

SHIRE
OF

CUBALLING

COUNCIL MEETING
HELD ON 21 NOVEMBER 2013

MINUTES

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

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

Date:.....

SHIRE OF CUBALLING
COUNCIL MEETING THURSDAY 21 NOVEMBER 2013

MINUTES

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1. **OPENING - ANNOUNCEMENT OF VISITORS**

Meeting commenced at 3.22pm

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

Cr Mark Conley	President
Cr Roger Newman	Deputy President
Cr Tim Haslam	
Cr Eliza Dowling	
Cr Scott Ballantyne	
Cr Dawson Bradford	
Mrs Eva Haydon	Chief Executive Officer

3. **PUBLIC QUESTION TIME**

Nil

4. **STANDING ORDERS**

OFFICER RECOMMENDATION

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

Moved: Cr Ballantyne

Seconded: Cr Bradford

Carried 6/0

5. **APPLICATIONS FOR LEAVE OF ABSENCE:**

6. **MINUTES**

6.1 CONFIRMATION OF 24 OCTOBER 2013 ORDINARY MEETING OF COUNCIL

OFFICER RECOMMENDATION

That the minutes (as circulated) of the ordinary meeting of the Shire of Cuballing held in the Council Chambers on 24 October 2013 be confirmed.

Moved: Cr Haslam

Seconded: Cr Newman

Carried 6/0

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

8. DISCLOSURES OF INTEREST

Councillors' and Employees' Disclosures of Interest.

8.1 DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

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

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

8.2 DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

9.1 REPORTS – FINANCE AND ADMINISTRATION

9.1.51 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – OCTOBER 2013

Location/Address: Not applicable
Date: 08 November 2013
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: \$128981.98

Electronic Fund Transfers/Chq: \$128981.98

Credit Card: \$1747.09

Trust

Electronic Funds Transfers \$14559.20

Moved: Cr Newman

Seconded: Cr Dowling

Carried 6/0

List of Accounts Due and Submitted to Council

Date	Name	Description	Amount
16/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-720.85
17/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-636.05
21/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-889.60
22/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-511.55
24/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-2516.10
25/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-8985.50
25/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-0.45
25/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	0.90
01/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-212.00
01/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	212.00
01/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	212.00
01/10/2013	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-212.00
25/10/2013	Cuballing Mens Shed	PROCEEDS FROM THE TRASH AND TREASURE COLLECTED AT THE ADMIN OFFICE	-300.00
09/10/2013	Avon Waste	BULK BIN SERVICE & RENT	-1270.92
09/10/2013	BEAUREPAINES	TYRE AND FITTING	-85.50
09/10/2013	Ballards Of Narrogin	3 45Kg GAS BOTTLES	-294.00
09/10/2013	COVS	Fuel and Lube Filter	-41.40
09/10/2013	CUBY ROADHOUSE	Postage, Papers Milk	-263.80
09/10/2013	Cuby Tavern	Farewell dinner Crs Wittwer Hawksley and McDougall	-605.00
09/10/2013	Dryandra Farms	Transport Roller	-385.00
09/10/2013	EDWARDS MOTORS PTY LTD	Service CN1 80000km	-951.35
09/10/2013	FUJI XEROX	A4 PAPER 45 REAMS	-265.38
09/10/2013	Fairway Carriers	Freight for pipes and headwalls	-2371.25
09/10/2013	GREAT SOUTHERN FUEL SUPPLIES	dIESEL 7000 @1.4149	-21290.84
09/10/2013	KENWORTH DAF W.A.	RATCHET BUCKLE LB 50	-130.02
09/10/2013	MAKIT NARROGIN HARDWARE	SUNDRY HARDWARE	-162.20
09/10/2013	MECHANICAL AND DIESEL SERVICES	500 HOUR SERVICE CAT LOADER	-4570.50
09/10/2013	McDougall Weldments	VARIOUS REPAIRS	-1317.86
09/10/2013	NARROGIN BEARING SERVICES	COG BELT PLIER SET CYANOACRYLATE 25KG	-172.40
09/10/2013	Narrogin Packaging	PAPER TOWEL & TOILET PAPER	-308.52
09/10/2013	PERTH SAFETY PRODUCTS	2 BUNDLES GAL POST & SIGNS	-1221.00
09/10/2013	TOLL IPEC (COURIER AUSTRALIA)	Freight Statement 0104 0105	-153.58
09/10/2013	The Dan Turner Family Trust	Drawings for Building license Depot Ramp	-200.00
22/10/2013	Street Furniture	Vista Seat, HDG Subsurface Galvanised	-1419.00
23/10/2013	MJ & J.L Dyke	Rates refund for assessment A1016 Lot 52 BOXSELL ROAD CUBALLING WA 6311	-704.00

25/10/2013	Air Liquide PTY LTD	cylinder rental	-102.60
25/10/2013	All Services Roads	annual bridge inspection reports	-880.00
25/10/2013	Allan's Bobcat & Truck Hire	grave digging Popo	-440.00
25/10/2013	BUILDERS REGISTRATION BOARD Building Commission	September payment	-307.50
25/10/2013	Ballards Of Narragin	gas 45kg pickup	-100.00
25/10/2013	CANNON HYGIENE AUSTRALIA PTY LTD	hygiene services - biannual invoice	-380.75
25/10/2013	CONPLANT AUSTRALIA	electromagnetic valve diff	-199.84
25/10/2013	CORNER'S AUTOMOTIVE ELECTRICS	repair electrical fault CN272 and replace CD and radio in vehicle parts	-478.50
25/10/2013	COVS	phone contract	-267.63
25/10/2013	Commander	envelopes, window faced, business cards A Ramsay and B Brennan	-140.18
25/10/2013	DYNAMIC PRINT	ESL council properties	-814.02
25/10/2013	Department Fire and Emergency Services	Pumping out of septic tanks Yormaning	-900.00
25/10/2013	Derbahi	service to GNO	-360.80
25/10/2013	EDWARDS MOTORS PTY LTD	chemical and replacement oxy hose set	-256.65
25/10/2013	FARMWORKS RURALCO	freight for pipes	-2376.00
25/10/2013	Fairway Carriers	Nuts and Bolts Workshop - C Thomson 25 November 2013	-1430.00
25/10/2013	HAINES NORTON (WA) PTY LTD	2. Installment insurance premiums	-760.00
25/10/2013	LGIS INSURANCE	Regional Risk Coordinator Fees Jul - Dec 2013	-42907.32
25/10/2013	LGIS Risk Management	parts and repairs to P152	-2206.60
25/10/2013	MECHANICAL AND DIESEL SERVICES	repairs to water pipe at recreation centre	-436.98
25/10/2013	Melchiorre Plumbing And Gas	Hire of roller for two days - Pauley Bridge	-190.30
25/10/2013	NARROGIN PLANT HIRE	Bobcat hire at Pauley road bridge (includes 1hr travel)	-687.50
25/10/2013	PAGE TRUCK HIRE	repairs grader blades	-3850.00
25/10/2013	TRACKSPARES	parts P205 Multi tyre roller	-1518.00
25/10/2013	Unique Signs and Engraving	2013 graduation award sponsorship	-30.00
25/10/2013	WA COLLEGE OF AGRICULTURE	repairs to loader and minor parts grader	-150.00
25/10/2013	WESTRAC	Drawings for Box Culverts at Reeds Road, Popo	-7200.76
25/10/2013	WSSGMA Drafting	ANNITTEL	-715.00
17/10/2013	10 - ANNITTEL	CRS FAREWELL CAKE	-116.49
09/10/2013	BILL & BENS	SMART ANTENNA INSTALLATION	-34.00
09/10/2013	GORDON Suckling	USER GROUP MEETING	-398.00
09/10/2013	IT VISION USER GROUP	PIPES & HEADWALLS	-330.00
09/10/2013	REINFORCED CONCRETE PIPES	MOBILE PHONE ACCOUNTS SEPTEMBER \$104.65 \$50 \$79.02 \$81.03 (INCLUDES ANTENNA MONTHLY CHARGE \$30)	-6721.00
09/10/2013	Teistra	supply drawings for Depot ramp	-270.84
09/10/2013	WSSGMA Drafting	METER FM9700007 135KL RIDLEY STREET STANDPIPE	-495.00
09/10/2013	Water Corporation	Superannuation contributions	-271.98
18/10/2013	WA Local Government Super Plan	Superannuation contributions	-5812.43
18/10/2013	MATRIX SUPERANNUATION	Superannuation contributions	-263.82

18/10/2013 HOSTPLUS SUPER	Superannuation contributions	-367.24
18/10/2013 PRIME SUPER	Superannuation contributions	-377.57
18/10/2013 Westscheme	Superannuation contributions	-172.15
18/10/2013 Westscheme	Superannuation contributions	-162.16
18/10/2013 Westscheme	Superannuation contributions	-172.15
18/10/2013 Westscheme	Superannuation contributions	-162.16
18/10/2013 SPECTRUM SUPER	Superannuation contributions	-316.06
18/10/2013 RAMSAY SUPERANNUATION	Superannuation contributions	-179.46
25/10/2013 DEPARTMENT OF TRANSPORT	Superannuation contributions	-51.10
25/10/2013 SYNERGY	licence Load star boxtop trailer street lights	-513.15
25/10/2013 Telstra	September calls and line rentals Oct	-438.79
25/10/2013 Water Corporation	Water September accounts	-254.13
25/10/2013 A&A Corasaniti	works to town hall	-2310.00
25/10/2013 BUILDING & CONSTRUCTION INDUSTRY TRAINING	September reconciliation	-521.85
	Trust	-14559.20
	Municipal	-128881.98
	Credit Card	-1747.09
	Total	-143541.18

9.1.52 STATEMENT OF FINANCIAL ACTIVITY

Location/Address: Not applicable
Date: 13 November 2013
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

Nil

OFFICER RECOMMENDATION:

That the Statement of Financial Activity, as circulated, for the Shire of Cuballing for period ending 31 October 2013, be received.

Moved: Cr Newman

Seconded: Cr Haslam

Carried 6/0

Bank Reconciliation as at 31 October 2013

	Municipal Fund	Trust Fund	Reserve Accts
Opening balance	\$2,501,098.08	\$56,616.42	\$ 699,020.75
Income	\$94,611.07	\$17,969.40	
Add interest	\$4,080.95	-	4,420.82
Adjustment	\$0.00	-	
Expenditure	-\$187,683.05	-\$18,138.55	
Closing balance	\$2,412,107.05	\$56,447.27	\$ 703,441.57
Bank account	\$695,994.71	\$56,747.27	\$ 2,903.89
Investments	\$1,719,786.94	0.00	\$ 700,537.68
Plus O/S deposits	-	0.00	
Less O/S cheques	-\$3,674.60	300.00	
Closing balance	\$2,412,107.05	\$56,447.27	\$ 703,441.57

Investments 31 October 2013

Account Number	Maturity Date	Interest Rate	Fund/Account		
			Municipal	Trust	Reserve
50360038	Term Deposit 2m	2.50%	-	-	700,537.68
34681402	Cash Deposit	2.25%	300,000.00		
	Online account	2.50%	1,419,786.94		
Total			1,719,786.94	0	700,537.68

Shire of Cuballing
Notes on financial reports for October
2013

General Purpose Funding

Rates

At present rates of \$915,867 have been raised with a discount of \$48,382. This discount amount is over the budgeted discount of \$45,000. Rate debtors at 31 October are \$122,577.20

Governance

Subscriptions

Subscriptions of \$20,436 have been paid. This comprises the following subscriptions to WALGA: Annual subscription \$6,963, Roman subscription \$4,334, Council Connect \$3,636, Members and Employee Subscription \$5,051 and Local Laws \$451.

Recreation and Culture

Halls Maintenance

This year the insurance has been allocated to relevant buildings where possible, insurance of \$6,857 has been expensed for insurances on the halls etc. In prior years this was allocation to general insurance under public works overheads.

Other Property and Services

Private Works

Private works of \$35,364 have been carried which includes \$12,600 for Department of Parks and Wildlife for the grading of Dryandra and \$10,600 to Roadwest Engineering for embankment widening.

Parts and Repairs

Items of plant have had repair work undertaken, the main ones include seat and seatbelt for the roller of \$899, sundry plant of \$1,364, new shaft and bearing for the grader \$1,964, other work undertaken on the multi tyre roller of \$2,444. In October the main items for parts and repairs included work carried out to the loader to the value of \$3,920 for repairing the hydraulic valve, supply of parts and travel to and from the job, grader blades of \$1,380, service of the loader \$2,548, and services on the two trucks at a cost of \$1,111.

Other

Depreciation

Depreciation has not yet been run as I am waiting on the audit report to be finalised prior to running depreciation for this year.

Allocations

On reviewing the accounts there are some reallocations that will be made.

At present no other items to be reported on.

SHIRE OF CUBALLING
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

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

	NOTE	31-Oct 2013 Actual \$	31-Oct 2013 Y-T-D Budget \$	2013/2014 Budget \$	Variences Budget to Actual Y-T-D %
<u>Operating</u>					
Revenues/Sources					
Governance		1,082	1,000	5,300	(8.24%)
General Purpose Funding		96,747	95,500	333,961	(1.31%)
Law, Order, Public Safety		9,838	9,400	30,940	(4.65%)
Health		452	400	1,000	(13.00%)
Education and Welfare		-	-	-	
Housing		-	-	-	
Community Amenities		1,378	1,000	3,000	(37.82%)
Recreation and Culture		1,574	950	17,200	(65.65%)
Transport		165,860	35,500	905,251	(367.21%)
Economic Services		6,163	5,000	23,260	(23.26%)
Other Property and Services		56,499	48,500	208,552	(16.49%)
		<u>339,593</u>	<u>197,250</u>	<u>1,528,464</u>	
(Expenses)/(Applications)					
Governance		(273,591)	(265,000)	(160,119)	(3.24%)
General Purpose Funding		(332)	(300)	(69,422)	(10.58%)
Law, Order, Public Safety		(38,061)	(34,500)	(141,470)	(10.32%)
Health		(8,671)	(7,500)	(35,550)	(15.61%)
Education and Welfare		(236)	(200)	(12,000)	(18.18%)
Housing		(3,974)	(3,500)	(15,200)	(13.54%)
Community Amenities		(23,766)	(22,500)	(181,310)	(5.63%)
Recreation & Culture		(43,752)	(42,500)	(160,169)	(2.95%)
Transport		(369,048)	(365,500)	(2,110,822)	(0.97%)
Economic Services		(4,809)	(4,500)	(98,872)	(6.87%)
Other Property and Services		(47,190)	(45,000)	(98,846)	(4.87%)
		<u>(813,430)</u>	<u>(791,000)</u>	<u>(3,083,780)</u>	
<u>Adjustments for Non-Cash</u>					
<u>(Revenue) and Expenditure</u>					
(Profit)/Loss on Asset Disposals		-	(87,052)	(87,052)	
Depreciation on Assets		-	-	813,360	
Movement current leave entitlements		-	-	-	
<u>Capital Revenue and (Expenditure)</u>					
Purchase Land Held for Resale		-	-	-	
Purchase Land and Buildings		(28,440)	(27,730)	(441,985)	
Purchase Infrastructure Assets - Roads & Footpaths, Other		(128,765)	(128,765)	(1,360,704)	
Other		-	-	-	
Purchase Plant and Equipment		-	-	(636,000)	
Purchase Furniture and Equipment		-	-	(12,000)	
Proceeds from Disposal of Assets		-	-	180,000	
Repayment of Debentures		(8,727)	(8,727)	(65,539)	
Proceeds from New Debentures		-	-	300,000	
Transfers to Reserves (Restricted Assets)		(4,421)	(4,421)	(120,000)	
Transfers from Reserves (Restricted Assets)		-	-	100,000	
Transfer from Restricted Cash		1,473,882	1,457,248	1,457,248	
ADD Net Current Assels July 1 B/Fwd		888,795	570,783	580,215	
LESS Net Current Assels Year to Date		(2,585,966)	(2,025,359)	-	
Amount Raised from Rates		<u><u>(867,479)</u></u>	<u><u>(847,772)</u></u>	<u><u>(847,772)</u></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 2013 TO 31 OCTOBER 2013

	31-Oct	2014
3. ACQUISITION OF ASSETS	Actual	Budget
	\$	\$
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance	-	12,000
Community Amenities	7,951	35,000
Recreation and Culture	599	406,985
Transport	69,350	1,996,701
Economic Services	-	-
	<u>77,900</u>	<u>2,450,686</u>
<u>By Class</u>		
Land and Buildings	8,550	441,985
Infrastructure Assets	69,350	1,360,701
Plant and Equipment	-	636,000
Furniture and fittings	-	12,000
	<u>77,900</u>	<u>2,450,686</u>

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

4. DISPOSALS OF ASSETS

No assets were disposed of in the month.

<u>By Program</u>	<u>Net Book Value</u>	<u>Sale Proceeds</u>	<u>Profit(Loss)</u>
	31-Oct 2013 Actual \$	31-Oct 2013 Actual \$	31-Oct 2013 Actual \$
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

	<u>Net Book Value</u>	<u>Sale Proceeds</u>	<u>Profit(Loss)</u>
	31-Oct 2013 Actual \$	31-Oct 2013 Actual \$	31-Oct 2013 Actual \$
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

<u>Summary</u>	31-Oct 2013 Actual \$
Profit on Asset Disposals	-
Loss on Asset Disposals	-
	-
	-

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-13	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Budget \$
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Recreation & Culture Loan #61	31,461		2,344	9,575	22,326	12,750	315		1,058
Transport Loan #62	174,562		6,384	26,178	150,064	123,885	2,502		9,362
Loan#63		300,000		29,784	-	270,217			10,349
	206,023	300,000	8,728	65,537	172,390	406,852	2,817		20,769

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

Particulars Purpose	Amount Borrowed \$	Institution	Loan Type	Term (Years)	Total Interest and Charges	Interest Rate %	Amount Used \$	Balance Unspent \$
Transport Loan #63 Graders	300,000	WATC	Debenture	8	51,522	3.9400	300,000	-

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

	31 Oct 2013 Actual \$	2013/14 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Plant and Equipment Reserve		
Opening Balance	197,781	197,781
Amount Set Aside / Transfer to Reserve	1,250	5,658
Amount Used / Transfer from Reserve	-	(100,000)
	<u>199,031</u>	<u>103,439</u>
(b) IT and Office Equipment Reserve		
Opening Balance	9,023	9,023
Amount Set Aside / Transfer to Reserve	57	258
Amount Used / Transfer from Reserve	-	-
	<u>9,080</u>	<u>9,281</u>
(c) Employee Entitlements Reserve		
Opening Balance	116,019	116,019
Amount Set Aside / Transfer to Reserve	733	3,319
Amount Used / Transfer from Reserve	-	-
	<u>116,752</u>	<u>119,338</u>
(d) Housing Reserve		
Opening Balance	7,435	7,435
Amount Set Aside / Transfer to Reserve	47	216
Amount Used / Transfer from Reserve	-	-
	<u>7,482</u>	<u>7,651</u>
(e) Recreation and Community Facility Res		
Opening Balance	285,338	285,345
Amount Set Aside / Transfer to Reserve	1,811	8,163
Amount Used / Transfer from Reserve	-	-
	<u>287,149</u>	<u>293,508</u>
(f) Refuse Site Reserve		
Opening Balance	57,119	57,119
Amount Set Aside / Transfer to Reserve	360	1,634
Amount Used / Transfer from Reserve	-	-
	<u>57,479</u>	<u>58,753</u>
(g) Grain Freight Reserve		
Opening Balance	26,313	26,313
Amount Set Aside / Transfer to Reserve	167	752
Amount Used / Transfer from Reserve	-	-
	<u>26,480</u>	<u>27,065</u>
(h) Equestrian Reserve		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	2,000
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>2,000</u>

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

6. RESERVES	31-Oct 2013 Actual \$	2013/14 Budget \$
Cash Backed Reserves continued		
(i) General Purpose Reserve		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	-	98,000
Amount Used / Transfer from Reserve	-	-
	<u>-</u>	<u>98,000</u>
Total Cash Backed Reserves	<u><u>703,453</u></u>	<u><u>719,035</u></u>

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

6. RESERVES (Continued)	31-Oct 2013 Actual \$	2012/13 Budget \$
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant and Equipment Reserve	1,250	5,658
Office Equipment Reserve	57	258
Employee Entitlement Reserve	733	3,319
Housing Reserve	47	216
Recreation and Community Facility Reserve	1,811	8,163
Refuse Site Reserve	360	1,634
Grain Freight Reserve	167	752
Equestrian Reserve	-	2,000
General Purpose Reserve	-	98,000
	<u>4,425</u>	<u>120,000</u>
Transfers from Reserves		
Plant and Equipment Reserve	-	(100,000)
IT and Office Equipment Reserve	-	-
Employee Entitlements Reserve	-	-
Housing Reserve	-	-
Recreation and Community Facility Reserve	-	-
Refuse Site Reserve	-	-
Grain Freight Reserve	-	-
Equestrian Reserve	-	-
General Purpose Reserve	-	-
	<u>-</u>	<u>(100,000)</u>
Total Transfer to/(from) Reserves	<u><u>4,425</u></u>	<u><u>20,000</u></u>

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

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

Plant and Equipment Reserve

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

IT and Office Equipment Reserve

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

Long Service Leave Reserve

- to be used to fund long service leave requirements.

Housing Reserve

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

Recreation and Community Facility Reserve

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

Refuse Site Reserve

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

Grain Freight Reserve

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

Equestrian Reserve

- to be used for the maintenance and upkeep of the equestrian centre.

General Purpose Reserve

- to be used to maintain/fund various facilities throughout the district.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

	31-Oct 2013 Actual \$	Brought Forward 1-Jul \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	2,418,284	900,984
Cash - Restricted Reserves	703,453	699,028
Cash - Restricted Cash	-	1,473,882
Receivables	160,905	181,530
Inventories	4,728	4,728
	<u>3,287,370</u>	<u>3,260,152</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(125,483)</u>	<u>(198,447)</u>
NET CURRENT ASSET POSITION	3,161,887	3,061,705
Less: Cash - Reserves - Restricted	(703,453)	(699,028)
Less: Cash - Restricted Municipal	-	(1,473,882)
NET CURRENT ASSET POSITION	<u><u>2,458,434</u></u>	<u><u>888,795</u></u>
Surplus used for budget purposes difference		580,215
Cash on hand		54,296
Receivables		44,036
Stock on hand		228
Decrease in creditors and provisions		210,020
Actual 30 June Surplus carried forward		<u><u>888,795</u></u>

Also Restricted Cash increased by \$16,634 but as this is taken off available funds to calculate the surplus it has no impact on the end result.

SHIRE OF CUBALLING
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

8. RATING INFORMATION

<u>RATE TYPE</u>	Rate in \$	Number of Properties	Rateable Value \$	2013/2014 Rate Revenue \$	2013/2014 Interim Rates \$	2013/2014 Back Rates \$	2013/2014 Total Revenue \$	2013/2014 Budget \$
General Rate								
UV - Cuballing	0.620600	224	100,766,999	621,917	-	-	621,917	633,479
GRV Cuballing	0.670440	172	178,987	120,000	-	-	120,000	116,143
Sub-Totals		396	100,945,986	741,917	-	-	741,917	749,622
Minimum Rates	Minimum \$							
UV - Cuballing	700	122	9,857,405	85,400	-	-	85,400	54,600
GRV Cuballing	550	158	2,307,546	88,550	-	-	88,550	88,550
Sub-Totals		280	12,164,951	173,950	-	-	173,950	143,150
Ex gratia rates Specified Area Rates							915,867	892,772
							-	-
Discounts							915,867	892,772
							(48,382)	(45,000)
Totals							867,485	847,772

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 20012/13 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 OCTOBER 2013

9. TRUST FUNDS

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

Detail	Balance 1-Jul-12 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Badminton Club	232	-	-	232
Bonds - Building	6,839	7,550	-	14,389
Bonds - Hall Hire	1,050	-	-	1,050
Children Recycling Fund	1,418	-	-	1,418
Cuballing Progress	-	300	(300)	-
Commodine Tennis Club	3,190	-	-	3,190
Cuballing Country Festival	1,099	-	-	1,099
Cuballing Cricket Club	200	-	-	200
Cuballing Fire Brigade	3,286	-	(3,286)	-
Cuballing Football Asson	2,566	-	-	2,566
Environment and Townscape Trust Fund	5,713	-	-	5,713
LCDC East Yornaning	1,360	-	-	1,360
Police Licensing	2,933	71,525	(74,377)	81
Reimbursements	8,962	-	-	8,962
Swipe cards	1,090	70	-	1,160
Upper Hotham Project	15,027	-	-	15,027
	<u>54,965</u>			<u>56,447</u>

10. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

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

9.2.84 CAT ACT 2011 AND DOG ACT 1976

Location/Address:	Whole of shire
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	Cat Act 2011
Date:	6 November 2013
Council Policy:	Nil
Budget Implications:	Unknown
File Reference:	
Voting Requirements:	Absolute Majority

Background

The requirements of the Cat Act 2011 came into force on 1 November 2013. The Act provides for the control and management of cats and is intended to promote and encourage the responsible ownership of cats.

The Cat Act provides for authorised persons to be appointed by a local government and to hold the following particular powers in addition to performing functions under the Act.

S49

49. Authorised person may cause a cat to be destroyed

- (1) An authorised person may cause a cat to be destroyed in a humane manner —
 - (a) if the person believes on reasonable grounds that the cat —
 - (i) is feral, diseased or dangerous; and
 - (ii) has caused or given, or is likely to cause or give, serious injury, or serious illness, to a person, another animal or itself; or
 - (b) at the request of the owner of the cat; or
 - (c) in the circumstances, if any, prescribed.
- (2) The owner of a cat destroyed under this section is liable to pay to the local government that appointed the authorised person the reasonable costs associated with the destruction and the disposal of the cat.
- (3) The local government may recover the amount of the costs referred to in subsection (2) from the owner of the cat in a court of competent jurisdiction.

Comment

The cat population within the Shire of Cuballing has not caused too great a problem in the past. There is evidence of possibly feral cats at both refuse sites and a recent trapping program removed a reasonable number of cats from Cuballing refuse site.

During the past three years the author has dealt with four or five complaints requiring a call out after hours. In each of these instances, the offender was not apprehended, however as the Cat Act came into force from 1 November 2013, it is a requirement that local governments provide for cat registrations which will require the appointment of authorised persons.

In order to carry out the requirements of the Act, Council must appoint "authorised persons". A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of section 62 which deals with the issue of infringements for Cat Act 2011 offences.

Appointment of authorised persons is also required to carry out functions of the Dog Act 1976, however in this case persons other than local government employees may be appointed.

As the Shire of Cuballing does not employ a Ranger and staff are not experienced in dealing with dangerous dog situations, the Town of Narrogin Ranger is called out in situations involving serious dog attacks on persons or animals.

OFFICER RECOMMENDATION:

That:

1. The following be appointed as Authorised Persons for the purposes of the Cat Act 2011:

**Eva Haydon
Nichole Gould
Michelle Atwell
Robert Walker
Leanne Shields
Bruce Brennan
Anthony Mort; and**

2. The following persons be appointed as Authorised persons for the purposes of the Dog Act 1976:

**Eva Haydon
Nichole Gould
Michelle Atwell
Robert Walker
Leanne Shields
Bruce Brennan
Anthony Mort
Guy Maley (Ranger Town of Narrogin)**

Moved: Cr Newman

Seconded: Cr Ballantyne

Carried 6/0

9.2.85 INTEGRATED PLANNING

Location/Address:	Whole of shire
Reporting Officer:	Eva Haydon – Chief Executive Officer
Enabling Legislation:	Local Government Act 1995as amended
Date:	5 November 2013
Attachment:	Nil
Council Policy:	Nil
Budget Implications:	Future Budget implicaitons
File Reference:	Integrated Planning
Voting Requirements:	Absolute Majority

Background

All local governments were required to produce a plan for the future under S5.56 (1) of the Local Government Act (the Act).

The Integrated Strategic Planning Framework was developed to form the basis for improving the practice of strategic planning in local government. It addresses the minimum requirements to meet the intent of the Act and outlines processes and activities to achieve an integrated strategic plan at the individual local government level.

There are three major parties to the development of an integrated strategic plan:

- 1 The Community – participates in a community planning process to determine major vision or intended big picture directions and also participates in regular reviews of those directions
- 2 The Council – signs off the Strategic Community Plan resulting from the Community planning process, the four yearly reviews updating that plan and the annual budget.
- 3 The local Government administration – supports delivery of the Strategic Community Plan, the four yearly reviews and annual budget through its corporate business planning.

The minimum requirement to meet the intent of the plan for the future is the development of a Strategic Community Plan and a Corporate Business Plan

The key principle of the planning process is to provide both the future aspirations for the local government and a path to achieve them. Specific strategies address issues such as community safety or disability plans and place or local area plans. Strategic outcomes are supported by the identification and planning of all financial, human resource, asset and infrastructure requirements and income opportunities over the longer term.

Each Council must have a clearly stated vision for the future viability of their local government.

Consultants were engaged to prepare the following plans whilst the Shire of Cuballing was part of the regional transition group with the Shires of Narrogin and Wickepin and the Town of Narrogin:

- Strategic Community Plan
- Long Term Financial Plan
- Asset Management Plan

- **Workforce Plan**

A great deal of content within the Strategic Community Plan was taken from the existing Forward Capital Works Plan prepared by other consultants to enable receipt of Country Local Government Funds. The edited plan is attached for Council consideration.

The Long Term Financial Plan has not yet been finalised and as such, it is not possible to prepare a Corporate Business Plan (CBP) as the CBP is a four year slice of the Long Term Financial Plan.

The Strategic Community Plan, Draft Asset Management and Draft Workforce Plans are attached for Council consideration.

Comment

The Workforce Plan requires input from Council prior to submission for adoption and is presented in its draft form for discussion. Council decisions on the Strategic Community Plan and Asset Management Plan will impact the Workforce Plan.

The Draft Asset Management Plan is also attached for Council consideration, however it is unlikely that the Shire of Cuballing will be in a financial position to achieve the optimum projected Capital Renewal expenditure in the short or longer term and it is also the author's opinion that many other local governments will also be in the same situation. The remedial works recently undertaken using the Country Local Government Fund will show a small rise in capital renewal, however, that funding is no longer available.

The attached Asset Consumption spreadsheet gives a reasonable indication of our asset consumption ratio and was prepared in 2012 using figures available at that time.

OFFICER RECOMMENDATION:	
Moved	Seconded

OFFICER RECOMMENDATION:	
This item will be dealt with at the December meeting.	
Moved	Seconded

9.2.86 UCL LOT 500 FORREST STREET POPANYINNING

Location/Address: Whole of shire
Reporting Officer: Eva Haydon – Chief Executive Officer
Enabling Legislation: Local Government Act 1995as amended
Date: 11 November 2013
Council Policy: Nil
Budget Implications: Nil
File Reference:
Voting Requirements: Simple Majority

Background

Correspondence has been received from the Department of Lands regarding proposed management over UCL Lot 500 Forrest Street Popanyinning. (Map attached)

Comment

This issue was discussed informally with Council and indications were that responsibility for additional land was not in the best interests of the community.

As it is unlikely that the Shire of Cuballing will receive funding to develop this land, assuming responsibility for the 1.3244 ha lot will only incur additional costs for firebreaks and vegetation management.

OFFICER RECOMMENDATION:

That the Department of Lands be advised Council does not intend to request management over UCL Lot 500 Forrest Street Popanyinning.

Moved: Cr Ballantyne

Seconded: Cr Newman

Carried 6/0

**HELD BY LANDGATE
IN DIGITAL FORM ONLY.**

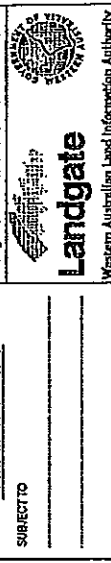
TYPE **CROWN**
PURPOSE **CONVERSION**
PLAN OF **LOT 500**

SSA NO
DISTRICT **AVON** FILE **51125-2008**
TOWNSITE **POPANYINNING**
LOCAL AUTHORITY **SHIRE OF CUBALLING**
LOCALITY **POPANYINNING**
FORMER TENURE **ON** FIELD BOOK
U.C.L. **PINGELLY SW(25)** COMPILED
(LOT 61 ON DP223858)

SCALE @ A3: 1:1250
ALL DISTANCES ARE IN METRES
20 40 60
0 20 40 60
SURVEYORS CERTIFICATE - Compiled
L.D.T. Grogan
has reviewed the information for
the accuracy and correctness of
the information on this plan and
in accordance with the relevant Act is
satisfied to which it is lodged.

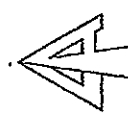
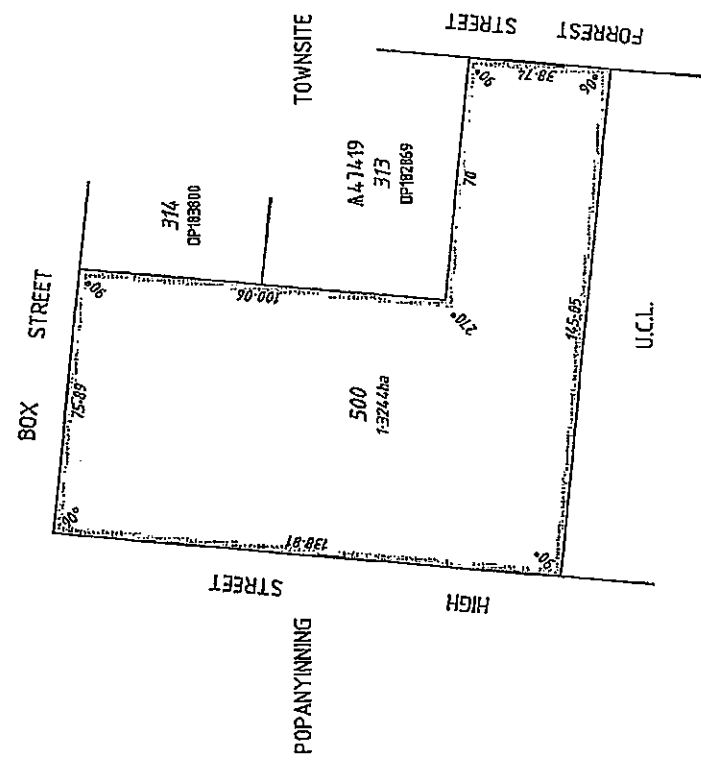
Benetti Grogan & Associates
Consulting Engineers & Surveyors
191 Walera Drive Osborne Park
PO Box 141 Mt Hawthorn WA 6018
Perth WA 6005
Phone: (08) 9445 2037
Email: benetti@mbgip.com.au
ASB 61 949 10261

APPROVED BY
WESTERN AUSTRALIAN PLANNING COMMISSION
FILE
EXEMPT FROM
WAPC APPROVAL
Disposal Under S11P & D Act 2005
DIN



DEPOSITED PLAN
57841
SHEET 1 OF 1
EDITION 1 VERSION 1

EDMETER	AMENDMENT	BY	SIGNATURE	DATE



COMPILED FROM DP's 182869, 183800 & 223058.

2885.01 DP57841.DWG
dp57841.CSD



WORKS MANAGERS REPORT 12th November 2013

MAINTENANCE GRADING

Maintenance grading is being undertaken on a rolling basis throughout the Shire. We are currently maintenance grading with one grader as the other grader is being utilised for construction purposes and undertaking fire breaks where required.

REFUSE SITES

Both sites appear to be functioning well with very little input required but for the carting of cover material. Neither site appears to be having any problems in relation to persons not dumping rubbish correctly.

Both Cuballing and the Popanyinning refuse sites are being pushed and covered on a weekly basis.

PLANT AND EQUIPMENT

All items of plant and equipment are being serviced and maintained as required. As Council has budgeted for replacement Motor Graders this financial year works staff have been trialling different machines as a tool for evaluating what may be the best option.

We have had a Komatsu Grader demonstration and also kept the machine for a few extra days to better evaluate its performance.

We also travelled to the Narrogin Shire to operate their recently purchased John Deere Grader. Likewise we were able to undertake an assessment of the Shire of Wandering's Caterpillar 12M grader.

Quotations were received after invitation to specific suppliers and have been evaluated by works staff.

Some negotiation has taken place since quotations have been received, This is permissible within the WALGA purchasing Provisions.

An Agenda item will be presented to Council for consideration at the November Meeting on the purchase of two motor graders.

STAFF

Bruce Brennan is currently taking Three Weeks annual leave.
Tim Bradford is still off work under the Workers Compensation provision.
Daniel Leonard is still off sick and has been so since February.
Most staff will be taking a two week break over the Christmas New Year period

PRIVATE WORKS

Gravel and sand cartage is being carried out as required. Driveways are being graded as requested.

GRAIN FREIGHT ROUTE

Reseal works commenced on the 11th November.
At the time of this report patches from Wardering Rd to the Eastern Boundary have been completed, The balance of Cuballing East rd to Russell St will be resealed full width.
The outcome of our application for assisted funding of a pedestrian rail crossing at Campbell St is still to be determined. Main Roads have completed a pedestrian usage count. It is hoped we will have a positive outcome shortly.

RRG WORKS

Culvert works have commenced and are currently ongoing.
We are intending to commence widening works in December.
We are combining both the RRG and the Blackspot works as they adjoin and the type of works to be undertaken are very similar in nature.

R2R

The widening of inside curves (Gaths Rd to Dixons Rd) along Stratherne Rd will be undertaken this year.
Reseals will be completed on Stratherne Rd from Dixons through to where works terminated last year.
Tanners Rd box culverts have been ordered and are currently being manufactured.
Council may also wish to consider what projects they would like to undertake in the next round of R2R funding. I would suggest that the Congelin-Narrogin Rd could be considered or a further option may be to continue the widening of the narrower sections of Popanyinning West Rd.
Other options could be considered as the funds are not locked to any specific road or area until the works are nominated and approved by R2R.

CLGF WORKS.

Brundell St from Beeston to past the refuse site has been cleared and gravel sheeted. Carton Street and Ingram St have both been primersealed. The large rock area on Carton St has been excavated and a road has now been partly formed. We will continue the balance of gravel sheeting once we have some free resources. Drainage works on Gerrard St have been completed in readiness for additional gravel cartage.

OTHER WORKS

The sand pad for the Equestrian Clubrooms has been completed. A large timber culvert on Reed Rd is in need of replacement. Working drawings have been issued to several parties in an endeavour to obtain quotations to carry out the required works.

Earlier this year we submitted two separate Regional Run Off Road Crashes grant applications to Main Roads. The Technical Committee has now recommended the program to the RRG for approval. Both applications apply to sections of the Narrogin-Wandering Rd for works to be undertaken in the 2014 - 2015 financial year. This would see an additional \$450000 to be spent on enhancing and widening the formation where required.

.....

Bob Walker
WORKS MANAGER.

9.3.38 MOTOR GRADER REPLACEMENT PURCHASE

Location/Address:	Whole of shire
Reporting Officer:	Bob Walker – Works Manager Eva Haydon – Chief Executive Officer
Enabling Legislation:	
Council Policy:	Nil
Budget Implications:	2013 2014 Budget allocation
File Reference:	
Voting Requirements:	Absolute Majority

Background

Council has previously resolved to request quotations and to proceed with purchase of two Motor Graders.

In line with Council's resolution quotations were recently invited for the supply of one or two new Motor Graders and to dispose of the current Caterpillar 120H Motor Graders (CN 387 and CN 397) through the Western Australian Local Government's preferred supplier process.

The current Caterpillar 120H Motor Graders are part of the Shire's plant, responsible for maintenance and construction and all required shoulder maintenance within the Shire. One grader is used primarily for construction work and in winter for maintenance.

The proposal is under budget and supports the plant replacement program. Implications have been assessed and there is minimal risk of negative community feedback and the purchase presented is in accordance with the relevant legislation.

Comment

Councillors and some staff including operators have attended three grader demonstrations in the previous six months. After the last demonstration staff took the opportunity to once again have a second look at the other makes that adjoining Shires currently operate.

Operators all agree that all graders presented for demonstration were all capable of undertaking the works that the Shire of Cuballing is actively involved with.

We have also opted to ensure that the machine purchased has the larger mouldboard and grade control to ensure greater productivity.

Council's current grader operators the works manager and works supervisor undertook an inhouse assessment of all the machines offered. This assessment was being undertaken purely from an operator's viewpoint and not taking pricing into consideration.

The outcome of that assessment was that the Caterpillar M12 Grader was the preferred choice of machine from an operator viewpoint. Council could opt to purchase the Caterpillar Graders though the purchase price offered is well over Council's budgeted amount.

There is a saving of \$ 9,200 with the Komatsu option. The Caterpillar option is \$39,550 over budget.

OFFICER RECOMMENDATION:

That:

- 1 Two Komatsu 555.5 Graders be purchased for the total sum of \$618,800;**
- 2 The two currently owned Caterpillar 120H graders be disposed of to Komatsu for the total sum of \$172,000;**
- 3 A loan for the sum of \$300,000 be raised as per budget provision; and**
- 4 Funds amounting to \$100,000 be transferred from the Plant Reserve as per budget provision.**

Moved: Cr Newman

Seconded: Cr Bradford

Carried by Absolute Majority 6/0

12. NEXT MEETING
Thursday 19 December 2013, 3.00pm

13. CLOSURE OF MEETING

There being no further business, the meeting finished at 5.20pm