

SHIRE OF CUBALLING

COUNCIL MEETING THURSDAY 16 JUNE 2011

MINUTES

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1. **MEETING OPENED 3.55PM**

2. **ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

Cr T Wittwer	President
Cr R Newman	Deputy President
Cr C Hawksley	
Cr T Haslam	
Cr M Conley	
Cr J Meharry	
Cr C McDougall	

3. **PUBLIC QUESTION TIME**

Nil

4. **STANDING ORDERS**

OFFICERS RECOMMENDATION

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

Moved Cr Meharry

Seconded Cr Newman

Carried 7/0

5. **LEAVE OF ABSENCE:**

Nil

6. **MINUTES**

6.1 CONFIRMATION OF 19 MAY 2011 ORDINARY MEETING OF COUNCIL

OFFICERS RECOMMENDATION

That the minutes (as circulated) of the ordinary meeting of the Shire of Cuballing held in the Council Chambers on 19 May 2011 be confirmed.

Moved: Cr Haslam

Seconded: Cr Conley

Carried 7/0

7. **PETITIONS, DEPUTATIONS, PRESENTATIONS & DECLARATION**

8. **DISCLOSURES OF INTEREST**

Councillors' and Employees' Disclosures of Interest.

8.1 DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

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

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

8.2 DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

9.1 REPORTS – FINANCE AND ADMINISTRATION

9.1.1 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – MAY 2011

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

Background

Council is supplied with a list of payments for consideration.

Comment

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

OFFICER RECOMMENDATION:

That Council:

Approve for payment the list of Creditors paid from the Municipal fund, as detailed below, totalling \$427,751.19

Vouchers 14071-14082:	\$24,502.10
Electronic Fund Transfers:	\$402,721.34
Credit Card:	\$696.45

Approve for payment the list of Creditors paid from the Trust Fund, as detailed below, totalling: \$1224.20
Electronic Fund Transfers: \$1224.20

Moved Cr Haslam Seconded Cr McDougall

Carried 7/0

Shire of Cuballing Cheque Detail

May 2011
Name

Type	Num	Date	Description	Original Amount
Bill Pmt -Cheque	Debit	05/01/2011	Australian Taxation Office - or	-58,689.00
Bill Pmt -Cheque	Debit	05/02/2011	B & K Kakoschke Pty Ltd	-2,000.00
Bill Pmt -Cheque	Debit	05/02/2011	COMMANDER AU STRALIA LTD	-136.24
Bill Pmt -Cheque	Debit	05/02/2011	EJ & R.J Earthmovers	-280.00
Bill Pmt -Cheque	Debit	05/02/2011	Fulton Hogan.	-137,820.03
Bill Pmt -Cheque	Debit	05/02/2011	RAMSAY SUPERANNUATION FUND	-130.96
Bill Pmt -Cheque	Debit	05/02/2011	REST Superannuation	-46.18
Bill Pmt -Cheque	Debit	05/02/2011	WALGSP	-7,357.45
Bill Pmt -Cheque	Debit	05/03/2011	AMP Life Ltd	-79.95
Bill Pmt -Cheque	Debit	05/03/2011	HostPlus	-245.98
Bill Pmt -Cheque	Debit	05/10/2011	Directions	-694.14
Bill Pmt -Cheque	Debit	05/10/2011	L.R.A.Civil Pty Ltd	-1,007.50
Bill Pmt -Cheque	Debit	05/10/2011	Narrogin Technology Solutions	-39.95
Bill Pmt -Cheque	Debit	05/10/2011	WALGA	-790.00
Bill Pmt -Cheque	Debit	05/10/2011	Wardy's Pest Management	-913.00
Bill Pmt -Cheque	Debit	05/10/2011	Narrogin Earthmoving & Concrete	-264.00
Bill Pmt -Cheque	Debit	05/11/2011	Medina Grand Perth	-11,040.00
Bill Pmt -Cheque	Debit	05/11/2011	NARROGIN HIRE SERVICE AND RETICULATION	-103.90
Bill Pmt -Cheque	Debit	05/17/2011	Clare Thomson conference	-413.50
Bill Pmt -Cheque	Debit	05/17/2011	Nikole Brennan	-206.93
Bill Pmt -Cheque	Debit	05/17/2011	NARROGIN BEARING SERVICE	-0.45
Bill Pmt -Cheque	Debit	05/18/2011	Auspex Steel	-109,982.00
Bill Pmt -Cheque	Debit	05/18/2011	MAKIT NARROGIN HARDWARE	-251.98
Bill Pmt -Cheque	Debit	05/18/2011	NARROGIN BEARING SERVICE	-29.70
Bill Pmt -Cheque	Debit	05/18/2011	Narrogin Smash Repairs	-339.00
Bill Pmt -Cheque	Debit	05/18/2011	Narrogin Technology Solutions	-269.00
Bill Pmt -Cheque	Debit	05/18/2011	Auslec	-676.04
Bill Pmt -Cheque	Debit	05/18/2011	CUBALLING TAVERN	-693.90
Bill Pmt -Cheque	Debit	05/18/2011	CUBY ROADHOUSE	-974.31
Bill Pmt -Cheque	Debit	05/18/2011	N.H.Witwer	-3,135.00
Bill Pmt -Cheque	Debit	05/18/2011	Narrogin Floral Studio	-145.00

12:38 PM
01/06/11

Shire of Cuballing Cheque Detail

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque	Debit	05/18/2011	NARROGIN HIRE SERVICE AND RETICULATION	Pentometre	-15.00
Bill Pmt -Cheque	Debit	05/18/2011	Park Motor Body Builders	Supply and fit 2 25L water tanks to UD Nissa	-836.00
Bill Pmt -Cheque	Debit	05/26/2011	AIR LIQUIDE WA PTY LTD		-82.99
Bill Pmt -Cheque	Debit	05/26/2011	Australian Taxation Office - cr	Fringe benefits tax return	-3,845.08
Bill Pmt -Cheque	Debit	05/26/2011	Avon Waste	BULK Bin Service and rent	-508.74
Bill Pmt -Cheque	Debit	05/26/2011	BORAL CONSTRUCTION MATERIALS GROUP	Pick up CRS Emulsion 1001 plus Its	-1,980.00
Bill Pmt -Cheque	Debit	05/26/2011	Congeling Park Grazing Co	Bull dozer- Pushing Gravel	-3,960.00
Bill Pmt -Cheque	Debit	05/26/2011	DRYANDRA COUNTRY VISITOR CENTRE INC.	Contribution Dryandra Country Visitors Cent	-5,500.00
Bill Pmt -Cheque	Debit	05/26/2011	Dynamic Print	Order Books and Letterheads	-863.00
Bill Pmt -Cheque	Debit	05/26/2011	EDWARDS MOTORS PTY LTD	Servicing CEO vehicle	-214.75
Bill Pmt -Cheque	Debit	05/26/2011	FARIMWORKS AUSTRALIA PTY LTD	Postcrete and polydrain and Sock	-682.00
Bill Pmt -Cheque	Debit	05/26/2011	Fuji Xerox	Ck:006566/ C:J945787/ C:J86895 Readings fro	-1,622.97
Bill Pmt -Cheque	Debit	05/26/2011	GREAT SOUTHERN FUEL SUPPLIES	Wholesale Fuels and Oils purchase	-18,329.80
Bill Pmt -Cheque	Debit	05/26/2011	INSTANT WEIGHING	Compuload 4000 requires recalibration on C	-976.58
Bill Pmt -Cheque	Debit	05/26/2011	LANDGATE		-93.00
Bill Pmt -Cheque	Debit	05/26/2011	Morrison LowConsultants Pty Ltd	Preparation Draft AMP and Travel	-1,322.75
Bill Pmt -Cheque	Debit	05/26/2011	NARROGIN AGRICULTURAL REPAIRS	Purchase Two Husqvarna Chainsaws and sp	-2,184.00
Bill Pmt -Cheque	Debit	05/26/2011	NARROGIN PACKAGING	CLeaning products,BUIlders film	-630.32
Bill Pmt -Cheque	Debit	05/26/2011	Narrogin Pumps Sales & Service	Ball Valve, nipple	-117.92
Bill Pmt -Cheque	Debit	05/26/2011	Narrogin Quarry Operations	Crushed Metal,Crushed Metal -George Hous	-2,915.24
Bill Pmt -Cheque	Debit	05/26/2011	NARROGIN TOYOTA	CNO servicing	-466.15
Bill Pmt -Cheque	Debit	05/26/2011	PowerVac Cleaning Equipment And Service		-1,071.90
Bill Pmt -Cheque	Debit	05/26/2011	Southern Lock & Security	Abus 83/45 Padlock with restricted plugs/Ext	-920.68
Bill Pmt -Cheque	Debit	05/26/2011	STAR TRACK EXPRESS	Freight	-84.41
Bill Pmt -Cheque	Debit	05/26/2011	Tanks West	Standp ipe Tank STRatherne Road and Fitting	-6,325.00
Bill Pmt -Cheque	Debit	05/26/2011	TEL STRA		-787.89
Bill Pmt -Cheque	Debit	05/26/2011	VINIDEX PTY LTD	StormPRO SN8 PP	-1,276.00
Bill Pmt -Cheque	Debit	05/26/2011	WESTRAC EQUIPMENT		-5,590.02
Bill Pmt -Cheque	Debit	05/30/2011	Nikole Brennan	Reimbursement Licensing Training	-205.93
Bill Pmt -Cheque	Debit	05/30/2011	Clare Thomson conference	Reimbursement Training	-413.50
Bill Pmt -Cheque	Debit	05/12/2011	SHIRE OF CUBALLING.	Correction of Error Due to Reversing too mu	-125.50
Cheque	Direct	05/02/2011	AUSTRALIA POST	Papers and Postage for March	-86.30
Bill Pmt -Cheque	14071				

9.1.2 STATEMENT OF FINANCIAL ACTIVITY

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

Background

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

Comment

A Statement of Financial Activity has been prepared for period ending 31 May 2011 in accordance with the abovementioned legislation and circulated with the Council Meeting Agenda.

OFFICERS RECOMMENDATION

That the Statement of Financial Position, as circulated, for the Shire of Cuballing for period ending 31 May 2011, be received.

Moved Cr Conley

Seconded Cr Hawksley

Carried 7/0

10.1.1 Shire of Cuballing Strategic Direction 2011-2021

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: Local Government Act
Council Policy: Nil
Budget Implications: Reference Document for 10 year financial plan

File Reference:
Voting Requirements: Absolute Majority

Background

The draft strategic direction document has been compiled (by Morrison Low Consultants) from information received during a series of Council, staff and community workshops, together with a community survey.

Comment

The document has been amended slightly and is now presented for adoption.

OFFICER RECOMMENDATION:

That the Shire of Cuballing Strategic Direction 2011-2021 be adopted.

Moved Cr Newman

Seconded Cr Haslam

Carried Absolute Majority 7/0

Shire of Cuballing

Draft

Strategic Direction

2011 – 2021



Prepared with assistance from Morrison Low Consultants

Introduction

Over a period of several months in 2010, the Shire of Cuballing undertook a series of activities to determine its strategic direction as follows:

- Community and economic profile
- Community survey
- Community, staff and elected member workshops on vision and strategic priorities

The purpose was to ensure that the Shire employs its scarce resources to the best advantage of the community in terms of both service delivery and shaping the future development of Cuballing.

The Shire was also mindful of the upcoming integrated planning requirements and the possibility of structural reform. It wanted to enter such processes with a strong sense of vision and direction.

In addition, the Shire recognises that attracting funding for assets such as roads, the Equestrian Centre and tourism attractions etc needs to have a robust rationale in terms of its strategic priorities, clearly linked to the benefits for Cuballing and, in some cases, the wider region.

Part A of this document outlines the strategic direction: vision, goals and strategic priorities for the Shire of Cuballing. Part B covers the background material: community and economic profile, key insights from the community survey and a vivid description of Cuballing in 2030.

Part A Strategic Direction

Vision, Values, Goals, Strategic Priorities

Our Vision for 2020

Our Shire is prosperous. We have a strong community spirit. The lifestyle in Cuballing is uncomplicated and relaxed. We have room to move. We have a clean and sustainable environment. Our stunning attractions put us on the map.

Our Values

- Leadership
- Reliable governance
- Delivery of services
- Keeping the community informed
- Listening and responding to the community
- Good decision-making with and for the community we are part of
- Financial prudence
- Maintenance of the community's assets
- Valuing community organisations
- Being an effective advocate for our community

Our Goals

- Thriving local economy
- Strong and cohesive community
- Protected and enhanced natural environment
- Strong civic leadership

Strategic Priorities

Overview

In determining its strategic priorities, the Council considered the results of the community workshops and survey, as well as the community and economic profile.

The picture that emerged was of a small but vital community with abundant spirit and significant advantages – some natural and some as a result of the Shire's leadership and vision.

The local economy is fairly healthy and predominantly based on farming followed by manufacturing and construction. The natural environment is truly stunning with 82 species of birds in the area and unique flora and fauna, including the world renowned Dryandra woodland.

The built environment is characterised by a number of heritage listed buildings. Community life is rich and varied with high participation levels in voluntary organisations and activities.

Cuballing is favourably located close to Metropolitan Perth and a short drive from a regional town, ensuring access to amenities associated with a larger population while retaining the highly valued character and lifestyle of a small country town with rural surrounds. There is space to grow both residentially and industrially.

Looking to the future, the Council focused on ways to achieve its vision by investing in and leveraging assets that will facilitate growth in Cuballing in line with the qualities that make it so attractive in the first place. Alongside this, the Council saw that continued development of amenities of Cuballing for its residents and visitors at an affordable pace, and managing water and waste to a higher standard of efficiency and reduced environmental impact were critical to achieving the vision. The Shire has also committed to improving its community engagement in planning for the future.

Key elements of the overall strategy are reflected in the strategic priorities and are summarised here:

- Investment in the construction and development of a top class equestrian centre, capable of holding regional, state, national and international events, building on the existence of a strong equestrian presence in the region
- Further development of tourism product
- Progressive development of community amenities
- Continued investment in and maintenance of roads
- Better use of water
- Better management of waste
- Accelerating provision of telecommunications infrastructure

Thriving Local Economy

Roads

Roads are the lifeblood of the rural economy and a major focus of community expectations on the Council. The survey results and community workshops reinforced the value of the roads to business and social life. Investment in the development and maintenance of the roads in Cuballing (currently approximately 176 and 465 kilometres of sealed and unsealed roads) is a very high strategic priority for the Council. The management of the road system includes the road pavement, drainage, street lighting, verge maintenance and signage.

Equestrian Centre

With the development of a top level eventing centre, the Dryandra region is anticipating a relocation of equestrian related residents and industry (farriers, equine veterinarians etc) towards Cuballing over the long term. In the more immediate future, a swell in visitor numbers to the region is expected, boosting local spend during events held at the facility. At least 4 major events have already been confirmed for 2011.

Growth in the equine community is expected around Cuballing due to locational benefits associated with training and event attendance. Equestrian is a labour intensive pursuit and the availability of land combined with the establishment of the facility is anticipated to be a major drawcard for relocation.

The project is being implemented in five stages, with Stage III (the subject of the most recent funding application) being the covered equestrian arena and the cross country course. The full facility will have a cross country course, multi-purpose arena, covered arena, show jumping arena, club house and warm up areas as well as spectator stands

Council has a role in facilitating and part-funding the development of the equestrian centre. However, in order to leverage the full benefits of this facility, it will also need to play a proactive role in facilitating the residential and industrial developments and ensure that these are effectively promoted.

The full impact of the centre, if successful, will be felt well beyond the equestrian community. It will be important for the Council to ensure that the community is well informed about the project and its wider benefits over the long term.

Further development of tourism product

Cuballing has a number of tourist attractions in various states of development and promotion often as part of wider regional tourism trails and initiatives.

A short term priority is the Popanyinning Railway Restoration and Tourist Precinct which will provide the opportunity to capitalise on steam train tourist events. This project is being led by the Popanyinning Progress Association.

Accelerating provision of telecommunications infrastructure

Pursue excellent mobile phone and broadband coverage to encourage commercial and home business development as well as to enable social benefits such as safety in remote locations. This priority has also been adopted by the Dryandra Regional Organisation of Councils which identified black spots in the region as an impediment to economic development and a significant safety issue. Funding to accelerate the provision of mobile phone towers is a 2012/13 priority for Royalties for Regions funding in the Dryandra region.

A business friendly Council

The Shire will be known as a place that welcomes and encourages business and smooths the way for start ups (while not resiling from environmental and community standards as set and enforced through appropriate planning mechanisms). It will seek opportunities to promote the Shire as a great place to do business.

Strong and cohesive community

1. Progressive development of community amenities

Over the coming years, there will be the opportunity to incrementally improve and expand the facilities in the Shire. It will be important that such investments occur at an affordable rate, as there is funding available for construction but generally not for operations, maintenance or renewals.

Specific priorities include:

- Children and young people are one focus for investment. Approximately half the households in Cuballing have children and if other elements of the strategic direction are successful, the number of children will increase. These two strategic priority areas are therefore mutually reinforcing.
- Restored and working heritage buildings, and public open spaces enhanced with native gardens, walkways and public art are an important part of the ambience and amenity of the community with a positive impact for residents and visitors alike. It is a way of reflecting and celebrating the unique identity of Cuballing as well as a way of capitalising on it. Accelerating enhancement projects in this area is a high strategic priority subject to affordability.
- A community bus service to Narrogin that could be charged on a fee for service basis and would provide a means of access to regional centres by less mobile persons. This is a priority for 2014/15.

2. Support for voluntary groups

Encourage strong and active voluntary groups with support for meeting venues, financial guidance and grant writing support. Include voluntary groups in the Shire's improved approach to community engagement.

Protected and enhanced natural environment

1. Better management of waste

The existing waste facility in Cuballing has a limited life and the Shire has joined with eleven surrounding local governments to find a regional solution for waste management, including a regional landfill facility. The process of establishing the regional solution is underway and it is anticipated that the landfill will be constructed in 2013/14.

2. Better management of water

Construction of a dam in a suitable catchment area to ensure there is enough capacity to keep the Cuballing oval watered throughout the summer months and provide water for fire fighting purposes is a high priority. At present the current dam runs dry during December/January so the oval cannot be watered for the remainder of summer.

3. Environmental management

Partner with the Hotham Catchment Group to promote environment and land care.

Strong civic leadership

Enhanced community engagement

Provide more opportunities for the community to engage directly and meaningfully in key decision-making processes. Involve resident and community groups in place-based community planning and projects to enhance the district. Provide regular information provision to the community.

Integrated planning

Lead a wider community process around the community vision in conjunction with full implementation of the new integrated planning regime.

Investigate amalgamation

Investigate opportunity for structural reform with an open mind and community engagement.

Part B Background Material

Community and Economic Profile

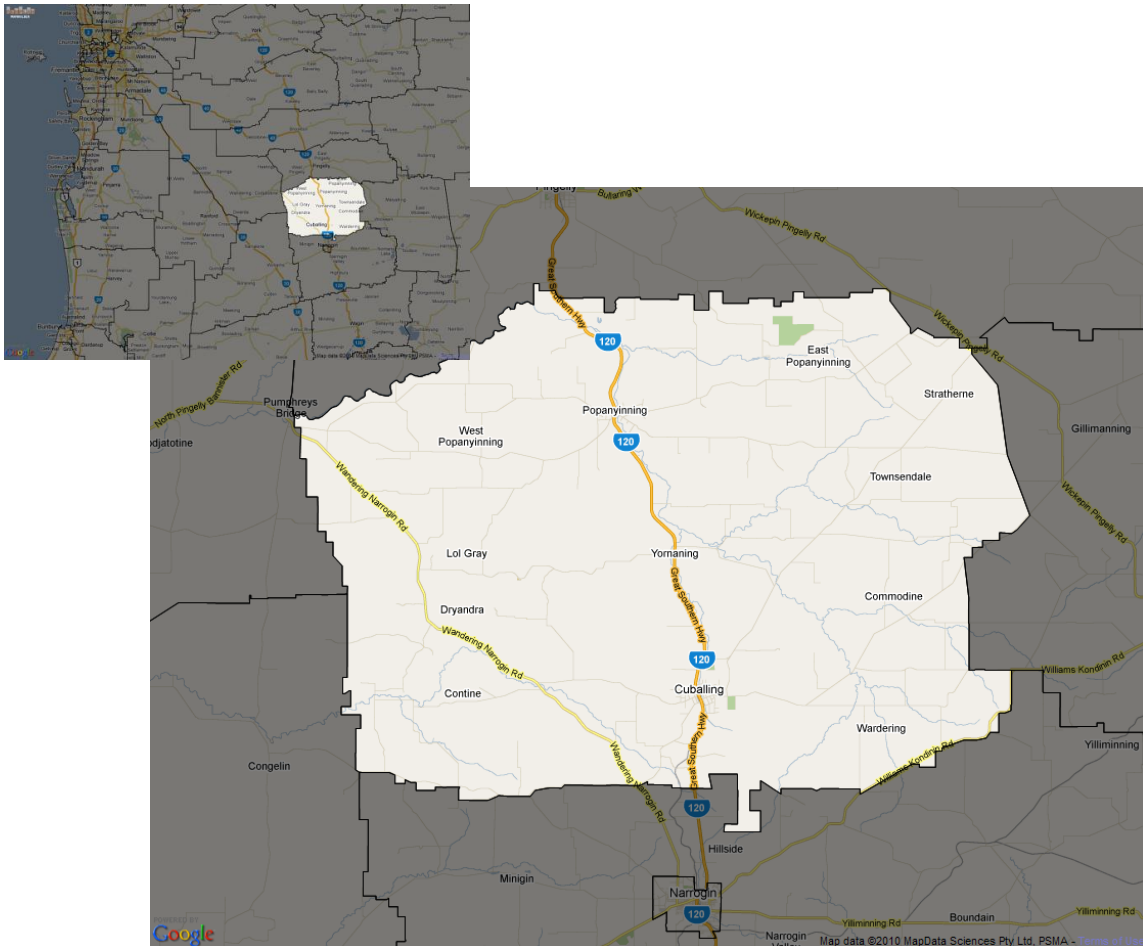
B.1 Community profile

The Shire of Cuballing is located in the Wheatbelt region of Western Australia, approximately 200km South-East of Perth and covers 1195.5 sq. kms of territory.

Neighbouring areas include Pingelly, Wickepin, Narrogin, Williams and Wandering (clockwise from North).

The main townships in the area are Cuballing and Popanyinning which provide limited local services. Located in a neighbouring Local Government Area is the Town of Narrogin which serves as a regional centre providing services to the wider area, including residents in the Shire of Cuballing.

The Shire is primarily an agricultural area, with the majority of businesses and residents employed in this area. 2006 census data notes the gross value of agricultural production in the Shire as being \$38.8 million for the year.



B.1.1 Population

The Shire has an estimated residential population of 866 in 2009 with population growth ranging between 0-5% p.a. since 2001. Population growth rates have been declining over this period, down from an average 2.5% in 2001 to 2.0% in 2009. In contrast, population growth in the State has increased from 1.3% to over 3.0% during the same period.

It is considered that the world wide recession in 2008 will have impacted negatively on population growth in the area, with nil growth over this period before rising again to 2.5%.

It should be noted that with a small population, minor changes in population can significantly affect these percentages. A 2.5% increase in growth rates in 2008/09 was due to the movement of just 21 persons into Cuballing.

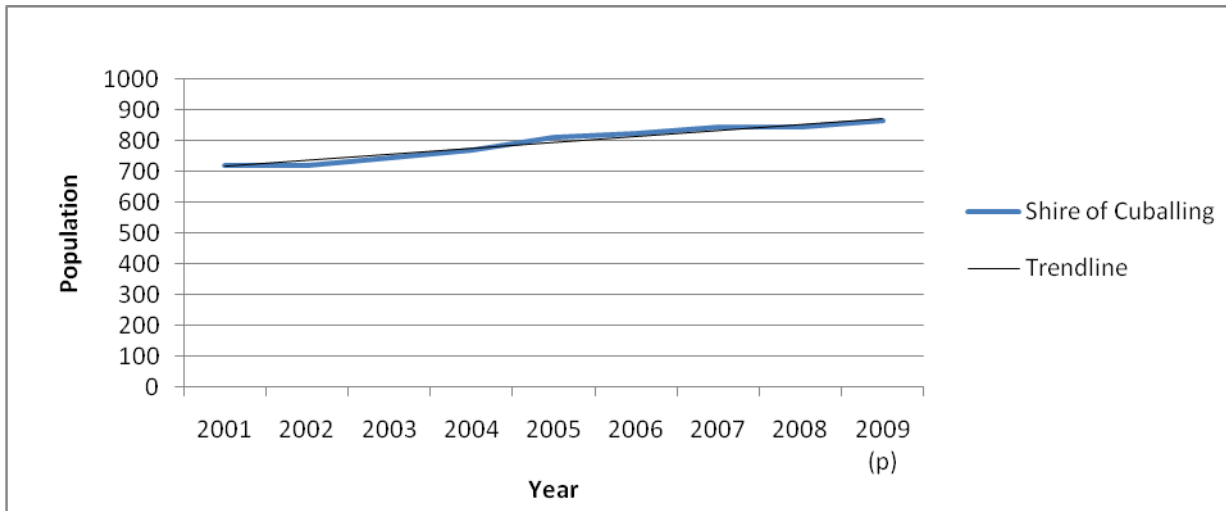


Figure 1 – Population of the Shire of Cuballing

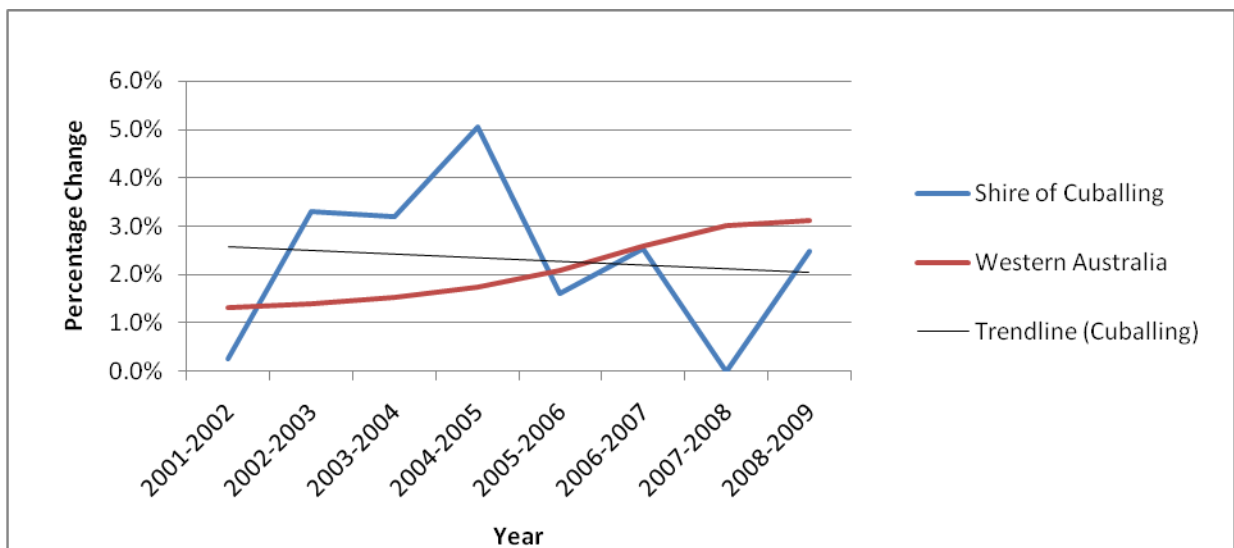


Figure 2 – Population Change in Shire of Cuballing

Source: ABS 3218.0 Regional Population Growth, Australia

B1.2 Age Structure

The age structure of Cuballing shows an absence of young working age adults in the area. For women, this occurs between the ages of 15 and 34, and for men, aged 20-39. This trend is noted in both the 2001 and 2006 census results indicating that after

completing secondary school education, the majority of young people leave the area, with others replacing these emigrants in larger numbers at later stages in life, or through natural population growth.

The last 15 years of census results show that this trend is becoming more pronounced with each consecutive census as increasing population in other age groups highlights the absence of young working age adults.

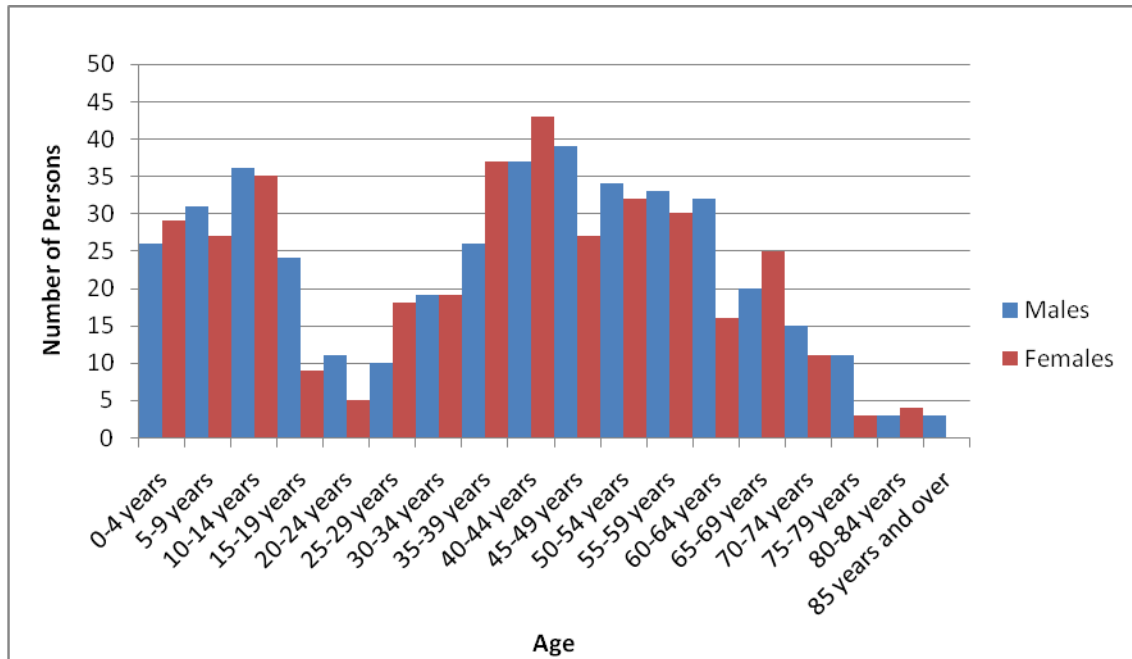


Figure 3 – Population Age Structure 2006 Census

Source: ABS Cat No. 2068.0

The median age reflects the absence of these younger generations with a rapidly aging population. The median age in the Shire has increased from 34 in 1996 to 41 in 2006.

B1.3 Ethnicity

The Shire is predominantly made up of Australians by birth, but also has a smaller but distinct number of residents from the United Kingdom, making up approximately 10% of the census. There are also smaller numbers from South Africa, New Zealand, Netherlands, Germany and the United States. Approximately 1% of the usually resident population identify themselves as being indigenous.

B1.4 Dwellings and household composition

Almost all households in the area reside in separate houses (98%) rather than living in apartments or alternative dwelling types. Over 80% also own or are in the process of purchasing a house, with only 13% renting the house they reside in.

Households in Cuballing are predominantly family units, with an even split between those that do and do not have children.

Since the 1996 census, there have been increasing rates of both one parent families as well as lone person households, increasing at a faster rate to total growth in households (188% and 61% respectively). These numbers are relatively low, with

single parent families increasing from 8 to 23 in the 10 year period, and lone person households, increasing from 36 to 58 in the same period.

Conversely, there has been a decrease in couples living together without children, from 102 in 1996 to 100 in 2006, well behind the 19% growth rate experienced on average for the Shire over this time.

Average household sizes have remained at 2.5 persons per household for both the 2001 and 2006 census.

B1.5 Income

In 2006, the median income rose to \$812/week. This is well behind the \$1,063/week received elsewhere in Western Australia.

Median household incomes have risen across the state at a similar rate to Cuballing, with rises of 23% and 36% comparing with the 17% and 40% received in Cuballing since 1996.

Income level increases have kept closely in line with mortgage repayments for the area. Mortgage repayments for Cuballing rose by 16% from 1996 to 2001 and 42% from 2001 to 2006 mirroring income rises.

B1.6 Index of Relative Socio-Economic Disadvantage

The SEIFA score for Cuballing places the area in the 56th percentile for the state and 68th percentile for Australia. This is equivalent to a Decile 6 within the state and Decile 7 within Australia. This indicates that the area is slightly above average for the state in wealth and above average compared with the whole of Australia.

The spread of scores for the area range from 908 to 1067 with an average rating of 997. This spread is similar to other small population areas and indicates that there are smaller pockets of wealthier and less wealthy resident populations within the Shire.

B1.7 Qualifications

In 2006, 228 persons within the population recorded having non-school qualifications. The majority of these are Certificate level III and IV (32%), with lesser numbers holding Diplomas or Advanced Diplomas (16%) or Bachelor level degrees (16%). Few have postgraduate degrees (3%).

Most qualifications are held in the fields of:

- Engineering and related technologies (24%)
- Management and commerce (13%)
- Health (11%)
- Education (11%)
- Agriculture (10%)

B1.8 Employment

The 2006 census notes that of those who are employed and reside in Cuballing, the majority are in:

- Agriculture, Forestry and Fishing (36%)
- Healthcare and Social Assistance (11%)
- Retail trade (9%)
- Public Administration and Safety (5%)
- Construction (6%)

Latest data available from DEEWR notes unemployment in Cuballing at 3.4% for the March 2010 quarter, down from its height of 5.3% in June 2009. The lowest rate on record for the last two year period places unemployment as low as 0.7%.

B1.9 Internet connection

Internet connections indicate that in 2006, 40% of households did not have internet connection, with 37% on dial up and 18% on broadband. This is a much lower level than elsewhere in Australia, with 40% of households connected to broadband and only 35% of households with no connection. Assuming that there is a natural progression from dial up to broadband as demands increase and further cabling is laid, higher levels of broadband can be expected in the Cuballing area in coming years.

B.2 Economic Profile

B.2.1 Size

While local GDP is unavailable, some data from agricultural production is recorded by ABS. In 2006 the following data was available:

Gross Value of Agricultural Production	
Gross value of crops	\$ 18,000,000
Gross value of livestock slaughtering	\$ 16,400,000
Gross value of livestock products	\$ 4,400,000
Total gross value of agricultural production	\$ 38,800,000

Agricultural commodities	
Area of holding	87,541.4ha
Cereals for grain	26,666.8ha
Vegetables for human consumption	0.0 ha
Orchard trees (including nuts)	np
All fruit (excluding grapes)	np
Non-cereal broadacre crops	6,273.9ha

Livestock	
Sheep and lambs	181,336
Milk cattle (excluding house cows)	-
Meat cattle	2,483
Pigs	21,044

This information indicates that sheep (wool) and lamb, along with pig meat and grain crops are the primary export earners for the Shire.

B.2.2 Economic Performance

Building Approvals – Number of dwelling units approved

FYTD (2 month): 1

2009-10 (August): 7

2008-09 (August): 10

Since 2004, approvals have ranged from a maximum of 14 in 2005 down to only 6 in 2007. New building approvals have been residential dwellings, with little investment in non-residential buildings. Only \$10,000 was invested in 2005 into commercial development, and \$30,000 in 2006. No investment was made in other periods.

Sources: ABS - CAT 8371.0 and National Regional Profile: Cuballing (S) (Local Government Area)

Retail Turnover

Retail trade in Western Australia has a tendency of outperforming the market during boom periods, and underperforming in the market during slower or recessionary periods.

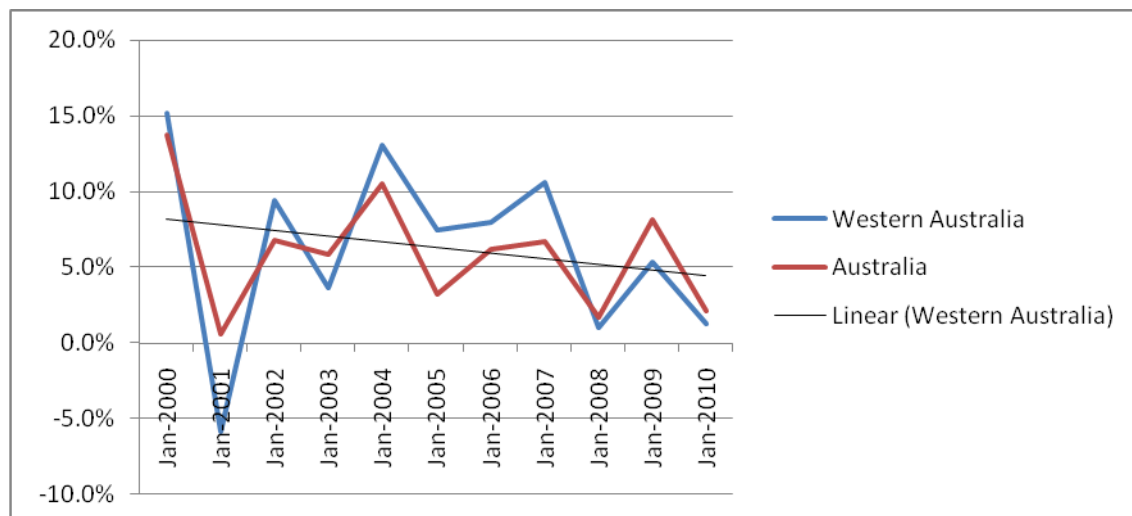


Figure 4 – Retail Trade - Percentage change from previous year

Source: ABS CAT 8501.0 Retail Trade, Australia

Consumer Price Index

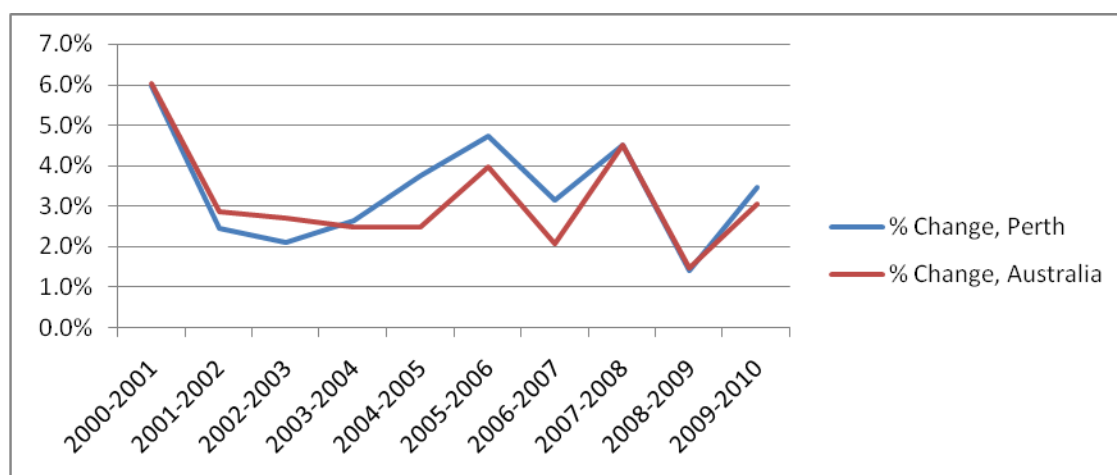


Figure 5 - Consumer Price Index – Percentage change on previous year

Source: ABS CAT 6401.0 Consumer Price Index, Australia

B.2.3 Industry

Business Counts 2003-2007

111 businesses were recorded within the Shire during 2003-2007 with 68% of these in the 'Agriculture, Forestry and Fishing' Industry. This is followed by the Manufacturing then Construction industries.

All businesses in the area are small to medium in size with 41% of all businesses sole owner/operator, 32% with 1-4 employees and 24% with 5-19 employees. Only 3 businesses during this time record having a medium sized business with 20-49 employees.

Source: ABS – Count of Australian Businesses, Including Entries and Exits, June 2003 – June 2007

B.2.4 Workforce

Labour Force Participation

In 2006, the labour force participation rate was 68% with 384 persons over the age of 15 in the labour force, and an additional 184 outside of the labour force.

More men are in the labour force than women with 72% of men and 63% of women employed or seeking work. The majority of men not in the labour force are 15-19 or 60+ years of age. Women have a wider spread across all age groups.

Occupation

Men are predominantly employed in 4 occupations:

- Managers (46%)
- Technicians and Trade Workers (18%)
- Labourers (14%)

- Machinery Operators and Drivers (14%)

Women have a wider spread of occupations than men in the same area with the top 3 occupations listed as:

- Managers (23%)
- Clerical and Administrative Workers (23%)
- Professionals (17%)

B.2.5 Key Infrastructure

Transportation Networks

The key regional routes of the Great Southern Highway and Great Southern Railway traverse the Shire, north and south. These routes link the Regional Centre's of Northam, Narrogin and Albany and provide a truck route through the Shire.

Although the Cuballing townsite is the administrative and population centre of the Shire, its location is at a central-south point in the Shire. This southerly location is countered by the Shire's second major population centre of Popanyinning, which is located at a point in the central-north of the Shire. Both townsites are situated on the Great Southern Highway.

The majority of roads throughout the Shire terminate or traverse at or in the vicinity of one or the other of the two townsites. The main deviation to this pattern of development is the junction of Yornaning. Yornaning is the geographic centre of the Shire and is located approximately half way along the "Great Southern" routes traversal of the Shire. A network of east-west orientated roads, which dissect the Shire into its northern and southern halves, converge on the Great Southern routes in Yornaning. Subsequently Yornaning was developed into a railway siding and grain terminal.

Travel Time / Distance

Key travel destinations from Cuballing (town centre) are noted below:

- Popanyinning - 13 minutes / 19km
- Narrogin - 15 minutes / 14km
- Pingelly - 26 minutes / 36km
- Perth – 2 hours 49 minutes / 193km

Travel times are by car and approximates only.

Retail and Commercial Centres

The main regional centre within a short travel distance for the Shire of Cuballing is the Town of Narrogin located to the South. Residents travel to Narrogin for medical, education and shopping.

Narrogin has 507 businesses registered for the 2003-2007 period.

Key Attractions / Landmarks

Dryandra Woodland / Lion's Dryandra Village – a heritage listed village built in the 1920's situated amongst 28,000 hectares of woodland. This is a key tourism destination advertised through regional tourism bodies in Western Australia with over 100 species of birdlife and 24 mammal species located within the woodland.

Yornaning Dam – A local dam and surrounding nature reserve offering a rest area with a BBQ tables and playground facilities.

Barna Mia – An endangered animal sanctuary which offers guided nocturnal tours.

Heritage Buildings – Several restored Heritage buildings are situated in the Cuballing Town Centre and are considered a tourist attraction for visitors to the area.

Dryandra Equestrian Park – situated within the town of Cuballing

B3 Key regional documents and strategies

Regional strategy documents and policies impact on the ability of the Shire to enhance its offering and grow in the future. The following are an indication of wider regional aims and intentions that will impact on the Shire:

B3.1 Economic

Main Roads

Main Roads lists a number of future projects to open up access to the Wheatbelt area in general. Those projects include:

- **Planned Major Improvement Projects**
 - Albany Highway - Cook Section Upgrade
 - Albany Highway Overtaking Lanes
 - Brookton East
 - Brookton East to Corrigin Curves
 - Brookton to Beverley
 - Corrigin to Hyden East
 - Gibbs Siding
 - Gorge Rock to Lake Grace
 - Kulin CBD Bypass
 - Narrogin Link Road
 - Narrogin to Wickepin
 - Replace Williams Bridges

- **Strategic Projects**
 - Narrogin East West Link
 - Norseman to Wheatbelt
 - Wheatbelt to Kwinana

Tourism - Western Australia

The Tourism Development Plan for 'Australia's Golden Outback' has several key aims and objectives that impact on local government. The key aim of the Plan is to encourage tourists to stop and stay, not just pass through the Wheatbelt region. Of particular interest are:

Investigate the opportunity for accommodation development in major townships and sites of significance in the region

Agencies: Local Shires

Timeframe: 1-5 years

Towns of focus:

- Lake Grace
- Merredin
- Moora
- Williams
- Hyden
- Narrogin

While Narrogin is located to the South of Cuballing, opportunity for increased tourism resulting from higher numbers of tourists visiting Narrogin is an economic opportunity for the region.

Improve signage, interpretation and availability of rest areas on key touring routes

Agencies: Local Government, Main Roads

Timeframe: 1-5 years

Touring routes such as seasonal wildflower routes, the Pioneers' Pathway, the Golden Pipeline Heritage Trail, the Granite Loop Trail and Tin Horse Highway are important tourism assets for the Wheatbelt, and as a result there is a need to ensure that amenities such as signage, interpretation and availability of rest areas on these routes are improved. This improvement will assist in encouraging visitors to stay longer in the region, which will in turn lead to increased demand and need for accommodation in key townships. It is recommended that local shires work with Main Roads to conduct signage audits along key touring routes in the region and improve the availability of road side rest areas.

Wheatbelt Development Commission

The Wheatbelt Development Commission Strategy Plan notes a number of key objectives that relate to economic development including:

Transport

- To improve the interurban rail transport between Perth and the Wheatbelt
- To facilitate the improvement of grain transport in the Wheatbelt region
- To facilitate aviation companies and operators to provide services

Energy

- To work with Wheatbelt communities and organisations to address current and prevent future localised issues with supply [of energy]
- To increase the transmission capacity of the two major lines throughout the region

Regional Planning

- Foster a collaborative approach to regional planning
- To plan for high population growth pressures in the region

Water

- To work with infrastructure providers, regulators, communities and businesses to identify alternative water supply sources and solutions for the benefit of the region

B3.2 Cultural

Town of Narrogin – Reconciliation Action Plan

The Town of Narrogin RAP notes key objectives as being:

- Establish strong mutually beneficial relationships with the community
- Sharing and celebrating success of the local Noongar people with the whole community
- Promotion of employment opportunities for Noongar people through development connections with employers

It is anticipated that the relationship developed with local indigenous peoples with the Town of Narrogin will impact on the Shire and its own relationships with both parties, and present opportunities to collaborate on cultural aims.

Wheatbelt Development Commission

The Wheatbelt Development Commission Strategy plan has the following cultural objectives:

- To assess the quality and quantity of services and their delivery for indigenous Wheatbelt residents
- To increase meaningful indigenous employment

B.3.3 Environmental

There are a number of focus areas to ensure protection and enhancement of the natural and built environments. Areas of particular interest to Cuballing will likely surround:

- Dryandra Woodlands
- Water preservation
- Impacts on the environment from farming
- Bush fire protection

Related regional documents that impact on this area include:

Department of Environment and Conservation

Dryandra Woodland Management Plan 1995-2005

- In the case of areas to remain as State forest, to achieve the purposes of conservation, recreation and timber production. In the long term (70-100 years), it is intended that the timber production role will be one of research and development, with timber production being maintained by plantations on private property;
- In the case of areas designated as national park, to fulfil as much of the demand for recreation by members of the public as is consistent with the proper maintenance and restoration of the natural environment, the protection of indigenous flora and fauna, and the preservation of any feature of archaeological, historic or scientific interest; and
- In the case of areas to be designated as nature reserves, to maintain and restore the natural environment, and to protect, care for, and promote the appreciation and study of, indigenous flora and fauna, and to preserve any feature of archaeological, historic or scientific interest.

Wheatbelt Development Commission

The Wheatbelt Development Commission Strategy Plan notes the following objectives that will impact on the aims of the Shire:

Energy

- Work with communities and Western Power to develop a model for distributed generation, utilising alternative energy

Water

- To work with Wheatbelt communities and organizations to address current and prevent future localized issues with supply

- To facilitate the development of a total water management model to be used as a prototype for town sites within the region

B.3.4 Social

Wheatbelt Development Commission

The Wheatbelt Development Commission Strategy Plan notes the following social aims:

- To use the Arts to address indigenous socio-economic and health issues
- To include the arts in efforts to strengthen social capital
- To provide a suitable tertiary education service to the Wheatbelt
- To facilitate senior high schools, TAFE and communities to work together on trade training

Key Insights from Community Survey

Key Research was commissioned to undertake a community survey in the Wheatbelt Shires to assist with the Strategic Planning for the region. This report represents the results for the Shire of Cuballing area.

Objectives:

- Determine the community's satisfaction with various council services and facilities;
- Investigate resident perceptions of levels of performance against set criteria, for specific activity areas; and
- Evaluate feedback from residents on specific issues.

Methodology:

- The study consisted of 80 telephone interviews with residents in the Shire of Cuballing area.
- Quotas were enforced according to age and gender, to ensure a proportionally representative sample of The Shire of Cuballing's population was obtained. The data was re-weighted to account for slight variances in the achieved quotas.
- Interviewing took place between Saturday September 4th and Thursday September 9th 2010.
- The overall results have a margin of error of +/-10.96% at the 95% confidence level.

Summary of "Dashboard" Results

Importance and Performance

- *Bush fire control* is the most important service and/or facility and the best performing service and/or facility offered by the Shire of Cuballing.

- *Street lighting* and *Narrogin Leisure Complex* feature in both the bottom three important and performing services and/or facilities used by the Shire of Cuballing.
- The greatest negative differences between importance and performance exist for *Roads* which are considered by residents to be the highest priority for improvement.

Key drivers

- *Community Development, Cemetery Management* and *Dryandra Visitors' Centre* have the strongest level of association with the perception of overall performance.

Priority areas for Improvement

- Priority areas for the Shire of Cuballing include *Roads, Waste management, Community development, Building Advice and Licensing, and Landcare/Environmental Sustainability*¹. These aspects have a high level of importance, but a low level of performance.

Summary of Vision Results

The Natural and Built Environment

- Residents desire a natural and built environment which retains the rural aspect and attributes of the shire as they are now. Controls on development, retaining a natural state and not allowing urban sprawl are also features which are desired. A tidy and well-maintained shire was also stated as part of the vision for the community.

Economic Prosperity

- A community which has modern infrastructure/services and facilities along with more jobs, business and higher employment was stated as part of the vision for the community. Prosperity is perceived to be dependent upon the performance of the agricultural sector and thriving small business sector which supports this.

Cultural Vitality

- In general the vision for cultural vitality in the community is one where residents interact through events activities or facilities which bring people together. Specific annual shows/event(s) create a focal point, encourage visitation to the shire and generate excitement, anticipation and activity amongst residents. Cultural vitality is a means to fostering a sense of belonging to the community.

Social Wellbeing

¹ Note that *Homecare (HACC services)* was in the same category however while this service is provided in Cuballing (and was included in the survey for this reason) it is not provided by the Shire.

- Crime prevention and safety in the community is a significant component of the vision for the shire. Affordable and quality housing along with adequate provision of medical facilities and services which are highly valued were also stated by residents as part of the vision for the community.

Priorities for the present

- The priority areas for the Shire of Cuballing at present are improvements and maintenance of the road network along with improvements and provision of facilities and services.

Priorities for the future

- For the future, however, the top two priority areas are reversed – the improvement and provision of facilities and services, followed by roads.

“Vivid Description” of Cuballing in 2030

Cuballing has an increased population- anywhere between 1,000 and 2,400.

People are generally attracted here because of the relaxed rural lifestyle, affordability for families and good facilities for retirees.

Some people are also specifically attracted here because of the equestrian park and the perfect places for families with horses to live. These people also love the idyllic setting of Cuballing and the welcoming environment they have found here. They have now become part of community life in Cuballing.

There is a thriving business community, including a prosperous water tank business, eco and indigenous tourism ventures, agriculture, value adding businesses based on the primary sector, a light industrial precinct and a strong cluster of businesses providing equine related products and services. The Shire is known as business friendly but strikes a fair balance with protecting the environment and community values.

The Equestrian Park is now an internationally-renowned facility. Events held there attract people from all over the State, the nation and the world. It has also proven to be a great venue for concerts, rodeos and other events and is well used by the local community and wider region.

Last year the Cuballing Motel and Caravan Park was Western Australia’s top-rated short stay accommodation in its category at the industry awards.

The heritage buildings are beautifully restored and maintained and all have a working purpose. The public spaces have continued to develop with flourishing native gardens, walkways and public art which incorporates the area’s famous bush poetry.

The residents and community groups are actively engaged in community planning and projects that will enhance the district. There is a strong community spirit here that is evident the minute you pass by the welcoming sign “Cuballing, a jump ahead”. The monthly Farmers’ Market attracts people from far and wide.

There is a small shopping centre which has a general store, a cafe, takeaways, chemist, hardware and a local arts, crafts and produce store. The shopping centre has

been developed in a style that suits Cuballing's history and character – it is distinctively Cuballing.

Not far away and under the benevolent eyes of the community is a well used youth park.

Residents have access to the services and facilities they need here or in nearby Narrogin. There is a good bus service and Narrogin is a pleasure to visit. The Council has a small service centre here and there is an active and effective community committee which facilitates local planning and input into service level decisions.

There is a reliable supply of solar and wind powered energy. Mobile phone and broadband coverage is excellent. Waste management is provided through a state of the art regional solution. Cuballing is widely regarded for its innovative water management.

10.1.2 Review of Delegation Register

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer

Enabling Legislation: Local Government Act 1995
Council Policy: Nil
Budget Implications: Nil
File Reference:
Voting Requirements: Absolute Majority

Background

Council is required to review its Delegation Register annually.

Comment

The amended register is presented for Council consideration. Unnecessary delegations have been highlighted and should be removed.

OFFICER RECOMMENDATION:

That the Shire of Cuballing Register of Delegations be adopted.

Moved Cr Hawksley

Seconded Cr Haslam

Carried Absolute Majority 7/0

SHIRE OF CUBALLING
Register of Delegations

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

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

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

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

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

BACKGROUND

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

STATUTORY IMPLICATIONS

Section 5.42 provides that:

- (1) A local government may delegate (by Absolute Majority) to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

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

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

Section 5.44 provides that:

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,
are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) "conditions" includes qualifications, limitations or exceptions.

Section 5.45 provides that:

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

- (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.
- (2) Nothing in this Division is to be read as preventing —
- (a) a local government from performing any of its functions by acting through a person other than the CEO; or
 - (b) a CEO from performing any of his or her functions by acting through another person.

Section 5.46(2) provides that:

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

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

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

- (i) shortening, extending, suspending or reimposing a period of prohibited burning times; or
 - (ii) imposing a further period of prohibited burning times.
- (b) A variation of prohibited burning times shall not be made under this subsection if that variation would have the effect of shortening or suspending those prohibited burning times by, or for, more than 14 successive days.

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

- (a) the local government —
 - (i) shall, by the quickest means available to it and not later than 2 days before the first day affected by the variation, give notice of the variation to any local government whose district adjoins that district;
 - (ii) shall, by the quickest means available to it, give particulars of the variation to the Authority and to any Government department or instrumentality which has land in that district under its care, control and management and which has requested the local government to notify it of all variations made from time to time by the local government under this section or section 18;
 - (iii) shall, as soon as is practicable publish particulars of the variation in that district;
- (b) the Minister, on the recommendation of the Authority, may give notice in writing to the local government directing it —
 - (i) to rescind the variation; or
 - (ii) to modify the variation in such manner as is specified in the notice;

- (c) on receipt of a notice given under paragraph (b) the local government shall forthwith —
 - (i) rescind or modify the variation as directed in the notice; and
 - (ii) publish in that district notice of the rescission or particulars of the modification, as the case may require.

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1. DELEGATIONS – COUNCIL TO THE CHIEF EXECUTIVE OFFICER

ADMINISTRATION

C1: Legal Advice

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

Reference: Local Government Act 1995 section 5.42

C2: Purchase Orders

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

Objective: To expedite the purchasing process.

Reference: Local Government Act 1995 section 5.42

C3: Tender Invitation

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

Objective: To expedite the purchase of goods and services.

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

C4: Media

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

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

C5: Common Seal

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

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

C7: Administration of Local Laws

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

Reference: Local Government Act 1995 sections 3.18 & 5.42.

C8: Liquor Permits

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

Objective: To expedite the approvals process

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

C9: Impounding

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

Objective: To expedite good governance.

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

C10: Enter Land in Emergencies

Delegated the authority to enter land in emergencies.

Authority to sign and issue notice of entry.

Authority to exercise force to gain entry

Reference: Local Government Act 1995 section 5.42

C11: Appointment of Authorised Persons – Enforcement and Legal Proceedings

Delegated the authority to appoint:

- persons pursuant to section 9.29 of the Local Government Act 1995, to represent the Shire of Cuballing generally in proceedings in the court of petty sessions and Local Court.
- under section 9.10 of the Local Government Act 1995 persons or classes of persons to be authorised for the purposes of performing particular functions under sections 9.11, 9.13, 9.16, 9.17, 9.19 and 9.20 of the Act.

- under section 3.24 of the Local Government Act 1995 any person to exercise the powers given to a Local Government under Subdivision 2 of Division 3 of Part 3 of the Act.
- under section 3.39 of the Local Government Act any person to exercise the powers given to a Local Government under subdivision 4 of Division 3 of Part 3 of the Act.
- persons or classes of persons in relation to enforcement and legal proceedings.

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

C12: Execution of Documents

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

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

Reference: Local Government Act 1995 section 5.42

C13: Destruction of Records

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

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

C14: Travel and Accommodation Arrangements

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

Reference: Local Government Act 1995 section 5.42

STAFF

C15: Staff Appointments

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

Reference: Local Government Act 1995 section 5.42

C18: Industrial Representation

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

Reference: Local Government Act 1995 sections 5.42-5.44

HEALTH AND BUILDING

C19: Unauthorised Buildings

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

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

C20: Home Occupations

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

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

C21: Building Permits

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

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

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

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

Objective: To expedite the issue of building approvals.

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

C22: Offences

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

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

C23: Itinerant Food Vendors Licence

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

Objective: To expedite the issue of planning approval.

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

C24: Building Licence Extension

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

Objective: To expedite building control and regulation.

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

C25: Uncompleted Buildings

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

Objective: To expedite building control and regulation.

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

C26: Buildings - Certain Actions after Conviction

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

Objective: To expedite building control and regulation.

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

C27: Building Notices

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

Objective: To expedite building control and regulation.

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

C28: Demolition License

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

Objective: To expedite building control and regulation.

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

C29: Issue of Section 401 Notices

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

Objective: To expedite building control and regulation.

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

C30: Stop Work Orders

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

Objective: To expedite building control and regulation.

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

C31: Dangerous Buildings

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

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

Objective: To expedite building control and regulation.

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

C32: Removal of Neglected and Dilapidated Buildings

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

Objective: To expedite building control and regulation.

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

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

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

Objective: To expedite building control and regulation.

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

C34: Bond Refunds

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

Objective: To expedite the approvals process

Reference: Local Government Act 1995 section 5.42(1)

C35: Notices

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

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

C36: Renewing Licences

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

Reference: Local Government (Miscellaneous Provisions) Act 1960

C37: Administration of Health

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

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

Reference: Health Act 1911

TOWN PLANNING

C38: Applications for Planning Consent

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

Reference: Local Government Act 1995 section 5.42

C39: Subdivision Clearance

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

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

C40: Secondhand Fencing

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

Reference: Local Government Act 1995 section 5.42

C41: Private Swimming Pools

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

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

C42: Licences, Signs and Hoardings

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

Reference: Local Government Act 1995 section 5.42

C43: Street Appeals

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

Reference: Local Government Act 1995 section 5.42

WORKS

C44: Roadside Clearing

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

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

C45: Road Trains/Mass Permits

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

Reference: Local Government Act 1995 section 5.42

C46: Seed Collection

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

Reference: Local Government Act 1995 section 5.42

C47 Undertaking Private Works

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

Objective: To facilitate the Works Programme

Reference: Local Government Act 1995 section 5.42(1)

C51: Temporary Road Closure

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

Objective: To minimise damage to roads

Reference: Local Government Act 1995 section 3.50

C52: Temporary Closure of Roads for Public Events

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

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

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

Reference: Local Government Act 1995 section 3.50

C53: Tree Safety

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

Reference: Local Government Act 1995 section 5.42

C54: Sale of Surplus Equipment, Materials and Scrap

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

Reference: Local Government Act 1995 section 5.42

FIRE CONTROL

C55: Roadside Burning

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

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

C56: Use of Shire Vehicles during Fire

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

Reference: Local Government Act 1995 section 5.42

C57: Extension/Reduction Restricted/Prohibited Burning Periods

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

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

C58: Issue of Burning Permits

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

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

C59: Control of Fires

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

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

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

C60: Harvest Bans

Delegated the authority to impose harvest and vehicle movement bans.

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

C61: Fires at Refuse Disposal Sites

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

Reference: Local Government Act 1995 section 5.42

C62: Fire Breaks

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

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

C63: Infringements

Delegated the authority to issue infringement notices.

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

FINANCE

C64: Rates

- require a lessee to pay rent to the Shire of Cuballing in satisfaction of rates or service charges due and payable in accordance with Section 6.60(2) of the Local Government Act 1995.

Reference: Local Government Act 1995 section 5.42

C65: Outstanding Debt

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

Objective: To provide a cost effective collection action

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

C66: Investment of Funds

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

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

C67: Payment of Accounts

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

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

C68: Electronic Funds Transfer (EFT)

Delegated the authority to EFT between bank accounts and to pay creditor accounts EFT to a limit of \$100,000.

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

C69: Credit Card / Fuel Card

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

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

C71: Cost Recovery

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

Reference: Local Government Act 1995 section 5.42

C72: Assistance to Community Organisations and Events

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

Reference: Local Government Act 1995 section 5.42

C73: Debt Collection

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

Reference: Local Government Act 1995 section 5.42

2. DELEGATIONS – CEO TO OTHER OFFICERS

O1: C2 Signing of Purchase Orders

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

Objective: To expedite the purchasing process.

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

O2: C7 Administration of Local Laws - Health Local Law

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

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

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

O3: C10 Enter Land in Emergencies

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

Objective: To expedite actions in an emergency situation

Reference: Local Government Act 1995 section 5.44

O4: C19 Unauthorised Buildings

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

Objective: To expedite the serving of notices to property owners

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

O5: C21 Building Permits

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

Objective: Expedition of the issue of Building Permits

Reference: Delegation C21
Local Government Act 1995 section 5.44

O6: C30 Stop Work Orders

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

Objective: To ensure the legality of buildings

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

O7: Septic Tank Installations

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

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

Objective: To expedite the approvals process

Reference: Local Government Act 1995 section 5.44

10.1.3 Cuballing Memorial Honour Roll WW2

Location/Address: Cuballing
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation:
Council Policy: Nil
Budget Implications: Minimal
File Reference:
Voting Requirements: Absolute Majority

Background

Correspondence was received from Mr H Chattillon, Narrogin Sub- Branch of the RSL, advising that the name of Flight Sergeant Maxwell Birdwood Watt was overlooked when the list to be placed on the memorial was compiled.

During his visit to Holland, he happened upon a Commonwealth sign on a local cemetery and discovered F/s Watt's grave. On searching the AWM website, he found that F/s Watt came from Cuballing and was the only serviceman who failed to return.

Comment

A name plate has been ordered to add to the memorial.

OFFICER RECOMMENDATION:

That Council authorise the purchase and placement of the name plate.

Moved Cr Meharry

Seconded Cr McDougall

Carried Absolute Majority 7/0

12. NEXT MEETING

Next meeting to be held July 21 2011

13. CLOSURE OF MEETING

There being no further business the Chairman declared the meeting closed at 4.30pm.