to the Commissioners. In the recent merger of Geraldton-Greenough and Mullewa to form the City of Greater Geraldton, fees were –

- Chair \$ 5,000 per month
- Deputy Chair \$ 4,000 per month
- Members \$ 3,500 per month
- Plus expenses –
- Travel
- Accommodation
- Costs of Office (i.e. reimbursements incurred for cost of being a Commissioner) etc
- Allowances not paid

In discussion about the fees with Dept of Local Government, it was suggested that these replace the fees and allowances being paid to current elected members. However, the fee paid to CGG Commissioners individually, are far in excess of what is paid to current elected members, and at a cost of \$19,500 per month for fees alone, it is more than is paid to the 23 current elected members. The Commissioners are not managing three Councils, but one. If similar fees are applied to the proposed merger, they would appear to be quite extravagant compared to the fees able to be paid to elected members.

	CN		NO		NGN		Total	
	Annual	Month	Annual	Month	Annual	Month	Annual	Month
President / Mayor– Allowance	4,500	375	2,000	167	12,000	1,000	18,500	1,542
Deputy Mayor - Allowance					3,000	250	3,000	250
President/Mayor – Meetings	3,080	280 11 mtgs	5,500 total	500 Total for 11 mtgs	77,000	713 per month Mayor+8	94,820	7,902
Councillors - meetings	1,540 Ea 6 Crs	140 11 mtgs						
TOTAL	16,820	1,402 Over 12 mths	7,500	625 Over 12 mths	92,000	7,667	116,320	9,693

There has been no indication to date of fees to be paid to Commissioners, however, assuming the same fees are to be paid for SNC Commissioners as for CGG Commissioners, then it is estimated –

	CGG Per mth	SNC Per mth	SNC 1/7 to 19/10
Chair	5,000	5,000	17,500
Deputy Chair	4,000	4,000	14,000
3 Commissioners	3,500 each	3,500 each	36,750
<b>TOTAL</b>	<b>19,500</b>	<b>19,500</b>	<b>68,250</b>

Travel and accommodation is estimated –

- Travel
  - o 2 mtgs/mth (7 total) x 2 people x Perth return at 74c/km = 4,150
  - o 2 mtgs/mth (7 total) x 2 x 20km and return at 74 c/km = 420
  - o Travel for delegates to CCZ, RRG etc not guessed
- Accommodation –
  - o 2 mtgs/mth (7 total) x 2 for 1 night at est. \$160/night = 2,240

Total cost for 5 Commissioners is estimated to be in the order of \$68,250 for July to mid-October, or about double the estimated cost for 23 Councillors for the same period, estimated at \$33,900 plus travel.

If based on CGG fees, a Commissioner is therefore about nine times more expensive than a current Councillor (averaged).

The Board may wish to consider proposing a reduced scale to the Minister that is more consistent with payments able to be made to elected members. It is suggested that the Chair's should be equivalent to Mayor, Deputy Chair to Deputy Mayor, and Member to the maximum able to be paid to a Councillor.

The Department has also advised that the cost of Commissioners is against the new local government, similar to if a Council had been suspended or dismissed, and is not considered to be a cost of merger.

It should be noted that the appointment of Commissioners and the amount of fees, is the decision of the Minister, although comments may be sought from the Councils.

Further, it is emphasised that no indication has been given at this time, as to what level of fees are likely to be approved by the Minister.

#### CONSULTATION

Caroline Tuthill, Dept of Local Government  
City of Greater Geraldton  
CNN Working Group – re: appointments

#### BOARD DECISION

That the Minister for Local Government be requested to –

- Confirm that nominees of the Councils as Commissioners may be any elected member, consistent with the Board's previous decisions and responses from the Minister,
- Confirm that the Councils will be asked for comment regarding the persons to be appointed as independent Commissioners,
- Stipulate fees and allowances to be paid to Commissioners to be consistent with the maximums available to be paid to an elected member of the new entity,
- Allow claim on merger grant funds, if fees and allowances in excess of the maximum able to be paid to elected members are stipulated.

CR M CONLEY

CR T WITTWER

CARRIED 6/0

**BOARD DECISION**

That each member Council submit their nomination for a potential Commissioner to the next meeting of the RTG Board.

**MAYOR D ENNIS****CR A BORTHWICK****CARRIED 6/0****6.4 Joint Reform Policy 1 – Local Assets and Local Funding**

Author: Niel Mitchell, Project Manager  
Interest Declared: No interest to disclose  
Attachments: p.51 – Proposed Joint Reform Policy – Local Assets and Local Funding

**BACKGROUND**

In a proposed merger, there is always concern expressed that the funds raised by residents of a Shire will be absorbed by the new entity and the benefit of the use of those funds lost to the ratepayers from whom the income is derived.

Similarly, substantial works are currently being done by both Shire of Cuballing and Shire of Narrogin for the Grain Freight Network, with surplus funds being placed into Reserves. Shire of Narrogin also has a contract with Main Roads WA for substantial private works.

**COMMENT**

At one level it doesn't matter if the Reserve accounts for similar purposes are merged or not – the works, building, activity or liability still has to be paid for and the commitments met.

However, establishment of a Reserve for a particular purpose indicates that the purpose is important to that Council, and that there is a need for future funding.

Adoption of the suggested policy will hopefully allay concerns of some residents that their assets or funds are being simply absorbed, used by the new entity for whatever purpose, and that they will see no benefit.

A suggestion has been passed on to me from Gary Rasmussen, Works Manager Shire of Narrogin, that consideration be given to reserving surplus funds from MRWA works for roads, plant or other matters associated with that field, rather than being absorbed as operational income. The suggestion has a great deal of merit, in that private works is windfall income, and should not be used to prop up operational expenses. As windfall monies, private works is not consistent and should not be relied on as a certain source of funds, as there is no guarantee of continuity. Reserve MRWA surplus project funds, would also give some assurance to MRWA that their funds will continue to be used for road network improvements. Reserving these funds also frees up future funds for works, which in time would be funded from the Reserve.

This concept should also apply to surplus funds being generated by the two Shires from the Grain Freight Network jobs over the next 2-3 years.

Accordingly, the policy has been drafted to –

- consolidate some reserves where the intended geographic purpose is not identified or important
- preserve those Reserve where the intended use is geographic specific
- sale of assets funded by an area, to be placed in appropriate Reserves for that geographic area
- surplus funds generated through Main Roads WA private works or contracts, to be utilised in the works area (roads, plant etc)

Please note –

1. Some final details are still being verified by the CEOs and minor amendments may be advised at the meeting, in particular to the recommended Class of each Reserve (Restricted, Specific, Untied)

2. The amounts stated in the draft are for different dates and due to movement anticipated in the remainder of the year, should be treated as indicative of the amount held so that the relative size of the Reserve can be seen.

**CONSULTATION**

City of Greater Geraldton  
CNN RTG Working Group

**BOARD DECISION**

That the Draft Joint Reform Policy 1 – Local Assets and Funding be adopted, and recommended to the future Shire of Narrogin-Cuballing.

**MAYOR D ENNIS****CR A BORTHWICK****CARRIED 6/0****6.5 Joint Councils Function**

Author: Niel Mitchell, Project Manager  
Interest Declared: No interest to disclose  
Attachments: None

**BACKGROUND**

The Cuballing poll of electors will be held on Saturday 13 April 2013, and the result known later that evening.

**COMMENT**

To provide staff and elected members with an overview of the merger proposal, and matters underway, it is suggested that a joint briefing be provided for all staff. It is suggested that, subject to the outcome of the Cuballing poll of electors, a joint function be held on the afternoon of Wednesday, 24 April 2013, commencing at 3.00pm, and that all offices, depots etc close, reopening later if desired.

This is a work function in work time, and staff would be expected to attend. While there would be some inconvenience to members of the public, the actual amount is minimal, and is a once off.

A late afternoon / early evening social function (4.30 to 7.30?) for all elected members, staff and immediate families and Commissioners elect is suggested for Saturday 29 June 2013.

The Board may wish to consider extending an invitation to the Minister and Representatives of the Department.

**CONSULTATION**

CNN RTG Working Group

**BOARD DECISION**

Subject to the outcome of the Cuballing poll of electors, that a joint function be held on the afternoon of Wednesday, 24 April 2013 (tentatively), commencing at 3.00pm, and that all offices, depots etc close for a period of at least 1 hour, reopening at 4.00pm if desired.

**CR T WITTWER****CR A BORTHWICK****CARRIED 6/0**

## 6.6 Branding / Logo

Author: Niel Mitchell, Project Manager  
 Interest Declared: No interest to disclose  
 Attachments: None

### BACKGROUND

Consideration needs to be given to developing a new distinct logo for the new entity. While not essential, a new logo helps to identify and separate the new from the old.

### COMMENT

The three current logos are all quite different, and while development of a new logo can't be committed to until after the Cuballing poll, a number of factors can be decided now for in order to get processes under way –



- Theme – aspects that identify the Narrogin Cuballing area, specifics to include or exclude
- Slogan – e.g. Mukinbudin – Classic dry red
- Format – limit number of colours used (4-6?), and must be suitable for use in grayscale and black/white
- Design – public submissions, school competition, graphic designer (will be needed to finalise for use)

City of Greater Geraldton use four –

- Council crest – limited specifically to documents involving the elected members
- Logo – general use by the organisation, letterheads, signs etc
- Promotional – use by specific sectors, e.g. swimming pool, library, HACC, to identify section/activity, usually in combination with the logo
- Tourism – only one available for public use, maps, reserves, trails etc, often in combination with the logo, but not the promotional.

It is suggested that a logo for the organisation and a second for tourism/public use, is really all that's needed, and the tourism one can wait, perhaps coordinated by the Visitors Centre.

The new logo could also be incorporated into a new Common Seal, and a decision will need to be made as to whether the Seal should be the embossing type or an inked stamp. Both are legal. The seal only has to state the name of the entity and the words "Common Seal". Format, design etc is discretionary.

The new logo and possible slogan for the area is an excellent opportunity to involve the community, but if a new logo is to be ready for 1 July, and on forms, signs, pamphlets etc, due to the need to wait on the Cuballing poll outcome, the timetable would likely be –

- Submissions open 20 April,
- Closing 10 May 2013
- Open to People's Choice to 17 May
- Decision by the Board by 24 May
- To graphic designers for conversion to digital files for use by printers and on signs etc

Some of the criteria may include –

- Using a maximum of 6 colours, preferably 4
- Suitable for colour, grayscale and B/W use
- Incorporating identifying aspect/s of the region
- Inappropriate proposals will not be displayed or considered

However, given the very short timeframe and that it is not an essential, the Working Group considered that it would be too rushed to do thoroughly, and that it would be better to defer this for a more leisurely approach, and involvement of the new Council.

As an interim measure therefore, it has been suggested that the three current logos, with the name of the new entity be used. It would mean that the Common Seal would not have a logo, but just the required wording, although it could be updated later.

To avoid confusion and possible legal ramifications, it may be necessary to remove at least part of the names of the former entities, so that the interim logo would perhaps look similar to –



CONSULTATION  
CNN RTG Working Group

#### BOARD DECISION

That –

- a new logo and slogan not be pursued at this time, but deferred for the proposed new entity to initiate at their discretion, and
- for the interim, the three current logos be used jointly, with the name of the new entity alongside

CR A BORTHWICK

MAYOR D ENNIS

CARRIED 6/0

#### 7 EMERGING ISSUES

Discussion took place regarding the uncertainty about structural reform and eventual amalgamations facing local governments.

#### BOARD DECISION

That correspondence be forwarded to the Premier, Minister for Local Government, the Hon Brendan Grylls and the Hon Terry Waldron expressing concern at the length of time taken so far in pursuing structural reform in local government due to the State Government's inability to make a firm commitment.

CR T WITTWER

CR M CONLEY

CARRIED 6/0

#### 8 NEXT MEETING

Monday, 15 April 2013, at the Council Chambers, Town of Narrogin, Commencing 9.30am  
(as determined by the Board on 23 January 2013)

#### 9 CLOSURE

There being no further business, the meeting closed at 12.14pm

# MEMORANDUM OF UNDERSTANDING

## For Voluntary Structural Reform

BETWEEN  
**Shire of Cuballing**  
AND  
**Shire of Narrogin**  
AND  
**Town of Narrogin**

Version 6a – 7 March 2013

### **1 Purpose**

The Councils recognise the importance of a strong working relationship for the benefit and the wellbeing of the community.

The Councils place a high value on mutual cooperation and consultation on issues of common interest and which may affect any one of the Councils.

This MOU is subsidiary to the Regional Transition Group Agreement signed by the three Councils, and in the event of any inconsistency, the Agreement is to prevail.

### **2 Operational dates**

- 2.1 This MOU commences once endorsed by the RTG Board and signed by all three Councils.
- 2.2 The operations of the MOU, Board and Working Group will cease –
  - On 30 June 2013 regardless, or
  - By earlier agreement.

### **3 Establishment**

#### **3.1 Variations and New Initiatives to the Memorandum**

The Councils acknowledge that for the MOU to be a living working document it must have the capacity to be reviewed, updated and amended. This can be achieved at any time by the mutual agreement and consent of the Councils.

#### **3.2 Not a Legal Document or Contract**

The MOU cannot be implied as, or applied as a legal document or formal instrument of contract. The Councils acknowledge and agree that no legal recourse can be sought from the application or otherwise of this document. The intent is to provide a transparent and mutually agreed framework to assist with the ongoing relationship and communication between the Councils.

#### **3.3 Commitments to the Memorandum**

The Councils support the voluntary amalgamation, and acknowledge that essential elements to a successful voluntary merger are the application of the key principles and outcomes:

#### 4. Key Principles and Outcomes

4.1 The Council will develop their partnership progressively through communication, consultation and cooperative working together.

4.2 The three Councils agree the following Key Principles and Outcomes –

a) Merger

The merger of the entire Shire of Cuballing, Shire of Narrogin and Town of Narrogin effective 1 July 2013

Subject to –

Final decision by the Councils that the creation of the new entity on this date can be managed in good order with realistic expectations.

b) Name

It is agreed that the name of the new entity be the Shire of Narrogin-Cuballing.

c) Wards and Elected Representation

i) A ward structure based on the existing boundaries of the three Councils will be utilised;

ii) Representation will be –

- Cuballing District Ward – two (2) Councillors;
- Narrogin District Ward – two (2) Councillors; and
- Narrogin Town Ward – three (3) Councillors;

iii) The President of the new Council will be elected from within the new Council.

iv) Ward boundaries and representation to be retained for four (4) years from the creation of the new entity.

v) Wards are to be abolished from the 2017 Ordinary Local Government elections

d) Maintaining Local Identity

i) The various locality number plates will be continued (subject to the approval of the Department of Transport), and continue to be available, and a new one for the new entity will be developed.

ii) Identity for each locality will continue to be maintained.

e) Maintaining Work Force

i) The Administrative Centre of the new entity will be the current Town of Narrogin Offices.

ii) Usage of the Shire of Narrogin Office premises is to be determined.

iii) A local office will not be maintained in Cuballing by the new entity,

iv) A depot will be maintained in Cuballing with the following functions –

- parks and gardens maintenance;
- road and drainage maintenance,
- some road construction capacity, and
- refuse site maintenance.

v) All staff in all locations will be offered employment in the new entity –

- without reduction of total package (pay, allowances or benefits),
- with appropriate work and of a similar level, subject to –
  - o transfer to different employment, by negotiation
  - o support and training being provided as necessary
- while the Local Government Act provides a guarantee of employment for two (2) years after a merger, this is subject to continued satisfactory performance by the employee.

f) Maintaining Local Assets and Funding –

i) all assets will be managed and maintained in accordance with a complying Asset Management Plan to be developed by the new entity;

ii) it is intended that all assets and infrastructure will be budgeted in accordance with the Asset Management Plan principles through a 5 year budget process;

iii) all existing reserve funds and restricted funds would be maintained into the future for their current specified purpose and where appropriate within the originally prescribed geographic boundaries; and

- iv) the Councils may own houses in their community, and if the new entity changed the purpose or disposed of these properties all funds would be placed in a restricted fund/reserve for the purpose of special projects and improvements within the originally prescribed geographic boundaries.
  - v) The restrictions on funds in (iii) and (iv) above, should apply to 30 June 2018, with the new entity making any further decision after that time
- g) Financial Assistance Grants
- i) the agreement of the Local Government Grants Commission that for the purpose of assessing the Financial Assistance Grants, the new entity will be assessed as the former Shire of Cuballing, Shire of Narrogin and Town of Narrogin for a period of not less than five (5) years following the creation of the new local government; and
  - ii) the agreement of the Government to contribute an amount of no less than \$2.085 million (over and above any financial assistance grants or Royalties for Regions payments which would otherwise have been made available) to enable the transition to a single new entity.
- h) Differential rating
- Differential rating provisions will be utilised to phase in an equitable level of rating across the new entity. This does not necessarily mean parity or equality, but what is considered to be a reasonable and appropriate level considering access to amenities, facilities used and services provided. A model is to be prepared and presented to the Board for consideration, prior to recommendation to the Commissioners.
- i) Policy implications
- The Councils will put in place a set of structural reform policies that reflect principles agreed in the MOU in relation to –
- maintaining local identity;
  - maintaining local work force;
  - protecting local assets and funding;
- j) Transitional Arrangements –
- i) Prior to 1 July 2013, that the dismissal of Councillors and use of Commissioners through the transition period is not supported and a Board consisting of elected members from each of the Councils will be implemented;
  - ii) On and from 1 July 2013, Commissioners will be required and should consist of one commissioner from each of the current Council's elected members, and two independent persons appointed by the Minister, for a total of five Commissioners,
  - iii) The Board will make recommendations regarding Acting CEO, Acting Deputy CEO and designated staff (senior staff) arrangements to apply from 1 July 2013 to the Commissioners,
  - iv) All other staff and final organisational structure is the decision of the person appointed as Acting CEO by the Commissioners,
  - v) The Board will also make recommendations to the Commissioners concerning a range of other matters, and
  - vi) The Board will provide regular feedback to the Councils during the transition period up to the 30<sup>th</sup> June 2013.
- k) Regional Grouping –
- In accordance with the Country Local Government Fund, the new entity shall –
- be defined as being a Regional Group in its own right, and
  - continue to be a member of the Dryandra Voluntary Regional Organisation of Councils (VROC).
- l) Communications –
- A Communications Plan is to be developed to ensure –
- Staff are regularly updated as to process and progress, in particular in relation to workforce issues
  - Residents are informed of general process and progress
  - Other stakeholders are advised and updated as necessary
  - Staff and residents have the opportunity to comment and make submissions

## 5 Execution

Signed with the authority of the Councils of –



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Cr Tom Wittwer  
President

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Cr Richard Chadwick  
President

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Mayor Don Ennis

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Ms Eva Haydon  
Chief Executive Officer

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Mr Geoff McKeown  
Chief Executive Officer

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Mr Aaron Cook  
Chief Executive Officer

## REPORT

To	Eva Haydon, CEO Shire of Cuballing Geoff McKeown, CEO Shire of Narrogin Aaron Cook, CEO Town of Narrogin
From	Niel Mitchell, Project Manager
Subject	Effective date of 1 July 2013 for proposed merger
Date	18 February 2013

### Purpose

To assess whether the proposed merger date of 1 July 2013 is workable or can be achieved, or if it is advisable / desirable to defer merger to 1 July 2014

### Background

In correspondence to the Minister for Local Government dated 19 July 2012, it was advised –  
*The RTG Working Group will meet with the Department of Local Government and work on timelines and consider previous experience of other similar councils to determine if a start date for the new amalgamated local government of 1 July 2013 is achievable.*

The Minister responded on 28 August 2012 –  
*I appreciate the RTG Board's consideration of the issues surrounding a creation date of 1 January 2014 and I encourage the work of the RTG Working Group and the Dept of Local Government in determining whether a creation date of 1 July 2013 is achievable.*

The Minister's comment appears to refer in part to a previous letter where 1 January 2014 was put forward as a possible merger date.

The Board subsequently agreed to seek an opinion regarding the proposed merger date, and was further discussed by the Working Group on 13 February 2013 –

- i) Is 1 July 2013 "achievable", realistic?
- ii) Should it be deferred?
- iii) Is IT Vision able to assist?
- iv) Can enough be done for it to be workable?
- v) What will be done?
- vi) What will be left?

### Poll of electors

Cuballing residents submitted a request for a poll, which was assessed as being valid, despite many entries being discounted as the signature was illegible, address details incorrect or ineligible to vote. An in-person poll of Cuballing residents will therefore be conducted on Saturday 13 April 2013 by the WA Electoral Commission.

It is only after this date that a decision to merge the three Councils can be confirmed. The intention may be resolved, and the commitment made, but it is subject to the outcome of the poll.

However, prior to this date, there is still much that can be done in preparation, without significant expense being incurred, and to this end, DLG have allocated a Budget of \$65,000 to assist with planning and preparation.

### Work to date

KPMG were engaged to prepare a Regional Business Plan, and provided a series of reports in early 2012. Subsequent to this, Wickpin withdrew from the then four Council Regional Transition Group, and an amended amalgamated status report was completed in September 2012.

This amended report does not consider the merger process, but looks at the future amalgamated state. However KPMG also provided a potentially very useful document titled "*Transition Considerations*" which did address the mechanics of merger process.

Since that time, a Project Manager for the proposed merger has been appointed, with this report being one of the early tasks.

### **Merger funding**

A merger grant budget of \$2.085 million has been agreed with Dept of Local Government, to be paid in stages. A small portion of the grant (\$65,000) has been committed for planning etc to be carried out prior to the poll of Cuballing electors on 13 April 2013, with \$706,000 being available for Stage 2 prior to 1 July 2013, and the balance of \$1,314,000 to be available after 1 July 2013.

After being queried regarding the funding remaining available should the merger be deferred to 1 July 2014, DLG advised that –

*The LGAB has recommended a merger of 2013, so the funding is also tied to that recommendation. My advice is we work to a project plan of 2013 and assess the situation closer to that point. Also I spoke with Vern, he noted that he doesn't envisage there being a problem if the council has to refer to separate databases to generate rates assessments (i.e. based on IT vision timeframe for integration), however of course the notice must have the details of the new LG on it and all dates consistent for payment, and payment methods accepted etc when it goes out to each ratepayer.*

There has been no definite statement to the effect either that funding is available, or that it would be withdrawn. However, it would appear that there is a strong expectation from both the LGAB and DLG that merger will occur 1 July 2013.

### **Local Government (Constitution) Regulations 1998**

In recognition that the functions of local government need to be seamless, the Constitution Regulations provide for a range of requirements and appointment to carry forward to the new Shire automatically. While these will need to be addressed in time, the continuation of them removes some of the urgency and workload in the initial merged state. The details are in Reg.6 and 7 but to summarise the matters that pass to the new Council –

- all rights, responsibilities, liabilities, benefits of the former Councils
- all electoral obligations, registration, eligibility, enrolments etc,
- town planning schemes – continue to apply to their previous geographic area, not to the whole of the new Shire, therefore there is no overlap or conflict of provisions
- local laws – as with planning Schemes, continue to apply to previous geographic area, without overlap
- authorised officers – unlike planning schemes or local laws, authorised officers may operate through the whole of the new Shire, unless, limited by the new Council
  - o ramifications for some positions, where a decision will be needed to either apply seniority or limit authority to a geographic area, in particular, Chief Fire Control Officer
- the methods and valuations of the previous councils continue – as the three have a common valuation date, no discrepancies should exist in comparing data
- any legal actions either on behalf of, or against any of the former Councils, continue for or against the new Council, both actions then underway, or the rights to commence action

While some of these matters will need to be addressed urgently, decisions in relation to them cannot be taken until after merger, as they are within the purview of the new Council, not the current Councils. The work can be done, and the decisions set up, but they can't be formalised until after merger is effective

### **Current work**

Current work includes –

- Initiation of workforce planning matters – in particular preparation of a detailed organisational structure which will necessitate discussion by the consultant with quite a few of the staff. The consultant will only be undertaking such work as is immediately needed, not the full span for a complete workforce plan. This is being carried out in conjunction with the Workforce Planning required to be done by the individual Shires, and should have minimal cost impact.
- Records management – planning for archival of old records, and the establishment of an appropriate records keeping system for the new Shire will commence with a detailed assessment of current

status and future needs being made by an appropriate professional. A quote for the assessment is due in the near future, with the any work to be done, not commencing until after the Cuballing poll. The consultant was engaged by Broomehill-Tambellup during their merger to manage records management issue

- Software and IT systems – Town of Narrogin have upgraded hardware, and are completing their migration to Synergy. Cuballing are also finalising their migration. IT Vision have advised that they are unable to carry out any work prior to 1 July 2013, and would strongly recommend against a 1 July live date. As they currently have only one commitment in FY 2013-2014, they would recommend holding off several months. With Shire of Narrogin using Quickbooks, they will have substantial amount of work to be done to migrate to the new Shire, while Cuballing will be much easier, being the same system. DLG have offered assistance with some aspects of IT integration if needed.
- Financial systems – a consultant has been engaged to assist the Town of Narrogin bring their finance systems, reports and data up to date, prior to implementation of work required prior to merger.
- Valuations – all three Council currently have the same GRV effective date, so no adjustments need to be made for currency of data. The same principles apply across Shire boundaries, so GRV in each of the three Shires can be directly compared. UV is annual valuation.

#### In expectation of 1 July 2013 –

- i) Is IT Vision able to assist?

One of the critical aspects of a merger is the software, hardware, support, and migration to single set of financials. In this regards, IT Vision have advised that they have no possibility of assisting for a 1 July 2013 live date, as they are already committed to 6-8 Councils. In the first part of the new financial year, they have plenty of resource capability, having only one Council at this stage to migrate to Synergy. Angelo Nardi strongly recommends against a 1 July live date in any year, not just merger, due to this being a peak load period for Council staff and for them. It is highly unlikely therefore, that IT Vision would agree to a 1 July 2014 live date, regardless.

DLG has advised that there is no legal issue with a former Council's system or multiple sources, continuing to be used in whole or in part, for the new entity, provided that –

- a) In time, all records for the new entity are merged into a single set of books
- b) Monthly reporting etc is consolidated from all sources for the new entity
- c) All forms and papers clearly identify that they are for the new entity

Using Town of Narrogin's system as the basis from 1 July 2013 –

- d) All financial activity, forms, data, creditors, debtors, etc other than rating matters, can be done with the former Town being "agent" for the new entity, and then migrated to the new entity with a 1 July pick up date. There is no need to use former Shire systems for anything other than rates in 2013-2014 is foreseen.
- e) It will be impossible to merge rates, since differential rating will need to apply, and IT Vision's input is essential for the process of merging these records and the required historical data. Therefore, the three former Council's systems would be used with the valuations being supplied separately one last time, rating differentials applied, and rates notes issued by the three separate systems. Note that –
  - Monthly consolidation and reconciliation of Cuballing and Narrogin Shire rates into the new entity's reporting framework will have to be done manually
  - Rates notices must clearly identify the rates assessment is for the new entity
- f) Payroll – rather than migrate records across in time, Cuballing Shire and Narrogin Shire employees would be put into the former Town's system as new employees from 1 July 2013. This does not cause any legal issue or differentiation since the Town's employees would also have a new employer as of 1 July 2013.

While perhaps a bit "clunky" there is a way around the software and IT issues, that is acceptable to DLG, is able to be pickup and implemented later by IT Vision, and is capable of being accommodated within existing systems.

- ii) Can enough be done for it to be workable?

There are a range of matters that need to be addressed as the result of a merger, some of these may be able to be commenced early, with a later implementation date. In fact there is a range of

decisions which cannot be taken until the new entity has been commenced, regardless of the effective date. The current Councils cannot make decisions that are binding on the new entity. Recommendations may be made, but the new entity, Commissioners or new Council must make the decision. For instance –

- a) Authorised officers – while current officer authority continues, the new Council will have to determine seniority (eg CFCO) or restrict the area of operation.
- b) Local laws – the current ones continue for their current geographical areas, and new local laws may be able to be prepared, but the formal processes can only be commenced by the persons who have the right to commit the new entity
- c) Planning Scheme and Strategy – similarly, while the current continues, new cannot be committed by current Councils
- d) Budget – might be prepared, but it will be the Commissioners that adopt and approve.

A great deal can be done in preparation, using a range of consultants rather than relying on just one or two, such as –

- a) ABN and TFN – generally thought to be simple, however, being the type of organisation to be created, the Aust. Tax Office requires legal proof of the entity's existence. City of Geraldton-Greenough several years ago, found this to be a difficult bottleneck to negotiate, since the earliest available document that the ATO will accept as proof of the establishment of the new entity is the signed Governor's Order, which may not be available until late May or early June. Without an ABN, bank accounts cannot be finalised, nor new accounting forms (invoices, receipts, rates notices etc), suppliers and grant organisations advised.
- b) Bank accounts – can be full set up, including signatures, prior to merger, but cannot be operational before the merger and ABN availability.
- c) Branding – not an essential, but would be useful if a new logo was available for merger date, for use on letters, business cards, website, finance forms, rates notices, street signs, entry statements and so on.
- d) Local laws – there has been comment made that a single local law, incorporating all matters should be considered. As a new local would have to be adopted by the new entity, work on this can commence with formal adopted etc by the new entity in due time
- e) Planning scheme – as with local laws
- f) Employees – provided that pays can be made, the historical data can be migrated in time, as able
- g) Records management – the new system, whenever finalised, would not be implemented until the new entity has commenced. There is no point in implementing three systems to later try to integrate. There has been discussion with a consultant to provide an assessment of the current status of the three Councils, and provide recommendations for a new system, complying with State Records Office guidelines, and setting up appropriate archival processes.
- h) Engineering – engage consultants for –
  - Road condition survey – both for asset management requirements, but also to ensure that all roads in the three Councils have the correct and accurate data on ROMAN 2
  - Update ROMAN 2 – ensuring maximum grant eligibility for Grants Commission road grant funding, Roads to Recovery funding etc.
  - Re-numbering of all roads to avoid duplication, and ensuring that roads through two or more councils have the same number
- i) Statutory planning –
  - assist the Town's Director Technical prepare for integration of Cuballing into the existing Narrogin Joint Scheme 3, and
  - as a matter of urgency, prepare an Interim Development Order to apply from 1 July 2013
- j) Workforce matters-
  - Staff of the two Shires entered into a single payroll system with Town staff
  - Occ Health and Safety practices reviewed for consistency, with new or amended policies as needed
- k) Delegations and administrative policy, with particular focus on the unwritten "we've always done this" activities.
- l) Insurances – assess current levels of coverage and ensure insurances after 1 July 2013 are not less than those currently existing
- m) Legal matters, actions, warranties, contracts, leases, agreements – assess and put in place necessary actions to ensure continuity of service, and assignment of rights etc under the contracts or agreements. More critical where there is a service being provided, than say lease of local government property be a sporting group or business.

## iii) What will be done?

Part of the current task prior to the Cuballing poll is to identify what can be commenced as soon as the outcome is known what has to be finished, and what can be delayed or have an extended process. The work does not depend on one person or even the CEOs as a group, but the funding is available for a wide group of consultants to be engaged to assist the process.

## iv) What will be left?

Unless it has immediate impact on the merger, the issue is likely to be deferred. There is insufficient time to do anything else. However, it will be possible to start many lines of action that are separate to core matters, because they do not impinge on the critical issues of a merger. The work doesn't evaporate, it is simply left until the peak pressure is alleviated, and the most urgent issues are dealt with. For instance –

- Very few engineering matters impact on the merger process, although many engineering issues will need to be adapted. But the year that they will have effect is from early 2014, as it is already too late for Grants Commission data to be updated for the 2013-2014 financial year
- Workforce matters – other than for senior staff, job descriptions can wait until after merger, as can training plans etc
- Branding – while it would be good to have this sorted out prior to merger, it is by no means an essential. The new corporate name will be known, and the ABN will have been obtained, and these are the critical aspects of new corporate identity
- Integrated strategic planning – exempt under the Governor's order for the year ending 30 June 2014

However, these and similar matters, not impacting on the irreducible minimum, can be instigated as soon as the Cuballing poll result is known, and the task continue past the merger date until finalised.

## v) 2013-2014 Budget

This would be set up in the current Town of Narrogin's system for later migration to the new entity, derived from 3 preliminary individual budgets. This would ensure that all necessary accounts for 2013-2014 are created.

Should it be necessary, budget and rates can be deferred until after implementation, avoiding the need to utilise three different systems initially for later consolidation. There would be a good argument to be made that the investment interest lost, and any overdraft charges incurred are a cost of the merger, and should be covered or made good from the merger grant.

**The critical essentials**

The critical essentials appear to be –

- Able to receive payments (debtors)
- Able to make payments (creditors)
- Able to raise rates, and issue notices
- Able to pay employees (payroll)

If everything else was deferred until full migration of data and integration, it may complicate some processes, and delay consideration or implementation of some matters, but it would not prohibit or overly restrict operations. If these four actions can be implemented, then merger can proceed. All other matters can be deferred, although some deferrals will create some complication, simply due to being implemented after merger.

As noted, there are some reasonable ways to work around these hurdles.

**Prospects if deferred**

CEOs need to make an assessment of impact on staff morale and performance if deferred for another 12 months. From discussion with the CEOs, it would appear that there is a strong sense of weariness among senior staff and elected members. It would also seem there is a fairly high degree of uncertainty among both inside and outside staff, not so much whether or not there will be a job for them, but what they will be doing

and who with. I have had several reports that outside staff seem keen to preserve their sense of pride and association with current workmates.

The current uncertainty has to be detrimental to both elected members and staff of all levels, whether inside or outside employees. Indications I'm reading are that if merger is deferred 12 months, significant momentum will be lost, and the uncertainty and confusion remain to be reignited later when the reality of merger starts to bite once again.

### **Assessment**

Essentially, the merger process could be viewed as a sliding scale, with all the tasks that need to be undertaken on one side of the measure, and the merger event being a point chosen somewhere along that scale – the earlier merger formally takes place the less initial tasks will be completed. However, no matter how long merger is deferred there will remain a range of tasks that cannot be completed until after merger takes place. For many of these, the timing of the merger does not affect the process, they are just matters that must be attended to after merger.

The merger is always going to inconvenience a great number of people, and it doesn't matter when it occurs, this inconvenience will eventuate.

DLG has advised that provided reporting is consolidated, there is no issue with running number of sets of accounts for later migration to one set of financials.

There is no doubt that deferring merger 12 months will enable more work to be done in preparation, and that the process will be less rushed and have less pressure. The expected benefits need to be weighed against anticipated costs of deferral of merger, with one of the significant intangible costs being to the staff outlook. Having had the expectation built up again, to be deferred yet again, is highly likely to impact on the outlook and willingness of staff to invest in the process. The current "amalgamation fatigue" that was mentioned to me, will only be worse in 12 months' time.

Accordingly –

1. I see no financial benefit in delaying merger 12 months, and potentially significant additional costs. The cost will come through no increase in merger funding (at best) while inflation continues and costs escalate, or at worst, DLG funding is withdrawn on the basis of not having met the LGAB recommendation of merger on 1 July 2013.
2. Staff are anticipating something happening, so are elected members, and subject to the Cuballing poll, so are the communities. I think it would be detrimental to elected member and staff commitment, to defer and have to regain the momentum that will inevitably be lost, even if there is work going on in the background.
3. Whenever merger takes place, it will always be inconvenient, and some tasks cannot be finalised in any case, until the new entity is formally established. Therefore, provided the irreducible minimum functions can be undertaken from Day 1, to some degree it doesn't matter when the rest of the work is commenced or completed. It still all has to be done, and migrated to the new entity at some stage.

### **Summary**

The terms "achievable" or "realistic" may not be useful in the current circumstances. A differentiation needs to be made between the merger process, and merger declaration –

- The process could be up to two years, or longer if statutory planning is taken into account,
- The declaration is an event that is inserted somewhere along the process timeline.

Perhaps a better question is can the merger declaration be made for 1 July 2013, with the process to that date and those in place for the future, being in good order. It is considered that appropriate planning can ensure this, noting always that there will be uncertainties and unexpected issues.

Therefore, it is my suggestion that the CEOs recommend to their Councils that the formal merger proceed on 1 July 2013, subject to the outcome of the Cuballing poll of electors.

Niel Mitchell  
Project Manager

18 February 2013

## Joint Reform Policy – Draft

### JRP-1 Local Assets and Local Funding

Introduction	The Shire of Cuballing, Shire of Narrogin and Town of Narrogin strongly support the identification of local assets and local funding reserves owned and generated by local communities for use and benefit in the future for those communities
Objective	The purpose of this policy is to protect and maintain the assets and reserve accounts of the former Shire of Cuballing, Shire of Narrogin and Town of Narrogin for the future of the local communities.
History	Adopted _____
<b>Policy Statement</b>	

1. All assets will be managed and maintained in accordance to the best practice model, or equivalent system, in accordance with appropriate service level agreements;
2. All assets and infrastructure will be budgeted in accordance with WAAMI principles, or equivalent alternate best practice system, through a 5 year budget process;
3. All existing reserves and restricted funds have been reviewed and should be maintained for a minimum of five years (to 30 June 2018), for their current specified purpose and within the originally prescribed geographic boundaries as appropriate.
4. It is understood that the former Councils owned houses and other potentially saleable infrastructure, the purchase and development of these items was funded by the ratepayers of that community. If a the future council changed the purpose or disposed of these properties, all funds should be placed in a restricted fund or reserve for the purpose of special projects and improvements within the geographic area of that funding community.
5. Surpluses generated from –
  - Grain Freight Network Projects are to be Reserved
    - o primarily for future upgrade of that specific road, or
    - o if traffic counts indicate, alternative heavy traffic routes, within the geographic area of the original project,
  - Main Roads WA private works/contracts to be reserved –
    - o 50% for Future Projects Reserve, for the purpose of funding major projects, including roads and facilities, requiring capital funding, either matching or not otherwise available
    - o 50% for plant purchase/changeover.
6. In order to vary this policy, future Councils should undertake community consultation and seek submissions in accordance with Section 1.7 of the Local Government Act 1995.
7. It is recommended that this Joint Reform Policy remain operative for a minimum of five years until 30 June 2018.
8. The following Schedules are adopted, and form part of this Statement –
  - Joint Reform Policy Schedule 1 – Reserve Accounts

- End of Policy

**COMMENT**

Joint Reform Policy Schedule 1 – Reserve Accounts

NOTE – balances are not for a common date and should be taken as only indicative of the amounts held.

Shire of Cuballing		Shire of Narrogin		Town of Narrogin		RECOMMENDATION Shire of Narrogin-Cuballing		NOTES CLASS
Reserve Name Purpose	Amount 31/1/13	Reserve Name Purpose	Amount 27/2/13	Reserve Name Purpose	Amount 30/6/12	Reserve Name Purpose	Amount	
Employee Entitlements long service and annual leave requirements	114,191	Long Service Leave Eligible staff liability	77,643			Leave Liability for both long service and annual leave in excess of 1 years entitlement	191,834	1 U
Plant and Equipment Purchase and replacement of major items	194,665	Plant Plant, vehicle purchase/change	317,964	Plant and Depot purchase of b infrastructure	3,450	Plant and Equipment New, upgrade or renewal of plant, vehicle and works related equipment	575,679	2 U
				Fleet Replacement purchase motor vehicles	59,600			
Housing Construction of new shire housing.	7,325	Property Maintenance On-going maintenance and improve Council buildings	7,015	Property Development Purchase property assets	108,026	Property Development New, upgrade or renewal of Council non- road infrastructure	122,366	3 U
				J Hogg Memorial Purchase of community assets (bequest)	80,530	Community Facilities – Central (J Hogg Memorial) New, upgrade or renewal of community assets (bequest)	80,530	4 R
Recreation and Community Facility Upgrade of the oval and associated facilities	280,853					Community Facilities – Rural North Upgrade or renewal of the oval and associated facilities in the former Shire of Cuballing	280,853	5 S
IT and Office Equipment Purchase of new and/or replacement of office equipment or furniture	8,872	Office Equipment Purchase of office equipment	13,511			IT and Office Equipment New and/or replacement of office equipment or furniture	22,383	6 U
				Aged Care Development Purchase of aged care facilities	219,371	Aged Care Development New, upgrade or renewal of aged care facilities	219,371	7 R
				Emergency Services Purchase of essential service assets	12,590	Emergency Services New, upgrade or renewal of essential service assets	12,590	8 U

				Refuse Purchase of infrastructure assets	199,250	Waste Management – Central New, upgrade or renewal of waste management infrastructure in the former Town of Narraggin	199,250	9 S
Refuse Site Upgrade of the refuse site	56,205					Waste Management – Rural North New, upgrade or renewal of waste management infrastructure in the former Shire of Cuballing	56,205	10 S
				Narraggin Promotion Purchase of tourism assets	17,200	Narraggin-Cuballing Promotion New, upgrade or renewal of tourism assets	17,200	11 U
				Community Assisted Transport (CAT) Replacement of the community assisted transport motor vehicle	2,000	Community Assisted Transport (CAT) Replacement of the community assisted transport motor vehicle	2,000	12 R
				Unspent Grants & Contributions Unspent grants & contributions, to be used for the purpose the funding was given to the Town	209,614	Unspent Grants & Contributions Unspent grants & contributions, to be used for the purpose the funding was given, but to exclude united grants (e.g. FAGS)	209,614	13 R
		Road Construction Road construction projects	80,679			Road Construction – Rural South New, upgrade or renewal of significant roads in the former Shire of Narraggin as outlined in the document "Roads 2030 – Regional Strategies for Significant Local Government Roads"	80,679	14 S
Grain Freight Maintain the grain freight route through the district	25,906					Road Construction – Rural North New, upgrade or renewal of significant roads in the former Shire of Cuballing as outlined in the document "Roads 2030 – Regional Strategies for Significant Local Government Roads"	25,906	15 S
						Future Projects Funding major projects, including roads and facilities, requiring capital funding, either matching or not otherwise available in the Shire of Narraggin-Cuballing	0	16 U

[illegible]

NOTES-

1. Untied, non-specific funding
2. Untied, non-specific funding
3. Untied, non-specific funding
4. Restricted purpose, specific funding from a bequest, intended for Town facilities
5. Specific purpose, non-specific funding
6. Untied, non-specific funding
7. Restricted purpose, unspent grant funding
8. Untied, non-specific funding. Not likely to be carried forward – Anticipate fully utilised by 30 June 2012
9. Specific purpose, non-specific funding
10. Specific purpose, non-specific funding
11. Untied, non-specific funding
12. Restricted, specific funding from surpluses generated
13. Restricted, specific funding of unspent grants and contributions. Not to include FAGS grant as under AAS these are considered as untied income for the year actually received
14. Specific purpose, specific funding from surpluses generated from Grain Freight Network Routes. Work to be completed in 2014-2015. Anticipated use in 2025 or later
15. Specific purpose, specific funding from surpluses generated from Grain Freight Network Routes. Work to be completed in 2014-2015. Anticipated use in 2025 or later
16. Untied, non-specific funding from rates and specific funding from 50% of surpluses generated from Main Roads contract works (private works).
17. Restricted purpose, specific funding from lease payments as per lease agreement with Equestrian Association

CLASS--

Reserves may only be used for the stated purpose of the Reserve. Within that limitation imposed by Regulation, further –

**R** Restricted – specific use for legal reasons due to origin of funds or conditions imposed

Specific – dedicated use is desired or expected, but not legally required

Untied / Consolidated within constraints of stated purpose



## **WORKS MANAGERS REPORT 14<sup>th</sup> March 2013**

### **MAINTENANCE GRADING**

Maintenance grading is being undertaken where required. The road surfaces are generally in 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, Nebrikining 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.

We are grateful to Terry Haydon and Reis Chatillon for opening and closing the tips on the weekends at no cost to Council.

### **TREE AND VERGE SPRAYING**

No further spraying has been carried out in the last month.

## **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. No decision has yet been made on the best way to handle it. With winter nearing though we will need to make up our mind on what to do.

A grader demonstration was held last in February 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**

Staffing shortages through sickness, workers compensation and retirement are having an adverse effect on our ability to carry out works and tasks effectively.

We are also subject to an aging workforce, this leads to some staff being subjected to some tasks which they would not normally have to undertake. It is not hard to imagine the possibility of injury to someone that normally is driving a truck or item of plant and is then subjected to a task that requires substantial physical effort.

John Ramage has retired as from Feb 26th

Tim Bradford has suffered a recurrence of an injury to his shoulder. He is currently off work and seeking insurance for workers compensation.

Daniel Leonard is off sick and has been so for about four weeks. He is currently on sickness benefits.

Graeme Renfrey has returned from taking accrued leave.

Bob Walker has returned from two weeks annual leave.

## **PRIVATE WORKS**

Gravel and sand cartage as required.

Plant Hire to Bims Earthmoving.

We have an undertaking to complete some cement stabilising works for the Narrogin Shire immediately after Easter.

## **GRAIN FREIGHT ROUTE**

Bim's commenced works on Cuballing East Road under the tender previously let to them on the 14<sup>th</sup> January 2013 for the Grain Freight Works

Shoulder widening has been completed throughout, the overlay section has been cement stabilized and overlaid with 150mm of gravel. Works appear to be carried out to specification and should be completed by mid April.

Intersection works should commence in early April, It is hoped that the Shire of Cuballing will have an opportunity to provide plant hire for these works.

#### **RRG WORKS**

Works on the RRG project for the Wandering Narrogin Road have been completed.

#### **R2R**

The reseal of 2 kilometres of Popanyinning West Road has also been completed.

#### **CLGF WORKS**

Sealing works at the Popanyinning standpipe are still to be carried out  
The seal is planned for the 22<sup>nd</sup> March in conjunction with other works.

#### **ADDITIONAL WORKS.**

Pavement repairs are being carried out on the Cuballing West Rd near Wotto's.

We will be cement stabilizing the base and topping off with additional gravel.  
This pavement has been failing for some time and was starting to become dangerous as it was on a curve. It may be possible to claim the costs of these repairs as storm damage.

.....

Bob Walker

Works Manager.

### 9.3.28 MOTOR GRADER REPLACEMENT PURCHASE

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**Location/Address:** Whole of shire  
**Date:** 14/03/2013  
**Reporting Officer:** Bob Walker – Works Manager  
**Enabling Legislation:**  
**Council Policy:** Nil  
**Budget Implications:** 2013 2014 Budget allocation  
**File Reference:**  
**Voting Requirements:** Simple Majority

#### **Background**

Councils plant fleet includes two Motor Graders. Both units are greater than twelve years old. The Construction Industry considers that 10 years and or 10000 hours is the optimum time to dispose of a motor grader as it has fulfilled its most useful life cost wise.

Both of our units have exceeded these limits.

The possibility of higher repair and maintenance costs as these graders continue to work is great.

One of the graders has exceeded 11000 recorded engine hours, the other grader about 500 hours behind. Council recently had cause to expend about \$15000 on necessary repairs to one of the graders.

#### **Comment**

The ten year plant replacement program developed for the 2010-2021 period indicated that a motor grader was intended to be replaced in the 2010-2011 financial year.

I believe that the budgeted amount at that time was utilised for truck purposes rather than the motor grader.

If Council intends to include the purchase of a Grader in the 2013-2014 budget then it may be prudent to purchase the Motor Grader through the WALGA purchasing Agreement. This method appears to be less costly rather than a public tender.

The WALGA process allows for negotiation before and after the sale.

Council could also choose to advertise and sell the trade-in unit if it was beneficial. We have obtained budget figures from three suppliers and these are \$355000.00 for the supply and \$80000.00 for the trade value. Giving a worst case scenario of a \$275000.00 changeover. Council staff have attended three grader demonstrations in the previous six months but at this stage have not fully evaluated each grader.

As there are current delays in delivery of certain graders it is suggested that should Council wish to proceed with the purchase, that after selection of which make and model is to be purchased that an order be placed in the current financial year for the delivery of a new motor grader in July of the 2013-2014 financial year

#### **OFFICER RECOMMENDATION:**

**For Council consideration**

**Moved**

**Seconded**

#### **COUNCIL DECISION:**

***Please see item 9.2.64 Future Direction***

### 9.3.29 CUBALLING SHIRE BINS

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**Location/Address:** Whole of shire  
**Date:** 13 March 2013  
**Reporting Officer:** Bob Walker – Works Manager  
**Enabling Legislation:**  
**Council Policy:** Nil  
**Budget Implications:** Nil, Provision in 2012/ 2013 budget  
**File Reference:**  
**Voting Requirements:**

#### **Background**

At the February Council Meeting it was resolved to obtain quotes for Wheelie Bins and locking mechanisms to replace current old 200 litre drums used as public bins. 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**

Quotations for supply of bins were sourced from the Perth distributor and also two local suppliers. These being Great Southern Waste and Avon Waste.

Pricing received is very similar and the real difference being in the delivery cost as there is only about \$5.00 difference in the cost per bin.

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.

One supplier has suggested that 140 litre bins at a no cost upgrade would be more suitable if the bins will be emptied by a hydraulic bin lift truck in the future.

#### **COUNCIL DECISION**

**That council accept the offer from Avon Waste to purchase 20 x 140 litre and 5 x 240 Sulo type bins with lock mechanisms to replace the existing 200 litre drums currently being used for waste collection throughout the Shire.**

**Moved: Cr Haslam**

**Seconded: Cr Newman**

***Carried 6/0***

Att. 9.3.29



DAVID GRAY & CO PTY LTD ACN 008 671 127 ABN 73 008 671 127  
 99 Garling Street O'Connor, PO Box 2084 Palmyra DC Western Australia 6961  
 phone 08 9337 4933 | fax 08 9331 0277 email [trade@centredavidgray.com.au](mailto:trade@centredavidgray.com.au)  
 Website: [WheelieBinsPerth.com](http://WheelieBinsPerth.com) or [www.davidgray.com.au](http://www.davidgray.com.au)

TO:	Shire of Cuballing	CONTACT	worksmanager@cuballing.wa.gov.
ATTN:	Bob Walker	DETAIL:	
FROM:	Nick Gray	DATE:	20 March 2013

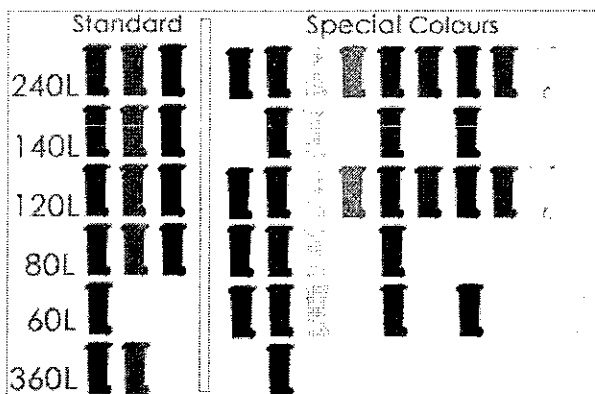
QUOTATION NUMBER: **Cuballing 13 03 13**

20 X 120 LITRE WHEELIE BINS COLOURED BLUE	\$59.80 each plus GST
20 X BIN LOCKS lid restricting type (4 keys included)	\$115.00 each plus GST
Posts to suit above Locks (Galvanised)(if required)	\$66.00 each plus GST
6 T-LOCK KEYS	\$5.00 each plus GST

**DELIVERY TO PERTH METRO AREA IS \$20.00 PLUS GST IF REQUIRED (PERTH CBD:\$25)**

ALL PRICING LISTED ABOVE **EXCLUDES GST**

Nicholas A Gray  
 David Gray & Co PTY LTD **OFFICIAL SULO DISTRIBUTOR WA SA NT**



Ctrl + Click to View Actual Colours via our [Website](http://www.davidgray.com.au)



20x Bins \$ 1196.00  
 20x Locks \$ 2300.00  
 6x Tlocks \$ 30.00  
 Delivery \$ 20  
 PERTH TO NGN ?  


---

 TOTAL NOT IN DEL \$ 3546.00

**Cuballing Shire Works Manager**

**From:** "Ashley Fisher" <ashley@avonwaste.com.au>  
**To:** <worksmanager@cuballing.wa.gov.au>  
**Sent:** Wednesday, 13 March 2013 11:34 AM  
**Subject:** Bin Quote  
 Hi Bob

Thanks for the opportunity to quote on the provision of bins for public convenience throughout your Shire.

20 x 120 litre coloured blue Wheelie bins complete with lids(and wheels)	\$60.50 each bin plus
GST	
20 x bin locks (with lid guard)	\$113 each plus
GST	
6 x T lock keys	included

All items would be available from our York depot at 34 Crawford Court York

Delivery to Cuballing Shire Depot	\$140 plus GST
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I am not sure if you need poles to suit the locks or if the locks will be attached to buildings or similar, however the poles to suit are around \$65 plus GST per pole.

Could I also make a suggestion to use 140ltr bins as opposed to 120ltr. Not only will this give a little more capacity but if the bins are collected with a side loading type truck it makes the task much safer and easier. The smaller 120ltr bins have a tendency to slip thru the lifter. This upgrade could be done for no extra cost.

Please feel free to give me a call if you require more info.

Regards

**Ashley Fisher**

**Director**

**Ph: (08) 9641 1318**

**Fax: (08) 9641 2498**

**Mob. 0417 933 322**

**Email: ashley@avonwaste.com.au**

**Visit our website: [www.avonwaste.com.au](http://www.avonwaste.com.au)**

**AVON  
WASTE**

20x Bins = \$ 1210.00  
 20x Locks = \$ 2260.00  
 6x TLocks INC  
 Delivery \$ 140.00  
 TOTAL \$ 3610.00  
 20/03/2013

# Great Southern Waste Disposal

A.B.N. 30 058 506 341  
P.O. Box 271 NARROGIN WA 6312  
Phone: 08 98859112 Fax: 08 98859113  
Email: jayoak@bigpond.com

Invoice No: 1540  
Date Label: 14/03/2013

SHIRE OF CUBALLING  
A.B.N.  
C/- PO Box  
Cuballing WA 6311

Deliver To:

## Quotation

Description	Unit Price	Quantity	GST	Total
Quotation to supply 120lt Sulo Bins				
20 x 120lt blue Wheelie Bins complete with lids	62.70	20	114.00	1254.00
20 x Bin Locks (with lid guard)	121.00	20	220.00	2420.00
20 x Posts to suit (galvanised) Optional	67.10	20	122.00	1342.00
6 x T lock keys	5.50	6	3.00	33.00
Delivered to Cuballing Shire Yard	220.00	1	20.00	220.00

20x Bins \$ 1254.00  
20x Locks \$ 2420.00  
6x Locks \$ 33.00  
Delivery \$ 220.00  

---

TOTAL + GST \$ 3937.00

Total Excluding GST \$4790.00  
GST \$479.00  
Total Including GST \$5269.00  
Amount Received \$0.00  

---

Invoice Balance \$5269.00

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

11. OTHER URGENT BUSINESS

**COUNCIL DECISION:**

That the urgent business items 11.1.27, 11.1.28 & 11.1.29 be considered.

Moved: Cr Newman

Seconded: Cr Conley

*Carried 6/0*

### 11.1.27 INTERFACE AGREEMENT (RAIL SAFETY ACT 2010)

---

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

#### **Background**

Council has received communication from Brookfield Rail in relation to safety at rail crossings.

This documentation includes an agreement between Brookfield Rail, Main Roads and the Shire of Cuballing.

The scope of the agreement outline management of risks at rail crossings on public roads and includes provision for:

- Implementing and maintaining measures to manage risks
- Evaluating, testing and revising those measures
- Identifying the respective roles and responsibilities of each party to the Agreement in relation to those measures.
- Identifying procedures by which each party shall monitor compliance with the obligations under the agreement: and
- Identifying a process to review the Agreement every five years.

#### **Comment**

To bring this Agreement into effect and provide a framework within which the parties shall commit to co-operatively manage the identified safety risks.

It is a requirement that this Agreement is signed by an authorised person from the Shire of Cuballing

#### **COUNCIL DECISION**

**That Council authorise the CEO to sign the Interface Agreement on behalf of the Shire of Cuballing**

**Moved: Cr Newman**

**Seconded: Cr McDougall**

**Carried 6/0**

## 11.1.28 DRYANDRA EQUESTRIAN CLUBROOMSTENDER EVALUATION

**Submission to:** Whole of Shire  
**Reporting Officer:** Monique D'Alton, Administration Officer  
**Date:** 20 March 2013  
**Enabling Legislation:** Local Government Act 1995  
**Council Policy:** Nil  
**Budget Implications:** Provision within Budget  
**File Reference:**  
**Voting Requirements:** Simple Majority

### Background:

In February Council received confirmation that our CLGF funding application had been approved for the design, construction and supply of Clubrooms, fencing and retaining wall.

Tenders were called for at the end of February with the closing date being 4pm Friday 15 March 2013.

### Comment:

Evaluations will be completed on Thursday morning with the Environmental Health/ Building officer.

Tenderer	Value for Money (Ex GST)	Eng Ass. & Struct Capacity	Aesthetics	Completion Date	Referees & Reputation	Total	Comments
	30%	20%	20%	20%	10%	100%	
M & V Ranieri	286,900.00		Floor plan only	Not Specified State compliance with tender request			
ECLAT Building Pty Ltd	249,636.47			Not Specified State compliance with tender request			
McCorkell Constructions	792,850.00			Expected Oct 2013			

### OFFICER RECOMMENDATION:

For Council consideration.

Moved

Seconded

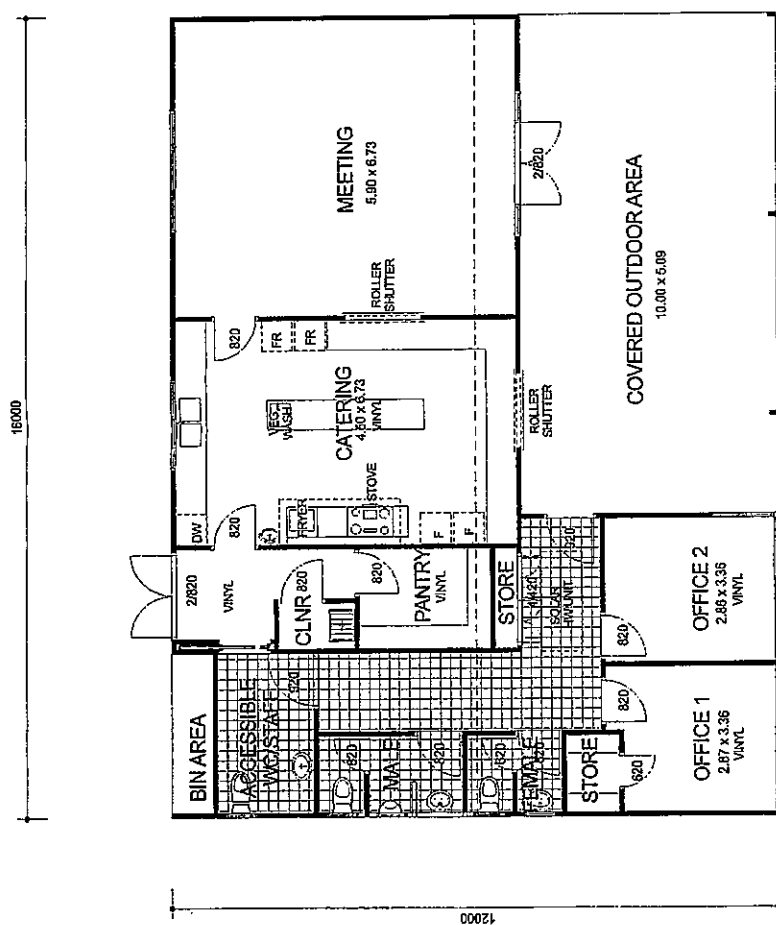
### COUNCIL DECISION

That the tender be recalled and the specification regarding the 'L' shaped configuration be compulsory.

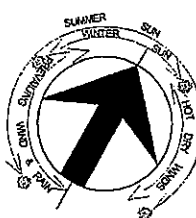
Moved: Cr McDougall

Seconded: Cr Haslam

Carried 6/0




**FLOOR PLAN 1:100**

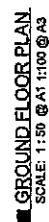


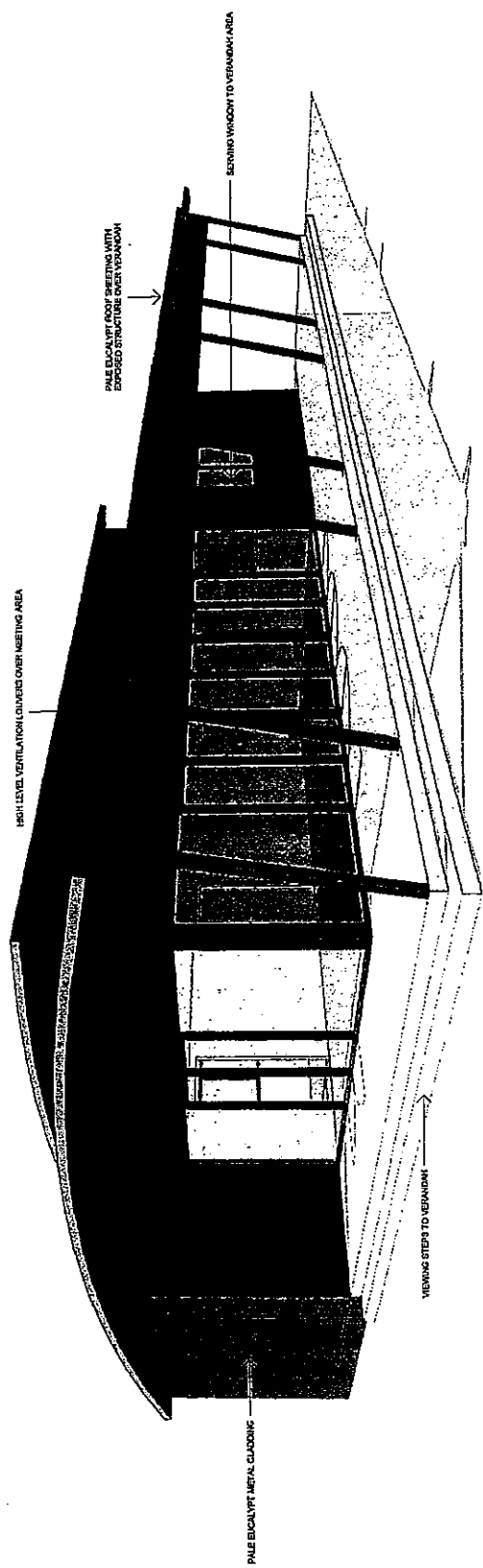
AREA CLUBROOM	141.10m <sup>2</sup>
OUTDOOR	50.90m <sup>2</sup>
TOTAL	192.00m <sup>2</sup>

M + V RANERI BUILDING CONTRACTORS

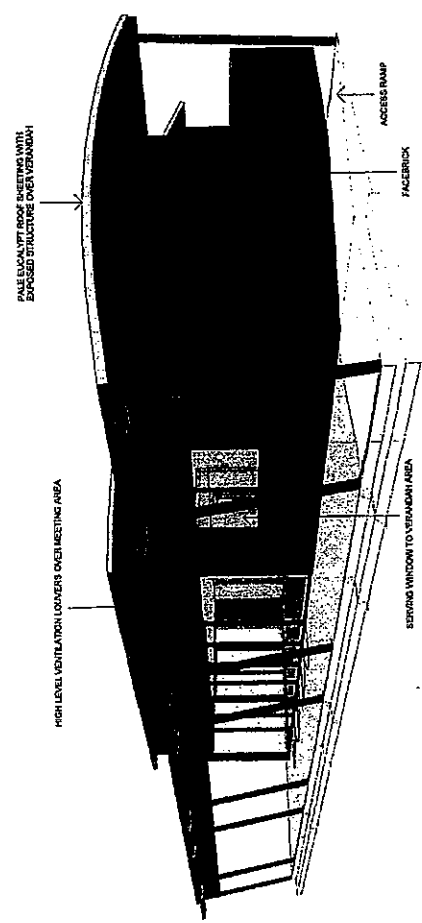
	<p><b>GOLDMANOR DESIGN</b></p> <p>practical sustainable livable commercial &amp; residential building design</p> <p>1400 Walsberry Drive, Storrsville, VA 6061 PH 408 6266 1230, P 905 925 1115 ENERGY M: 0433 510 410 JAMES M: 0433 511 304 info@goldmanordesign.com.au www.goldmanordesign.com.au</p>
PROJECT	CUBALLING EQUESTRIAN CENTRE
DRAWING	PLAN PROPOSAL
SITE	
CLIENTS	SHIRE OF CUBALLING
OWNER NAME	JMCO
JOB NUMBER	OWNERS LAND
	DATE MAR 2013
	REVISED 0 0



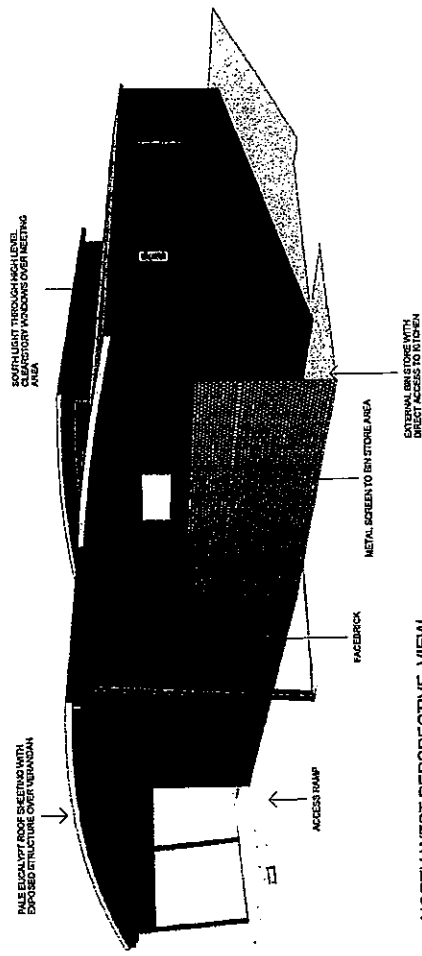




NORTH EAST PERSPECTIVE VIEW



NORTH WEST PERSPECTIVE VIEW



NORTH WEST PERSPECTIVE VIEW

DRYANDRA EQUESTRIAN COMPLEX



SHIRE OF CUBALLING  
PD03 0  
13.585  
0.41

PRELIMINARY CONCEPTS  
FOR DISCUSSION

## 11.1.29 APPLICATION FOR PLANNING APPROVAL – ANCILLARY ACCOMMODATION

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<b>Submission to:</b>	Ordinary Meeting of Council
<b>Location/Address:</b>	Lot 24 Cuballing Street, Cuballing
<b>Reporting Officer:</b>	Allan Ramsay – Environmental Health Officer/Building Surveyor
<b>Enabling Legislation:</b>	Planning and Development Act 2005
<b>Council Policy:</b>	Town Planning Scheme No.2
<b>Budget Implications:</b>	Nil
<b>File Reference:</b>	Town Planning 2
<b>Attachments:</b>	Planning Application
<b>Voting Requirements:</b>	Simple Majority

### Background

Council has received a planning request from Mr. & Mrs. Freeman to construct a 60m<sup>2</sup> ancillary dwelling at Lot 24 Cuballing Street, Cuballing. The purpose of the ancillary accommodation is for their elderly father who is currently living in Esperance.

### Comment

#### 1. Ancillary Accommodation

Shire of Cuballing Town Planning Scheme No. 2:  
Section 5.12 Development in the Rural Residential Zone

Sub Section 5.12.2

*“Council may grant permit ancillary accommodation providing it is located within the same building envelope or building clearance area as the first or primary dwelling”*

Planning and Development Act 2005  
State Planning Policy 3.1  
Residential Design Codes  
Under this Policy the definition for Ancillary Accommodation is:

*“Self – contained living as accommodation on the same lot as a single house of the same family as the occupier of the main dwelling”*

The proposal is for ancillary accommodation to be occupied by family members, which meets the definition as outlined above.

Whilst the proponent has not provided any drawings of proposed structure they have advised that it will be in kit form and designed appropriately for use as ancillary accommodation.

## **OFFICER'S RECOMMENDATION**

**That Council:**

1. Grants planning approval to Mr & Mrs Freeman to construct the Ancillary Accommodation on Lot 24 Cuballing Street, Cuballing.
2. Planning approval is for a period of two years;
3. The Ancillary Accommodation only to be used for immediate family and not leased out;
4. A building licence and On-Site Effluent Disposal Approval is required prior to construction of the Ancillary Accommodation.

## **COUNCIL DECISION**

**That Council:**

1. Grants planning approval to Mr & Mrs Freeman to construct the Ancillary Accommodation on Lot 24 Cuballing Street, Cuballing.
2. Planning approval is for a period of two years;
3. The Ancillary Accommodation only to be used for immediate family and not leased out;
4. A building licence and On-Site Effluent Disposal Approval is required prior to construction of the Ancillary Accommodation; and
5. The accommodation be adjoining the current residence.

**Moved:** Cr Conley

**Carried:** Cr Newman

**Carried 6/0**

## **12. NEXT MEETING**

Thursday, 18 April 2013, Commencing at 3.00pm

## **13. CLOSURE OF MEETING**

There being no further business meeting closed 5.23pm

**COPY** late item

Mr & Mrs R Freeman  
PO Box 137  
CUBALLING WA 6311

14 March 2013

Eva Haydon  
The Chief Executive Office  
Shire of Cuballing  
PO Box 13  
CUBALLING WA 6311

Dear Madam

Re: Proposed Ancillary Accommodation Lot 24 Caballing Street, Cuballing

I wish to provide some ancillary accommodation within my property to provide suitable living conditions for my elderly father. My father is 88 years old and currently lives in Esperance on his own with no family to care for him to assist with getting him to medical appointments and generally care for his welfare.

I understand that under section 6.11.1 of the Residential Design Codes I am permitted to propose this providing the lot achieves the required conditions. In this respect I can confirm that;

- i) the sole occupant of the ancillary accommodation will be my elderly father,
- ii) myself and my wife are the family occupying the main dwelling,
- iii) the land is zoned semi-rural,
- iv) the lot is greater than 450m<sup>2</sup>,
- v) the open space provisions of Table 1 will be met,
- vi) the proposed accommodation will not exceed 60m<sup>2</sup>, and
- vii) I can provide 1 additional parking space within the dwelling.

Under these circumstances can you please confirm that the Lot indicated above would receive approval? Can you also confirm if I need to provide a Building Permit application only, or a separate planning application in addition to the Building Permit.

Due to the nature of my father's general welfare could this matter please be given priority? Should you wish to discuss with me I can be contacted on 9883 6333.

Yours Faithfully

.....  
MR ROBERT FREEMAN

