



SHIRE OF CUBALLING

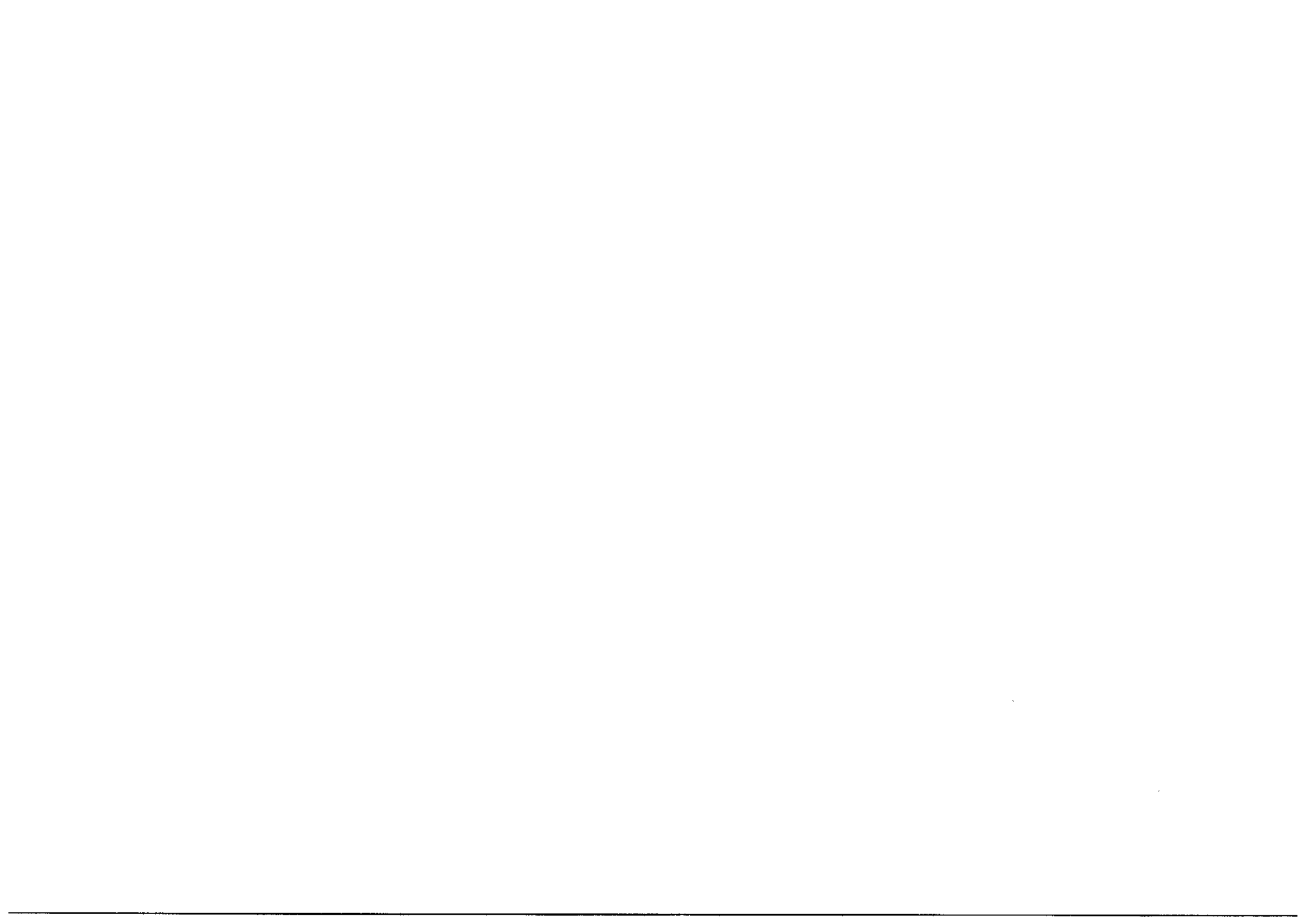
COUNCIL MEETING
HELD ON 15 NOVEMBER 2012

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 15 NOVEMBER 2012

AGENDA

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1. OPENING - ANNOUNCEMENT OF VISITORS

The meeting commenced at 3.02pm

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
Mr Paul Cook	
Ms Joy Meharry	

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

Nil

3. PUBLIC QUESTION TIME

Mr Paul Cook spoke regarding the Amalgamation Meeting, advising that he was not criticising Council and that he likes the Shire the way it is. He stated that he does not support Amalgamation.

Ms Joy Meharry raised queries regarding minutes from 15 October 2009 regarding the 18 point plan, which was approved by the Community. In March 2010 Council declined to participate then changed their minds in September 2010 and did not go back to the Community.

Mr Cook and Ms Meharry departed the council chambers at 3.40pm

4. STANDING ORDERS

COUNCIL DECISION:

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

Moved: Cr Haslam Seconded: Cr Hawksley

Carried 6/0

5. LEAVE OF ABSENCE:

Nil

6. MINUTES

6.1 CONFIRMATION OF 17 OCTOBER 2012 ORDINARY MEETING OF COUNCIL

COUNCIL DECISION

That the minutes (as circulated) of the ordinary meeting of the Shire of Cuballing held in the Council Chambers on 17 October 2012 be confirmed.

Moved: Cr Newman

Seconded: Cr Conley

Carried 6/0

7. PETITIONS, DEPUTATIONS, PRESENTATIONS & DECLARATIONS

8. DISCLOSURES OF INTEREST

Councillors' and Employees' Disclosures of Interest.

8.1 DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

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

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

8.2 DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

Cr Hawksley departed the chambers at 3.55pm

9.1 REPORTS – FINANCE AND ADMINISTRATION
9.1.23 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – SEPTEMBER 2012

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

Background

Council is supplied with a list of payments for consideration.

Comment

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

COUNCIL DECISION:

That Council:

Approve for payment the list of Creditors paid from the Municipal fund, as detailed below, totalling: \$258,138.00

Voucher 14203 - 14205	\$1,071.13
Electronic Fund Transfers	\$257,067.02
Credit Card	\$389.86

Trust	
Vouchers	\$4340.30
Electronic Funds Transfers	\$2793.10

Moved: Cr McDougall Seconded: Cr Conley

Carried 5/0

Cr Hawksley re-entered the Chambers at 3.57pm

10:08 AM
01/11/12

Shire of Cuballing Cheque Detail

Type	Num	Date	Name	Description	Original Amount
Bill Pmt -Cheque		04/10/2012	WESTRAC EQUIPMENT		-2,791.96
Bill Pmt -Cheque		30/10/2012	Allan's Bobcat & Truck Hire	Earthworks and Limestone Blocks	-17,101.00
Bill Pmt -Cheque		30/10/2012	Anderson Munro & Wyllie	Final audit fee for the year ended 30 June 2012	-3,921.50
Bill Pmt -Cheque		30/10/2012	ARGUS PEST CONTROL	Termite treatment to CEO House	-1,320.00
Bill Pmt -Cheque		30/10/2012	Auslec	Window and Lock Door	-102.29
Bill Pmt -Cheque		30/10/2012	Avon Waste	Bulk Bin service and Rent	-531.90
Bill Pmt -Cheque		30/10/2012	Ballards Of Narrogin	Gas	-120.00
Bill Pmt -Cheque		30/10/2012	BEAUREPAIRES		-4,091.54
Bill Pmt -Cheque		30/10/2012	bims earthmoving	STORM DAMAGE CLEANUP	-22,222.75
Bill Pmt -Cheque		30/10/2012	BORAL CONSTRUCTION MATERIALS GROUP	EMULSION	-8,624.00
Bill Pmt -Cheque		30/10/2012	CANNON HYGIENE AUSTRALIA PTY LTD	Bi Annual Cost for Sanitary Unit	-366.46
Bill Pmt -Cheque		30/10/2012	CORPORATE EXPRESS	STATIONERY	-170.02
Bill Pmt -Cheque		30/10/2012	CUBALLING TAVERN	Council Meals	-148.50
Bill Pmt -Cheque		30/10/2012	CUBY ROADHOUSE	September 12 Charges	-439.61
Bill Pmt -Cheque		30/10/2012	DEWS MINI EXCAVATIONS	Install Culvert	-1,650.00
Bill Pmt -Cheque		30/10/2012	FARMWORKS RURALCO	Galv Steel Posts	-5.50
Bill Pmt -Cheque		30/10/2012	Fire and Emergency Services	2012/13 ESL Income	-855.00
Bill Pmt -Cheque		30/10/2012	FRANK WESTON & CO	Parts	-10.36
Bill Pmt -Cheque		30/10/2012	Fuji Xerox	Printing	-158.88
Bill Pmt -Cheque		30/10/2012	GREAT SOUTHERN FUEL SUPPLIES	Sept Charges	-9,246.57
Bill Pmt -Cheque		30/10/2012	Great Southern Waste Disposal	Management Shire Tip	-2,858.21
Bill Pmt -Cheque		30/10/2012	Greenline Ag	Pin Clip	-10.02
Bill Pmt -Cheque		30/10/2012	HANCOCKS HOME HARDWARE	Parts	-50.42
Bill Pmt -Cheque		30/10/2012	Hydraulink Hose and Fittings	Hoses	-695.74
Bill Pmt -Cheque		30/10/2012	JR & A HERSEY P/L	Glasses	-409.20
Bill Pmt -Cheque		30/10/2012	MAKIT NARROGIN HARDWARE	Misc Items	-201.10
Bill Pmt -Cheque		30/10/2012	MCDUGALL WELDMENTS	WORK ON SIGN TRAILER	-818.42
Bill Pmt -Cheque		30/10/2012	Mechanical & Diesel Services	Excess to carry out Insurance on CN 272	-300.00
Bill Pmt -Cheque		30/10/2012	MOBILE MASTERS	UHF Radio	-1,068.10
Bill Pmt -Cheque		30/10/2012	NARROGIN AGRICULTURAL REPAIRS	Blade	-192.00
Bill Pmt -Cheque		30/10/2012	NARROGIN AUTO ELECTRICS	Fuse Holder	-96.00

Shire of Cuballing
October 2012
Cheque Detail

Bill Pmt -Cheque	30/10/2012	NARROGIN BEARING SERVICE	Parts	-69.62
Bill Pmt -Cheque	30/10/2012	Narrogin Earthmoving & Concrete	Stabilized Sand	-6,606.38
Bill Pmt -Cheque	30/10/2012	NARROGIN PACKAGING	Bin Liners	-44.45
Bill Pmt -Cheque	30/10/2012	NARROGIN TOYOTA	PARTS	-689.14
Bill Pmt -Cheque	30/10/2012	PAGE TRUCK HIRE	Bobcat hire to Push Up Popo Tip	-880.00
Bill Pmt -Cheque	30/10/2012	Road Signs Australia		-1,100.00
Bill Pmt -Cheque	30/10/2012	Toll Ipec		-69.07
Bill Pmt -Cheque	30/10/2012	Twinkarti	Tree Pruning	-39,671.50
Bill Pmt -Cheque	30/10/2012	WESTRAC EQUIPMENT	REPAIRS TO GRADER	-14,479.08
Bill Pmt -Cheque	04/10/2012	NARROGIN AUTO ELECTRICS	Battery Isolator Switch	-31.38
Bill Pmt -Cheque	09/10/2012	TELSTRA	Mobile phone Charges	-183.49
Bill Pmt -Cheque	09/10/2012	Toll Ipec	Freight	-9.16
Bill Pmt -Cheque	09/10/2012	BUILDING COMMISSION, DEPT OF COMMERCE	BRB Reconciliation September 2012	-35.50
Bill Pmt -Cheque	16/10/2012	Anittel	Part payment for server	-11,439.87
Bill Pmt -Cheque	18/10/2012	LGIS PROPERTY	Second Instalment (LGIS Property)	-9,771.47
Bill Pmt -Cheque	18/10/2012	LGIS Workcare	LGIS Workcare 2nd Instalment	-14,753.55
Bill Pmt -Cheque	18/10/2012	LGIS Liability	Second Instalment (Liability)	-12,606.62
Bill Pmt -Cheque	19/10/2012	Wardy's Pest Management	Cwa Hall Inspection	-242.00
Bill Pmt -Cheque	19/10/2012	Narrogin Upholstery Service	Works to Blitzwagon	-1,042.80
Bill Pmt -Cheque	19/10/2012	NARROGIN SENIOR HIGH SCHOOL	Donation to the Year 12 Presentation - School pr	-50.00
Bill Pmt -Cheque	23/10/2012	TELSTRA	Phone Charges	-602.77
Bill Pmt -Cheque	23/10/2012	Department of Transport	Licence Charges	-49.75
Bill Pmt -Cheque	25/10/2012	Concept Steel Constructions	Part Payment for Gazebo	-7,970.00
Bill Pmt -Cheque	26/10/2012	C & D Cutri	Drainage work on Wandering Rd	-26,070.00
Bill Pmt -Cheque	26/10/2012	C & D Cutri	Culvert Extension	-18,590.00
Bill Pmt -Cheque	26/10/2012	City of Fremantle	Long Service Leave Entitlements for Jenna Hew	-304.38
Bill Pmt -Cheque	26/10/2012	COMMANDER AUSTRALIA LTD	Phone Charges	-136.24
Bill Pmt -Cheque	26/10/2012	AIR LIQUIDE WA PTY LTD	Gas Rental	-100.58
Bill Pmt -Cheque	26/10/2012	LANDGATE	Land Enquiry	-72.00
Bill Pmt -Cheque	26/10/2012	LANDGATE	Valuation	-59.65
Bill Pmt -Cheque	26/10/2012	MTAA Superannuation Fund	N Brennan October 2012 Super Contribution	-318.20
Bill Pmt -Cheque	26/10/2012	Spectrum Super	D Leonard October 2012 Super Contribution	-313.31
Bill Pmt -Cheque	26/10/2012	AMP Life Ltd	M D'Alton October 2012 Super Contribution	-266.54

10:08 AM
01/11/12

Shire of Cuballing Cheque Detail

				October 2012		
Bill Pmt -Cheque	Debit	26/10/2012	HostPlus Superannuation	N Gould October 2012 Super contribution		-318.20
Bill Pmt -Cheque	Debit	26/10/2012	Westscheme	D Christensen and P Tourle October 2012 Super		-618.77
Bill Pmt -Cheque	Debit	26/10/2012	RAMSAY SUPERANNUATION FUND	A Ramsay october 2012 Super contribution		-174.62
Bill Pmt -Cheque	Debit	26/10/2012	WALGSP	Outside Staff October2012 + haydon thomson SI		-6,468.90
Bill Pmt -Cheque	Debit	29/10/2012	BUILDING COMMISSION, DEPT OF COMMERCE	Reconcillation BRB October 2012		-280.98
Bill Pmt -Cheque	Debit	29/10/2012	Commonwealth Bank	Credit card October2012		-389.86
Bill Pmt -Cheque	14203	11/10/2012	WA College of Agriculture - NGN	Donation to Senior Student Graduation		-100.00
Bill Pmt -Cheque	14204	16/10/2012	CASH.	Coles Card		-500.00
Bill Pmt -Cheque	14205	29/10/2012	Building & Construction Industry Training	BCITF Reconcillation October 2012		-471.13
TRUST						
Bill Pmt -Cheque		23/10/2012	Cash			-4,340.30
Cheque	Cash	08/10/2012	McKenzie Alison	Change room key bond		-50.00
Cheque	Cash	16/10/2012	England, Danielle	Change room key bond		-50.00
Bill Pmt -Cheque	Debit	19/10/2012	Eva Haydon.	BFB Fridge Payment		-300.00
Bill Pmt -Cheque	Debit	19/10/2012	Mens Shed	Donation transfer		-500.00
Bill Pmt -Cheque	Debit	23/10/2012	Bruce Brennan.	Social Club - Division of funds		-744.70
Bill Pmt -Cheque	Debit	23/10/2012	John Ramage.	Social Club - Division of funds		-744.70
Bill Pmt -Cheque	Debit	23/10/2012	Monique D'alton	Social Club - Division of funds		-201.85
Bill Pmt -Cheque	Debit	23/10/2012	Nicole Gould	Social Club - Division of funds		-201.85
					municipal -Debit	-257,067.02
					municipal - Cheque	-1,071.13
					TOTAL Municipal	-258,138.15
					Credit Card	-389.86
					Trust - Debit	-2,793.10
					Trust - Cheque	-4,340.30

9.1.24 STATEMENT OF FINANCIAL ACTIVITY

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

Background

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

Comment

A Statement of Financial Activity has been prepared for period ending 30 September 2012 in accordance with the abovementioned legislation and circulated with the Council Meeting Agenda.

COUNCIL DECISION:

That the Statement of Financial Activity, as circulated, for the Shire of Cuballing for period ending 30 September 2012, be received.

Moved: Cr Conley

Seconded: Cr McDougall

Carried 6/0

Bank Reconciliation as at 31 October 2012

	Municipal Fund	Trust Fund	Reserve Accts
Opening balance	1,887,647.71	58,649.07	675,283.89
Income	144,379.88	1,142.40	-
Add interest	1,797.89	-	
Expenditure	-	7,133.40	
Closing balance	1,715,906.20	52,658.07	675,283.89
Bank account	212,536.12	52,658.07	2,903.89
Investments	1,500,000.00	-	672,380.00
Plus O/S deposits		3,841.21	-
Less O/S cheques	-	471.13	-
Closing balance	1,715,906.20	52,658.07	675,283.89

Investments as at 31 October 2012

Account Number	Maturity Date	Interest Rate	Fund/Account		
Number	Date	Rate	Municipal	Trust	Reserve
50360038	Term Deposit 5m	4.50%	-	-	672,380.00
34681402	Cash Deposit	4.00%	300,000.00		
	Online account		1,200,000.00		
Total			1,500,000.00	0.00	672,380.00

Shire of Cuballing
Notes on financial reports for October 2012

General Purpose Funding

Rates

At present an amount of \$831,838 has been raised in rates. An amount of \$47,694 has been applied as a discount for the year. At present rate debtors are \$105,057.

Governance

Conferences

An amount of \$15,086 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.

Law Order Public Safety

Grant and Subsidies

Two 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.

Transport

Grants and Subsidies

Council has received MRWA direct grant funding of \$55,448, Grain freight funding of \$400,000, LGGC Road grant of \$36,619, RTR3 Special project bridges of \$82,000 and 40% of the RRG for the Wandering-Narrogin road of \$95,413..

Other Property and Services

Private Works

Council is undertaking private works for a local contractor.

Sale of land

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

Parts and Repairs

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

Other Notes

Depreciation

Depreciation will now be calculated from November onwards.

Road and other infrastructure

To date an amount of \$186,450 has been spent on road infrastructure and \$35,698 on other infrastructure.

Shire of Cuballing
Notes on financial reports for October 2012

Land and Buildings

Fencing materials for the Popo town hall \$5,004

Limestone blocks, freight and earthworks for the Rec Centre \$22,846

Furniture and equipment

Rec Centre – blinds and stove \$4,508

Town Hall – blinds \$3,909

Server for office - \$10,400

Plant purchases

Purchases to date include:

- Flat top trailer \$3,187
- John Deere tractor and radio \$65,971
- Cable locator \$3,500
- Metro traffic counter \$3,834
- Survey total station kit \$6,089
- Blower vac \$482

SHIRE OF CUBALLING
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 OCTOBER 2012

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SHIRE OF CUBALLING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 OCTOBER 2012

	NOTE	31 OCT 2012	31 OCT 2012	2012/2013	Variances Budget to Actual Y-T-D %
<u>Operating</u>	Actual	Y-T-D Budget	Budget	Actual	
	\$	\$	\$	\$	%
Revenues/Sources					
Governance	384	325	6,196	0.00%	
General Purpose Funding	63,320	32,500	243,597	(94.83%)	
Law, Order, Public Safety	17,773	17,100	24,440	(3.94%)	
Health	226	200	1,164	-	
Education and Welfare	-	-	-	-	
Housing	-	-	-	-	
Community Amenities	9,347	9,250	1,258	(1.05%)	
Recreation and Culture	5,862	5,500	637,152	(6.58%)	
Transport	673,397	672,500	1,997,559	(0.13%)	
Economic Services	3,557	3,500	9,560	(1.63%)	
Other Property and Services	75,230	75,200	26,495	(0.04%)	
	<u>849,096</u>	<u>816,075</u>	<u>2,947,421</u>		
(Expenses)/(Applications)					
Governance	(102,367)	(101,500)	(121,971)	(0.85%)	
General Purpose Funding	(8,029)	(8,000)	(159,190)	(9.98%)	
Law, Order, Public Safety	(4,949)	(4,500)	(113,610)	(1.45%)	
Health	(6,594)	(6,500)	(34,799)	(3.76%)	
Education and Welfare	(1,664)	(1,600)	(10,714)	(6.20%)	
Housing	(4,358)	(4,200)	(16,168)	(0.19%)	
Community Amenities	(34,409)	(32,400)	(163,577)	(0.31%)	
Recreation & Culture	(36,167)	(36,100)	(197,741)	(1.45%)	
Transport	(601,841)	(600,000)	(1,859,249)	(0.06%)	
Economic Services	(16,739)	(16,500)	(115,650)	-	
Other Property and Services	(22,114)	(22,100)	(42,556)	-	
	<u>(839,231)</u>	<u>(833,400)</u>	<u>(2,835,225)</u>		
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	(10,636)	-	-	802,650	
Depreciation on Assets	-	-	-	-	
Movement in non current leave entitlements	-	-	-	-	
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	-	-	-	-	
Purchase Land and Buildings	(27,850)	(27,850)	(606,313)	-	
Purchase Infrastructure Assets - Roads & Footpaths	(186,450)	(186,450)	(1,700,090)	-	
Purchase Infrastructure Assets - Other	(35,698)	(35,698)	(410,505)	-	
Purchase Plant and Equipment	(83,063)	(83,063)	(104,300)	-	
Purchase Furniture and Equipment	(18,817)	(18,817)	(14,000)	-	
Proceeds from Disposal of Assets	13,636	13,636	-	(33,558)	
Repayment of Debentures	(8,191)	(8,191)	-	-	
Proceeds from New Debentures	-	-	-	-	
Transfers to Reserves (Restricted Assets)	(1,609)	(1,609)	(16,000)	-	
Transfers from Reserves (Restricted Assets)	-	-	-	-	
ADD					
Net Current Assets July 1 B/Fwd	1,535,319	1,190,765	1,190,765	-	
LESS					
Net Current Assets Year to Date	(1,970,651)	(1,604,553)	-	-	
Amount Raised from Rates	<u>(784,144)</u>	<u>(779,154)</u>	<u>(779,154)</u>	<u>(779,154)</u>	

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 31 OCTOBER 2012

3. ACQUISITION OF ASSETS

The following assets have been acquired during the period under review:

	31-Oct 2012 Actual \$	2013 Budget \$
<u>By Program</u>		
Governance	10,400	19,200
Community Amenities	11,431	54,663
Recreation and Culture	60,284	455,129
Transport	269,513	2,259,395
Economic Services	250	46,821
	<u>351,878</u>	<u>2,835,208</u>
<u>By Class</u>		
Land Held for Resale	27,850	482,229
Land and Buildings	186,450	2,144,595
Infrastructure Assets - Roads & Footpaths	35,698	84,884
Infrastructure - Other Assets	83,063	104,300
Plant and Equipment	18,817	19,200
Furniture and fittings	<u>351,878</u>	<u>2,835,208</u>

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2011 TO 31 OCTOBER 2012

4. DISPOSALS OF ASSETS

No assets have been disposed of at this time.

	Net Book Value		Sale Proceeds		Profit/(Loss)	
	31-Oct 2012 Actual	\$	31-Oct 2012 Actual	\$	31-Oct 2012 Actual	\$
By Program						
Other Property and Services						
Lot 75 Alton St (lot 1 CT 474 Folio 93)	3,000		13,636		10,636	
	-		-		-	
	-		-		-	
	-		-		-	
	3,000		13,636		10,636	
Land and Buildings						
Vacant Land	3,000		13,636		10,636	
	-		-		-	
	-		-		-	
	3,000		13,636		10,636	

Summary

31-Oct
2012
Actual
\$

Profit on Asset Disposals 10,636

Loss on Asset Disposals

10,636

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 OCTOBER 2012

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 \$	Actual \$	Budget \$
Recreation & Culture	31,461	2,216	9,055	29,245	22,406	442	1,581	10,936	12,517
Loan #61 Transport Loan #62	174,562	5,975	24,503	168,587	150,059	2,911	1,581	10,936	12,517
	206,023	-	33,558	197,832	172,465	3,353	1,581	10,936	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 2014 TO 31 OCTOBER 2012

	30-Sep 2012	2012/13
	Actual	Budget
	\$	\$
6. RESERVES		
Cash Backed Reserves		
(a) Plant and Equipment Reserve		
Opening Balance	190,607	190,223
Amount Set Aside / Transfer to Reserve	455	4,451
Amount Used / Transfer from Reserve	-	-
	<u>191,062</u>	<u>194,674</u>
(b) IT and Office Equipment Reserve		
Opening Balance	8,687	8,682
Amount Set Aside / Transfer to Reserve	21	202
Amount Used / Transfer from Reserve	-	-
	<u>8,708</u>	<u>8,884</u>
(c) Employee Entitlements Reserve		
Opening Balance	111,811	111,736
Amount Set Aside / Transfer to Reserve	267	2,600
Amount Used / Transfer from Reserve	-	-
	<u>112,078</u>	<u>114,336</u>
(d) Housing Reserve		
Opening Balance	7,173	7,200
Amount Set Aside / Transfer to Reserve	16	168
Amount Used / Transfer from Reserve	-	-
	<u>7,189</u>	<u>7,368</u>
(e) Recreation and Community Facility Res		
Opening Balance	274,998	275,000
Amount Set Aside / Transfer to Reserve	657	6,403
Amount Used / Transfer from Reserve	-	-
	<u>275,655</u>	<u>281,403</u>
(f) Refuse Site Reserve		
Opening Balance	55,031	55,000
Amount Set Aside / Transfer to Reserve	133	1,280
Amount Used / Transfer from Reserve	-	-
	<u>55,164</u>	<u>56,280</u>
(g) Grain Freight Reserve		
Opening Balance	25,367	25,367
Amount Set Aside / Transfer to Reserve	60	896
Amount Used / Transfer from Reserve	-	-
	<u>25,427</u>	<u>26,263</u>
Total Cash Backed Reserves	<u>675,283</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 31 OCTOBER 2012

	30-Sep 2012	2012/13
	Actual	Budget
	\$	\$
6. RESERVES (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant and Equipment Reserve	455	4,451
Office Equipment Reserve	21	202
Employee Entitlement Reserve	267	2,600
Housing Reserve	16	168
Recreation and Community Facility Reserve	657	6,403
Refuse Site Reserve	133	1,280
Grain Freight Reserve	60	896
	<u>1,609</u>	<u>16,000</u>
Transfers from Reserves		
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>
	<u>1,609</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..
- 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.
- Road and Bridge Construction Reserve**
- to be used to fund road and bridge construction projects that cannot be funded by grants.
- 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 31 OCTOBER 2012

	31-Oct 2012	Brought Forward
	Actual	1-Jul
	\$	\$

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position

CURRENT ASSETS		
Cash - Unrestricted	1,707,532	1,245,686
Cash - Restricted	675,283	673,674
Prepaid assets	-	-
Receivables	347,934	379,010
Inventories	<u>2,923</u>	<u>2,923</u>
	2,733,672	2,301,293

LESS: CURRENT LIABILITIES

Payables and Provisions	<u>(87,738)</u>	<u>(92,300)</u>
NET CURRENT ASSET POSITION	2,645,934	2,208,993
Less: Cash - Reserves - Restricted	(675,283)	(673,674)
NET CURRENT ASSET POSITION	<u><u>1,970,651</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
(614)
1,666
4,035
2,563
231
(164)
(10,543)
13,000
(466)

Actual net current asset position

1,535,319

**SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2011 TO 31 OCTOBER 2012**

8. RATING INFORMATION

RATE TYPE											
Rate in \$	Number of Properties	Rateable Value \$	Rate 2012/13 Revenue \$	Interim Rates 2012/13 \$	Back Rates 2012/13 \$	Total Revenue 2012/13 \$	Budget 2012/13 \$				
General Rate	UV - Cuballing	275	105,981,484	609,179	1,592	610,771	609,012				
	GRV Cuballing	175	1,821,435	113,067	-	113,067	113,278				
Sub-Totals		450	107,802,919	722,246	1,592	723,838	722,290				
Minimum Rates \$	UV - Cuballing	63	4,629,197	31,500	-	31,500	31,500				
	GRV Cuballing	154	638,215	76,500	-	76,500	77,000				
Sub-Totals		217	5,267,412	108,000	-	108,000	108,500				
Ex gratia rates											
Specified Area Rates											
Discounts											
Totals											

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 in mind 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 31 JULY 2012

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	-	-	3,290
Cuballing Fire Brigade	3,704	-	(301)	3,403
Recycling Children Fund	1,417	-	-	1,417
BCITF	0	-	-	-
Bonds - Building	6,839	-	-	6,839
Bonds - Hall Hire	900	-	-	900
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	-	(8)	5,566
LCDC East Yornaling	1,360	-	-	1,360
Cuballing Country Festival	1,096	382	-	1,478
Cuballing Mens Shed	500	-	(500)	-
Cuballing Cricket Club	200	-	-	200
Cuballing Football Asson	2,566	-	-	2,566
Swipe cards	1,025	-	-	1,025
Cuballing Christmas Tree	393	-	-	393
	<u>58,338</u>			<u>52,658</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.

10.2.4 AUTHORISED SIGNATORIES FOR SHIRE OF CUBALLING BANK ACCOUNTS

Location/Address: Whole of shire
Reporting Officer: Clare Thomson - Accountant
Enabling Legislation: Local Government Act 1995
Council Policy: Nil
Budget Implications: Nil
File Reference:
Voting Requirements: Absolute Majority

Background

At Council's October 2011 meeting it was resolved:

"That the Commonwealth bank be advised that any one councillor and one staff member of these listed below, are authorised cheque signatories for all Shire of Cuballing bank accounts:

Cr T Wittwer
Cr T Haslam
Cr M Conley
Cr C McDougall
Mrs C Thomson (Staff)

Cr R Newman
Cr J Meharry
Cr C Hawksley
Mrs E Haydon (Staff)
Ms N Gould (Staff)

Comment

Whilst this has alleviated most of the problems encountered regarding cheque signatories, it is still felt that it would be preferable if any two of the following are authorised signatories for all the Shire of Cuballing Bank accounts. It is not usually prudent to have, as signatory, a staff member who is responsible for payroll or accounts payable and as the only other administration staff member who is not involved in those tasks is Nicole Gould, she has been listed as the additional signatory.

Currently Nicole Gould, Clare Thomson and Eva Haydon authorise electronic funds transfers which make up the majority of the payments made monthly. The EFT (Direct Debit) payments made in September this year for example totalled \$365,115.82 compared to Municipal Cheques – zero and Trust Cheques - \$280. It is impractical to have only the CEO and Accountant authorise EFT payments as the Accountant only works two days per week, neither of which is pay day.

COUNCIL DECISION:

That the Commonwealth Bank be advised that any two of the following are authorised signatories for all Shire of Cuballing Bank accounts:

Cr T Wittwer
Cr T Haslam
Cr M Conley
Mrs E Haydon (Staff)
Mrs C Thomson (Staff)

Cr R Newman
Cr C Hawksley
Cr C McDougall
Ms N Gould (Staff)

Moved: Cr Newman

Seconded: Cr Conley

Carried by Absolute Majority 6/0

9.2.48 ANNUAL REPORT 2012

Location/Address: Shire of Cuballing
Reporting Officer: Eva Haydon - Chief Executive Officer
Enabling Legislation: Local Government Act 1995
Local Government (Audit) Regulations 1996
Local Government (Financial Management) Regulations)

Council Policy: Nil
Budget Implications: Nil
File Reference: Finance 6
Voting Requirements: Absolute Majority

Background

Anderson Munro & Wylie completed their final on-site Audit of Council's functions and operations for the 2011/2012 Financial Year in October 2012.

Comment

The Audit has been conducted in accordance with the Australian Audit Standards to ensure that during the reporting period the Shire of Cuballing complied with all statutory requirements, including the Local Government Act 1995 and associated Regulations. There were no Management Report Items advised by the auditors.

COUNCIL DECISION:

That:

1. The Audit Report for the financial year ended 30 June 2012 be received; and
2. The Annual Report for the financial year ended 30th June 2012 year be accepted.

Moved: Cr Hawksley

Seconded: Cr Newman

Carried by Absolute Majority 6/0

9.2.49 FORWARD CAPITAL WORKS PLAN REVIEW

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: Local Government Act 1995as amended
Council Policy: Nil
Budget Implications: Nil
File Reference:
Voting Requirements: **Absolute Majority**
Attachment: Forward Capital Works Plan Review (26 pages)

Background

Council last reviewed the attached Forward Capital Works plan last financial year. Given that there have been changes made to potential expenditure since then it requires a further review and endorsement in order that the plan can accompany the 2012/2013 funding application for road works to be funded from the individual component of the Country Local Government Fund. Following the review, the plan will be made available for public comment and will require formal adoption after consideration (and potential amendment) of any submissions received.

Comment

The plan will also require an additional year to be added (2016/17) which presents a dilemma as we are not guaranteed individual funding and the regional component will become contestable. Furthermore, Council's Long Term Financial Plan and Asset Management Plan have not as yet been finalised by the Consultants.

COUNCIL DECISION:

That the Forward Capital Works Plan, as amended, for financial years 2012/13 to 2016/17 be made available for public comment and be referred to the December 2012 meeting for adoption, following consideration of any submissions received.

Moved: Cr Haslam

Seconded: Cr Newman

Carried by Absolute Majority 6/0



Forward Capital Works Plan

November 2012

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1. OPENING STATEMENT

This Forward Capital Works Plan provides for the Shire of Cuballing's expenditure on asset renewals, expansions and upgrades and any new assets over the next five years. It was approved by resolution of the Council on 16 June 2011 and advertised for public comment for a period of two weeks. Amendments have since been adopted by Council in December 2011 and April 2012

The Shire of Cuballing is committed to providing our community with infrastructure that supports the development of the district and the provision of services that make Cuballing an attractive place in which to live, work, invest and play. We are committed to the principles of sound asset management and long term financial planning to ensure that our investments in infrastructure assets are sustainable. We will review the Forward Capital Works Plan each year.

Shire President
Cr. TH Wittwer

Chief Executive Officer
Eva Haydon

2. INTRODUCTION

The Western Australian Government through the Department of Local Government acknowledges that strategic and asset management planning are essential to the long term sustainability of local government throughout Western Australia. As such Councils must understand the long term implications of their capital works programs and be able to sustain their current and future assets now and into the future.

Councils are required as part of the Royalties for Regions funding arrangements to prepare a 5 year future capital works program. One of the primary intentions of the Country Local Government Fund is to improve the quality of planning in country local governments.

3. CONTACT PERSON

The contact Person for the any enquiries in relation to this plan is

Eva Haydon
CHIEF EXECUTIVE OFFICER
Shire of Cuballing
P O Box 13
Cuballing W A 6311
P: (08) 9883 6031
F: (08) 9883 6174

4. LINKAGES TO STRATEGIC PLANNING

The FCWP has been prepared in parallel with the development of a new Strategic Plan for the Shire of Cuballing. That work is sufficiently progressed to confirm the strategic linkages as outlined here. We highlight in particular the significance of the Dryandra Equestrian Centre to the development of the Shire of Cuballing and the Dryandra region. It is fundamental to economic diversification, residential development and visitor attraction. The Equestrian Centre is based on an existing regional strength in a relatively high value niche industry.

In the next round of Forward Capital Works Plan the linkages will be updated to directly reference the new Strategic Plan.

5. PROJECT PRIORITISATION

It is important to acknowledge that each Council is different and in serving their communities each will have its own criteria which make individual projects more or less important. In the case of Cuballing Shire key criteria in priority order are:

- Develop our town
- Improve social equity for the town
- Demand
- Affordability
- Environment
- Risk

As such each of the projects were given a rating in accordance with the Infrastructure Australia priority rating as described below:

Rating	Description
Highly beneficial	Major positive impacts resulting in substantial and long-term improvements or enhancements of the existing environment.
Moderately beneficial	Moderate positive impact, possibly of short, medium or longer term duration. Positive outcome may be in terms of new opportunities and outcomes of enhancement or improvement.
Slightly beneficial	Minimal positive impact, possibly only lasting over the short-term. May be confined to a limited area.
Neutral	Neutral – no discernible or predicted positive or negative impact.
Slightly detrimental	Minimal negative impact, probably short-term, able to be managed or mitigated, and will not cause substantial detrimental effects. May be confined to a small area.
Moderately detrimental	Moderate negative impact. Impacts may be short, medium or long-term and impacts will most likely respond to management actions.

6. PROJECTS

6.1 Road Construction Program

6.1.1 Purpose

To provide an effective, safe and economical system for moving vehicles, pedestrians and cyclists.

6.1.2 Background

The Shire of Cuballing has approximately 176 and 465 kilometres of sealed and unsealed roads respectively. The management of the road system includes the road pavement, drainage, street lighting, verge maintenance and signage.

The individual components of the program are based on technical in-field assessment by Council staff and take into account road condition and traffic volumes. Priority is given to heavy traffic route and school bus routes.

6.1.3 Council's Strategic Plan

One of the goals within the Council's Strategic Plan is to manage the transport system of the Shire through efficient construction and maintenance of essential infrastructure.

6.1.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council	\$108,000	\$160,000	\$203,000	\$213,000	\$223,000	\$233,000
CLGF (Local)			\$67,299 (Utilising 11/12 funds) \$317,206 (Utilising 12/13 funds)	\$287,206		
CLGF (Regional)						
Government Grants	\$378,000	\$548,000	\$1,838,000	\$425,000	\$447,000	\$450,000
Other Grants						
Total Expenditure	\$486,000	\$708,000	\$2,425,505	\$925,206	\$670,000	\$683,000

6.1.5 Risk Management Assessment

Presently the road network is considered to be in a reasonable condition. However the network is subject to deterioration based on sudden changes in haulage routes through the Shire. Should the project cease or funding be reduced the likelihood of a serious incident on the road network would substantially increase.

The consequence of any change to this program could be major giving the overall risk profile as HIGH. The spike in Government Grants in 2011/12 and 2012/13 is as a result of the Strategic Grain Freight funding provided by Main Roads WA as a result of the closure of tier 3 rail networks.

6.1.6 Prioritisation

Factor/s	Rating	Comment
Develop our town	Highly beneficial	Will substantially help develop the town and assist in ensuring long term economic growth, by maintaining existing road condition and improved safety by widening of road widths to support gain movements and road safety
Improve social equity for the town	Highly beneficial	Will substantially improve social equity within the community, by providing safe access to and from regional and local centres.
Demand	Highly beneficial	The project will increase the safety of the road network.
Affordability	Slightly detrimental	The project will have a negative impact on the Councils budget
Environment	Slightly detrimental	The environmental impacts of a road network widening are insignificant, and will result in possible minimal losses of road side vegetation.
Risk	Slightly beneficial	Safer roads pose less risk to the Council.

The overall project priority is considered to be HIGH

6.2 Footpath Construction Program

6.2.1 Purpose

To provide a safe means for pedestrians to walk alongside the road network.

6.2.2 Background

Council has an ongoing program of improvement and renovation of civil infrastructure within the town and an essential part of that infrastructure is the incremental addition of new footpaths linking residential and commercial areas to key facilities and services

6.2.3 Council's Strategic Plan

One of the goals within the Council's Strategic Plan is to manage the transport system of the Shire through efficient construction and maintenance of essential infrastructure.

6.2.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council				\$30,000	30,000	\$30,000
CLGF (Local)						
CLGF (Regional)						
Other Grants						
Total Expenditure				\$30,000	\$30,000	\$30,000

6.2.5 Risk Management Assessment

Footpath trips and hazards are an everyday reality and as the town grows and tourism increases as does the risk of injury to the general public. The likelihood of the risk is considered possible, the consequence of such a risk is considered Low.

As such the overall risk rating is considered to be MEDIUM.

Delay or reduced funding of the project will increase the likelihood of an injury claim against Council.

6.2.6 Prioritisation

Factors	Rating	Comment
Develop our town	Slightly beneficial	Will add to the aesthetics, safety and functionality of the town by providing enhanced street scapes and improvement to amenities.
Improve social equity for the town	Moderately beneficial	Will improve social equity within the community by linking access from major facilities to the main town centre.
Demand	Slightly beneficial	There may be some demand for this service from the community
Affordability	Neutral	The project is unlikely to have a significant effect on the Council's budget
Environment	Moderately beneficial	Footpaths encourage walking as a mode of transport and will have environmental benefits.
Risk	Moderately beneficial	High quality footpaths provide safe area for pedestrians reducing the possibility and probability of trips and falls by the general public.

The overall project priority is considered to be MEDIUM

6.3 Dryandra Regional Equestrian Park

6.3.1 Purpose

To provide a covered arena, cross country course, clubrooms, land and fencing for the Dryandra Regional Equestrian Park.

6.3.2 Background

The equestrian club sought an alternative location as its previous site in Narrogin was developed into residential blocks. The Shire of Cuballing decided to use the available land in its surrounds to establish a new location for the club. It is creating a world class equestrian park which aims to be a generator of industry and population growth centred on equine-related businesses, professionals, families and visitors.

6.3.3 Council's Strategic Plan

One of the goals within the Council's Strategic Plan is to provide for the recreation and culture needs of the Shire ratepayers and residents.

6.3.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council	\$20,000					
CLGF (Local)	\$180,425					
CLGF (Regional)	\$315,297	\$317,206	\$150,000			
State Grant	\$166,379					
Other Contributions	\$103,771					
Total Expenditure	\$785,872	\$317,206				

6.3.5 Risk Management Assessment

The main risk for Council is the loss of reputation and major loss of economic development opportunity that would occur should the project not proceed.

This risk is considered to be medium to high and the likelihood of damage is also considered possible giving an overall risk rating of HIGH.

6.3.6 Prioritisation

Factors	Rating	Comment
Develop our town	Highly beneficial	Will substantially help develop the town and assist in ensuring long term economic growth by attracting new residents and tourists to the town
Improve social equity for the town	Highly beneficial	Will substantially improve social equity within the community by providing a facility for all to use and enjoy.
Demand	Highly beneficial	There would appear from all research carried out by the Council demand on a local, regional and wider basis for this service
Affordability	Neutral	The project will not have an effect on the Council's budget
Environment	Neutral	Project has no effect on the environment
Risk	Moderately beneficial	Improves overall risk profile.

The overall project priority is considered to be HIGH.

6.4 Popanyinning Railway Restoration and Tourist Precinct

6.4.1 Purpose

To restore the existing railway building and establish an attractive area for tourists and the community.

6.4.2 Background

The Popanyinning Progress Association has identified that investment in renovation and maintenance of the Popanyinning Railway Station and surrounds is an opportunity to capitalise on steam train tourist events.

The construction of a memorial area with safe pathway and seating will be utilised for Anzac ceremonies

6.4.3 Council's Strategic Plan

Council's Strategic Plan aims to provide an attractive tourist destination that caters for a diverse range of interests.

Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council	\$6,000	\$2,775				
CLGF (Local)			\$46,821 (utilising 11/12 funding)			
CLGF (Regional)						
Government Grant	\$15,630	\$14,370				
Veteran Affairs	\$4,000					
Total Expenditure	\$25,630	\$17,145	\$46,821			

6.4.4 Risk Management Assessment

The main risk for Council is the loss of reputation, community amenity and economic development opportunity that would occur should the project not proceed.

This risk is considered to be medium and the likelihood of damage is considered possible giving an overall risk rating of HIGH.

6.4.5 Prioritisation

Factors	Rating	Comment
Develop our town	Moderately beneficial	Will help develop the town and assist in ensuring long term economic growth by attracting tourists to the town. Utilises a currently under-utilised asset.
Improve social equity for the town	Neutral	
Demand	Slightly beneficial	There is demand for this facility by the community
Affordability	Neutral	The project will have a very small impact on the Councils budget - \$30,000 has been received from RCLIP Round 2
Environment	Neutral	
Risk	Moderately beneficial	Positive impact on overall risk profile

The overall project priority is considered to be **MEDIUM**.

6.5 Shire Depot

6.5.1 Purpose

To improve the facilities at the existing Shire depot by erecting sheds and a ramp, and constructing an office for the Works Manager.

6.5.2 Background

The Shire depot is over 50 years old and needs upgrading to be able to perform the services required by the community.

6.5.3 Council's Strategic Plan

One of the goals in the Council's Strategic Plan is to provide and operate essential community amenities.

6.5.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council	\$25,000					
CLGF (Local)			\$10,500 (utilising 11/12 funding)			
CLGF (Regional)						
Other Grants						
Total Expenditure	\$25,000		\$10,500			

6.5.5 Risk Management Assessment

The risk of this project is operationally focused. Should the project not occur then the consequences will be considered to be medium to high as work delivered by the Depot suffers as a result of the poor operational facilities.

As such the overall risk rating for this project is considered to be HIGH.

6.5.6 Prioritisation

Factors	Rating	Comment
Develop our town	Moderately beneficial	Will substantially help develop the town by enabling the Council to provide a wide range of services from a fit for purpose Depot.
Improve social equity for the town	Neutral	
Demand	Moderately beneficial	Council will be able to meet the demands on its services.
Affordability	Slightly detrimental	The project will have a negative impact on the Council's budget
Environment	Neutral	
Risk	Moderately beneficial	There would be less risk that Council couldn't provide its services.

The overall project priority is considered to be **MEDIUM**.

6.6 Land Development ??To be removed?

6.6.1 Purpose

The increase in industrial and residential land within Cuballing aims to bring increased population, employment opportunities and economic growth to the Shire.

6.6.2 Background

There is a demand for the release of industrial and residential land throughout rural Western Australia, including areas such as Cuballing. Progress in releasing new blocks is seen as too slow with increased demand not being met.

6.6.3 Council's Strategic Plan

The Council's Strategic Plan aims to ensure that there is appropriate strategic planning for land requirements in Cuballing.

6.6.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council				\$30,000		
CLGF (Local)						
CLGF (Regional)						
Other Grants						
Total Expenditure				\$30,000		

6.6.5 Risk Management Assessment

This project is aimed at driving the economic future of Cuballing by providing industrial and residential capacity within the town. There is minimal risk to the Council should the project not proceed however if Council does not drive economic development particularly drive the availability of land then the economic development of the area may well be hindered.

As such the risk to the area should the project not proceed is considered unlikely and the consequences high (if there is unmet demand) giving an overall risk rating of MEDIUM.

6.6.6 Prioritisation

Factors	Rating	Comment

Factors	Rating	Comment
Develop our town	Highly beneficial	Will substantially help develop the town and assist in ensuring long term economic growth by attracting new industries and residents to the Shire. There will also be increased employment opportunities.
Improve social equity for the town	Neutral	
Demand	Moderately beneficial	There would appear from all research carried out by the Council demand on a local basis for this project
Affordability	Slightly beneficial	The project will involve minimal financial input from Council and generate income long term.
Environment	Moderately detrimental	There will be environmental impacts from increased industry
Risk	Slightly beneficial	Marginal positive impact on overall risk profile

The overall project priority is considered to be MEDIUM

6.7 Mobile Phone Tower

6.7.1 Purpose

To provide mobile phone coverage to the Shire of Cuballing.

6.7.2 Background

There is no mobile phone coverage within the Shire of Cuballing at present.

6.7.3 Council's Strategic Plan

The Council's Strategic Plan identifies the need for better communication facilities including mobile phone access. This priority was reinforced by the Dryandra ROC Forum on 14 July 2010 which identified black spots in the region as an impediment to economic development and a significant safety issue.

6.7.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council						
CLGF (Local)						
CLGF (Regional)						
State Government						
Other Grants						
Total Expenditure						

6.7.5 Risk Management Assessment

The risk context of this project is operationally focused. Should the project not occur then the consequences will be considered to be low with inconvenient delays. The likelihood of this project not going ahead is assessed to be possible.

As such the overall risk rating for this project is considered to be MEDIUM.

6.7.6 Asset Ownership

This asset will not be owned by Council but by the mobile phone service provider, Telstra. As mentioned above, black spots in mobile phone coverage is a major safety issue and is also hindering business opportunities within the Shire.

This issue has been clearly identified in the Council's previous strategic plan and the new plan currently being finalised as a high priority for both Council and the community. Expenditure on this project will substantially assist in the delivery of Council's strategic intent and the investment in accelerating the provision of such a key asset, even though owned by a third party, is considered justified.

6.7.7 Prioritisation

Factors	Rating	Comment
Develop our town	Moderately beneficial	Will help develop the town by providing a more efficient communication system, providing for business and social development needs
Improve social equity for the town	Moderately beneficial	The ability to have adequate mobile phone coverage for residents and visitors to the town will have benefits in terms of social equity (including safety) and will allow the phone coverage generally taken for granted
Demand	Moderately beneficial	There appears to be demand for this service
Affordability	Neutral	
Environment	Neutral	
Risk	Neutral	

The overall project priority is considered to be MEDIUM

6.8 UPGRADES TO RECREATION AREAS, CEMETERIES AND BUILDINGS

6.8.1 Purpose

To provide upgraded recreation facilities in Popanyinning and Cuballing.
To provide upgraded cemeteries in both towns.

6.8.2 Background

Upgraded recreation facilities will encourage more physical activity for residents.
Upgraded cemeteries will provide a safer and more comfortable environment for users.

6.8.3 Council's Strategic Plan

One of Council's priorities within the Strategic Plan is to ensure that recreational facilities are provided for all the residents of the district. The Community has also requested upgraded cemeteries in both towns and improvement to the Cuballing Shire Men's Shed is required to cater for additional regional users and larger projects.

Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council						
CLGF (Local)			\$192,586 (utilising 11/12 funding)			
CLGF (Regional)						
Government Grant						
Other Grants						
Total Expenditure			\$192,586			

6.8.4 Risk Management Assessment

There is little risk associated with non-delivery of this project and an improvement in safety and aesthetics. The consequence of this project not happening is insignificant and the likelihood that it won't happen is possible giving an overall risk rating of LOW.

6.8.5 Prioritisation

Factors	Rating	Comment
Develop our shire recreation and cemetery facilities	Highly beneficial	Will help develop the town by providing improved facilities for our communities. Will enable youth activities to be organised
Improve social equity for the town	Highly beneficial	
Demand	High	
Affordability	Neutral	The project will be funded from the Country Local Government Fund, and in the long term will have a beneficial effect on asset management.
Environment	Neutral	
Risk	Neutral	

The overall project priority is considered to be HIGH.

6.9 Community Bus ??????????????

6.9.1 Purpose

To provide a community bus that could be hired by all community groups and members for transport to wherever they wish to go.

6.9.2 Background

A community bus has been identified by Council as a desirable service that could be charged on a fee for service basis and would provide a means of access to regional centres by less mobile persons.

6.9.3 Council's Strategic Plan

Within the Council's Strategic Plan the community has indicated that they would like to see a bus service established between Cuballing and Narrogin.

6.9.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council						
CLGF (Local)						
CLGF (Regional)						
Other Grants						
Total Expenditure						

6.9.5 Risk Management Assessment

The risk context of this project is in the reputation of the Council. The consequence of the project not proceeding is considered to be low whilst the possibility or likelihood of failure is considered to be unlikely.

This would give the project an overall risk rating of LOW.

6.9.6 Prioritisation

Factors	Rating	Comment
Develop our town	Neutral	
Improve social equity for the town	Moderately beneficial	Will improve social equity within the community by providing a means of transport for all to use
Demand	Moderately beneficial	There would appear to be community demand for this project
Affordability	Slightly detrimental	The project will have a small negative impact on the Councils budget
Environment	Moderately beneficial	A public transport service will decrease the volume of traffic.
Risk	Neutral	

The overall project priority is considered to be LOW.

6.10 Regional Waste Depot

6.10.1 Purpose

To contribute funds towards a regional waste facility for the twelve local governments participating in the 'Zero Waste Management Scheme'.

6.10.2 Background

The existing waste facility in Cuballing does not comply with the new conditions required by the government. The Shire of Cuballing has joined with surrounding Shires to find a regional solution for waste disposal. Part of this funding will be used to construct transfer stations within the shire and the balance will be utilised as a contribution towards the Regional Waste Depot.

6.10.3 Council's Strategic Plan

The Council's Strategic Plan aims to provide and operate essential community amenities such as refuse sites.

6.10.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council						
CLGF (Local)						
CLGF (Regional)				\$317,206		
Other Grants						
Total Expenditure				\$317206		

6.10.5 Risk Management Assessment

There is scope for the regional waste depot to be located in a number of other locations outside the Shire of Cuballing so the consequence of the project not being delivered is minor. The likelihood of the project not being delivered is unlikely.

This would give the project an overall risk rating of Neutral

6.10.6 Prioritisation

Factors	Rating	Comment
Develop our town	Highly beneficial	Will substantially help develop the town by providing a long term solution for waste disposal for the community
Improve social equity for the town	Neutral	
Demand	Moderately beneficial	There is substantial interest from the community to have a waste depot in close vicinity
Affordability	Neutral	
Environment	Moderately beneficial	A regional sanitary waste disposal site will improve environmental performance relative to the status quo in the region
Risk	Neutral	

The overall project priority is considered to be HIGH.

6.11 Dam Construction

6.11.1 Purpose

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.

6.11.2 Background

At present the small runs dry during the first half of the financial year so the oval cannot be watered during the hottest part of the year.

6.11.3 Council's Strategic Plan

One of the Council's goals within the Strategic Plan is to provide for recreation and culture needs of Shire ratepayers and through provision of high standard reserves.

6.11.4 Funding Sources

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Council						
CLGF (Local)	\$100,000	\$80,426 (c/f from 10/11)				
CLGF (Regional)						
Other Grants						
Total Expenditure	\$100,000	\$80,426				

6.11.5 Risk Management Assessment

The risk of this project is related to the reputation of the Council. Rural Shires thrive on having appropriate recreational facilities.

Construction of this facility is of very high significance to the Cuballing community. As such the consequence of the project not proceeding is considered to be high whilst the possibility or likelihood of failure is considered to be unlikely.

This would give the project an overall risk rating of HIGH.

6.11.6 Prioritisation

Factors	Rating	Comment
Develop our town	Highly beneficial	Will help develop the town by allowing the oval to be watered throughout summer and will provide water for fire fighting in the event of an incident involving the pipeline carrying water to the town.
Improve social equity for the town	Neutral	
Demand	Highly beneficial	The community places high importance on being able to use the oval during the summer and fire fighting was one of the issues raised during community consultation. If an accident occurred which impacted on the water pipeline, the residents would need a facility to top up tanks for fire fighting purposes.
Affordability	Slightly detrimental	The project will have a small impact on the Council's budget due to maintenance requirements
Environment	Neutral	
Risk	Moderately beneficial	Positive impact on overall risk profile

The overall project priority is considered to be HIGH.

9.2.50 FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES REVIEW

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

Background

The Local Government Financial Management Regulations 1996 require the following:

5. *Financial management duties of the CEO*

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
- (a) *For the proper collection of all money owing to the local government;*
 - (b) *For the safe custody and security of all money collected or held by the local government;*
 - (c) *For the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);*
 - (d) *To ensure proper accounting for municipal or trust —
 - (i) revenue received or receivable;
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities;*
 - (e) *To ensure proper authorisation for the incurring of liabilities and the making of payments;*
 - (f) *For the maintenance of payroll, stock control and costing records; and*
 - (g) *To assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
- (a) *Ensure that the resources of the local government are effectively and efficiently managed;*
 - (b) *Assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) ***Undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.***

Comment

New Financial Management Procedures have been drafted and are attached for Council's information. The forthcoming transition to the Synergysoft accounting software will enable more effective control of the accounting system and other systems currently in place are sufficient to protect Council funds from any misappropriation.

COUNCIL DECISION:

That Council receive the Financial Management Systems and Procedures Review 2012.

Moved: Cr Hawksley

Seconded: Cr Haslam

Carried by Absolute Majority 6/0

1. Incoming Mail

All mail is to be opened by administration staff on a daily basis. Any cheques that are received in the mail are to have their cheque details listed in the incoming mail register and receipt numbers must be entered against each cheque on a daily basis

2. Petty Cash

Petty cash is reconciled on a "as needs" basis with four spot checks carried out throughout the financial year by the accountant. Receipts must be presented prior to reimbursement of petty cash. In the event that a receipt is lost, two persons must sign a written claim for reimbursement, and the person being reimbursed must sign to acknowledge receipt of reimbursement. Any discrepancies are to be reported to the Chief Executive Officer (CEO). All petty cash expenditure must have a voucher/receipt for the expense incurred.

Petty cash is to be reconciled on 30 June each year.

3. Cash Drawer Float

The float is to have a balance of \$100 and is reconciled on a daily basis. The float is to have four random checks carried out by the accountant throughout the financial year. Any discrepancy is to be reported to the CEO. Any banking not deposited must be kept in the safe, which should be locked at all times.

4. Purchase Order Books

Purchase order books are to be kept in the strong room at the administration office. Once a purchase order book has been used it is to be returned to the office and a replacement one is issued to the relevant staff member. The staff member is to sign and date the purchase order register for the replacement purchase order book. Only staff with the authority to sign purchase orders (as listed in position descriptions or contracts) must be issued with an order book. The Creditors' Clerk must ensure that the signatory on a purchase order has not signed orders for goods or services valued at a greater amount than that for which the signatory is authorised. The transition to the Synergysoft integrated accounting system will provide for electronic order issues which will obviate the necessity to use purchase order books. Hard copies of orders will be filed by each authorised staff member for faxing/delivering to creditors without the means to receive orders electronically

5. Invoices

All invoices apart from utilities such as phone, electricity and water and contracted services (Watch 24, Great Southern Waste) or freight invoices are to be matched to the relevant purchase order. The purchase order must have the expenditure/job code and estimated cost on it and be signed by the relevant person. Once the invoice has been received and signed by the relevant staff member, the invoice can be processed for payment. Payment can be made by either a cheque or direct debit. Payment is made on invoices only. No payment is to be made on statements from suppliers. Following installation of new accounting software, the purchase ordering system will be used to authorise payments for goods/services received.

6. Payment of invoices

Once the invoices have been forwarded to the creditors clerk they can then be processed for payment. The creditors clerk enters the invoices into council's accounting system and a cheque is printed or a direct debit is made. Payments made by cheque are to be signed by the accountant/councillor and CEO. Payments carried out via direct debit are to be entered into the internet banking system by two registered users. Staff entering invoices must not authorise direct debit payments via the internet.

Once the payment has been approved the cheque remittance/direct debit payment slip are attached to the relevant invoice/s and are then are listed in the monthly cheque/direct debit listing that is presented to the monthly council meeting. After the council meeting the invoices and cheque/direct debit listing are filed in the strong room.

7. **Changing of a supplier's or Staff member's bank account details**
Where a supplier or staff member notifies council of a change in bank account details it must be entered by another administration officer with banking authority into the system. The accountant or CEO must sight the notification and sign off the change in bank details for the supplier or staff member. The notification must then be filed in the audit trail folder.
8. **Debtors**
All debtors are to be raised by the debtors clerk as requested by the relevant staff. Private works debtors are raised on a monthly basis.
9. **Cash on Hand**
Banking will done at least twice a week, or when there is \$2,000 in cash. Banking will be carried out every Friday to limit the amount of cash held at the Shire office over the weekend. Police licensing receipts must be banked once the amount received is over \$1000.00 to avoid the licensing trust account being overdrawn
10. **Transfer of Funds**
The CEO and accountant have authority to move funds between council's municipal cheque account, reserve account, Trust Account and cash deposit accounts as required to maximise interest earnings and manage cashflow.
11. **Month End Reconciliations and Audit Trails**
At the end of each month the following ledgers are to be reconciled:
 - Debtors
 - Creditors
 - Payroll
 - Fixed Assets
 - Rates
 - Payroll Creditors
 - Police Licensing Trust AccountHard copies of the reports are to be printed out and filed.
Following the implementation of Synergysoft accounting software, audit trails for Payroll and Creditors must be printed off each month and filed for spot auditing by the Accountant or CEO.

Staff are required to refer to Council's Purchasing Policy unless they are dealing with an emergency.

Adopted:

Reviewed:

9.2.51. SUBDIVISION LOT 1 GREAT SOUTHERN HIGHWAY POPANYINNING

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

Background

Mr Anthony Maris has written to seek Council approval to subdivide Lot 1 Reeds Road Popanyinning.

He has indicated that the property would be split by division of the Hotham River front section consisting of around 10 hectares, including dwellings, and the remaining back section (approximately 54 hectares) of the property, which would be sold to his neighbour. Mr Maris has not indicated to which neighbour he intended to sell the subdivided land.

Comment

The subject land is not located on Reeds Road and its physical address on Title 2030/884 is Lot 1 Great Southern Highway Popanyinning. There does not appear to be any reason why Council would object to the subdivision and subsequent sale to an adjoining landowner.

OFFICER RECOMMENDATION:

That Mr Maris be informed Council has no objection to the proposed subdivision of land on Certificate of Title 2030/884, Lot 1 Great Southern Highway Popanyinning.

Moved: Secoded

COUNCIL DECISION:

That Mr Maris be informed Council has no objection to the proposed subdivision of land on Certificate of Title 2030/884, Lot 1 Great Southern Highway Popanyinning providing the land is sold to the adjoining landowner.

Moved: Cr Hawksley **Secoded:** Cr Conley **Carried 6/0**



Find a location

Find By: Certificate of Title

Volume/Folio 2030/884

eg: 1912/250, LR102/150

Locate

Products Available

return to search results

Premium Property Report for H 14423 GREAT SOUTHERN HWY POPANYINNING

Product Info \$95.60 Order Now

Certificate of Title for H 14423 GREAT SOUTHERN HWY POPANYINNING

Product Info \$24.00 Order Now

Survey for H 14423 GREAT SOUTHERN HWY POPANYINNING

Product Info \$24.00 Order Now

Suburb Sales Report for POPANYINNING

Product Info \$32.34 Order Now

Street Sales Report for GREAT SOUTHERN HWY POPANYINNING

Product Info \$18.46 Order Now

TitleWatch (Immediate) for H 14423 GREAT SOUTHERN HWY POPANYINNING

Product Info \$28.50 Order Now

Single Property Sales Report for H 14423 GREAT SOUTHERN HWY POPANYINNING

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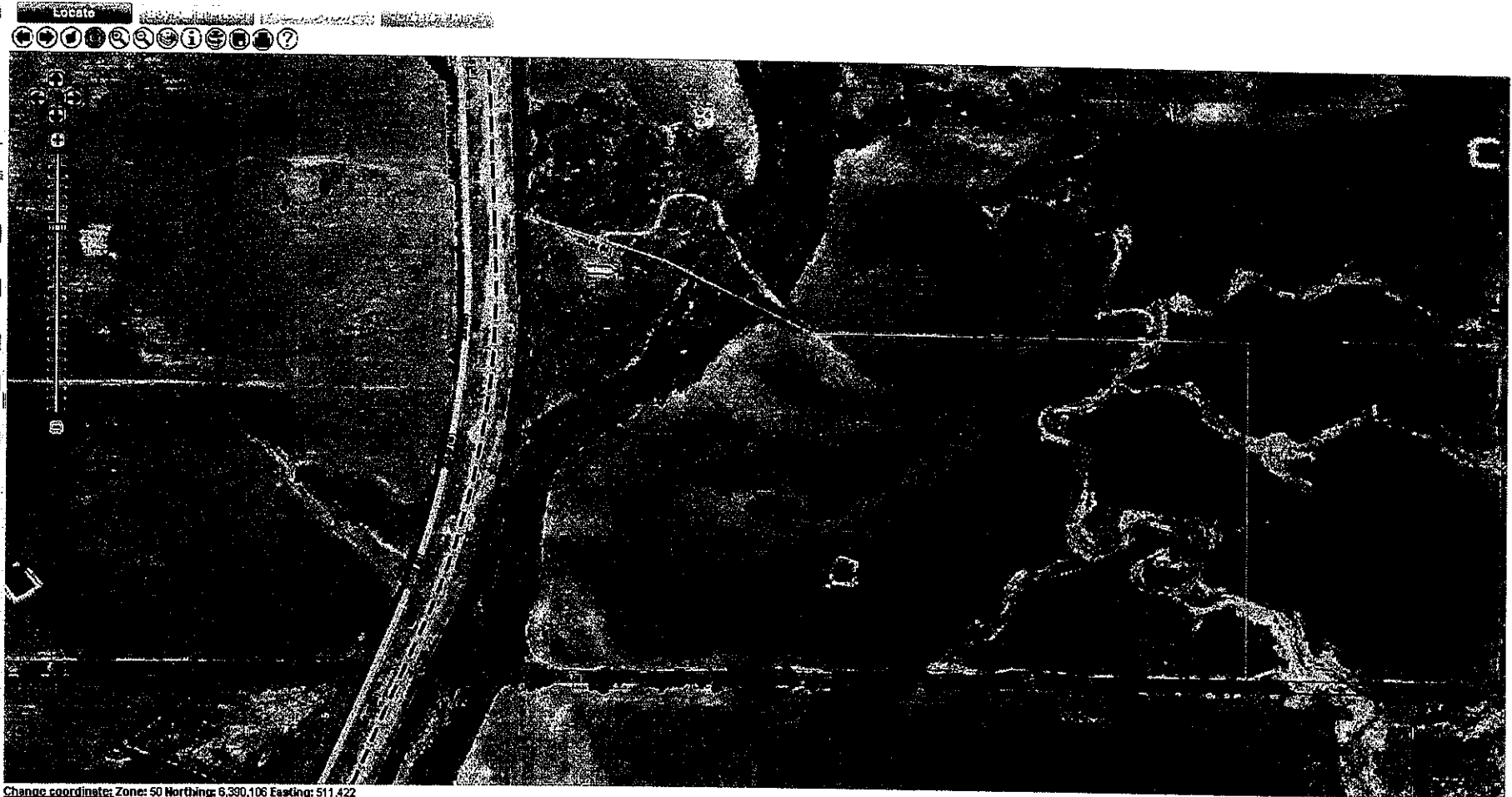
Gross Rental Value Report for H 14423 GREAT SOUTHERN HWY POPANYINNING

Product Info \$7.60 Order Now

Unimproved Land Value Report for H 14423 GREAT SOUTHERN HWY POPANYINNING

Product Info \$7.60 Order Now

return to search results



Change coordinates: Zone: 50 Northing: 6,390,106 Easting: 511,422

9.2.52. SUBDIVISION APPLICATION-LOT 11 (UN-NAMED UNCONSTRUCTED ROAD RESERVE)

Location/Address: As above
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: Local Government Act 1995as amended
Council Policy: Nil
Budget Implications: Nil
File Reference:
Voting Requirements: Simple Majority

Background

Council has received an application for subdivision of land at the above location. WA Planning Commission have unofficially indicated that they would only slightly amend the boundaries of one lot.

Comment

As there appears to be adequate access to all of the proposed lots (albeit unmade road reserve in some instances) there would be no reason for Council to object to the application apart from adding that any future construction of the unmade road reserve would be at the owner's cost.

<p>COUNCIL DECISION:</p> <p>That the WA Planning Commission be advised:</p> <ol style="list-style-type: none">1 Council has no objection to Subdivision application WAPC146772 – Lot 11 un-named, unconstructed road reserve; and2 Any future construction of the unmade road reserve would be at the owner's cost. <p>Moved: Cr Haslam Seconded: Cr Hawksley</p> <p style="text-align: right;"><i>Carried 4/2</i></p>

9.3.21 APPLICATION FOR HEAVY VEHICLE PERMIT

Location/Address:	Walsh Rd, Pauley Rd, Leasons Rd and Strahan Rd
Reporting Officer:	Bob Walker – Works Manager
Enabling Legislation:	
Council Policy:	Council Policy 5.20 Heavy Vehicle Operations
Budget Implications:	Increased cost of Road Maintenance
File Reference:	
Voting Requirements:	Simple Majority

Background

The purpose of this report is for Council to consider an application for a heavy vehicle permit for Pauley Rd, Leasons Rd, Walsh Rd and Strahan Rds, received from Commodine Farms.

Commodine Farms has an existing Main Roads HVA permit and are wishing to increase the size of the Heavy Vehicle Combination to enable hay cartage on the above designated roads. The current permit class and category are not detailed in the application.

They wish to utilise a Class 2, Category 5 combination. This application, should it be approved would allow a vehicle of a length that would exceed 27.5 metres but not greater than 36.5 metres.

Council has a limited number of approvals issued for operators to utilise larger transport equipment with restrictions in place for most roads.

Comment

At its Meeting on the 17th April 2008 Council considered the following.

8.2.2 RESTRICTED ACCESS VEHICLE PERMITS – LOW VOLUME LOCAL GOVERNMENT ROADS

Submission to: Ordinary Meeting of Council

Location/Address: Whole of Shire

Reporting Officer: Peter Naylor, Chief Executive Officer

Enabling Legislation: Local Government Act 1995

Main Roads WA, Heavy Vehicle Operation Restricted Access Vehicle System

Council Policy: 5.20

Budget Implications: Nil

File Reference: Administration 11, Roads 12 & Traffic Control 3

Voting Requirements: Simple majority

Background

Council is aware of the Heavy Vehicle Operations Restricted Access Vehicles system (RAV) which has been operating in Western Australia for the past couple of years.

Main Roads have advised that improvements have been made to the RAV system. To assist rural communities a new category of road called “*Low Volume Road*” has been created. Main Roads advise these roads are unique in that they would not normally be approved for RAV access.

Comment

The system as advised by Main Roads will work in the following manner; *“Road use is tightly controlled and every operator must obtain approval from the relevant Local Government before using any low volume road. Low volume roads are indicated on the road maps by a dotted line (as distinct from the dashed line). They are indicated on the road tables by the reference to Low Volume in the conditions column”*.

The following conditions as taken from the RAV system Conditions schedules will essentially form the basis of a new council policy with respect to RAV permits of Low Volume roads.

In addition to the conditions stipulated in the Restricted Access Vehicles (RAV) Table of Permitted Roads applying to Low Volume (LV) Roads, the following conditions must be fulfilled when operating on any LV Road:

(a) Low Volume Condition Type A:

- Current written approval from the Local Government, permitting use of the road, must be obtained and carried and produced on demand;
- School Bus curfews; as specified in the Local Government approval letter, must be observed;
- Headlights must be switched on at all times;

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- Operation only during daylight hours;

- No operation on unsealed road segment when visibly wet; and
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).

(b) Low Volume Condition Type B:

- All of the above conditions for type A roads; and
- Single lane road; road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction; and
- Maximum speed limit of 40kmh; and

Note:

- A LV road is generally an unsealed rural road with a traffic volume of less than 75 vehicles per day. These roads are narrower and generally only approved for use during harvest season.
- All LV roads require the approval from the Local Government before use.
- There are two standards of LV roads, type A and type B. Type B is narrower and considered a single lane road.
- All LV roads have a common set of operating conditions. For this reason, the common conditions are listed above in preference to repeating them for every LV road listed in the Road Tables.
- Only the speed limit will vary between roads due to local conditions. So the speed limit will be listed against the road name in the Road Tables.

It is pleasing that Main Roads have amended the RAV system in a way that primarily recognizes and caters for seasonal movements of primary produce and primary input materials in the agricultural regions of Western Australia. The LV category is essentially what rural local governments have been requesting since the inception of the RAV system to allow seasonal access on non permitted roads.

Council adopted Policy 5.20 Heavy Vehicle Operations in November 2002, for the use of Heavy Vehicles on roads within the Shire. This policy has not been able to be used since the introduction of the RAV system, however was not repealed and/or amended as Council waited on Main Roads to consider the use of low volume roads. The policy pertaining to low volume roads will need to be far more prescriptive than the existing policy.

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CHIEF EXECUTIVE OFFICERS RECOMMENDATION

That Council Policy 5.20 Heavy Vehicle Operations be amended to read as follows:

In addition to the conditions stipulated in the Restricted Access Vehicles (RAV) Table of Permitted Roads applying to Low Volume (LV) Roads, the following conditions must be fulfilled when operating on any LV Road:

(c) Low Volume Condition Type A:

- *Current written approval from the Local Government, permitting use of the road, must be obtained and carried and produced on demand;*
- *School Bus curfews; transport operators are required to avoid school bus routes between the hours of 7am to 9am and 3pm to 5pm on school days, and to show courtesy to school buses and local traffic at all times;*
- *Headlights must be switched on at all times;*
- *Operation only during daylight hours;*
- *No operation on unsealed road segment when visibly wet; and*
- *Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).*

(d) Low Volume Condition Type B:

- *All of the above conditions for type A roads; and*
- *Single lane road; road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction; and*
- *Maximum speed limit of 40km/h.*

Note:

- *A LV road is generally an unsealed rural road with a traffic volume of less than 75 vehicles per day. These roads are narrower and generally only approved for use during harvest and other local seasonal activities.*
- *All LV roads require the approval from the Local Government before use.*
- *There are two standards of LV roads, type A and type B. Type B is narrower and considered a single lane road (i.e. trafficable width of < 4 metres).*

- *All LV roads have a common set of operating conditions. For this reason, the common conditions are listed above in preference to repeating them for every LV road listed in the Road Tables.*
- *Only the speed limit may vary between roads due to local conditions. So the speed limit will be listed against the road name in the Road Tables.*

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COUNCIL ACTION

Moved Cr Newman, seconded Cr Brown that the Chief Executive Officers recommendation be adopted.

CARRIED 7/0

Without substantial work, I do not believe that the requested roads (LV Type A and Type B) could safely accommodate any increase above a Class2 Category 2 Vehicle.

Pauley Rd would need to be gravel sheeted, Strahan Rd requires substantial clearing works, Leeson Rd would likely require some reconstruction work. Walsh Rd whilst having some tree mulching work recently still falls far short of the minimum width requirement for a road train route.

OFFICER RECOMMENDATION:

That;

Council defer a decision on the application until funds for suitable upgrade works become available.

Moved:

Seconded

COUNCIL DECISION:

That;

The application from Commodore Farms for a Heavy Vehicle Permit be refused as the roads are not designed for that category of vehicle.

Moved: Cr Hawksley

Seconded: Cr Newman

Carried 6/0

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

11.0 OTHER URGENT BUSINESS

OFFICER RECOMMENDATION

That the urgent business items 11.1.15, 11.1.16 & 11.1.17 be considered.

Moved: Cr Haslam Seconded: Cr Newman

Carried 6/0

11.1.15 MANAGEMENT CUBALLING REFUSE SITE REVIEW

Submission to: Ordinary Meeting of Council
Location/Address: Cuballing Refuse Site, Lot 350 Brundell Street, Cuballing

Reporting Officer: Monique D'Alton, Admin/Payroll Officer

Enabling Legislation: Local Government Act 1995

Council Policy: Nil

Budget Implications: Reduction to cost associated with refuse site management

File Reference: Health 10a

Voting Requirements: Absolute Majority

Attachment:

Background

Council previously entered into an agreement with Great Southern Waste Disposal (GSWD) to manage the operation of the Cuballing Refuse site for the twelve-month period 17 December 2011 to 16 December 2012. This contract is now due to be reviewed prior to the end of the agreed management period.

Currently an employee of GSWD attends the Cuballing Refuse Site during the opening times Saturday 11am-5pm, Sunday 10am-5pm and Monday 8am-1pm. His duties include sorting the recycling and supervising rubbish drop offs. The pushing up of the refuse is not carried out by GSWD this is currently attended to by Shire of Cuballing staff and equipment.

Council set refuse site fees in the 11/12 and 12/13 budget. Since setting the fees, no billing Docket has been received from the current caretaker.

Comment

Costs for GSWD services are \$31,180 per/year. Skip bins, from Avon Waste, for recycling will cost \$5,802 per/year.

It is proposed that Great Southern Waste Disposal's contract not be renewed and in place of GSWD managing the site, Shire employees will manage the refuse site, for a period of monitoring and education, which will last approximately 6 months. The period of monitoring is to assess how much supervision is required at the refuse site. The outcome of the monitoring period can then be reviewed prior to budget adoption.

Since Council's decision to open Popanyinning Refuse site for the same amount of time as Cuballing' refuse site, the state of the tip has improved immensely.

OFFICER RECOMMENDATION:

That:

1. Council not renew Great Southern Waste Disposal's contract, for the management of the Cuballing Refuse Site and Shire Staff take over site management, for a period of monitoring and education.

Moved: Cr Conley

Seconded: Cr Hawksley

Carried 6/0

Shire of Cuballing and Great Southern Waste Disposal Contractual Agreement for Management of Cuballing Refuse site

This contractual agreement is for the management of the Cuballing Refuse site by Great Southern Waste Disposal (GSWD) for twelve (12) month period 17 December 2011 to 16 December 2012.

Summary of conditions of contract is hereunder:

- Remuneration: \$31,181 (GST ex) per annum (to be reviewed annually)- this increase has been included in the Shire of Cuballing Budget for 2011/2012.
- **Opening Hours/Days:**

Saturday	11:00am to 5:00pm
Sunday	10:00am to 5:00pm
Monday	8:00am to 1:00pm
- Refuse site will be closed on Anzac Day, Good Friday and Christmas Day (Should one of the days fall on one of the scheduled opening days.)
- GSWD to provide site manager during hours of operation to oversee recycling activities and supervise offloading of refuse into respective areas.
- GSWD to provide site manager with suitable customer service skills.
- GSWD will be responsible for all recycling activities.
- GSWD responsible to ensure refuse site is maintained in a presentable manner and **ensure there is a clear access to and from tipping areas at all times.**
- GSWD receive all salvaging rights for refuse disposed of at the refuse site, including steel products.
- **GSWD responsible for issuing non ratepayers users and ratepayer users, with an invoice, when disposing of waste for which council has adopted a charge in the annual budget. (see attached)**
 - Shire of Cuballing to push up and cover landfill dumping area on a weekly basis.
 - Shire of Cuballing to be responsible for burning of green waste
 - Shire of Cuballing responsible for provision of appropriate signage and shed/shelter at the site for recycling
 - Shire of Cuballing to provide lunchroom (caravan), toilet, generator, water tank and other facilities/amenities considered reasonably appropriate/ necessary for the comfort of the site manager

Signed for on Behalf of the Shire of Cuballing:

Signature

Signature

Name

Name

Position

Position

Signed for on behalf of Great Southern Waste Disposal:

Signature

Signature

Name

Name

Position

Position

11.1.16 SHIRE OF CUBALLING RECOVERY COORDINATOR

Location/Address:
Reporting Officer:
Enabling Legislation:
Council Policy:

Whole of shire
Eva Haydon – Chief Executive Officer
Emergency Management Act 2005
Town of Narrogin, Shires of Cuballing, Narrogin and
Wickepin Local Emergency Management
Arrangements
Unknown

Budget Implications:
File Reference:

Simple Majority

Voting Requirements:

Background

The Shire of Cuballing is part of an emergency management district with the abovementioned local governments.

The District Emergency Coordinator is appointed by the State Emergency Coordinator and in the case of the above emergency management district, is the most senior police officer at the Narrogin Police Station.

Comment

One Recovery Coordinator can be appointed for the whole district, however, as an emergency situation could affect two or more of the local governments in the district, it is in the best interests of the residents of the Shire of Cuballing to appoint a separate Recovery Coordinator to assist our residents during and after an emergency.

Budget provision was made to contribute to the appointment of an Emergency Management Officer to carry out administration tasks required by the Act and prepare agendas and minutes for Local Emergency Management Committee meetings and to also fund a position for a Shire of Cuballing Emergency Management Officer to develop a plan to inform and prepare the community in the event of an emergency.

Currently one of the current works' staff is undertaking the Shire of Cuballing Emergency Management Officer duties and will develop a local recovery plan, together with a community engagement strategy.

Council has yet to appoint a local recovery coordinator and it would be prudent to also appoint two deputies in the event that the local recovery coordinator is absent at the time of an emergency.

OFFICER RECOMMENDATION:

For Council consideration

Moved

Seconded

COUNCIL DECISION:

That the following be appointed Recovery Coordinators for the Shire of Cuballing

- 1. President**
- 2. Deputy President**
- 3. Local Emergency Management Committee Representative**

Moved: Cr Newman

Seconded: Cr Cr Haslam

Carried 6/0

11.1.17 CUBALLING PROGRESS COMMITTEE

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

Background

Comment

Minutes of the last two meetings are attached. November 2012 minutes contain Committee Recommendations.

OFFICER RECOMMENDATION:

That the minutes of the Cuballing Progress Committee for the meetings held in September 2012 & November 2012 be received and recommendations adopted.

Moved: Cr Newman

Seconded: Cr Hawksley

Carried 6/0

CUBALLING COMMUNITY PROGRESS ASSOCIATION

MINUTES OF MEETING HELD 14 NOVEMBER 2012

AT SHIRE OF CUBALLING COUNCIL CHAMBERS

MEETING OPENED: 7:33pm

PRESENT:

Carol McDougall, Rob Flegg, Helen Elliott, Win and Lock Burges, John D'Alton Peter George, Elna George, Eva Haydon

APOLOGIES:

Helen Grainger, Monique D'Alton

MINUTES FROM PREVIOUS MEETING: (12 September 2012)

Moved: Helen Elliott **Seconded:** Rob Flegg

GENERAL BUSINESS:

- Eva Haydon advised that as a Committee of Council all decisions are considered by Council and either adopted, or more information was requested from the Committee'
- The locality sign for Commodore was again discussed.
- The smaller marquee has not yet been located.
- Loch Burges advised that the can crushing and the Men's Shed refurbishment was going well.
- Eva Haydon discussed possible options for the management of Cuballing Refuse Site and asked for Committee input.
- Discussions regarding the completion of the entry statement - Helen Elliott kindly offered to draw up some examples.
- Cr McDougall advised that she had asked that horse manure not be placed around native trees at the equestrian grounds.
- Eva Haydon advised that she had received correspondence from Mrs Lynn Carroll suggesting that consideration be given to honouring the memory of the late Lorna Metzke in some way. Following Committee discussion, the suggestion of a seat named after Mrs Metzke be placed at the Anzac Memorial Reserve.
- Rob Flegg advised that he had sourced more bonnets for the next Trash and Treasure
- Helen Elliott advised that she will be holding a party to celebrate the 100th birthday of the Post Office. She also advised that the original post office boxes were to be installed at the Post Office.
- Loch Burges enquired about the fire at the cross country grounds.
- Peter George advised that the picket fence is completed. The cricket club has played two fixtures. He also advised that it is the first time the tennis tournament has

had to be cancelled. There are not enough people interested in committing to play tennis.

CUBBALLING REFUSE SITE

Committee Recommendation

That the Cubballing Progress Committee support Council consideration of a trial of alternative management practices at Cubballing Refuse Site.

Moved Rob Flegg Seconded Helen Elliott Carried 7/0

2012 Trash & Treasure Proceeds

Committee Recommendation

That the proceeds of the 2012 Trash and Treasure be donated to the Cubballing Men's Shed.

Moved Cr C McDougall Seconded R Flegg Carried 7/0

NEXT MEETING: Wednesday 14 November 2012, Council Chambers

MEETING CLOSED: 9:13pm

CUBALLING COMMUNITY PROGRESS ASSOCIATION

MINUTES OF MEETING HELD 14 NOVEMBER 2012

AT SHIRE OF CUBALLING COUNCIL CHAMBERS

MEETING OPENED: 7:33pm

PRESENT:

Carol McDougall, Rob Flegg, Helen Elliott, Win and Lock Burges, John D'Alton Peter George, Elna George, Eva Haydon

APOLOGIES:

Helen Grainger, Monique D'Alton

MINUTES FROM PREVIOUS MEETING: (12 September 2012)

Moved: Helen Elliott **Seconded:** Rob Flegg

GENERAL BUSINESS:

- Eva Haydon advised that as a Committee of Council all decisions are considered by Council and either adopted, or more information was requested from the Committee'
- The locality sign for Commodore was again discussed.
- The smaller marquee has not yet been located.
- Loch Burges advised that the can crushing and the Men's Shed refurbishment was going well.
- Eva Haydon discussed possible options for the management of Cuballing Refuse Site and asked for Committee input.
- Discussions regarding the complete

Committee Recommendation

That the Cuballing Progress Committee support Council consideration of a trial of alternative management practices at Cuballing Refuse Site.

Moved Rob Flegg Seconded Helen Elliott Carried 7/0

2012 Trash & Treasure Proceeds

Committee Recommendation

That the proceeds of the 2012 Trash and Treasure be donated to the Cuballing Men's Shed.

Moved Cr C McDougall Seconded R Flegg Carried 7/0

NEXT MEETING: Wednesday 14 November 2012, Council Chambers

MEETING CLOSED: 9:13pm

12. NEXT MEETING

Thursday 20 December 2012, 3.00pm

13. CLOSURE OF MEETING

There being no further business, the meeting closed at 6.00pm