

**SHIRE**  
**OF**  
  
**CUBALLING**

**COUNCIL MEETING**  
**HELD ON 17 JULY 2014**

**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 17 JULY 2014

MINUTES

TABLE OF CONTENTS

1. OPENING - ANNOUNCEMENT OF VISITORS
2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE
3. PUBLIC QUESTION TIME
4. STANDING ORDERS
5. APPLICATIONS FOR LEAVE OF ABSENCE
6. MINUTES
7. PETITIONS, DEPUTATIONS, PRESENTATIONS & DECLARATIONS
8. DISCLOSURES OF INTEREST
9. REPORTS
  - 9.1 FINANCE
    - 9.1.77 List of Accounts Submitted for Council Approval*
    - 9.1.78 Statement of financial Activity*
    - 9.1.79 Cuballing Mens Shed Lease*
    - 9.1.80 Lot 30 Francis Street, Popanyinning*
    - 9.1.81 2014/15 Budget Review*
    - 9.1.82 Arts Narrogin Incorporated*
  - 9.2 CEO's REPORT
    - 9.2.118 Request to keep more than four dogs*
    - 9.2.119 Lot 463 Munro Street, Cuballing*
    - 9.2.120 Emergency Services Review*
    - 9.2.121 Local Government Amendment (Regional Subsidiaries) Bill 2014*
  - 9.3 WORKS  
*Nil*
  - 9.4 HEALTH & BUILDING REPORT  
*Nil*
10. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
11. OTHER URGENT BUSINESS
  - 11.1.56 Strategic Community Plan*
  - 11.1.57 Lot 2 Springhill Rd, Cuballing*
12. NEXT MEETING
13. CLOSURE OF MEETING

1. **OPENING - ANNOUNCEMENT OF VISITORS**

The meeting commenced at 3.45pm

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

Cr Mark Conley	President
Cr Roger Newman	Deputy President
Cr Tim Haslam	
Cr Eliza Dowling	
Cr Scott Ballantyne	
Mrs Eva Haydon	Chief Executive Officer
Mrs Clare Thomson	Accountant

Cr Dawson Bradford has a leave of absence for July Meeting.

3. **PUBLIC QUESTION TIME**

Nil

4. **STANDING ORDERS**

**COUNCIL DECISION**

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

Moved: Cr Haslam

Seconded: Cr Newman

*Carried 5/0*

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

Nil

6. **MINUTES**

**6.1 CONFIRMATION OF 19 JUNE 2014 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 19 June 2014 be confirmed.

Moved: Cr Dowling

Seconded: Cr Haslam

*Carried 5/0*

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

### 9.1.71 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – JUNE 2014

---

**Location/Address:** Not applicable  
**Date:** 01/07/2014  
**Reporting Officer:** Nichole Gould, Admin 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: \$160,315.01

Electronic Fund Transfers/Chq: \$159,097.68

Credit Card: \$1,217.33

#### Trust

Electronic Funds Transfers \$38,407.55

Moved: Cr Ballantyne

Seconded: Cr Dowling

*Carried 5/0*

LIST OF ACCOUNTS DUE FOR PAYMENT AND SUBMITTED TO COUNCIL

Date	Name	Description	Amount
03/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-4029.10
17/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-102.80
18/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-1757.00
19/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-937.35
20/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-1056.10
23/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-534.05
24/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-995.10
25/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-2191.30
26/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-56.40
27/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-670.60
30/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-796.10
04/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-943.40
05/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-515.10
06/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-12.50
09/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-9924.45
10/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-467.35
11/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-8154.40
12/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-4348.15
16/06/2014	4 - POLICE LICENSING PAYMENTS	POLICE LICENSING PAYMENTS	-916.30
04/06/2014	CHILD SUPPORT AGENCY	Payroll deductions	-322.82
04/06/2014	BEAUREPARES	tyres	-2649.90
04/06/2014	COVS	LED Combination Lamp	-343.55
04/06/2014	Cuby Tavern	meal May meeting and two lunches	-159.50
04/06/2014	DEWS MINI EXCAVATIONS	excavate out for 2 culvers - clean out existing culverts	-880.00
04/06/2014	DYNAMIC PRINT	purchase order books	-624.00
04/06/2014	Department Fire and Emergency Services	2013/2014 ESL Quarter 4	-4074.00
04/06/2014	Filters Plus	parts various	-821.04
04/06/2014	GG & MK Atwell	Cr Hawksley - farewell gift	-165.00
04/06/2014	GS & B Madej Bricklaying	CLGF Funding Tennis Club toilet block	-2475.00
04/06/2014	Go Blue	Adblue 1000L IBC assembled	-748.00

04/06/2014	INGERSLEY ELECTRICAL	chemical for fuel	-1156.00
04/06/2014	Komatsu	oil	-2083.83
04/06/2014	MECHANICAL AND DIESEL SERVICES	repairs	-2202.20
04/06/2014	METROCOUNT	parts	-281.60
04/06/2014	NARROGIN AGRICULTURAL REPAIRS	repairs	-209.00
04/06/2014	PAGE TRUCK HIRE	pushing Popo tip May	-880.00
04/06/2014	Popanyinning Progress Association	Business Insurance	-490.00
04/06/2014	RETRAIVISION	phone kits	-258.00
04/06/2014	ROAD SIGNS AUSTRALIA	signs	-752.40
04/06/2014	SW Taylor	Narrogin Safety Awareness Sessions for 2 people	-154.00
04/06/2014	Security Man Pty Ltd	replacement of alarm system and monitoring cost	-1599.50
04/06/2014	TOLL IPEC (COURIER AUSTRALIA)	freight	-96.60
04/06/2014	TOWN OF NARROGIN	contribution to library and building surveyor	-6884.55
18/06/2014	CHILD SUPPORT AGENCY	Payroll deductions	-322.82
18/06/2014	Air Liquide PTY LTD	gas rental	-102.60
18/06/2014	Ashley Blyth Tree Lopping	cherry pick hire	-99.00
18/06/2014	Avon Waste	bulk bin Cuby and Popo	-1270.92
18/06/2014	BUILDERS REGISTRATION BOARD Building Commission	May account	-473.51
18/06/2014	BURGESS RAWSON (WA) PTY LTD	water Memorial	-82.14
18/06/2014	Ballards Of Narrogin	gas bottles	-220.00
18/06/2014	Best Office Systems	Laser cartridge Ricoh	-250.00
18/06/2014	CORNER'S AUTOMOTIVE ELECTRICS	parts	-310.20
18/06/2014	COUNTRY PAINT SUPPLIES	various jobs	-190.90
18/06/2014	CUBY ROADHOUSE	May account	-129.05
18/06/2014	E and MJ Rosher Pty Ltd	parts	-990.00
18/06/2014	FARMWORKS RURALCO	chemical spraying	-2943.05
18/06/2014	GREAT SOUTHERN FUEL SUPPLIES	fuel account	-21879.66
18/06/2014	LANDGATE	land enquiry and other DJI invoices	-405.70
18/06/2014	LANE BUCK AND HIGGINS BARRISTERS & SOLICITORS	lease equestrian centre	-671.00
18/06/2014	LRA Civil Pty Ltd	Multi roller hire various roads	-3553.00
18/06/2014	MAKIT NARROGIN HARDWARE	May accounts	-246.00
18/06/2014	McDougall Weldments	parts graders	-955.26
18/06/2014	NARROGIN AUTO ELECTRICS	parts and repairs	-114.00

18/06/2014	NARROGIN EARTHMOVING AND CONCRETE	float steel roller from Narrogin to Cuballing	-222.75
18/06/2014	NARROGIN FRUIT MARKET	May account	-83.00
18/06/2014	NARROGIN QUARRY OPERATIONS	5mm crushed metal	-510.80
18/06/2014	Narrogin Boilermakers	protective clothing	-507.00
18/06/2014	Narrogin Packaging	hand towels, toilet rolls, bin liners	-245.41
18/06/2014	PAGE TRUCK HIRE	Springhill dam and Tennis courts toilets	-10451.00
18/06/2014	QUICKFIT WINDSCREENS AND NARROGIN GLASS	tint drivers door loader	-216.92
18/06/2014	SOS Office Equipment	printing costs photocopier	-116.88
18/06/2014	Staples Australia Pty Ltd	stationery	-174.75
18/06/2014	TOLL IPEC (COURIER AUSTRALIA)	freight	-42.47
18/06/2014	TRACKSPARES	grader blades	-1826.00
18/06/2014	Tuft Bryant Equipment	magnetic coil	-368.97
18/06/2014	WESTRAC	parts	-137.80
18/06/2014	Wa Stainless Kitchen Services	2 anchor rings Springhill dam	-82.50
27/06/2014	Ballards Of Narrogin	Gas bottles x 2	-220.00
27/06/2014	Brookton Plumbing	Plumbing re Popo Tennis Court toilet	-2651.00
27/06/2014	CONPLANT AUSTRALIA	window to suit roller x 2	-676.10
27/06/2014	Dawson R Bradford	sitting fees Feb to June (\$150 per month)	-750.00
27/06/2014	ELIZA ALICE DOWLING	sitting fees Feb to June (\$150 per month)	-750.00
27/06/2014	FUJI XEROX	waste toner cartridge	-93.50
27/06/2014	IT VISION	upgrade to latest version of Synergysoft (June)	-1210.00
27/06/2014	JR & A HERSEY P/L	diesel transfer pump and meter and boots	-1168.70
27/06/2014	KEVREK PTY LTD	stabiliser leg handle	-23.21
27/06/2014	LRA Civil Pty Ltd	roller hire various roads	-5890.50
27/06/2014	MARK CONLEY	sitting fees Feb to June (\$200 per month - President) and President allowance \$3750 Feb to June, reimburse accommodation	-5437.00
27/06/2014	PETER SCOTT BALLANTYNE	Sitting fees Feb to June (\$150 per meeting)	-750.00
27/06/2014	ROGER DAVID JOHN NEWMAN	Sitting fees February to June (\$150 per meeting)	-750.00
27/06/2014	Shire of Narrogin	Over expenditure CNN grant	-4485.80
27/06/2014	TIMOTHY PHILLIP HASLAM	sitting fees Feb to June (\$150 per meeting)	-750.00
27/06/2014	TOLL IPEC (COURIER AUSTRALIA)	freight	-52.76
27/06/2014	TOWN OF NARROGIN	Surveyor and Mileage cost May	-2570.75



27/06/2014	Totally Workwear	protective clothing	-1690.89
27/06/2014	WA LOCAL GOVERNMENT ASSOCIATION	advertising re grader/general hand	-709.19
27/06/2014	WESTRAC	parts P202	-1391.37
27/06/2014	Win United Pty Ltd	parts - butterfly valve waffer body piston	-395.00
09/06/2014	11 - INTEREST ON GRADERS	INTEREST ON GRADERS	-1073.60
18/06/2014	13 - ATO CLEARING ACCOUNT BAS	ATO CLEARING ACCOUNT BAS	-21880.00
17/06/2014	10 - ANNITTEL	ANNITTEL	-116.49
04/06/2014	K&J Sankey	reimbursement powder coating for 2 signs Popanyinning	-500.00
04/06/2014	Telstra	Cemetery	
09/06/2014	HOSTPLUS SUPER	various phones	-353.66
09/06/2014	MATRIX SUPERANNUATION	Superannuation contributions	-471.00
09/06/2014	PRIME SUPER	Superannuation contributions	-182.42
09/06/2014	WA Local Government Super Plan	Superannuation contributions	-302.70
09/06/2014	Westscheme	Superannuation contributions	-6730.40
18/06/2014	BUILDING & CONSTRUCTION INDUSTRY TRAINING	Superannuation contributions	-332.54
18/06/2014	DEPARTMENT OF TRANSPORT	MAY ACCOUNT	-856.03
18/06/2014	JOHN ROBERTSON CARPENTRY SERVICES	licences	-307.70
18/06/2014	SYNERGY	Popo CLGF toilets Tennis Courts	-2338.06
18/06/2014	Telstra	streetlights	-507.30
18/06/2014	Water Corporation	various phone accounts	-451.66
20/06/2014	AUSTRALIAN SUPER	water charges	-1634.77
20/06/2014	HOSTPLUS SUPER	Superannuation contributions	-225.94
20/06/2014	MATRIX SUPERANNUATION	Superannuation contributions	-376.80
20/06/2014	PRIME SUPER	Superannuation contributions	-167.90
20/06/2014	WA Local Government Super Plan	Superannuation contributions	-346.01
20/06/2014	Westscheme	Superannuation contributions	-6518.36
30/06/2014	Shire of Cuballing (CASH)	Superannuation contributions	-333.42
		petty cash reconciliation	-169.60
		<i>Municipal</i>	-159097.68
		<i>Trust</i>	-38407.55
		<i>Credit Card</i>	-1217.33
		<b>TOTAL</b>	<b>-198722.56</b>

## **9.1.72 STATEMENT OF FINANCIAL ACTIVITY**

---

**Location/Address:** Not applicable  
**Date:**  
**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

### **COUNCIL DECISION:**

**That the Statement of Financial Activity, as circulated, for the Shire of Cuballing for period ending 30 June 2014, be received.**

**Moved: Cr Ballantyne**

**Seconded: Cr Dowling**

***Carried 5/0***

Bank Reconciliation for the month of June 2014

	Municipal Fund	Trust Fund	Reserve Accts
Opening balance	\$1,154,179.42	\$32,497.56	\$ 714,961.70
Tsf from Muni	\$162,192.49	\$36,493.20	309,177.00
Add interest	2,045.20	-	2,680.05
Adjustment	\$0.00	-	
Expenditure	-\$536,042.46	-\$37,611.45	
Closing balance	\$782,374.65	\$31,379.31	\$ 1,026,818.75
Bank account	\$144,526.89	\$30,081.76	\$ 2,903.89
Investments	\$638,347.76	0.00	\$ 1,023,914.86
Plus O/S deposits	-	1,297.55	
Less O/S cheques	-\$500.00		
Closing balance	\$782,374.65	\$31,379.31	\$ 1,026,818.75

Investments 30 June 14

Account Number	Maturity Date	Interest Rate	Fund/Account		
			Municipal	Trust	Reserve
24455506	Cash Deposit	2.50%	-	-	1,023,914.86
34681402	Cash Deposit	2.25%	300,000.00		
	Online account	2.50%	338,347.76		
Total			638,347.76	0	1,023,914.86

**Shire of Cuballing**  
**Notes on financial reports for 30 June 2014**

**General Purpose Funding**

Rates

At present rates of \$917,448 have been raised with a discount of \$51,905. This discount amount is over the budgeted discount of \$45,000. Rate debtors at 30 June are \$28,839.

**Governance**

Contributions and Reimbursements

This includes the transfer of various trust fund accounts into Council's municipal account as approved at last Council meeting. Total transfer of funds was \$24,544.

Subscriptions

Subscriptions of \$16,105 have been paid. This comprises the following subscriptions to WALGA: Annual subscription \$6,963, Council Connect \$3,636, Members and Employee Subscription \$5,051 and Local Laws \$451.

**Law Order Public Safety**

Utilities Phone Rates and Taxes

This includes the purchase of the Yagi antenna to maintain communication in emergency situations.

**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.

Dryandra Regional Grants and Reimbursements

Reimbursement from the Dryandra Equestrian Association for the purchase of toilets.

**Economic Services**

Standpipe Expenditure

Includes \$3,432 for back flow devices that are required to be installed at standpipes.

**Other Property and Services**

Private Works

Private works of \$207,191 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 and \$12,090 for the sand pad of the Equestrian Clubrooms and roadworks of \$111,589 for the Shire of Narrogin.

Staff Training

This includes dogman tickets \$3,244, metro traffic course \$550, worksite traffic m/ment course \$4,827. Guys wages also allocated to this account when attending courses.

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

**Shire of Cuballing**  
**Notes on financial reports for 30 June 2014**

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, repairs to the water pump of \$1,260.

**Fuel and Oil**

Fuel and oil has gone over budget, but the increase in stock on hand will reflect this.

**Capital Items**

Expenditure on capital items includes the following:

- Roads \$1,359,126
- Graders 618,800
- Equestrian Centre 290,108
- Council Chairs 4,904
- Upgrade to Cemeteries 8,813
- Mens shed 2,640
- Rec centre 9,463
- Halls 3,797
- Tourist precinct 1,290
- Photocopier 7,352
- Popanyinning Tennis 32,906

**Other**

Please note the June figures will change slightly due to the finalisation of creditors, leave provisions, revaluations etc.

**SHIRE OF CUBALLING**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014**

**TABLE OF CONTENTS**

Statement of Financial Activity	2
Notes to and Forming Part of the Statement	3 to 17

**SHIRE OF CUBALLING**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014**

	NOTE	30-Jun 2014 Actual \$	30-Jun 2014 Y-T-D Budget \$	2013/2014 Budget \$	Variances Budget to Actual Y-T-D %
<b><u>Operating</u></b>					
<b>Revenues/Sources</b>					
Governance		33,686	6,500	5,300	(418.25%)
General Purpose Funding		345,815	333,961	333,961	(3.55%)
Law, Order, Public Safety		24,635	23,000	30,940	(7.11%)
Health		1,459	1,000	1,000	(45.90%)
Education and Welfare		-	-	-	
Housing		-	-	-	
Community Amenities		3,366	3,000	3,000	(12.19%)
Recreation and Culture		21,488	17,200	17,200	(24.93%)
Transport		979,729	905,251	905,251	(8.23%)
Economic Services		17,815	16,500	23,260	(7.97%)
Other Property and Services		376,100	208,552	208,552	(80.34%)
		<u>1,804,093</u>	<u>1,514,964</u>	<u>1,528,464</u>	
<b>(Expenses)/(Applications)</b>					
Governance		(201,944)	(160,119)	(160,119)	(26.12%)
General Purpose Funding		(42,542)	(40,500)	(69,422)	(5.04%)
Law, Order, Public Safety		(119,784)	(116,500)	(141,470)	(2.82%)
Health		(26,280)	(24,500)	(35,550)	(7.27%)
Education and Welfare		(7,962)	(7,500)	(12,000)	(6.16%)
Housing		(17,889)	(17,500)	(15,200)	(2.22%)
Community Amenities		(127,023)	(125,000)	(181,310)	(1.62%)
Recreation & Culture		(214,691)	(160,169)	(160,169)	(34.04%)
Transport		(1,792,636)	(1,780,000)	(2,110,822)	(0.71%)
Economic Services		(71,933)	(70,500)	(98,872)	(2.03%)
Other Property and Services		(191,420)	(98,846)	(98,846)	(93.66%)
		<u>(2,814,104)</u>	<u>(2,601,134)</u>	<u>(3,083,780)</u>	
<b><u>Adjustments for Non-Cash</u></b>					
<b><u>(Revenue) and Expenditure</u></b>					
(Profit)/Loss on Asset Disposals		(105,999)	(87,052)	(87,052)	
Depreciation on Assets		955,546	813,360	813,360	
Movement current leave entitlements		-	-	-	
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Land Held for Resale		-	-	-	
Purchase Land and Buildings		(348,412)	(348,412)	(441,985)	
Purchase Infrastructure Assets - Roads & Footpaths, Other		(1,361,941)	(1,361,941)	(1,360,704)	
Other		(106)	-	-	
Purchase Plant and Equipment		(618,800)	(618,800)	(636,000)	
Purchase Furniture and Equipment		(13,547)	(13,547)	(12,000)	
Proceeds from Disposal of Assets		172,000	172,000	180,000	
Repayment of Debentures		(35,755)	(35,755)	(65,539)	
Repayment of Debentures		(10,505)	(10,505)	-	
Proceeds from New Debentures		300,000	300,000	300,000	
Transfers to Reserves (Restricted Assets)		(18,607)	(18,607)	(120,000)	
Transfer to/from Reserves		(409,164)	(144,888)	-	
Transfer to restricted assets		(298,338)	-	-	
Transfers from Reserves (Restricted Assets)		100,000	100,000	100,000	
Transfer from Restricted Cash		1,473,882	1,473,882	1,457,248	
ADD Net Current Assets July 1 B/Fwd		888,795	888,795	580,215	
LESS Net Current Assets Year to Date		(524,799)	(1,025,526)	-	
<b>Amount Raised from Rates</b>		<u>(865,759)</u>	<u>(847,772)</u>	<u>(847,772)</u>	

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

	30-Jun	30-Jun
3. ACQUISITION OF ASSETS	Actual	Budget
	\$	\$
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
Governance	12,256	12,000
Community Amenities	13,774	35,000
Recreation and Culture	336,605	406,985
Transport	1,979,095	1,996,701
Economic Services	969	-
	<u>2,342,699</u>	<u>2,450,686</u>
<b><u>By Class</u></b>		
Land and Buildings	350,137	441,985
Infrastructure Assets	1,360,216	1,360,701
Plant and Equipment	618,800	636,000
Furniture and fittings	13,546	12,000
	<u>2,342,699</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 30 JUNE 2014

4. DISPOSALS OF ASSETS

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	30-Jun 2014 Actual \$	30-Jun 2014 Actual \$	30-Jun 2014 Actual \$
<b>Transport</b>			
Caterpillar 120 H Motor Grader	52,840	85,000	32,160
Caterpillar 120 H Motor Grader	13,163	87,000	73,837
			-
	66,003	172,000	105,997

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	30-Jun 2014 Actual \$	30-Jun 2014 Actual \$	30-Jun 2014 Actual \$
<b>Plant and Equipment</b>			
Caterpillar 120 H Motor Grader	52,840	85,000	32,160
Caterpillar 120 H Motor Grader	13,163	87,000	73,837
			-
			-
			-
			-
			-
	66,003	172,000	105,997

<u>Summary</u>	30-Jun 2014 Actual \$
Profit on Asset Disposals	105,997
Loss on Asset Disposals	
	105,997

**SHIRE OF CUBALLING**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Loan Date	Years	Principal 1-Jul-13	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Budget \$
					Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Recreation & Culture Loan #61 Change Rooms	31/10/2005	10	22,326		9,576	9,575	12,750	12,751	1,059	1,058	1,058
Transport Loan #62 - Loader	11/08/2008	10	150,064	300,000	26,179	26,178	123,885	123,886	9,364	9,362	9,362
Loan#63 - Graders	7/02/2014	8			10,505	29,784	289,495	270,216	4,352	10,349	10,349
			172,390	300,000	46,260	65,537	426,130	406,853	14,775	20,769	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 \$

## SHIRE OF CUBALLING

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

FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

	30-Jun 2014 Actual \$	2013/14 Budget \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Plant and Equipment Reserve</b>		
Opening Balance	197,786	197,781
Amount Set Aside / Transfer to Reserve	185,302	5,658
Amount Used / Transfer from Reserve	<u>(100,000)</u>	<u>(100,000)</u>
	<u>283,088</u>	<u>103,439</u>
<b>(b) IT and Office Equipment Reserve</b>		
Opening Balance	9,023	9,023
Amount Set Aside / Transfer to Reserve	20,222	258
Amount Used / Transfer from Reserve	-	-
	<u>29,245</u>	<u>9,281</u>
<b>(c) Employee Entitlements Reserve</b>		
Opening Balance	116,019	116,019
Amount Set Aside / Transfer to Reserve	7,379	3,319
Amount Used / Transfer from Reserve	-	-
	<u>123,398</u>	<u>119,338</u>
<b>(d) Housing Reserve</b>		
Opening Balance	7,435	7,435
Amount Set Aside / Transfer to Reserve	194	216
Amount Used / Transfer from Reserve	-	-
	<u>7,629</u>	<u>7,651</u>
<b>(e) Recreation and Community Facility Res</b>		
Opening Balance	285,345	285,345
Amount Set Aside / Transfer to Reserve	7,605	8,163
Amount Used / Transfer from Reserve	-	-
	<u>292,950</u>	<u>293,508</u>
<b>(f) Refuse Site Reserve</b>		
Opening Balance	57,119	57,119
Amount Set Aside / Transfer to Reserve	1,505	1,634
Amount Used / Transfer from Reserve	-	-
	<u>58,624</u>	<u>58,753</u>
<b>(g) Grain Freight Reserve</b>		
Opening Balance	26,313	26,313
Amount Set Aside / Transfer to Reserve	80,676	752
Amount Used / Transfer from Reserve	-	-
	<u>106,989</u>	<u>27,065</u>
<b>(h) Equestrian Reserve</b>		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	2,000	2,000
Amount Used / Transfer from Reserve	-	-
	<u>2,000</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 30 JUNE 2014

6. RESERVES	30-Jun 2014 Actual	2013/14 Budget
Cash Backed Reserves continued	\$	\$
<b>(i) General Purpose Reserve</b>		
Opening Balance	-	-
Amount Set Aside / Transfer to Reserve	122,888	98,000
Amount Used / Transfer from Reserve	-	-
	<u>122,888</u>	<u>98,000</u>
<b>Total Cash Backed Reserves</b>	<u>1,026,811</u>	<u>719,035</u>

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

6. RESERVES (Continued)	30-Jun 2014 Actual	2013/14 Budget
Summary of Transfers To Cash Backed Reserves	\$	\$
<b>Transfers to Reserves</b>		
Plant and Equipment Reserve	185,302	5,658
Office Equipment Reserve	20,222	258
Employee Entitlement Reserve	7,379	3,319
Housing Reserve	194	216
Recreation and Community Facility Reserve	7,605	8,163
Refuse Site Reserve	1,505	1,634
Grain Freight Reserve	80,676	752
Equestrian Reserve	2,000	2,000
General Purpose Reserve	122,888	98,000
	<u>427,771</u>	<u>120,000</u>
<b>Transfers from Reserves</b>		
Plant and Equipment Reserve	(100,000)	(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>(100,000)</u>	<u>(100,000)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>327,771</u>	<u>20,000</u>

## SHIRE OF CUBALLING

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

#### FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

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 30 JUNE 2014

	30-Jun 2014 Actual \$	Brought Forward 1-Jul \$
<b>7. NET CURRENT ASSETS</b>		
<b>Composition of Estimated Net Current Asset Position</b>		
<b>CURRENT ASSETS</b>		
Cash - Unrestricted	461,842	900,984
Cash - Restricted Reserves	1,026,811	699,028
Cash - Restricted Cash	298,338	1,473,882
Receivables	83,276	181,530
Inventories	4,728	4,728
	<u>1,874,995</u>	<u>3,260,152</u>
<b>LESS: CURRENT LIABILITIES</b>		
Payables and Provisions	<u>(25,047)</u>	<u>(198,447)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>1,849,948</b>	<b>3,061,705</b>
Less: Cash - Reserves - Restricted	(1,026,811)	(699,028)
Less: Cash - Restricted Municipal	(298,338)	(1,473,882)
<b>NET CURRENT ASSET POSITION</b>	<u><b>524,799</b></u>	<u><b>888,795</b></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>888,795</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 30 JUNE 2014**

**8. RATING INFORMATION**

<b>RATE TYPE</b>	<b>Rate in \$</b>	<b>Number of Properties</b>	<b>Rateable Value \$</b>	<b>2013/2014 Rate Revenue \$</b>	<b>2013/2014 Interim Rates \$</b>	<b>2013/2014 Back Rates \$</b>	<b>2013/2014 Total Revenue \$</b>	<b>2013/2014 Budget \$</b>
<b>General Rate</b>								
UV - Cuballing	0.620600	224	100,766,999	618,117	-	-	618,117	633,479
GRV Cuballing	0.670440	172	178,987	124,464	147	-	124,611	116,143
<b>Sub-Totals</b>		396	100,945,986	742,581	147	-	742,728	749,622
<b>Minimum Rates</b>								
UV - Cuballing	700	122	9,857,405	87,500	3,836	-	91,336	54,600
GRV Cuballing	550	158	2,307,546	83,600	-	-	83,600	88,550
<b>Sub-Totals</b>		280	12,164,951	171,100	3,836	-	174,936	143,150
<b>Ex gratia rates Specified Area Rates</b>								
							917,664	892,772
<b>Discounts</b>								
							917,664	892,772
							(51,905)	(45,000)
<b>Totals</b>							865,759	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 30 JUNE 2014**

**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-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Badminton Club	232	-	(232)	-
Bonds - Building	6,839	7,550	-	14,389
Bonds - Hall Hire	1,050	100	(100)	1,050
Children Recycling Fund	1,418	-	(1,418)	-
Cuballing Progress	-	300	(300)	-
Commodine Tennis Club	3,190	-	(100)	3,090
Cuballing Country Festival	1,099	-	-	1,099
Cuballing Cricket Club	200	-	-	200
Cuballing Fire Brigade	3,286	-	(3,286)	-
Cuballing Football Asson	2,566	-	(2,000)	566
Environment and Townscape Trust Fund	5,713	-	-	5,713
LCDC East Yornaning	1,360	-	(1,360)	-
Police Licensing	2,933	280,377	(278,162)	5,148
Reimbursements	8,962	-	(8,962)	-
Swipe cards	1,090	475	(20)	1,545
Upper Hotham Project	15,027	-	(15,027)	-
	<u>54,965</u>			<u>32,800</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.



## 9.2.118 CUBALLING MENS' SHED LEASE

---

<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Eva Haydon – Chief Executive Officer
<b>Enabling Legislation:</b>	Local Government Act 1995as amended
<b>Date:</b>	13 February 2014
<b>Council Policy:</b>	Nil
<b>Budget Implications:</b>	Nil
<b>File Reference:</b>	
<b>Voting Requirements:</b>	<b>Absolute</b> Majority

### **Background**

The following item was presented to Council at the February meeting and subsequently advertised on Council's notice boards and in the Newsletter.

*The Cuballing Mens' Shed has been established since 2010 and follows the principles of the Australian Mens' Shed Association, which are as follows:*

*The Australian Men's Sheds Association recognizes a Men's Shed as any community-based, non-profit, non-commercial organization that is accessible to all men and whose primary activity is the provision of a safe, friendly and healing environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men. A major objective is to advance the well-being and health of their male members and to encourage social inclusion.*

*In order to access grant funding, they are required to have some security of tenure such as a lease for their premises.*

*The Cuballing Mens' Shed endeavours to be as self supporting as possible and fundraises by collecting scrap metal and aluminium cans. It contributes to the wellbeing of menfolk in the community by providing a means of social inclusion and activity.*

### **Comment**

*The land upon which the premises are located is at the depot and is held by the Shire of Cuballing as freehold land. As such, there are no requirements for permission to lease and limitations of tenure.*

*Council provides Oxygen, Acetylene and Argon gases and the cylinder rental for those gases, together with a petty cash float of \$500 which has been in existence since the establishment of the Mens' Shed. Electricity and water are provided from the Shire Depot supply.*

*A draft lease has been prepared and is attached.*

*The Local Government Act requires the following prior to disposing of property by private treaty:*

3.58 (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –

- a) it gives local public notice of the proposed disposition –
  - (i) describing the property concerned; and
  - (ii) giving details of the proposed disposition; and
  - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

And

(b) it considers any submission made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

3.58 (4) The details of a proposed disposition that are required by subsection (3) (a) (ii) include

- (a) The names of all other parties concerned
- (b) The consideration to be received by the local government for the disposition; and
- (c) The market value of the disposition –
  - (i) As ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
  - (ii) As declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition

The valuation of the property was carried out by AVP Valuers with a reinstatement value of \$140,000. Although this valuation is more than 6 months old, it is unlikely that there would be much price movement in this type of building, furthermore, as there is only a 5.5 metre wide strip of land (to the south side of the building) included with the building and the site is zoned Rural Townsite, it is unlikely there would be a commercial or industrial demand for the property.

**OFFICER RECOMMENDATION:**

**That:**

**1 Council resolve to value the Mens' Shed leased area at one hundred and forty thousand dollars; and**

**2 The the proposed lease of Cuballing Mens' Shed be advertised for public comment pursuant to S.3.58.**

**Moved**                      **Seconded**

**COUNCIL DECISION:**

**That:**

**1 Council resolve to value the Mens' Shed leased area at one hundred and forty thousand dollars; and**

**2 The proposed lease of Cuballing Mens' Shed be advertised for public comment pursuant to S.3.58 and**

**3 The \$500 petty cash float recorded in the Shire of Cuballing balance sheet be donated to Mens Shed and advise it is to be discontinued and Council continue to fund power, water and cylinder rental (for oxygen acetylene and Argon cylinders)**

**Moved: Cr Dowling**

**Seconded: Cr Haslam**

**Carried by Absolute Majority 6/0**

**Comment**

No submissions, for or against the proposal to lease, have been received, however correspondence has been received from the Cuballing Mens' Shed regarding Clause 3M which relates to legal fees associated with the drawing up of the lease.

The lease has been prepared in house, and as such, there are no legal fees. Removing this clause does not bind Council to the payment of any future legal fees so it is not a major issue to remove the clause.

**COUNCIL DECISION:**

**That the lease of the Mens' Shed area (as depicted on the diagram attached to the lease), for a period of twenty years, be approved with the removal of Clause 3M.**

**Moved: Cr Newman**

**Seconded: Cr Haslam**

**Carried by Absolute Majority 5/0**

DATED \_\_\_\_\_ 2013

# **AGREEMENT TO LEASE**



**THIS AGREEMENT FOR LEASE is made on the \_\_\_\_\_ day of \_\_\_\_\_ 2014**

**BETWEEN:-**

1. SHIRE OF CUBALLING of PO Box 13, Cuballing, Western Australia ("Lessor") of the first part, and
2. CUBALLING MENS' SHED of c/- Post office, Cuballing Western Australia ("the Lessee") of the second part.

**NOW THIS AGREEMENT FOR LEASE WITNESSES:**

1. Part of those premises situated in Cuballing on Lot B9 being Freehold Land Vol 325 Folio 42; owned by the Lessor
2. The Lessor hereby agrees to lease to the Lessee all those premises which are for the purpose of identification only shown edged red on the plan attached to this Agreement ("the Demised Premises") to be held by the Lessee for a term ("the Term") of Twenty (20) years commencing on the 1<sup>st</sup> day of July at a total rental of 1 peppercorn subject to the covenants and conditions hereafter contained and subject to the covenants and powers implied under the Transfer of Lands Act 1983 as amended unless negated or modified by this agreement.
3. The lessee hereby covenants with the Lessor as follows:
  - a) To pay to the Lessor the rent reserved in the manner appointed for payment of same without any deduction without any deduction or abatement whatsoever.
  - b) To keep the buildings and other improvements (if any) upon the Demised Premises in the same condition as they now are fair wear and tear excepted.
  - c) To observe all statutes and regulations made by any duly constituted authority affect in the Demises Premises or the occupation thereof.
  - d) Not to part with possession of the Demised Premises without obtaining the prior written consent of the Lessor such consent not to be unreasonably withheld.
  - e) To keep the Demised Premises and all fixtures and chattels (if any) in good condition, fair wear and tear excepted.
  - f) To permit the Lessor or his agent to inspect the Demised Premises at all reasonable times and reasonable intervals.
  - g) Upon the determination of the lease to yield up to the Lessor the Demised Premises in such good repair and condition as is consistent with this with this agreement in that behalf.
  - h) The Demised premises be used for the purpose of a "Mens' Shed"
  - i) To indemnify and keep indemnified the Lessor from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgements, orders, decrees, damages, costs, losses and expenses of any nature whatsoever which the Lessor may suffer or incur in connection with loss of life, personal injury and or damage to property arising from or out of any occurrence in, upon or at the Demised Premises or any part thereof or to any person or the property of any person using or entering on or near the Demised Premises or occasioned (wheresoever it may occur wholly or in part by any act, neglect, default or omission by the Lessee, his agents, contractors, servants, workmen, customers or any other person or

persons using or upon the Demised Premises with his consent or approval express or implied.

- j) To use and occupy the Demised Premises at the Lessee's own risk and the Lessee hereby releases to the full extent permitted by law the Lessor and its agents, servants, contractors and employees from all claims and demands of every kind resulting from any accident, damage or injury occurring therein.
- k) Not to mortgage lien or in any way charge or encumber the Lessee's interest in this Agreement for Lease.
- l) To keep in force all licences and permits required for the carrying on of any business conducted by the lessee in or upon the Demised Premises.

4.

A) In default of any of the covenants contained in this Agreement for Lease and provided that such default shall continue for not less than fourteen (14) days after the day on which the notice of that default is given to the Lessee by the Lessor then the Lessor may at any time thereafter enter upon the Demised Premises and retake possession of them without prejudice to any other remedy that the Lessor may have  
B) Notice in terms of clause 3 (a) of this Agreement for Lease shall be deemed to have been properly given if left at the address of the Lessee specified in this Agreement or at such other address of the Lessee specified in this agreement or at such other address within Western Australia as the lessee shall have notified the Lessor in writing.

5. The lessor to the intent of binding the Demised Premises and the proprietor thereof for the time being but not so as to render the Lessor personally liable in damages except for the Lessor's own acts and defaults while the Lessor remains such proprietor hereby covenants and agrees with the Lessee:-

(a) that the Lessee duly paying the rent hereby reserved and performing and observing the terms, covenants and conditions herein expressed or implied and on the part of the Lessee to be performed and observed shall peaceably and quietly hold and enjoy the Demised Premises during said term or any extension thereof without any interruption by the Lessor or by any person or persons rightfully claiming under or in trust for the Lessor:

(b) to pay all outgoing not otherwise payable by the Lessor.

6. The Lessor and the Lessee hereby expressly agree and declare as follows:

(a) The Lessor does not expressly agree or impliedly warrant that the Demised Premises are now or will remain suitable or adequate for all or any of the purposes of the Lessee and all warranties (if any) as to suitability and adequateness of the Demised Premises implied by law are to the extent permitted by law hereby expressly negated.

- (b) That if the Lessee shall remain in occupation of the Demised Premises after the expiration of the Lease the Lessee shall so remain as a tenant from week to week but subject nevertheless to the terms, covenants and conditions hereof so far as the same are applicable to a weekly tenancy and such tenancy shall be terminable at the expiration of one week's notice by either party to the other at any time.
  - (c) (i)The Lessor shall not less the five months before the expiration of the term notify the Lessee in writing whether or not he intends to re-lease the Demised Premises .  
(ii)In the event of the Lessor notifying the Lessee that he intends to re-lease the Demised Premises the Lessee shall within fourteen days after receiving the Lessor's notice advise the Lessor in writing whether or not he wishes to renew his lease of the Demised Premises subject to agreeing a new rent.  
(iii)If the Lessee gives notice advising the Lessor that he does not wish to re-lease the Demised Premises the Lessor and the Lessee shall immediately commence negotiating the new rent for the new term. The New Rent for the new term shall be the then Market Rent to be agreed by the parties. PROVIDED ALWAYS that in no event shall the rent as so assessed be less than the rent payable during the last year of the Term.  
(iv)If for any reason whatsoever the lessor and the Lessee are unable to agree what the new rent shall be on or before a date three months before the expiration of the Term the Lessee shall be deemed to have advised the Lessor that the Lessee does not wish to renew his lease of the Demised Premises and the Lessor shall thereupon be entitled to enter into a lease of the Demised Premises with any third party such lease to commence on a date after the expiration of the Term
- 7 If for any reason whatsoever the Cuballing Mens' Shed ceases to carry on Mens' Shed activities in the demised premises for a period of six months or more, the Lessor reserves the right to terminate the lease.

IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first hereinbefore written.

**THE COMMON SEAL of  
SHIRE OF CUBALLING  
Was affixed in accordance with its  
Constitution in the presence of**



.....  
Signature of authorised person

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Name of authorised person

.....  
Office Held

.....  
Office Held

**Cuballing Mens' Shed was hereunto  
signed by the authority of the  
Cuballing Mens' Shed Office Bearers  
previously given and in the presence of**



.....  
Signature of authorised person

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Name of authorised person

.....  
Office Held

.....  
Office Held



## 9.1.80 LOT 30 FRANCIS STREET POPANYINNING

---

**Location/Address:** Lot 30 Francis Street Popanyinning  
**Reporting Officer:** Michelle Atwell – Administration Officer  
Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995 as amended  
**Date:** 7/07/2014  
**Council Policy:** Nil  
**Budget Implications:** Dependant on Decision  
**File Reference:**  
**Voting Requirements:** **Absolute Majority**

### Background

Lot 30 Francis Street Popanyinning is owned by the Estate of Ms Louisa Maria Tate (deceased for 80 years). Rates on this property have not been raised or paid in 62 years. It was thought the land was meant to be transferred into The Shire's name, however, upon further investigation it was noted in the 1952/53 rate book that the land was intended to be transferred back to the Crown together with Ms Tate's other block 31 Forrest Street (now owned by Kevin Sankey and called Lot 323 Forest Street). As a result of this decision, the Local Government Department approved that the rates (amounting to 6 pounds five shillings and ten shillings for Health rates) could be written off.

Landgate is showing the land is still in Ms Tate's name so after a lengthy phone call to with no outcome and a subsequent call to Department of Lands, the author was advised that Department of Lands have no record of a Lot 30 Francis Street having been transferred to crown land.

Department of Lands believes it could have been actioned but never followed through, although they have a file for Ms Tate's other block 31 Forrest Street which is now Lot 323 Forrest Street.

### Comment

30 Francis Street is only accessible via a dirt track named Spragg Road as Main Roads will not permit Spragg Road to be open to the highway due to the safety factor. In 2007 Kevin Sankey expressed interest in this property as it is adjacent to a Right of Way which adjoins his lot 323;

Mr W Bird has also expressed interest in this property as lot 30 is immediately adjacent to UCL Land that Mr Bird is in the process of buying and currently leases.

Council has the following options:

- 1 Start the process of handing the land back to the Crown
- 2 Take possession of the Land
- 3 Back rate the land for 5years and then sell the land for unpaid rates

### OFFICER RECOMMENDATION:

**For Council consideration**

**Moved:**

**Seconded:**

**COUNCIL DECISION:**

**That council; back rate the land for 5 years then sell the land for unpaid rates.**

**Moved: Cr Haslam**

**Seconded: Cr Dowling**

***Carried by Absolute Majority 5/0***

## Historical Crown Allotment Detail [ 4200L ]



Disclaimer: This is Historical Information and is no longer maintained. Updates to this information ceased on 31 March 2004.

[Screen Friendly](#) [Print Page](#)

<b>District / Town Name</b>	POPANYINNING		
<b>Allotment Type</b>	Town lot/Lot		
<b>Allotment No</b>	30	<b>Fraction</b>	
<b>Region</b>	Country Town	<b>Part Allotment</b>	No
<b>Land Status</b>	No Information Recorded		
<b>Date of Status</b>	No Information Recorded	<b>File Number</b>	No Information Recorded
<b>Description</b>	No Information Recorded		

**Tenure History**

<b>Add Item Registers</b>	<b>Date of Last Change</b>
---------------------------	----------------------------

<input type="checkbox"/> 380-198	01/01/0001
----------------------------------	------------

**First Freehold Title/Grant**

<input type="checkbox"/> LG380-198
------------------------------------

**Crown Land Title**

<input type="checkbox"/> No Information Recorded
--

<b>Tenures</b>	<b>Date of Tenure</b>
----------------	-----------------------

No Information Recorded

<b>History Tenures</b>	<b>Date of Tenure</b>
------------------------	-----------------------

No Information Recorded

**Comments**

No Information Recorded

**Survey Details**

**Surveys**

No Information Recorded

**Crown Surveys**

No Information Recorded

**Index Plan Maps**

No Information Recorded

**Index Plan Surveys**

No Information Recorded

**Public Maps**

No Information Recorded

\*\*\*\* End Of Search \*\*\*\*

This product is for information purposes only  
Western Australian Land Information Authority (Landgate)

10950  
06  
2187  
11



REGISTER BOOK. **CULLED**  
Vol. 380 Fol. 198

WESTERN AUSTRALIA.

# Certificate of Title

under "The Transfer of Land Act, 1893."  
Sch. 5, 50 V., 14.

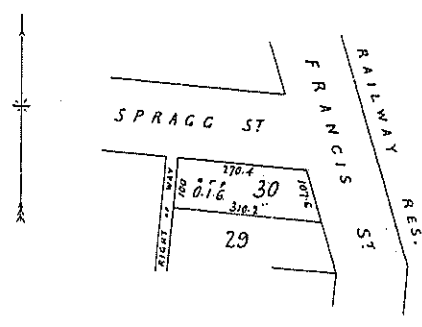


Superseded - Copy for Sketch Only

*O.G.*  
*L.O. Copy Filed*

*Louisa Maria Tate* of *Pophamjinning*  
*Married Woman*  
is now the sole proprietor.

of an estate in fee simple in possession subject to the easements and encumbrances notified hereunder, in the natural surface and so much as is below the natural surface to a depth of *Two hundred feet* of all that piece of land delineated and coloured *green* on the map hereon, containing *One rood six perches* or thereabouts, being *Pophamjinning Lot 30*



Scale - 2 Chains to an Inch

Dated the *Twenty fourth* day of *October*, One thousand nine hundred and *six*

*W. J. G. G. G.*  
Registrar of Titles.

*For encumbrances and other matters affecting the land see back.*

EASEMENTS AND ENCUMBRANCES REFERRED TO.

*Instrument of title for ...  
Mortgage ... to the Bank of ...  
... of ...*

*Arthur J. Hardy*

Superseded - Copy for Sketch Only

*Warrant, 9/1/1923 lodged 6. 7. 1924. C. J. Gleede*

*Discharge 253/1926 of Mortgage 252/1924 Registered 15<sup>th</sup> February 1926 for 11,200/- and ...*

*Arthur J. Hardy*

REGISTERED

CT 0380 D 3 B



REGISTERED Vol. 380 Fol. 108

WESTERN



AUSTRALIA

REGISTER NUMBER <b>30/DP110091</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **380** FOLIO **198**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 30 ON DEPOSITED PLAN 110091

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

LOUISA MARIA TATE OF POPANYINNING

(XE A000001A) REGISTERED 1 JANUARY 0001

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 380-198 (30/DP110091).  
PREVIOUS TITLE: This Title.  
PROPERTY STREET ADDRESS: 76 FRANCIS ST, POPANYINNING.  
LOCAL GOVERNMENT AREA: SHIRE OF CUBALLING.

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF POPANYINNING TOWN LOT/LOT 30 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 30 ON DEPOSITED PLAN 110091 ON 08-JUN-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

**8.2.5 MR K SANKEY – PROPOSED STREET CLOSURE (PORTION OF SPRAGG STREET, POPANYINNING)**

**Submission to:** Ordinary Meeting of Council  
**Location/Address:** Popanyinning townsite  
**Reporting Officer:** Peter Naylor, Chief Executive Officer  
**Enabling Legislation:** Land Administration Act 1997  
**Council Policy:** Nil  
**Budget Implications:** Nil  
**File Reference:** TS 7  
**Voting Requirements:** Simple majority

**Background**

Correspondence from Mr Sankey requesting Council consideration to closing the portion of Spragg Street immediately adjacent to his property, and also for the sale of Council owned property, being Lot 30 Francis Street, Popanyinning.

**Comment**

Mr Sankey explains in his letter that the road reserve at the front of his property is used by locals as a “race track” and is causing discomfort to his family, also the entrance from the road onto Francis Street (Great Southern Highway) is on a blind spot and very dangerous.

Although a proper road has not been constructed within the road reserve a firebreak has been installed and this permits vehicle access even though ‘No Through Road’ signs have been erected. The access onto Francis Street is extremely dangerous, particularly with approaching vehicles along Francis Street if they are exceeding the speed limit.

Council staff have inspected the site and do not support the closure of the road reserve. It provides a firebreak between rural property and the townsite and could provide an important fire access and/or escape route should a fire and/or other emergency incident occur. However suitable traffic control devices could be investigated to try and alleviate the current situation.

In relation to Lot 30, staff investigations have revealed that Council does not own the land. Councils records indicate that the Shire of Cuballing owns the land in freehold title and there are no rate records going back as far as 1998, however search of certificate of title with the Department for Planning and Infrastructure (Landgate) indicates that the property has been owned by a Ms Louisa Maria Tate since 1901. There is distinct possibility that it is a deceased estate and the land was supposed to be transferred to the Shire but the process to amend records has not been commenced. Further research will need to be carried out into this matter.

**CHIEF EXECUTIVE OFFICERS RECOMMENDATION**

Mr Sankey be advised that:

- The Shire of Cuballing is not in favour of closing portion of the Spragg Street road reserve adjacent to their property;

\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
DATE



**LOCAL GOVERNMENT DEPARTMENT**

**THE ROAD DISTRICTS ACT, 1919-1948**

(Section 269)

L.G. 886/52

**GUBALLING ROAD BOARD**

SCHEDULE showing Arrears of Rates to be written off with the approval of the Hon. Minister under the provisions of section 269

Assessment No.	Name	Description or Location	Reason	Amount		
<del>10</del>	<del>██████████</del>	Cuballing. <del>██████████</del>	Revested in Crown.	Road. Loan.	4 6	7 9 3.
<del>52</del>	<del>██████████</del>	Popanyinning. " 28.	" "	Road. Loan.	9 10	11 10 10.
<del>67</del>	<del>██████████</del>	" 30.	" "	Road. Loan.	6 5	12 5 11. 5.
69.	<del>██████████</del>	" 52.	" "	Road. Loan.	3 8	4 8 7.
71.	Tate. L.M.	" 30 & 31.	" "	Road. Loan.	6 10	5 10 10.
5	<del>██████████</del>	Cuballing. Lot 55.	<del>Lease cancelled</del>	Road. Loan.	8 7	5 7 5 9.
10.	<del>██████████</del>	" 67, 53 54.	" "	Road. Loan.	12 18	7 18 10. 9.
12.	<del>██████████</del>	" 108, 120 135.	" "	Road. Loan.	8 12	15 12 6 6.
60.	<del>██████████</del>	Popanyinning " 23. 24.	" "	Road. Loan.	10 10	1 10 10.
232.	<del>██████████</del>	Yanninging Lot 3, 4.	"	Road. Loan.	2 10	13 10 2. 7.
26.	<del>██████████</del>	Cuballing. Lot 80.	Sold under Section 285.	Road. Loan.	1 5	5 5 3.
Road £73.8.7.      Loan £5.7.7.				Total.	78 16	2

Rates to be written off in accordance with a resolution of the Board passed at a meeting held on the Eighth day of April, 1953.

*W. Rank* Secretary.      *A. H. Knight* Chairman.

All the Assessments shown in the above Schedule, totalling £ 78 : 16 : 2. have been approved by the Minister to be written off. All the items must be recorded in the...







## 9.1.81 ANNUAL BUDGET 2014/15 FINANCIAL YEAR

---

<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Clare Thomson – Accountant
<b>Enabling Legislation:</b>	Local Government Act 1995 and Regulations
<b>Date:</b>	9 July 2014
<b>Council Policy:</b>	Nil
<b>Budget Implications:</b>	New Budget
<b>File Reference:</b>	Finance 9
<b>Voting Requirements:</b>	Absolute Majority

### Background

The budget for the financial year ended 30 June 2015 is presented for Council consideration.

### Comment

All public works overheads and plant operating costs have been allocated across relevant accounts in accordance with local government accounting guidelines.

There has been a minimal change in the valuations of GRV properties in the shire and an overall increase of under 1% in the annual revaluation of unimproved values this year. The rate in the dollar for both GRV and UV has been increased by 8.5% and the Minimums for GRV and UV properties have been increased by 13% and 8.5% respectively.

Fees and Charges have been reviewed and increased where appropriate to recover increased costs.

Funds have been provided for within the operating budget for the following abnormal items:

- Payment to purchase the mapping module to be attached to the rating program.
- Halls Maintenance has been increased to enable replacement of the electrical wiring to Popanyinning Hall at a cost of \$8,000.

Capital Items are detailed below and include carry forward projects from 2013/14 financial year.

Balance of CLGF projects <i>c/f</i>	\$49,074
Equestrian Centre Clubrooms (Regional CLGF)	\$37,080
CLGF Road Works	\$97,184
Road Construction as per Schedule 12	\$782,457
Transfer Stations & Refuse Site	\$140,000
Purchase of Plant	\$369,000

**COUNCIL DECISION:**

**That road construction comprising Regional Road Group expenditure of \$504,028 be adopted in the 2014/2015 Annual Budget.**

*The works location is on the Wandering Narrogin Rd and commences Cuballing West Road heading west for a distance of approximately 450 metres, West of Pitt Road heading south for a distance of approximately 1.360 km*

**Moved: Cr Haslam**

**Seconded: Cr Ballantyne**

***Carried by Absolute Majority 5/0***

**COUNCIL DECISION:**

**That road construction comprising Roads to Recovery expenditure of \$163,340 be adopted in the 2014/2015 Annual Budget.**

*The works location is various sections on Pauley Road, commencing at Burges's Hay Shed for a distance of approximately 1 km.*

**Moved: Cr Dowling**

**Seconded: Cr Haslam**

***Carried by Absolute Majority 5/0***

**COUNCIL DECISION:**

**That road reseals along the Grain Freight Route incurring expenditure of \$115,000 be adopted in the 2014/2015 Annual Budget.**

*The works location along various sections on Pauley Road & Wardering Road, commencing at Wardering Road to the S Bends (Grieve's Property) and patches on Pauley Road for a distance of approximately 5.6 kms.*

**Moved: Cr Dowling**

**Seconded: Cr Ballantyne**

***Carried by Absolute Majority 5/0***

**COUNCIL DECISION:**

**That:**

- 1. The Draft Budget, except where already dealt with, be adopted for the 2014/2015 financial year and the levels of income and expenditure be authorised; and**
- 2. The following rates be adopted for the 2014/2015 financial year:**
  - Where the General Rate is to apply, for all rateable properties with a Gross Rental Valuation, a rate of 7.2742 cents in the dollar and a Minimum Rate of \$620 be applied.**
  - Where the General Rate is to apply, for all rateable properties with Unimproved Valuations, a rate of 0.6733 cents in the dollar and a Minimum Rate of \$760 be applied.**

- a) Where Rates are paid in full, including all amounts in arrears, within 21 days from the date of issue, then a discount of 8% shall be applied to current rates.
- b) Where payment is received after the prescribed time and penalty charges apply, then a penalty interest rate for all outstanding Rates and Service Charges is set at 11% per annum to be calculated on a daily basis.
- c) For all ratepayers paying by instalment, the penalty interest to apply is set at 5.5% per annum to be calculated on a daily basis.
- d) The following payment options be adopted:

**Option 1:**

- To pay the total amount of rates and charges, less 8% discount on the current general rate by Wednesday 20 August 2014.

**Option 2:**

- To pay the total of the rates and charges, including arrears by Wednesday 3 September 2014

**Option 3:**

- To Pay the total amount of rates and charges by four instalments as detailed on the rate notice, on or before the following due dates:
  - First Instalment 3 September 2014
  - Second Instalment 3 November 2014
  - Third instalment 5 January 2015
  - Fourth Instalment 3 March 2015

- e) Where payments are made by instalments, an administration charge of \$10 for each instalment be applied after the first payment, which shall include all arrears (if any).

3 Fees and Charges as listed within the Budget Document be imposed for the 2014/2015 Financial year.

4 Transfers/movements to and from Reserve Accounts as detailed in the Budget document be adopted.

5 The Annual President's allowance of \$7,500.00 be adopted.

6 Meeting fees for Councillors be set at \$150.00 per Council meeting and the meeting fee for the President be set at \$200.00 per Council meeting.

7 Councillor meeting Fees for Committee Meetings and other meetings where Councillors have been delegated to attend on behalf of Council be set at \$50.00 per meeting.

8 The Significant Accounting Policies, as detailed in the Budget Document, be adopted.

9 One Rate payment incentive prize be offered to the first ratepayer drawn from those who pay their total rate account within 21 days of the date of issue.

**Moved: Cr Newman**

**Seconded: Cr Ballantyne**

*Carried by Absolute Majority 5/0*

## 9.1.82 ARTS NARROGIN INCORPORATED

---

**Location/Address:** Shire of Cuballing  
**Reporting Officer:** Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995  
**Date:** 7 July 2014  
**Council Policy:** Nil  
**Budget Implications:**  
**File Reference:**  
**Attachment:** Correspondence  
**Voting Requirements:** Absolute Majority

### Background

Correspondence has been received from ARTS Narrogin Incorporated seeking financial support towards the continued employment of their administrative arts officer and to expand the services being provided.

### Comment

Council supported the Arts Trail in 2014 as two venues were within the Shire of Cuballing.

### OFFICER RECOMMENDATION:

For Council consideration.

Moved

Seconded

### COUNCIL DECISION:

That the sum of \$2000 be donated towards the employment of Arts Narrogin Incorporated Administrative Arts officer providing an arts activity is held in the Shire of Cuballing.

Moved: Cr Dowling

Seconded: Cr Haslam

*Carried by Absolute Majority 4/1*



## ARTS Narrogin Incorporated

PO Box 1168, Narrogin, WA 6312

ARTS SPACE, 80 Federal Street, Narrogin

Phone: 08 9881 6987 Mobile: 0448 490 409

Email: [admin@artsnarrogin.com.au](mailto:admin@artsnarrogin.com.au)

ABN 45 198 182 290

17 April 2014

Ms Eva Haydon  
Chief Executive Officer  
Shire of Cuballing  
Campbell Street  
CUBALLING WA 6311

Dear Eva

### ARTS Narrogin Incorporated – 2014/15

We would like to introduce ARTS Narrogin to the Shire of Cuballing and ask for some consideration in your 2014-15 budget allocations.

This organisation evolved from the Narrogin Arts Council, which operated under the guidance of the Town of Narrogin's Community Arts Officer, Mary Silverman, until her retirement in 2011.

The committee that took over the running of the organisation subsequently updated the constitution, changed the name and worked very hard to establish a well-run group that could attract more arts, culture and entertainment opportunities to the region.

On 1<sup>st</sup> July 2013 we moved into our permanent headquarters – ARTS SPACE – at 80 Federal Street. The position of the premises, situated between the NEXIS art gallery and the Narrogin Town Hall makes them the ideal location for a not-for-profit, community-run arts and culture organisation. We have maintained public access between the hours of 10am to 3pm Tuesday to Saturday since opening and receive a regular flow of both locals and visitors.

The premises are used as:

- an administration base
- an artists' space available to members to mount an exhibition of their work
- a meeting place for groups such as the newly formed photography group and acoustic music group
- a venue for community meetings, eg Relay for Life
- a venue for workshops and artist demonstrations
- a sales outlet for tickets to events
- an information centre about cultural events and activities
- a place for artists to meet and chat.

It is proving a vibrant, visually attractive hub for arts, culture and entertainment activities.

2.

In November 2013, we appointed an arts administration officer for 10 hours per week and, although ARTS SPACE is closed to the public on Mondays, we do use the premises for administrative purposes and are therefore available to deal with phone enquiries.

In January of this year the work of ARTS Narrogin was recognized by the Town of Narrogin in the Premier's Australia Day awards.

We work hard to obtain funding from numerous sources and were awarded "Key" organisation status by Country Arts WA in its core funding round for 2014-2016, with an allocation of \$11,000 each year for three years. This followed an initial year with "Vital" status from the same funding source.

We received a grant of \$10,000 from the Regional Events Scheme (Eventscorp sponsorship) to assist us in mounting the 2014 Dryandra Country Art, Food and Wine Trail to be held on the Mother's Day weekend of 10<sup>th</sup> and 11<sup>th</sup> May. We also raised a further \$4000 in sponsorship from local businesses to help with promoting this regional cultural tourism event.

ARTS Narrogin also applied to take the community textile project "WILD! Flowers from the Bush" to the Regional Arts Australia summit, which will be held in Kalgoorlie-Boulder in October this year. Having been selected as one of the art projects to showcase the Wheatbelt to this national audience, we were awarded \$10,000 towards the costs of installing the exhibition and running workshops during the four day event.

We are currently awaiting the outcome of a grant application made to Lotterywest for funds to purchase 32 ukuleles and supplementary equipment, which will be used to form both youth and community bands under the direction of music teachers Fiona Hastie and Mazz Witham.

And, in January, we received a second donation of \$10,000 dollars from a private donor who supports our goals.

The Town of Narrogin gives us in kind support, by providing our ARTS SPACE premises at below commercial rent and other venue discounts and considerations. The Shire of Narrogin has provided us with some direct financial support and administers the employment of our part-time arts administration officer, dealing with all payroll, superannuation and other matters on our behalf.

ARTS Narrogin has recently signed an MOU with the Town of Narrogin and NEXIS committee to work together to make full use of the art gallery.

Among the entertainment that we have delivered so far this financial year has been a recital by international pianist Roman Rudnytsky; a concert by the Sydney based "The Ten Sopranos", a WA Symphony Orchestra recital, the Flickerfest movie festival, an Australian Chamber Orchestra 2 concert, the Busselton theatre show, poets' cafes, art and craft workshops, youth theatre workshops.

Two committee members and many of our members and volunteers live in the Cuballing shire and we know that Cuballing residents attend many of the events that we instigate and run.



3.

We welcome any financial assistance that the Shire of Cuballing might be willing to make from its 2014-15 budget. Such monies will be used to support the continued employment of our administrative arts officer and to expand the services being provided by this not-for-profit, volunteer-run organisation.

Appropriate acknowledgement of the Shire's contribution will be made at every opportunity.

Thank you for presenting this request to Council.

Kind regards

Deborah Hughes-Owen  
Chair

**9.2.118      REQUEST TO KEEP MORE THAN FOUR DOGS**

---

**Location/Address:** Lot 378 Clifford Street Cuballing  
**Reporting Officer:** Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995as amended  
Shire of Cuballing Dog Local Law  
**Date:** 8 July 2014  
**Council Policy:** Nil  
**Budget Implications:** Nil  
**File Reference:**  
**Attachment:** Shire of Cuballing Dog Local Law  
**Voting Requirements:** **Simple Majority**

**Background**

The owner of Lot 378 Clifford Street Cuballing has rented his property to tenants with three dogs. The tenants, J & N Williams have requested that they be permitted to keep more than four dogs at that property on an occasional basis.

Council's Dog Local Law limits the number of dogs that may be kept outside a town site to four. Lot 378 Clifford Street is situated in the Rural Residential Zone.

Mr Williams is a member of Conservation Australia and from time to time, trains other members' dogs to ensure they are "stock proof". Mrs Williams has advised that this training occurs on an occasional basis and the dogs are kept within an enclosure and regularly exercised during the period of time they remain at the property.

**Comment**

Fencing at Lot 378 has been inspected and is not currently adequate to contain the owner's dogs. Should approval be granted for the occasional keeping of more than four dogs at the property, one of the conditions could be that there is adequate fencing to contain any dog kept at the property and that nuisance barking be controlled as there have been complaints about barking at their current residence in Bullara Street.

**OFFICER RECOMMENDATION:**

**For Council consideration.**

**Moved**

**Seconded**

**COUNCIL DECISION:**

**That; Mr & Mrs J Williams be advised that Council will not grant permission to keep more than four dogs as it believes a precedent will be set.**

**Moved: Cr Haslam**

**Seconded: Cr Ballantyne**

***Carried 5/0***

**Location/Address:** Lot 463 Munro Street Cuballing  
**Reporting Officer:** Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995as amended  
**Date:** 10 July 2014  
**Council Policy:** Nil  
**Budget Implications:** Costs associated with clearing of road reserve  
**File Reference:**  
**Voting Requirements:** Absolute Majority

### Background

The following was resolved at the December 2013 Ordinary Council meeting:

*Comment* Lot 463 Munro Street Cuballing was a road reserve until Council requested that it be vested in the Shire of Cuballing as a Park in May 1995. Since that time, it has been maintained by the adjoining landowners (2 on Clifford Street and 2 on Munro Street). The reserve is 20metres wide and has vegetation on it, some of which was planted by the current landowner of Lot 308 and former owner of Lot 378 Clifford Street.

Council is currently responsible for the fire breaks on this reserve. Access is by either Clifford or Munro Streets, however the Clifford Street section is difficult to access.

The current owner of Lot 378 Clifford Street (Mr Scott Langford) has requested that he be permitted to run sheep on the Clifford Street section of the reserve.

#### **Comment**

The owner of Lot 308 Clifford Street Ms Jan Laver has indicated that she is agreeable to Mr Langford's request provided the existing vegetation on the reserve remains.

#### **COUNCIL DECISION:**

*That Mr Scott Langford be permitted to use Reserve 43395 (Lot 463 Munro Street) for a period of two years to be reviewed December 2015, provided suitable trees are planted along the boundary fence between Lot 308 Clifford Street and Reserve 43395 and suitable gates and fencing are erected on Reserve 43395 to contain any livestock on that Reserve or on Lot 378 Clifford Street Cuballing.*

*Moved: Cr Newman*

*Seconded: Cr Dowling*

*Carried by Absolute Majority 6/0*

Since that time no trees have been planted along the boundary fence as required and Mr Langford has moved to Kalgoorlie.

It is unknown whether the future tenants will have sheep on Reserve 43395, however they do have a horse which escapes from their current property on a regular basis.

The owner of Lot 308 Clifford Street has requested that Council revoke the above decision as the person to whom it was granted is no longer resident at that property.

**OFFICER RECOMMENDATION:**

For Council consideration

Moved

Seconded

**COUNCIL DECISION:**

That Council consider revoking decision 9.2.89

**COUNCIL DECISION:**

*That Mr Scott Langford be permitted to use Reserve 43395 (Lot 463 Munro Street) for a period of two years to be reviewed December 2015, provided suitable trees are planted along the boundary fence between Lot 308 Clifford Street and Reserve 43395 and suitable gates and fencing are erected on Reserve 43395 to contain any livestock on that Reserve or on Lot 378 Clifford Street Cuballing.*

Moved: Cr Newman

Seconded: Cr Dowling

Carried by Absolute Majority 6/0

Moved: Cr Ballantyne

Seconded: Cr Newman

Carried by Absolute Majority 5/0

**COUNCIL DECISION:**

That decision 9.2.89 be revoked

Moved: Cr Dowling

Seconded: Cr Newman

Carried by Absolute Majority 5/0

## 9.2.120 EMERGENCY MANAGEMENT PLAN

---

<b>Location/Address:</b>	Whole of shire
<b>Reporting Officer:</b>	Leanne Shields – Admin Officer & Anthony Mort - LEMC Co-Ordinator
<b>Enabling Legislation:</b>	Emergency Management Act 2005 and Emergency Management Regulations 2006
<b>Date:</b>	9 July 2014
<b>Council Policy:</b>	Nil
<b>Budget Implications:</b>	Nil
<b>File Reference:</b>	Emergency
<b>Voting Requirements:</b>	Absolute Majority

### Background

The Emergency Management Plan, Arrangements and Sub Plans be presented for Councils adoption. See attached documents.

### Comment

Due to the introduction of the Emergency Management Act 2005 and Emergency Management Regulations 2006 we now required to produce, adopted an implement an Emergency Management Plan for the Shire of Cuballing.

When the Shire of Cuballing was jointly apart of the Narrogin Local Emergency Management Committee with the Town of Narrogin, Shire of Narrogin, Shire of Wickopin the process of producing a plan was started by the Co-Ordinator. The group has now dissolved and the Shire of Cuballing and Shire of Wickopin joined to make their own LEMC with the Shire of Cuballing providing the Co-Ordinator. The two Shires have been working jointly to produce the Emergency Management Arrangements and our own Plans.

The State Emergency Management Committee requires all documentation for this plan to be produce, adopted, implemented and submitted.

### COUNCIL DECISION:

**That the Emergency Management Plan for the Shire of Cuballing be adopted.**

**Moved: Cr Ballantyne**

**Seconded: Cr Haslam**

***Carried by Absolute 5/0***

### COUNCIL DECISION:

**That Councils congratulations for the LEMC arrangements be passed on to A Mort and L Shields.**

**Moved: Cr Conley**

**Seconded: Cr Ballantyne**

***Carried 5/0***

# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

---

## SHIRE OF CUBALLING SHIRE OF WICKEPIN



# SHIRE OF CUBALLING, SHIRE OF WICKEPIN EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S.41 (1) of the EM Act 2005, endorsed by the Shire of Cuballing and Shire of Wickepin Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....  
Chairperson

.....  
Date

.....  
Endorsed by Council  
**PRESIDENT, SHIRE OF CUBALLING**

.....  
Date

.....  
Endorsed by Council  
**PRESIDENT, SHIRE OF WICKEPIN**

.....  
Date

# TABLE OF CONTENTS

## 1 Contents

PART 1 – INTRODUCTION.....	13
1.1 AUTHORITY.....	13
1.2 Document Availability.....	13
1.3 Area covered (Context).....	13
1.4 Aim.....	14
1.5 Purpose.....	14
1.6 Scope.....	14
1.7 Related Documents and Arrangements.....	15
1.7.1 Local Emergency Management Policies.....	15
1.7.2 Existing Plans and Arrangements.....	15
1.8 Agreements, Understandings & Commitments.....	16
1.9 Additional Support.....	16
1.10 Special Considerations.....	16
1.11 Resources.....	16
1.12 Financial Arrangements.....	16
1.13 Roles and Responsibilities.....	17
PART 2 – PLANNING (LEMC ADMINISTRATION).....	18
2.1 LEMC Membership (positions).....	18
2.2 Meeting Schedule.....	18
2.3 LEMC Constitution & Procedures.....	18
2.4 Annual Reports and Annual Business Plan.....	18
2.5 Emergency Risk Management.....	19
PART 3 – RESPONSE.....	20
3.1 Risks – Emergencies Likely to Occur.....	20
3.2 Activation of Local Arrangements.....	21
3.3 Public Warning Systems.....	23
3.4.....	24
3.4.1 Evacuation.....	24
3.4.2 Evacuation Planning Principles.....	25
3.4.3 Demographics.....	26
3.5 Welfare.....	26



3.6 State & National Registration & Enquiry.....	27
Part 4 – Recovery .....	27
Part 5 – Emergency Contacts Directory .....	27
Part 6 – Exercising & Reviewing .....	27

## DISTRIBUTION

<b>DISTRIBUTION LIST</b>	
<b>Organisation</b>	<b>No. Copies</b>
Shire of Cuballing	
Shire of Wickepin	
Narrogin Police Station	
Wickepin Police Station	
Narrogin S.E.S Unit	
Narrogin Volunteer Fire & Rescue Service	
Narrogin Sub-Branch, St John Ambulance	
Department for Child Protection, Narrogin	
Department of Agriculture and Food, Narrogin	
Narrogin Regional Hospital	
DFES, Narrogin	
Department of Environment and Conservation, Narrogin	
Red Cross	
Wheatbelt South Region of Southern Road Services	

# AMENDMENT RECORD

No.	Date	Amendment Details	By
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

## **GLOSSARY OF TERMS**

**For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009.**

**AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) –**  
A nationally adopted structure to formalize a coordinated approach to emergency incident management.

**AIIMS STRUCTURE –** The combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

**COMBAT –** Take steps to eliminate or reduce the effects of hazard on the community.

**COMBAT AGENCY –** A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

**COMMUNITY EMERGENCY RISK MANAGEMENT –** See **RISK MANAGEMENT.**

**COMPREHENSIVE APPROACH –** The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'Disaster Phases' and 'PPRR'

**COMMAND –** The direction of members and resources of an organisation in the performance of the organisations role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND AND COORDINATION.**

**CONTROL –** The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordination other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND AND COORDINATION.**

**COORDINATION** – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.

Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See *also* **COMMAND AND COORDINATION**.

**DISTRICT** – Means the municipality of the Shire of Cuballing and Shire of Wickelpin.

**EMERGENCY** – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

**EMERGENCY MANAGEMENT** – The management of the adverse effects of an emergency including:

- a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- b) Preparedness – preparation for response to an emergency
- c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation.

**EMERGENCY RISK MANAGEMENT** - A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES – State Emergency Service

VFRS – Volunteer Fire & Rescue Service

VMR – Volunteer Marine Rescue

DFES – Department of Fire and Emergency Services

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

## **HAZARD**

- a) A cyclone, earthquake, flood, storm, tsunami or other natural event
- b) A fire
- c) A road, rail or air crash
- d) A plague or an epidemic
- e) A terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
- f) Any other event, situation or condition that is capable or causing or resulting in:
  - i. Loss of life
  - ii. Destruction of or damage to property or any part of the environment and is prescribed by the regulations

**HAZARD MANAGEMENT AGENCY (HMA)** – A public authority or other person, prescribed by regulations because of that agency’s functions under any written law or because its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the state.

**INCIDENT** – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. *See also* **ACCIDENT, EMERGENCY and DISASTER**.

**INCIDENT AREA (IA)** – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

**INCIDENT CONTROLLER** – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

**INCIDENT MANAGER** – See **INCIDENT CONTROLLER**

**INCIDENT MANAGEMENT TEAM (IMT)** – A group of incident management comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

**INCIDENT SUPPORT GROUP (ISG)** – A group of agency/organisation liaison officers convened and chaired by the incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

**LG** – Local Government meaning the Shire of Cuballing and Shire of Wickepin.

**LIFELINES** – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the wellbeing of the community depends.

**LOCAL EMERGENCY COORDINATOR (LEC)** – That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

**MUNICIPALITY** – Means the district of the Shire of Cuballing and Shire of Wickepin.

**OPERATIONS** – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION**.

**OPERATIONAL AREA (OA)** – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

**PREVENTION** – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

**PREPAREDNESS** – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

**RESPONSE** – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

**RISK** – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

**RISK MANAGEMENT** – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.



**RISK REGISTER** – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

**RISK STATEMENT** – A statement identifying the hazard, element at risk and source of risk.

**SUPPORT ORGANISATION** – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

**TELECOMMUNICATIONS** – The transmission of information by electrical or electromagnetic means including but not restricted to, fixed telephones, mobile phones, satellite phones, email and radio.

**TREATMENT OPTIONS** – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

**VULNERABILITY** – The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

**WELFARE CENTRE** – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

## **PART 1 – INTRODUCTION**

### **1.1 AUTHORITY**

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Cuballing and Wickepin Local Emergency Management Committee and approved by the Shire of Cuballing and Shire of Wickepin.

#### **Community Consultation**

The arrangements have been developed in consultation with the Cuballing and Wickepin LEMC as representatives of the respective communities and agencies.

### **1.2 Document Availability**

A copy of this document is available for inspection at each local government office.

### **1.3 Area covered**

This plan covers the Local Government Districts of Shire of Cuballing and the Shire of Wickepin.

The geographic area covered by these arrangements is:

The Shire of Cuballing is located 192km southeast of Perth in the Upper Great Southern Region of Western Australia, and is bordered by the southern Wheatbelt to the north and the South West region to the west. Towns in the area include Narrogin, Wickepin, Wandering, Williams and Pingelly to the north.

- Cuballing Shire is 1,250 km<sup>2</sup> with a population of 850 and approximately 750 people with 336 Dwellings.
- The Shire of Wickepin covers an area of 198,900 hectares with approximately 750 people with 377 Dwellings.

The demography of the area is a high tree scape, rolling hills and large farming/agriculture industries.

Other infrastructure is:

- Arterial and main roads Great Southern Highway, Albany Highway, Williams/Narrogin Road.
- Rail – there is a rail line dividing the towns for the use of grain cartage and occasionally a special events passenger train.
- Regional/National Parks and Reserves, Dryandra Nature Reserve
- Physical attributes are valleys, Agriculture & Large Farming tree scape.
- Major industries are a hay plant, piggery, Beef Producer, CBH, Construction industries. Narrogin is the regional Centre for doctors, veterinarian, dentist, Police, Main roads, Telstra, Hospital and schools.
- Wickepin has Harrismith Airstrip.

- Wickepin has Harrismith Airstrip.
- Cuballing & Wickepin have Caravan Parks and recreation centres.
- Each Council has at least one Bush Fire Brigade.

#### 1.4 Aim

The aim of the Shire of Cuballing and Shire of Wickepin Local Emergency Management Arrangements is to set out Local emergency management arrangements within the respective Shires. This document is to assist in the coordination of major emergencies and is not intended to provide procedures or directions to HMA's.

#### 1.5 Purpose

The purpose of these emergency management arrangements is to set out:

- The local government's policies for emergency management;*
- The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;*
- Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);*
- A description of emergencies that are likely to occur in the local government district;*
- Strategies and priorities for emergency management in the local government district;*
- Other matters about emergency management in the local government district prescribed by the regulations; and*
- Other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act)*

#### 1.6 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- This document applies to the local government district of the Shire of Cuballing and Shire of Wickepin;*
- This document covers areas where the Shire of Narrogin, Shire of Cuballing and Shire of Wickepin (Local Government) provides support to HMA's in the event of an incident;*
- This document details the, Shire of Cuballing and the Shire of Wickepin's (LG ) capacity to provide resources in support of an emergency, while still maintaining business continuity; and*
- Shire of Cuballing and Shire of Wickepin's (LG) responsibility in relation to recovery management.*

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

## 1.7 Related Documents and Arrangements

### 1.7.1 Local Emergency Management Policies

The Shire of Cuballing and Shire of Wickepin's (LG) have established a joint local Emergency Management Committee. This has been done because the respective local government areas are subjected to the same level and types of risk and many of the services provided to manage these risks are shared amongst the local government area.

### 1.7.2 Existing Plans and Arrangements

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

#### Local Plans

Document	Owner	Location
Risk Register	All member LG's	Cuballing/Wickepin
Risk Treatment Schedule	All member LG's	Cuballing/Wickepin
Local Recovery Plan	All member LG's	All member LG's
Welfare Plan	DCP	All member LG's
SHIRE OF WICKEPIN RECOVERY PLAN	SHIRE OF WICKEPIN	WICKEPIN
SHIRE OF WICKEPIN EVACUATION PLAN	SHIRE OF WICKEPIN	WICKEPIN
SHIRE OF CUBALLING RECOVERY PLAN	SHIRE OF CUBALLING	CUBALLING
SHIRE OF CUBALLING EVACUATION PLAN	SHIRE OF CUBALLING	CUBALLING

#### Relevant State Emergency Management Plans (Westplans)

Document	Owner	Location
Westplan Air Transport	WA Police	DFES Web
Westplan Bushfire	DFES/DEC/Local Govt	DFES Web
Westplan Urban Fire	DFES	DFES Web
Westplan Flood	DFES	DFES Web
Westplan Hazardous Materials	DFES	DFES Web
Westplan Land Search & Rescue	WA Police	DFES Web
Westplan Road Transport Emergency	WA Police	DFES Web
Westplan Welfare	DCP	DFES Web
Westplan Rail Freight Emergency	Westnet Rail	DFES Web
Westplan Plant & Animal Biosecurity	Department of Agriculture & Food	DFES Web
Structural Collapse	DFES	DFES Web
Westplan Earthquake	DFES	DFES Web
Westplan Space re-entry debris	WA Police	DFES Web
Westplan Storm/Tempest	DFES	DFES Web

Westplan Support Plan Telecommunications Support	DFES	DFES Web
Westplan Support Plan Health	Department of Health	DFES Web
Westplan Support Plan Public Information Support	SEMC Public Information Group	DFES Web

## 1.8 Agreements, Understandings & Commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations
Nil			

## 1.9 Additional Support

Organisation	Description	Comments	Contacts
nil			

### 1.10 Special Considerations

The special considerations that are likely to impact on the successful implementation of these emergency management arrangements in times of emergency are;

- School Holidays – Dec/Jan, April, July, Sept/Oct
- Seeding – March to May
- Bush fire Season -  
Restricted Burning Period varies from 19 Sept to 31 October and 15 February to 31 May (Inclusive)  
Prohibited Burning Period 1 November to 14 February (Inclusive)
- Harvest – November - January
- Christmas Holidays – December/January

At Christmas time and school holidays there are minimal people in the town causing a reduction in services, volunteers for Ambulance, Fire & Rescue.

There is a strong Cultural Diversity within the Communities including – indigenous, Religious, large to small scale Farmers, business owners also different nationalities within the Communities. More festivals are being added to the yearly calendar with a new Rap festival on the 1<sup>st</sup> Friday and Saturday of December and the Youth have an Eisteddfod on the 3<sup>rd</sup> weekend in May.

### 1.11 Resources

Refer to resources tab

### 1.12 Financial Arrangements

The Shire of Cuballing and Shire of Wickepin recognize that the State Emergency Management Policy 4.2 "Funding for Emergencies" which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

## 1.13 Roles and Responsibilities

### Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s. 38 of the Act]:

- a) To advise and assist the local government in establishing local emergency managements for the district;
- b) To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c) To carry out other emergency management activities as directed by SEMC or prescribed by regulations.

### Local Government

It is a function of a local government –

- a) Subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- b) To manage recovery following an emergency affecting the community in its district; and
- c) To perform other functions given to the local government under this Act.

### Hazard Management Agency

A hazard management agency is *'to be public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management or the prescribed emergency management aspect, in the area prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

### Combat Agencies

A combat agency is *'the agency identified as being primarily responsible for responding to a particular emergency'* AEM Glossary

### Support Organisation

A support Organisation *'provides essential services, personal or material support'* (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

## **PART 2 – PLANNING (LEMC ADMINISTRATION)**

This section outlines the minimum administration and planning requirements of the LEMC under the Emergency Management Act 2005 and State Emergency Management Policies.

### **2.1 LEMC Membership (positions)**

- Shire of Cuballing
- Shire of Wickepin
- Chairperson Cuballing Wickepin LEMC
- OIC Narrogin Police Station (Deputy Chair)
- Narrogin S.E.S Unit
- Narrogin Volunteer Fire and Rescue Service
- Narrogin Sub-Branch, St John Ambulance
- Department for Child Protection, Narrogin
- Narrogin Regional Hospital
- DFES Narrogin
- Department of Parks and Wildlife, Narrogin
- Red Cross
- Narrogin District Education Department

\* A comprehensive list of LEMC Membership and contact details can be found at contacts tab.

### **2.2 Meeting Schedule**

The LEMC meets four times a year in accordance with State Emergency Management Policy 2.5 – 'Emergency Management in Local Government Districts'. Meetings are held as follows;

<b>Date &amp; Time</b>	<b>Location</b>

### **2.3 LEMC Constitution & Procedures**

The constitution and procedures for the LEMC are detailed in State Emergency Management Policy 2.5 – 'Emergency Management in Local Government Districts'

### **2.4 Annual Reports and Annual Business Plan**

The Executive Officer will complete the Annual Report in accordance with Policy. The LEMC will develop an Annual Business Plan as directed by SEMC.

## 2.5 Emergency Risk Management

The Cuballing Wickepin LEMC and the community have undertaken a risk assessment of the Shires and utilising emergency risk management models based on the Australian/New Zealand Standard for Risk Management 4360: 2004. The subsequent output of this process has resulted in a Risk Statement Register and a Risk Treatment Schedule, which are attached as an appendix.

The Cuballing Wickepin LEMC and the community will conduct a review of the risk analysis for the communities every 5 years in accordance with SEMP 2.5.

The details of the emergency risk management process as contained in the 'Emergency Risk Management Report' which is a sub-plan to these arrangements.



## PART 3 – RESPONSE

### 3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area;

Table 3.1

Hazard	HMA	Local Combat Role	Local Support Role	Westplan	Local Plan
Air Transport	WA Police	VFRS, St John, Ambulance, SES	DCP	Air Crash (2009)	Narrogin Airport Plan
Fire (DEC Land)	DEC	VFRS, SES	DCP/LG	Bushfire (2005)	
Fire (Inside gazetted fire district)	DFES	VFRS	DCP/LG	Urban Fire (2000)	
Fire (outside gazetted fire district)	LG	VFRS, DEC	DCP/LG	Storm (2004)	
Fire (Structural)	DFES	VFRS, St John Ambulance	DCP	Urban Fire (2000)	
Flood	DFES	SES	DCP/LG	Flood (2010)	
Hazardous Materials	DFES	VFRS	LG	HazMat (2010)	
Land Search & rescue	WA Police	SES	DCP/LG	Land Search (2007)	
Road Transport Emergency	WA Police	VFRS, SES	DCP/LG	Road Crash (2005)	
Welfare	DCP	DCP	DCP	Welfare	Cuballing/Wickepin Welfare Plan 2009
Rail Freight Emergency	Westnet Rail	Westnet Rail	LG	Westnet Rail (2008)	
Plant & Animal Biosecurity	Department for Agriculture and Food	Department for Ag & Food	Department for Food & Ag	Animal & Plant Biosecurity (2008)	
Earthquake	DFES	DFES, SES, LG	LG	Westplan Earthquake (2003)	
Space re-entry Debris	WA Police	WA Police, SES	LG	Westplan Space Debris (2010)	

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require Town of Narrogin, Shire of Narrogin, Shire of Cuballing and Shire of Wickepin resources and assistance in emergency management. The Town of Narrogin, Shire of Narrogin, Shire of Cuballing and Shire of Wickepin is committed to providing assistance/support if required.

### **3.2 Activation of Local Arrangements**

The hazard Management Agency or the Local Emergency Coordinator (LEC) in consultation with the Hazard Management Agency is responsible for the implementation of the Arrangements and for activating the required organisations in accordance with these arrangements.

#### **Incident Support Group (ISG)**

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

#### **Role**

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

#### **Triggers for the activation of an ISG**

The Activation of an ISG should be considered when the following occur;

- a) For a level 2 incident
- b) Requirement for possible or actual evacuation;
- c) A need to coordinate warning/information to community during a multi-agency event;
- d) Where there is a perceived need relative to an impending hazard impact. (Flood, Fire, storm surge);
- e) Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- f) Where there is a need for regional support beyond that of a single agency.

#### **Membership of an ISG**

The incident Support Group is made up of agencies/representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

#### Frequency of Meetings

Frequency of Meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per or incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

#### Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

#### NARROGIN DFES OFFICE

---

10 Williams Road  
 NARROGIN  
 Phone: 9881 3893  
 Fax: 9881 3894

	Name	Phone	Phone
<b>1<sup>st</sup> Contact</b>	Area Manager	9881 3893	0427 012 948
<b>2<sup>nd</sup> Contact</b>	Area Manager	9881 3893	0427 026 967

#### DEPT OF ENVIRONMENT AND CONSERVATION

---

Wald Street  
 NARROGIN  
 Phone: 9881 9200

	Name	Phone	Phone
<b>1<sup>st</sup> Contact</b>	Steve Gorton	9881 9200	0427 858 213
<b>2<sup>nd</sup> Contact</b>	Greg Durell	9881 9200	0427 478 953
<b>3<sup>rd</sup> Contact</b>	Wayne Elliott	9881 9222	0438 908 488

#### NARROGIN POLICE STATION

---

Earl Street  
 NARROGIN  
 Phone: 9881 1911  
 Fax: 9881 3104

	Name	Phone	Phone
<b>1st Contact</b>		9882 2555	0438 849 855
<b>2nd Contact</b>		9882 2555	0429 938 564
<b>3rd Contact</b>			

## CUBALLING SHIRE OFFICE

---

22 Campbell St  
CUBALLING  
Phone: 98836031  
Fax: 98836174

	<b>Name</b>	<b>Phone</b>	<b>Phone</b>
<b>1st Contact</b>	CEO – Gary Sherry	98836031	0427 836 031
<b>2nd Contact</b>	Anthony Mort	9883 6237	0429 898 214
<b>3rd Contact</b>	Cr Mark Conley		0417 503 343

## WICKEPIN SHIRE OFFICE

---

77 Wogolin Street  
WICKEPIN  
Phone: 9888 1005  
Fax: 9888 1074

	<b>Name</b>	<b>Phone</b>	<b>Phone</b>
<b>1st Contact</b>	CEO – Mark Hook	9888 1005	0429 207 855
<b>2nd Contact</b>	MWS – Peter Vlahov	9888 1005	0429 882 871

### **Media Management and Public Information**

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg: Water Corporation on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

### **3.3 Public Warning Systems**

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies. The State Alert System is available and will be activated in case of an emergency.

#### **Local Systems**

The Shire of Cuballing & Wickepin has an SMS list with contacts for Harvest Bans. The Shire will allow access to this system in times of Emergency.

#### **DFES Public Info Line**

Incidents occurring in the District that as DFES HMA responsibilities and local government managed bushfires may utilize DFES Media & Public Affairs, including the hotline to inform people of current incident. Contact may be made through the DFES Regional Duty Officer (9845 5000) or DFES Communication Centre 1800 198 140. The hotline number for people to ring for information is 1300 657 209).

## Radio

ABC Radio will broadcast community alerts as a priority. ABC transmits on 558AM & 630AM.

ABC Statewide Perth -	Phone: 13 99 94	Fax: 08 9220 2911
ABC South Coast Albany -	Phone: 9842 4011	Fax: 08 9842 4099
ABC Great Southern Wagin -	Phone: 9861 3311	Fax: 08 9861 3399
Bunbury:	Phone: 9792 2711	

## Other Radio

Radio West/Hot FM Broadcasts on 91.8AM and 100.5FM respectively

Radio West Albany -	Phone: 9842 2783	Fax: 08 9841 8565
Radio West Narrogin -	Phone: 9811 4000	Fax: 08 9881 3166
Radio West Katanning -	Phone: 9821 2972	Fax: 08 9821 4055
Radio West Bunbury -	Phone: 9791 2359	Fax: 08 9792 2799

## Television

GWN (Bunbury)	Phone 08 9721 4466	Fax 08 9792 2932
WIN (Albany)	Phone 08 9842 8024	Fax 08 9842 9067
WIN (Perth)	Phone 08 9449 9999	Fax 08 9449 9900

## 3.4

### 3.4.1 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bushfires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

**The HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.**

Under section 67 of the Emergency Management Act 2005 a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:



Should a major emergency occur many highways/roads could be blocked and alternative arrangements will have to be implemented to allow the community and emergency vehicle access:

- Please ensure you have a map of the Shires and at least 2 marked exit points.

### **Animal Evacuation**

See Animal Welfare Plan.

During times of evacuation peoples pets are an important part of the family, however cannot usually be housed in the Welfare Centre. In these cases the Council Pound facilities may be made available for short term accommodation.

### **Refer to Shire of Cuballing & Shire of Wickepin Evacuation Plan Plans**

#### **3.4.3 Demographics**

Refer to tab 'Demographics'

### **3.5 Welfare**

**The department For Child Protection (DCP) has created a "Local Welfare Emergency Management Support Plan for the Shire of Cuballing and Shire of Wickepin.**

This plan provides all of the details relating to welfare and welfare/evacuation centres.

This section should be read in conjunction with this plan.

#### **Local Welfare Coordinator**

The Local Welfare Coordinator is the Team Leader DCP Narrogin

Team Leader

DCP, Narrogin

Government Building

11/13 Park Street

Narrogin

Phone : 08 9881 0123

After Hours Crisis Care: 1800 199 008

#### **Local Welfare Liaison Officer**

This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

In cases where DCP have not arrived this person may need to coordinate the welfare response until the arrival of DCP.

The Welfare Liaison Officers are;

<b>Local Government</b>	<b>1<sup>st</sup> Contact &amp; Phone</b>	<b>2<sup>nd</sup> Contact &amp; Phone</b>
Shire of Cuballing	Chief Executive Officer 08 98836031/ 9883 6025	Works Supervisor 08 9883 6063 0427 836 063
Shire of Wickepin	Chief Executive Officer 08 9888 1005	Works Manager 08 9888 1005

	0429 207 855	0429 882 871
--	--------------	--------------

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCP to arrive.

District Emergency Services Officer

The DESO for the Shire of Cuballing and Shire of Wickepin is contained in Contacts Register. The role of the DESO is to create, exercise & review the Local Welfare Emergency Management Support Plan.

### 3.6 State & National Registration & Enquiry

Under the State Emergency management arrangements DCP has the delegated responsibility for registration and reunification. In a large event where people are evacuated, displaced or separated the National Registration and Inquiry System is activated to assist in locating impacted people, reuniting families and answering inquiries from family and friend. DCP has reciprocal arrangements with the Australian Red Cross to assist with both the registration and inquiry processes.

If a Red Cross Team is active in the community, they must be activated by the Department for Child Protection.

Welfare Centres

**See the 'Local Welfare Emergency Management Support Plan for the Shire of Cuballing and Shire of Wickepin.'**

## Part 4 – Recovery

### Refer to the Shire of Cuballing and Shire of Wickepin Local Recovery Management Plan. Part 5 – Emergency Contacts Directory

See tab 'Contacts'

Note: The contact register is excluded from the public copies of these arrangements.

## Part 6 – Exercising & Reviewing

### Exercising

#### Aim

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.



**Frequency**

The LEMC will hold an exercise on an annual basis

**Types**

Exercises may be either

- a) Discussion
- b) Field

**Reporting of Exercises**

Exercises should be reported to the DEMC as per SEMP 2.5

**Review**

This plan should be reviewed on an annual basis. The Executive Officer, LEMC will initiate the review. The Arrangements should also be reviewed after a major incident in which they have been activated.

## Appendices

### Contacts

See separate document (confidential details)

### **SHIRE OF WICKEPIN 2013/14 BUSH FIRE SEASON**

Chief Bush Fire Control Officer – Tim Heffernan  
Deputy Chief Bush Fire Control Officer – David Stacey

	<b>PHONE</b>	<b>MOBILE</b>
<b>WICKEPIN</b>		
Rex Bergin	9888 1183	0429 881 183
Philip Russell	9888 1097	0428 881 097

<b>TOWNSENDALE</b>		
Steve Rose	9888 4050	0429 884 050
Roger Butler	9888 4065	0427 884 065

<b>YEALERING - 86 GATE</b>		
Barney Langford	9888 6050	0429 844 322
Tim Heffernan	9888 6041	0428 886 041
Colin Coxon	9888 7095	0428 887 095
Peter Stacey	9065 7149	0427 886 043
David Stacey	9888 6043	0427 886 045

<b>TINCURRIN/TOOLIBIN</b>		
Lachlan White	9882 7040	0428 827 031
Daniel White	9882 7031	0428 356 116
Keith Parnell	9883 2024	0427 957 607
Gordon McDougall	9883 2021	0427 832 014

<b>HARRISMITH</b>		
Wes Astbury	9883 1021	0427 831 021

Mark Hook - CEO		0429 207 855
Peter Vlahov - Manager Works		0429 882 871

**SHIRE OF WICKEPIN OFFICE 9888 1005  
HARVEST BAN HOTLINE 9888 1312  
IN CASE OF EMERGENCY RING 000**

### **SHIRE OF CUBALLING 2013/14 BUSH FIRE SEASON**

Chief Bush Fire Control Officer – Anthony Mort  
Deputy Chief Bush Fire Control Officer – Graeme Dent

	PHONE	MOBILE
<b>POPANYINNING EAST</b>		
Graeme Dent	9883 6060	0427 890 068
Justin Page	9888 4032	0427 884 032

<b>POPANYINNING TOWN</b>		
Wayne Bird	9887 5264	0427 622 991
Laurie Page		0418 918 198
Jo Sankey	9887 5114	0427 413 459

<b>POPANYINNING WEST</b>		
Craig Cousins	9887 5004	0427 870 040

<b>CUBALLING EAST</b>		
Rob Harris	9883 6113	0458 939 097
Don Alexander	9882 4030	
Mike Burges	9883 6045	0427 836 045

<b>CUBALLING TOWN</b>		
Anthony Mort	9883 6237	0429 898 214
Clay Reed		0439 000 927

<b>CUBALLING WEST</b>		
Nelson Young	9984 5252	0427 845 255

Gary Sherry - CEO		0427 836 031
Bruce Brennan - Manager Supervisor		0427 836 063

**SHIRE OF CUBALLING OFFICE 9883 6031**  
**HARVEST BAN HOTLINE 9883 6386**  
**IN CASE OF EMERGENCY RING 000**

## Risk Register Schedule

Refer to the 'Emergency Risk Management Report' which is a sub-plan to these Arrangements.

**Resources**

See Separate Document

**Shire of Cuballing**

**Plant & Equipment Resources**

Shire of Cuballing	Shire Depot Office Manager of Works	9883 6405 0427 836 063	
FF17	Isuzu FSS550 Fire Tender (P300) (Cuby)		
FF18	Isuzu FSS550 Fire Tender (P301) (Cuby)		
P260	Komatsu Grader		
P261	Komatsu Grader		
P153	Isuzu FVZ1400 Tip Truck		
P204	Bomag BW211D3 Vibe Roller		
P203	Venieri 9015 4wd Front End Loader		
P100	Holden Berlina Station Wagon		
P206	John Deere 4720 Tracor and Attachments		
P152	Toyota Hilux Dual Cab Utility (to be replaced)		
P152	Isuzu NPR300 Tip Truck		
P202	Cat 930G Front End Loader		
P304	Custom 1980 Box Top Trailer (Fast Fill Fire Trailer) (Cuby)		
P303	2002 Loadstar Box Top Trailer		
P251	2007 Loadstar Box Top Trailer (Dog Trailer)		
P252	2008 Husqvarna Ride on Lawn Mower		
P250	1990 Posiflex Box Top Trailer (Fuel)		
P150	Nissan Tip Truck		
P151	2010 Nissan Tip Truck		



<b>BUSINESS RESOURCES</b>			
<b>OPERATOR/S</b>	<b>CONTACT</b>	<b>TELEPHONE</b>	
John Robertson Builder	John Robertson	Beeston Street, CUBALLING	9883 6172
Wayne Parker Builder	Wayne Parker	Russell Street, CUBALLING	9883 6062
QB Renovations	David Shanks	Clifford Street, CUBALLING	9883 6082 0408 226 662
Mark Miners Shed Builder	Mark Miners	Bunmulling Road, POPANYINNING	
Ingersley Electrical	John D'Alton	Campbell Street, CUBALLING	0427 836 003
Bird Silos & Shelters	Wayne Bird	Howard Street, POPANYINNING	9887 5055
Stuart Craig	Stuart Craig	Alexandra Street, POPANYINNING	9887 5254 0407 723 157

Shire of Cuballing  
Fire Fighting Water Source and Fire fighting equipment  
Audit 2013/14

<b>Name</b>	<b>Phone Numbers</b>	<b>Address</b>	<b>Water Source</b>	<b>Water Capacity (Cubic Metres/Litres)</b>	<b>Location of Water Source (Williams Location Number or other Relevant Description)</b>	<b>Fire Unit</b>
Shire of Cuballing	9883 6031	Shire Depot/Fire Shed Austral Street	Isuzu Fire Truck x 2	3000L	Tank & Dam - Reserve 16269 (oval/equestrian)	Diesel

			Cuballing 6311	Mobile Fast Fill Trailer	600L per Minute				
			Popanyinning Fire Station Howard Street Popanyinning 6309	Toyota Landcruiser Fast Attack Fire Unit	600L			Standpipe Francis Street & Hydrant	Diesel
				Isuzu Fire Truck	4000L			Standpipe Francis Street & Hydrant	Diesel
				Mobile Fast Fill Trailer	600L per Minute				Petrol
			Strahan Road Commodine	Concrete Water Tank	20,000L			East of Road Line (Concrete Tank)	
			Stratherne Road Commodine	Plastic Water Tank	20,000L			East of Road Line (Plastic Tank)	
			Yornaning West Road Yornaning 6311	Dam	3000 Cubic Metres			Access Picnic Area	
Barry Woods	0439 945 453		Popanyinning East Road Popanyinning 6309	Dam	10,701 Cubic Metres			Popanyinning East Road / Access off Francis Rd	
Bruce Penny	0417 095 755		Stephens Road West Popanyinning 6309	Dam	10,000 Cubic Metres			Stephens Road / Brands Road West of Road Line	
Water Corporation / Shire of Cuballing	9883 6031		Ridley Street (Great S Hwy) Cuballing 6311	Standpipe				Opposite Cuby Roadhouse	
			Webb Road Stratherne Road Commodine	Standpipe				Stratherne Road East of Road Line	
			Great Southern Highway Yornaning 6311	Standpipe				Great Southern Highway East of Road Line access parking bay	
			Francis Street (Great S Hwy) Popanyinning 6311	Standpipe				Francis Street (Great S Hwy) East of Road Line	



Name	Phone Numbers	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Fire Unit
Mike Burges	9883 6045	Leeson Road Wickepin 6370	Tank	2000 Gallon	Wickepin 69, 81 Leeson Road	Scheme
	0427836045		Tanks x2	2x5000 Gallon	Williams 1319, 1058 Leeson Rd Adjacent to Hay Shed	
			Dam	1900 Yards	Wickepin 51 - Leeson Rd at the boundary of Location 51 & 241 with Gate Access next to it from road.	Petrol motor Diesel Ute

**Shire of Wickepin**  
Plant & Equipment Resources

**SHIRE COUNCIL**

	NAME	BUSINESS ADDRESS	HOME ADDRESS
<b>CEO</b>	MARK HOOK	WOGOLIN ROAD WICKEPIN PHONE 98881005	MOSS PARADE WICKEPIN PHONE 9888 1000
<b>MANAGER WORKS SERVICES</b>	PETER VLAHOV	WOGOLIN ROAD WICKEPIN PHONE 98881005	PHONE 9888 1445

RESOURCE	HOLDING	LOCATION
MANPOWER	10 MEN	
EQUIPMENT	2 GRADERS 1 LARGE FRONT END LOADER 2 TRACTORS 1 X 3 TONNE TIPPER TRUCK 1 X 9 TONNE TIPPER TRUCK 2 X 15 TONNE TIPPER TRUCK 1 DUAL CAB UTILITY 4X4 1 UTILITY 4X2 1 X 1 TONNE TIPPER UTILITY 4X2 1 TRACTOR FRONT END LOADER 2 X 1 TONNE 4X4 UTILITIES 1 CHERRY PICKER 1 x LOW LOADER TRAILER 16 TONNE 1 X BACKHOE - FORKLIFT 1 X 15 TONNE MULTI ROLLER 1 X 8 TONNE STEEL ROLLER	
COMMUNICATIONS	12 MOBILE VHF RADIOS 1 BASE VHF RADIO	

# ST JOHN AMBULANCE

	NAME	BUSINESS ADDRESS	HOME ADDRESS
OIC	THOMAS SANDS	22 CENTRAL AVE WICKEPIN PHONE 98881046	22 CENTRAL AVE WICKEPIN PHONE 98881046
DEPUTY	FRAN ALLEN	ROBERTS STREET YEALERING PHONE 98887071	ROBERTS STREET YEALERING PHONE 98887071

	HOLDING	LOCATION
RESOURCE EQUIPMENT	1 X 4 BERTH AMBULANCE 1 X 4 BERTH AMBULANCE 1 X 4 BERTH AMBULANCE	WICKEPIN YEALERING HARRISMITH
FIRST AID POST	WILLIAMS/KULIN ROAD (NEAR FENCE RD) EAST WICKEPIN 98886060 (FIRST AID EQUIPMENT)	EAST WICKEPIN KAYE ANDERSON
AMBULANCE NO	98881111 WK SUB CENTRE 98881205 HARRISMITH 9883200 NGN HOSPITAL 98811188	

CB  
CHANNEL

AMBULANCE  
OFFICERS

THOMAS SANDS	98881046	WICKEPIN	11
IRENE MOORE	98881027	WICKEPIN	
HAZEL GREEN	98881161	WICKEPIN	
MARGARET BENNIER	98884043	WICKEPIN	
RHONA FLEAY	98886058	WICKEPIN	
JILL TILBROOK	98881049	WICKEPIN	
JODYMATTHEWS	98886101	EAST WICKEPIN	
KAYE ANDERSON	98886060	EAST WICKEPIN	
BERT ANDERSON	98886060	EAST WICKEPIN	
KEVIN COXON	98887066		11
FRAN			
ALLEN	98887071		
ASHLEY COXON	98887011	YEALERING	
COLIN COXON	98887018	YEALERING	
COXON'S GARAGE	98887095	YEALERING	
VAL & NEIL BALLARD	98832053	YEALERING	21
CLARE & BERNIE BAYLEY	98832054	YEALERING	37
JOHN MCDUGALL	98832057	HARRISMITH	
ANTHONY SPARK	98832016	HARRISMITH	
DAVID		HARRISMITH	
WHITE	98890044	HARRISMITH	
PHILIP WATSON	DRIVER	WICKEPIN 98881156	7
	SNR 1st	WICKEPIN 98884030	
	AID	WICKEPIN 98881108	
TINA SIMPSON	RN	WICKEPIN 98881200	
KELLY CURNICK	OT/SNR	WICKEPIN 98881049	
	1st AID	WICKEPIN 98881027	
JO DONCON	SNR 1st	WICKEPIN 98881183	
	AID		
ROGER TILBROOK	DRIVER/S	HARRISMITH 98831030	
	NR 1st	HARRISMITH 98832071	
CHRIS MOORE		HARRISMITH 98832024	
REX		HARRISMITH 98831031	
BERGIN	DRIVER		
BEV DAVIDSON			

VOLUNTEER

FIRST AIDERS

TAMMY MCDOUGALL  
KERRY PARNELL  
JUDY GRAY

RN  
RN  
RN

# SANDS BUS SERVICE

NAME		BUSINESS ADDRESS	HOME ADDRESS
OIC	THOMAS SANDS	22 CENTRAL AVE WICKEPIN	22 CENTRAL AVE WICKEPIN
		PHONE 98881046	PHONE 98881046
DEPUTY	HELEN SANDS	22 CENTRAL AVE WICKEPIN	22 CENTRAL AVE WICKEPIN
		PHONE 98881046	PHONE 98881046
RESOURCE		HOLDING	LOCATION
MANPOWER		2 PERSON	
EQUIPMENT		1 X 21 SEATER BUS (Coaster) 1 X 19 SEATER BUS (NISSAN) 2 X TWO WAY RADIOS CIVILIAN	WICKEPIN WICKEPIN WICKEPIN WICKEPIN

# POLICE

NAME	BUSINESS ADDRESS	HOME ADDRESS
SENIOR CONSTABLE	POLICE STATION 69 WOGOLIN ROAD WICKEPIN PHONE 98881100	67 WOGOLIN ROAD WICKEPIN PHONE 98881350

## RESOURCE

	HOLDING	LOCATION
MANPOWER	2 SENIOR CONSTABLE	
VEHICLES	1 X MARKED POLICE SEDAN	
COMMUNICATIONS	1X BASE SET VHF 1X MOBILE SET VHF 1X PORTABLE SET MOTOROLA	WICKEPIN WICKEPIN WICKEPIN WICKEPIN WICKEPIN

# FULFORD CONTRACTORS

	NAME	BUSINESS ADDRESS	HOME ADDRESS
<b>OIC</b>	AUSSIE FULFORD	COLLINS STREET WICKEPIN	JOHNSTON STREET WICKEPIN
		PHONE 98881056	PHONE 98881093
<b>DEPUTY</b>	MARK FULFORD	COLLINS STREET WICKEPIN	JOHNSTON STREET WICKEPIN
		PHONE 98881056	PHONE 98881152
<b>RESOURCE</b>		<b>HOLDING</b>	<b>LOCATION</b>
MANPOWER		2 MEN	WICKEPIN
EQUIPMENT		1 BULLDOZER 1 SEMI TRAILER (LOW LOADER) TRI 1 FISO UTILITY 1 EXCAVATOR 1 GRADER TRUCK & QUAD LOADER 1 CRANE	WICKEPIN WICKEPIN WICKEPIN WICKEPIN WICKEPIN WICKEPIN WICKEPIN



# WICKEPIN HEALTH CENTRE

	NAME	BUSINESS ADDRESS	HOME ADDRESS
<b>OIC</b>	NORMA SINCLAIR	WICKEPIN HEALTH CENTRE WOGOLIN ROAD WICKEPIN PHONE 98881104	PO BOX 127 CUBALLING PHONE 98836041
<b>DEPUTY</b>	IRENE MOORE	WICKEPIN HEALTH CENTRE WOGOLIN ROAD WICKEPIN PHONE 98881104	24 JOHNSTON STREET WICKEPIN PHONE 98881027
<b>RESOURCE</b>		<b>HOLDING</b>	<b>LOCATION</b>
MANPOWER		1 REGISTERED NURSE	CUBAL LING
EQUIPMENT		1 VHF RADIO (AMBULANCE RADIO) 1 OXYGEN VIVA UNIT EMERGENCY DRUGS	WICKE PIN WICKE PIN WICKE PIN

# WILLIAMSON TRANSPORT

		NAME	BUSINESS ADDRESS	HOME ADDRESS
<b>OIC</b>		TOM WILLIAMSON	WOGOLIN ROAD WICKEPIN PHONE 98881181	WOGOLIN ROAD WICKEPIN FAX 98881048 PHONE 98881103
				HOME ADDRESS
<b>DEPUTY</b>		KAREN WILLIAMSON	WOGOLIN ROAD WICKEPIN PHONE 98881181	WOGOLIN ROAD WICKEPIN PHONE 98881103
				HOME ADDRESS
<b>RESOURCE</b>		<b>HOLDING</b>	<b>LOCATION</b>	
MANPOWER		10 MEN		
EQUIPMENT		4 TRUCKS 15 TRAILERS 1 FORKLIFT 1 FEL		WICKEPIN WICKEPIN WICKEPIN WICKEPIN WICKEPIN

Name	Phone Numbers	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Fire Unit
RA & EF Davenport	98881132	Toolibin North Road Toolibin 6370	Fire Truck	300L	Williams Location 10704	Petrol
Ron Knox	9882 7012	Toolibin North Road Toolibin 6312	Tank	8000L	Williams Location 10704	Diesel
			Tank	9000L	North of House	
			Tank	9000L	North of Line Road (Green tank)	
			Dam	1500 Yards	Lane Way off Parnell Rd	
Robert Dew	042883603 5	Wickepin Pingelly Road Wickepin 6370	Tank	18000L	Lot 39 Wickepin Pingelly Road	Petrol
			Fire Fighting Unit	1000L	Lot 39 Wickepin Pingelly Road	
RP & HE Lewis	98881022 042910064 1	Yarling Brook Road Wickepin 6370	Trailer with Tank	1000L	49 White Rd Wickepin	
David Hicks & Dianne Hicks	98832073	25 Keeping St Tincurrin 6361	Concrete Tank	20000 Gallons	25 keeping St Tincurrin	
Gary Lang	98881034 042788103 4	Malyalling Road Malyalling 6370	Tank with 2 outlet	12000 Gallons	4478 Howes Shed (Shearing)	
			Tank with 1 ½ Outlet	10000 Gallons	4477 Howes Machinery Shed	
			Overhead Tank	4000 Gallons	4478 Howes North of Sheds	
			Overhead Tank	4000 Gallons	9095 Kirk Rock road ( East of Turner Road)	
			Small Ground Level tank	1000 Gallons	11478 Eighty Six Gate Road	
			Tank with 2"Outlet	12000 Gallons	2086 Wyoning 1272 Malyalling Rd	

Name	Phone Numbers	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Fire Unit
			Tank	5000 Gallons	2086 Wyoming 1272 Malyalling Rd (Chemical)	
			Tank	6000 Gallons	2086 Wyoming 1272 Malyalling Rd ( House)	
			Overhead Tank	4000 Gallons	2086 Wyoming 1272 Malyalling Rd	
			Concrete Tank	5000 Gallons	7658 On Top of Rock above Dam	
			Trailer Fire Fighter	1100 L	Stored in Shearing Shed	Petrol
			Ute Mounted Fire Fighter	900L	Summer Harvest Only	Petrol
			Leyland Truck	10000L	Summer Only	Petrol
Name	Phone Numbers	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Fire Unit
PB & J Davidson	98831030	Wickepin Harrismith Road Tincurrin 6361	Fire Fighting Truck	7000L		Diesel
			Tank	9000L	Williams Location 10714	
			Tank	4000L	Williams Location 15094	
			Dam	2500 Yards	Williams Location 10714	
			Dam	2500 Yards	Williams Location 11253	
			Dam	2500 Yards	Williams Location 9155	
WD & BM Thompson	9888 7196	Wedin North Road Toolibin 6312	Rodeo Ute 4WD	9000L	Williams Location 4866	Petrol
Warren	042424051		Colorado Ute 4WD	600L	Williams Location 4867	Petrol
Barbara	0428424052		Rodeo Ute 4WD	900L	Williams Location 9661	Petrol
			Tank on Mains	36000L	Williams Location 9661	
			Tank on Mains	4500L	Williams Location 9661	
			Tank on Mains	4500L	Williams Location 3674	
			Tank on Mains	5000L	Williams Location 4866	
K Pauley	9888 4033	Pauley Road Wickepin 6370	Tank	2000 Gallons	Refill Site – Location 256	240 Volt Electric
			Ute Fire Fighter	800L	Always on ute During Summer	Petrol
			Ute Fire Fighter	500L	Serviced and Ready to Place on Ute	Petrol

Stephen Rose	9888 4050	Pauley Road Gillimaning	Fire Fighting Unit	750L	Williams Location 14858	Petrol
			Various Dams around Farm	Dependant on Winter Rain Fall		
Dave Howell	9882 7008	Lot A3155 Dwelyerdine Road 6312	Dam	30Yards x 30 Yards	857 Lot 9596 Dwelyerdine Rd	
			Dam	25 Yards x 25 Yards	857 Lot 9596 Dwelyerdine Rd	
J & P Brown		Wickepin North road Wickepin 6370	6.5HP Fire Pump	600L	857 Lot 9596 Dwelyerdine Rd	Petrol
			4 Tonne Trailer Pump and Tank (2" Pump)	600 Gallons	Williams Location 3166	Petrol
John	9888 1140					
Phil	9888 1182					
<b>Name</b>	<b>Phone Numbers</b>	<b>Address</b>	<b>Water Source</b>	<b>Water Capacity (Gallons/Yards/Litres)</b>	<b>Location of Water Source (Williams Location Number or other Relevant Description)</b>	<b>Fire Unit</b>
W Astbury & Co	9883 1021	Harrismith South Road Harrismith 6361	Slide on Ute Unit	800L	7431 – At Sheds	Petrol
			Trailer	1200L	7431 – At Sheds	Petrol
			Trailer/Tanker	3000L	7431 – At Sheds	Petrol
			Overhead Tanker	9000L	7431 – At Sheds	
			Concrete Tanker	20000L	7431 - At Sheds	
			Key Dam	7000 Yards	7432 On South edge of 104 Gate Road	
			Dam	4000 Yard	14040 100m east of Harrismith South Road	
PJ & RL Mullian	9883 1041	Fence Road Harrismith	Patrol with Tank & Pump	900L		Diesel
			Truck Tank & Pump	5000L		Diesel

				Tank		23000L		6705 Fence Road	
				Dam		3000 Yards		11591	
IK Franke	93901216	7869 Kirk Rock Road Malyalling 6370		Tank		1000L		7869 Kirk Rock Road	
				Tank on Trailer with Pump		1000L		7869 Kirk rock Road	Petrol
CR & JA Hemley	9888 1041	Wickepin South Road Wickepin 6370		Tank		13500L		1588 Above Shearing shed	
				Dam		Good Quantity Most Years		Every paddock	
				Tank		67500L		Lot 14065 Above House	
				Dam		Good Quantity Most Years		Every paddock	
Taablin Farm PL Astbury	9882 7055	Toolibin WA 6312		Dam		12000 Square Meters		Williams Location 13355, 9900, 6966, 6967, 10363	
				Fire Unit		1000L			Petrol
Wade Hinkley	98832062			Nissan Ute		500L			Diesel
				Hino Truck		7000L			Diesel
				Trailer		1200L			
				Tank		20000L		Williams Location 9474 (Shed)	
				Tank (Spray)		20000L		Williams Location 9474	
				Tank (Davo's)		12000L		Williams Location 11776	
				Tank (Bains)		12000L		Williams Location 14767	
				Dams					
<b>Name</b>	<b>Phone Numbers</b>	<b>Address</b>		<b>Water Source</b>		<b>Water Capacity (Gallons/Yards/Litres)</b>		<b>Location of Water Source (Williams Location Number or other Relevant Description)</b>	<b>Fire Unit</b>
Keith Parnell	9883 2024	Baker road Tincurrin		Tanks		1000000L		Williams Location 9413 – 1070 Line Road Tincurrin	
				4" Transfer Pump		1300L		Nursery 1070 – Line road Tincurrin	Petrol



Name	Phone Number	Address	Water Source	Water Capacity (Gallons/Yards/Litres)	Location of Water Source (Williams Location Number or other Relevant Description)	Diesel Ute
Harry Mullan	9888 6023	Williams Kondinin Road Wickepin 6370	Brick Tank	60000	Next to House Location 8364	Fire Unit
			Cement Tank	60000	Williams Kondinin road Location 7519	
					it from road.	







## Demographics

<b>CATEGORIES</b>		
Source: Australian Bureau of Statistics 2006 data www.abs.gov.au	<b>SHIRE OF CUBALLING</b>	<b>SHIRE OF WICKEPIN</b>
0-4 years old	49	58
5-14 years old	127	117
15-24 years old	56	58
25-54 years old	338	313
55-64 years old	116	86
65 years and over	94	87
People with disabilities	33	
Total Population	780	719
Indigenous Population	8	16

<b>CATEGORIES</b>		
Religious Affiliation	<b>SHIRE OF CUBALLING</b>	<b>SHIRE OF WICKEPIN</b>
No Religion	203	193
Anglican	189	178
Catholic	76	121
Uniting Church	108	93
Presbyterian		22
Baptist	36	
Christian		



SHIRE OF CUBALLING  
EMERGENCY MANAGEMENT PLAN

DATE 9 JULY 2014

SHIRE OF CUBALLING  
EMERGENCY MANAGEMENT PLAN

This plan has been produced and issued under the authority of the Cuballing Local Emergency Management Committee (LEMC) and has been approved by the Great Southern District Emergency Management Committee (DEMC).

.....

Chairperson  
Cuballing LEMC

.....

Date

.....

Chairperson  
Great Southern DEMC

.....

Date

## AMENDMENT/REVIEW RECORD.

Amendments to this plan will be issued periodically. Any suggestions for amendments can be forwarded to:

Mr Gary Sherry, CEO, Shire of Cuballing PO Box 13, CUBALLING, WA, 6311

<b>AMENDMENT/REVIEW</b>			<b>Amend/Reviewed By</b>
<b>No.</b>	<b>Date</b>	<b>Details</b>	<b>Signature</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

## **DISTRIBUTION.**

<b>Organisation / Appointment</b>	<b># Copies</b>
Shire President – Shire of Cuballing	1
Chief Executive Officer – Shire of Cuballing	1
Narrogin Police Station	1
Chief Bush Fire Control Officer	1
Local Manager - Volunteer State Emergency Service	1
Senior Veterinary Officer – AgWA	1
St John Ambulance Association (other agencies as appropriate)	1
Chairperson DEMC – District Superintendent of Police	1
Executive Officer – Great Southern DEMC (SES RHQ)	1
Local Government Library	2

## TABLE OF CONTENTS.

Plan Approval	Page 2
Amendment Record	Page 3
Distribution List	Page 4
Table of Contents	Page 5
Authority For Plan	Page 6
Area Covered By Plan	Page 6
Aim	Page 6
Objectives	Page 6
Plan Format	Page 6
Concept of Operations	Page 7
Hazard Identification & Risk Analysis	Page 7
Emergency Management Structure	Page 8
Local Emergency Coordinator	Page 8
Local Emergency Management Committee	Page 9
Further emergency contacts	Page 9
Evacuation	Page 10
Finance	Page 10
Review of the Plan	Page 10
Checklist	Page 11
Map of the Shire of Cuballing	Page 12



SHIRE OF CUBALLING  
EMERGENCY MANAGEMENT PLAN

**General Plan.**

**Authority for the Plan.**

- 1.01 The authority for this plan is the Cuballing Local Emergency Management Committee which has been established under Western Australian State Government Emergency Management arrangements.

**Area Covered by the Plan.**

- 1.02 A simple map showing the boundaries of the Shire is attached as Attachment A.

**Aim.**

- 1.03 The aim of this Plan is to detail the emergency management arrangements for the Shire of Cuballing.

**Objectives.**

- 1.04 The objectives of this Plan are to prescribe the organisation, concept, responsibilities and procedures for the effective management of all emergencies that may impact on communities within the area covered by this Plan.

**Plan Format.**

- 1.05 Any plan should include sections on general planning, **recovery planning** and **emergency contacts**.  
The Recovery Plan (along with supporting notes) is included in the Information File.
- 1.06 **A comprehensive and regularly updated emergency contact list is fundamental to the success of this plan.**
- 1.07 **Individual hazard and support plans are the responsibility of each individual organisation and are held at their respective agencies. These plans shall be reviewed regularly by those individual agencies. The Local Emergency Management Coordinator has responsibility to ensure individual plans are maintained and reviewed by the respective agencies.**

## Concept of Operations.

1.08 Arrangements for combating any emergency relies on the following:

- The Local Emergency Coordinator working with the LEMC to ensure community arrangements are adequate.
- The designated Hazard Management Agency managing the identified hazards. Note: The responsibility for managing identified hazards is tabled in SEMC Policy Statement 7.
- The appointment of an Incident Manager by the Hazard Management Agency, to be responsible for managing each emergency.
- The participation of other community agencies in a coordinated effort as either Combat or Support Agencies.

1.09 Operational priorities for emergencies shall be as follows:

- **PRIORITY ONE** - attending to the immediate needs of the community (rescue, medical care, food, shelter and clothing)
- **PRIORITY TWO** - repair and / or restoration of facilities and essential services that are essential to the health, safety and welfare of the community (water, power, sanitation, communications, road, rail and air access)
- **PRIORITY THREE** - providing for the recovery of the community

## Hazard Identification and Risk Analysis.

1.10 A listing of the identified hazards for the community is below. **A formal community analysis** should reveal major hazards which may create situations requiring a response by the full emergency management organisation, as well as less critical hazards which may only require a coordinated emergency response by a few agencies.

1.11 A formal risk analysis of hazards, should be conducted at least annually by the Cuballing LEMC or the community itself.

<b>Hazard</b>	<b>Hazard Management Agency</b>	<b>Incident Manager</b>
Fire - Rural, Urban and CALM	Bush Fires Brigades	Chief Bush Fire Control Officer
Road Transport Emergencies	WA Police Service	Narrogin Police Station
Storm and Tempest	FESA	Operations Manager
Hazardous Materials	FESA	Operations Manager

Other identified risks that were identified in the Community Consultation for Risk analysis were : Building Collapse, Drought, Drugs, Earthquake, Economic Recession/Depression, Epidemic, Fog, Frost and Heatwave. As these items were identified, it is prudent to make note of them as they are deemed as a high risk rating but not extreme risk rating.

### **Emergency Management Structure.**

1.12 The emergency management organisation is structured through the LEMC and comprises:

- Local Emergency Coordinator - (Local Senior Police Officer)
- Identified Hazard Management Agencies
- Identified Combat Agencies
- Identified Support Organisations

### **Local Emergency Coordinator.**

1.13 Is the nominated Local Emergency Coordinator and has the responsibility to ensure that a Local Emergency Management Plan is developed and maintained.

**Local Emergency Management Committee.**

1.14 Names and contact details for the Cuballing LEMC are below. This list shall be updated regularly, suggest every three months.

Name	Organisation	Address	Telephone (w)	Telephone (h)	Email	Mobile
Mark Conley	President Shire of Cuballing	NARROGIN	9883 4190	9883 4190	mjmconley@westnet.com.au	0417 503 343
Anthony Mort	Shire CBFCO	CUBALLING	9883 6405	9883 6237		0429 898 214
Tim Haslam	Councillor	POPANYINNING	9887 5059	9887 5059	haslams1@bordernet.com.au	0429 112 976
Scott Ballantyne	Councillor	CUBALLING		9883 6201		0418 814 761

1.15 Additional emergency contacts are as follows.

(Note: This contact list shall be upgraded regularly, i.e. every three (3) months or as agreed)

Name	Organisation	Address	Telephone (w)	Telephone (h)	Email	Mobile
Gary Sherry	Shire of Cuballing	CUBALLING	9883 6031	9883 6025	ceo@cuballing.wa.gov.au	0427 836 031
Bruce Brennan	Shire of Cuballing	CUBALLING	9883 6405	9883 6063	supervisor@cuballing.wa.gov.au	0427 836 063

**Evacuation.**

- 1.16 Any requirement for evacuation will be determined by the appropriate Incident Manager, in consultation with the Local Emergency Coordinator. The actual evacuation is managed by the Police with appropriate assistance from other relevant agencies.
- 1.17 Evacuation Assembly Points in the Shire of Cuballing are as follows:
  - a. Cuballing Agricultural Hall  
Campbell Street  
CUBALLING WA 6311
  - b. Cuballing CWA Hall  
Campbell Street  
CUBALLING WA 6311
  - c. Cuballing Recreation Centre (Oval)/ Tennis Courts  
Campbell Street  
CUBALLING WA 6311
  - d. Popanyinning Town Hall  
Francis Street  
POPANYINNING WA 6309
  - e. Dryandra Equestrian Centre  
Darcy Street  
CUBALLING WA 6311

**Finance.**

- 1.18 All expenses incurred by an organisation for a particular emergency operation shall be met by the appropriate Hazard Management Agency which would normally authorise such expenditure on a case by case basis. These costs would not include expenditure in meeting their own statutory obligations or on tasks previously agreed to with the Hazard Management Agency.
- 1.19 All invoices, as authorised by the HMA, shall be forwarded to the HMA concerned for payment as soon as possible after the event.
- 1.20 Local Governments should also include an emergency management component in their annual budget process.

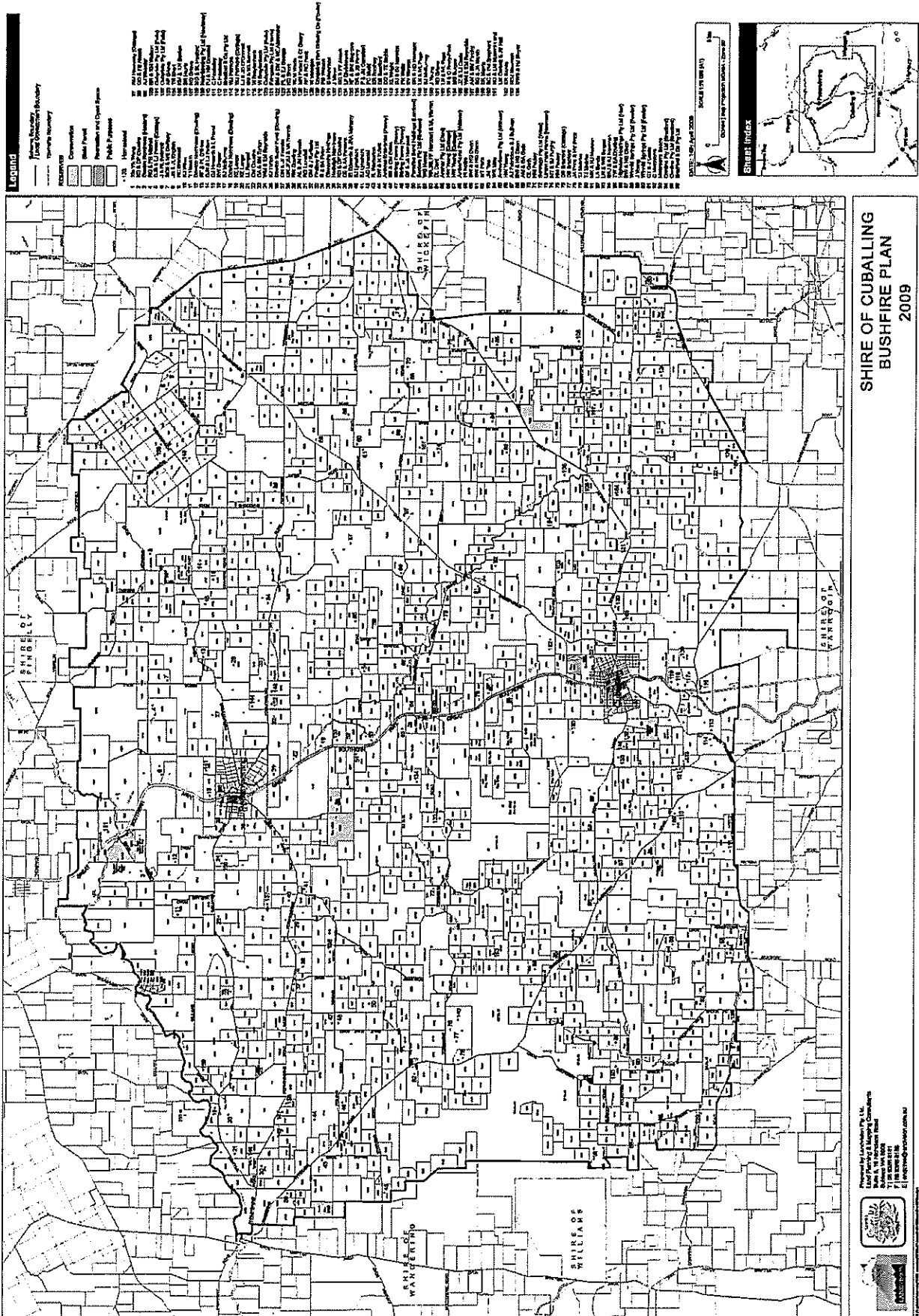
**Review Of The Plan.**

- 1.21 This plan shall be reviewed annually.
- 1.22 A copy of this plan shall be forwarded annually to the Chairperson of the District Emergency Management Committee.

1.23	Checklist - Completion of	Date Completed	Date Reviewed
------	---------------------------	----------------	---------------



"ATTACHMENT A"





**SHIRE OF CUBALLING**

**RECOVERY PLAN**

2014



# Shire of Cuballing Recovery Plan

## INTRODUCTION

- 1.1 Following the impact of a hazard on a community within the Shire of Cuballing there may be the need to assist that community recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in :
- a. reconstruction of the physical infrastructure; and
  - b. restoration of emotional, social, economic and physical well-being.

It's purpose is to assist the community attain a proper level of functioning as soon as possible.

- 1.2 Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

## AIM

- 2.1 The aim of this plan is to detail the recovery management arrangements for the Shire of Cuballing.

## OBJECTIVES

- 3.1 The objectives of the plan are to :
- a. prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
  - b. establish a basis for coordination between agencies that may become involved in the recovery effort;
  - c. provide a framework for recovery operations; and
  - d. provide guidelines for the operation of the recovery management arrangements.

## AUTHORITY AND PLANNING RESPONSIBILITY

- 4.1 This plan forms part of the Shire of Cuballing Local Emergency Management Plan, the authority for which is vested in the Shire of Cuballing Local Emergency Management Advisory Committee.
- 4.2 The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local Recovery Coordinator.

## RECOVER MANAGEMENT PRINCIPLES AND CONCEPTS

- 5.1 The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Manual - Disaster Recovery. Both these documents are available from the designated Shire of Cuballing Recovery Coordinator. The principles and concepts are attached at Annex A for ease of reference and for understanding of these local recovery management arrangements.
- 5.2 As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan :
- a. The community has a right to be involved in the decision-making and management of all aspects of the recovery process;
  - b. The community has a 'right to know', as information is an essential part of the recovery process;
  - c. Every person has a right to effective assistance until long-term recovery is achieved;
  - d. Both the affected person and the community have a responsibility to account for financial and material resources used;
  - e. The community has a right to know the criteria for the determination of financial support and grants; and
  - f. The community has a right to expect the maintenance of family cohesion.

### ORGANISATION AND RESPONSIBILITIES

- 6.1 The recovery management organisation for the Shire of Cuballing is based on the following :
- a. Local Recovery Coordinator;
  - b. Local Recovery Committee; and
  - c. Other Participating organisations and community groups.

### LOCAL RECOVERY COORDINATOR

- 7.1 Appointment : The Local Recovery Coordinator is the Shire of Cuballing.
- 7.2 Responsibilities : The Local Recovery Coordinator has two broad area of responsibilities as follows :
- a. In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire including the following :
    - (1) undertake the functions of the executive officer to the recovery committee;
    - (2) prepare, maintain and test the local recovery plan;
    - (3) ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
    - (4) coordinate the promotion of community awareness with respect to the recovery arrangements; and
    - (5) provide, staff and equip the Local Recovery Coordination Centre (LRCC).
  - b. During recovery operations to :
    - (1) determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee (in liaison with the Lead Combat Authority, Local Emergency Coordinator and other responsible agencies);
    - (2) assess the recovery requirements for each event and ensure that appropriate strategies are put in place;

- (3) facilitate the acquisition and appropriate application of materials, staff and financial resources necessary to ensure an effective recovery response;
- (4) contribute to the resolution of community and political problems which emerge during the recovery process;
- (5) ensure maximum community involvement in the recovery process;
- (6) ensure that both the immediate and long-term individual and community needs are met in the recovery process;
- (7) coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- (8) monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
- (9) arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down and submission of a post operation report.

7.3 Tasks : Execution of the above responsibilities may result in the following tasks being undertaken :

- a. organise and manage the resources, staff and systems necessary for the immediate and long-term recovery;
- b. advocate on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, business and other organisations involved in the recovery process;
- c. liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government and government departments in order to achieve the most effective and appropriate recovery;
- d. provide information to the government, bureaucracy, community and media;
- e. mediate where conflicts occur during the relief and recovery process;
- f. develop a close and positive working relationship with the key individuals and groups in the affected community; and
- g. be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

#### LOCAL RECOVERY COMMITTEE

8.1 Composition : The Local Recovery Committee comprises a core membership plus additional personnel depending in the type and magnitude of the event and the community affected. The composition includes the following :

- a. Shire Chief Executive Officer
- b. Local Recovery coordinator
- c. Shire Manager or Works and Services
- d. Local Emergency Coordinator
- e. Local Welfare Coordinator and/or Family and Children's Services Representative
- f. Relevant Lead Combat Authority Representative
- g. Lifeline Agency Representative (where appropriate)
- h. Plus other members drawn from government and non-government organisations, including community groups, with a role to play in the recovery process.

8.2 Functions : The functions of the committee include the following :

- a. assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan;
- b. following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that ;
  - (1) meets the immediate needs of the community;
  - (2) takes account of local government long-term planning and goals;
  - (3) includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;

- (4) develops a time table for completing the major functions;
- (5) considers the needs of youth, aged, the disabled, and non-English speaking people;
- (6) allows full community participation and access;
- (7) allows for the monitoring of the progress of recovery;
- (8) effectively uses the support of State and Commonwealth agencies;
- (9) provides for public access to information on the proposed programs and subsequent decisions and actions; and
- (10) allows consultation with all relevant community groups.

### RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

#### 9.1 Shire of Cuballing

- a. Chair and manage the activities of the Local Recovery Committee;
- b. Appoint the Local Recovery Coordinator;
- c. Provide secretariat and administrative support to the Local Recovery Committee;
- d. Provide the Local Recovery Management Centre;
- e. Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority.

#### 9.2 Lead Combat Authority

- a. Provide a representative to the Local Recovery Committee;
- b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- c. Initiate the recovery process;
- d. Participate in the development of the tactical recovery plan; and
- e. Advise the Recovery Coordinator when withdrawing from the recovery process.

#### 9.3 Family and Children's Services

- a. Provide a representative to the Local Recovery Committee;
- b. Provide the welfare components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance.

#### 9.4 Lifeline Agencies

- a. Provide a representative to the Local Recovery Committee;
- b. Undertake repairs and restoration of services;
- c. Assist the recovery effort with resources and expertise available from within the service.

#### 9.5 Other Participating Organisations

- a. Provide a representative to the Local Recovery Committee;
- b. Provide recovery services in accordance with their statutory responsibilities or as agreed with the Local Recovery Committee.

### MANAGEMENT ARRANGEMENTS

10.1 Local Recovery Coordination Centre : Recovery operations shall be managed by the Local Recovery Coordinator from the Local recovery Coordination Centre located in the Shire Offices at 22 Campbell Street, Cuballing.

10.2 Warnings : The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator of the Lead Combat Authority to the Local Recovery Coordinator who will in turn warn out the Local Recovery Committee.

### 10.3 Activation :

- a. In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Lead Combat Authority, the Local Emergency Coordinator and appropriate recovery organisations.
- b. Based upon the assessment of the recovery and restoration requirements and the advice of the Lead Combat Authority and Local Emergency Coordinator, the Local recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local recovery Committee convened.
- c. Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the Local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

### 10.4 Method and Operations :

- a. Recovery arrangements will normally be instigated by the Lead Combat Authority, in the first instance, with Statutory organisations providing the recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Committee advised accordingly.
- b. In major events, recovery management may be passed to the Local Recovery Committee working through the designated Local Recovery Coordinator.
- c. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Committee, perhaps twice a day initially, to ensure the development, implementation and monitoring of the tactical recovery plan.

## RECOVERY ACTIVITIES AND STRATEGIES

- 11.1 To assist the Local Recovery Coordinator and the Local recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies are detailed in Annex B.

## STAND DOWN/DEBRIEFS/POST OPERATION REPORTS

- 12.1 The Recovery Management structure will gradually be stood-down as the Shire and Statutory authorities capability to manage the services improve.
- 12.2 The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Lead Combat Authority to form part of the overall report for the event.

## RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

(Extracted from the Australian Emergency manual - Disaster Recovery)

### Principles :

- Recovery from disaster is an enabling and supportive process which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.
- Effective recovery requires the establishment of planning and management arrangements which are accepted and understood by recovery agencies, combat agencies and the community.
- Recovery management arrangements are most effective when they recognise the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.
- The management of disaster recovery is best approached from a community development perspective and is most effective when conducted at the local level with the active participation of the effected community and a maximum reliance on local capacities and expertise.
- Recovery management is most effective when human service agencies play a major role in all levels of key decision making which may influence the well being and recovery of the affected community.
- Recovery from disaster is best achieved where the recovery process begins from the moment of disaster impact.
- Recovery planning and management arrangements are most effective when they are supported by training programs and exercises which ensure that recovery agencies and personnel are properly prepared for their role.
- Recovery from disaster is most effective where recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and disasters and where assistance measures are provided in a timely, fair, equitable manner and are sufficiently flexible to respond to a diversity of community needs.

### Concepts

- community involvement;
- management at a local level;
- affected area/community approach;
- differing effects/needs for different communities/individuals;
- empowering individuals and communities;
- minimum intervention;
- recognition of resourcefulness;
- planned/timely withdrawal;
- accountability, flexibility, adaptability and responsiveness;
- integration of services; and
- coordination.

## RECOVERY ACTIVITIES AND STRATEGIES

### Recovery Activities

1. Recovery activities include the following :
  - a. Short term accommodation
  - b. Counselling emotionally affected people
  - c. Establishing and managing emergency financial relief schemes
  - d. Surveying and assessing damage to public and private property
  - e. Repairing or replacing public utilities, services and assets
  - f. Assisting with the repair or replacement of private property
  - g. Initiating programs to stimulate community morale and economic growth
  - h. Managing environmental rehabilitation programs
  - i. Coordinating recovery and research agencies
  - j. Revision of Land Use/Town Planning Schemes.

### Recovery Strategies

2. The following are some suggested strategies to assist Lead Combat Authorities and Recovery Committees in recovery management responsibilities :
  - a. Community Involvements Strategies
    - (1) Maximise use of local resources, groups and individuals
    - (2) Promote prior community awareness and education
    - (3) Involve people in their own and their communities recovery
    - (4) Maintain continuous liaison between emergency teams, volunteer groups and community organisations
    - (5) Create opportunities for local decision making
    - (6) Ensure self-determination in restoration planning
    - (7) Maintain a cooperative relationship between volunteers and imported 'specialists'
    - (8) Use local suppliers
    - (9) Empower the community as quickly as possible
  - b. Recovery Information Strategies
    - (1) Provide regular updates on:
      - Current state and extent of disaster
      - Actual and proposed official response
      - Desired community response
      - Advice to isolated families
    - (2) Ensure everybody has an understanding of the situation and the opportunity for personal counselling/discussion.
    - (3) Provide for advocacy by agencies and organisations.

- c. **Recovery Assistance Strategies**
  - (1) Provide for special needs of aged, ethnic, child etc.
  - (2) Make food, shelter, clothing, health and emergency finance available immediately.
  - (3) Deliver services in a simple and caring manner with minimal disruption to existing processes.
  - (4) Ensure welfare centres cater for privacy and individual care.
  - (5) Ensure emergency workers receive ongoing support, debriefing, relief and rest.
  - (6) Maximise financial aid and minimise material aid.
  
- d. **Accountability Strategies**
  - (1) Ensure the affected community is involved in the allocation and distribution of material and financial resources.
  - (2) Assist the community in ensuring there is accountability in the use of resources.
  
- e. **Strategies for Grants, Loans and Gifts**
  - (1) Ensure there is community involvement in determining criteria.
  - (2) Communicate entitlement criteria for financial support and grants immediately.
  - (3) Alteration to criteria must be communicated clearly to the community.
  - (4) Consider non-English speaking groups.
  - (5) Maintain confidentiality.
  
- f. **Strategies to Maintain Family Cohesion**
  - (1) Keep families together during evacuation and resettlement.
  - (2) Ensure all policies and processes support the family's ability to recover.



CONFIDENTIAL\*\*\*\*\*LEMC EMERGENC

SURNAME	FIRST NAME	TITLE	POSITION	EMAIL	FAX
		Snr Sgt	OIC		
		Sgt	Sgt		Fax: 9881 3104
Ullrich	Steve	Sgt	Sgt		Fax: 9881 3104
		Sgt	Sgt	steve.ullrich@police.wa.gov.au	Fax:
					Fax:
Vogel	Simon	Mr	FESA Fire Services Area Mar	simon.vogel@dfes.wa.gov.au	Fax: 9881 3894
Hansen	Grant	Mr	FESA Fire Services Area Mar	grant.hansen@dfes.wa.gov.au	Fax: 9881 3894
Smith	Adam	Mr	Community Emergency Mana	adam.smith@semc.wa.gov.au	Fax: 9841 6719
Hayes	David	Mr	Captain	dhayes@wafire.com.au	Fax: 9881 3160
McKeown	Geoff	Mr	Chief Executive Officer, CBF	geoff.mckeown@narroginshire.wa.gov.au	Fax: 9881 3031
Chadwick	Richard	Mr	Deputy Fire Control Officer		
Rasmussen	Gary	Mr	Works Manager (Narrogin Wo	nwu.gary@westnet.com.au	Fax: 9881 5037
Randall	Frank	Mr	Foreman (Narrogin Works Un		Fax: 9881 5037
Gatti	Elisabeth	Mrs	Employee (Narrogin Works U	selidl@bigpond.com	Fax: 9881 5037
Myres	Charlie	Mr	Local Manager	charlie_myres@yahoo.com.au	Fax: 9881 5635
Myres	Patrick	Mr	Deputy Manager SES		Fax: 9821 1194
Gorton	Steve	Mr	Senior Operations Officer	stevego@calm.wa.gov.au	Fax: 9881 1645 (W)
Durell	Greg	Mr	District Manager	Greg.Durell@dec.wa.gov.au	Fax: 9881 1645 (W)
Elliott	Wayne	Mr	Wheatbelt Regional Manager		
Duty Officer			During Fire Season		
Conlan	Sean	Mr	President	sean.conlan@health.wa.gov.au	Fax:
Clouston	Cassandra	Miss	Sub Centre	narroginambulance@westnet.com.au	Fax: 9881 1733
Brown	Jenni	Mrs	LEMC Rep	pelrandienni1961@bigpond.com	Fax: 9883 6038
Brooke	Gary	Mr	Volunteer St John Ambulance	thstretchman@hotmail.com	Fax: 9881 1733
Rikys	Sandy	Mrs	Officer Trainer, Maps, Grade 2	sandyrikys@westnet.com.au	Fax:
Thompson	Sharon	Mrs	Clinical Manager	sharon.thompson@health.wa.gov.au	Fax: 9881 0315
Fisher	Kerry	Mrs	Manager of Clinical Services	kerry.fisher@health.wa.gov.au	Fax: 9881 0315
Menasse	Jenni	Mrs	Manager of Operations	jenni.menasse@health.wa.gov.au	Fax: 9881 0315
Braid	Alison	Ms	Team Leader	AlisonBr@cpfs.wa.gov.au	Fax: 9881 2040
Brown	Julie	Mrs	District Emergency Services O	julie.brown@cpfs.wa.gov.au	Fax: 9881 2040
Reid	Barbara	Mrs	Committee Member		Fax:
Lord	Lisbeth	Mrs	Disaster Service Manager	llord@wa.redcross.org.au	Fax: 9325 9040
Hudson	Julie	Mrs	Disaster Service Coordinator	judson@wa.redcross.org	Fax:
Nottle	Ian	Mr	President Lions Club Narrogin	nottle@treko.net	Fax:
Devenish	Keith	Mr	District Manager	kdevenish@agric.wa.gov.au	Fax: 9881 1950
Erickson	Anna	Mrs	District Vet	aerickson@agric.wa.gov.au	Fax: 9881 1950
Bryant	Rodger	Mr	Senior Technical Officer	rbryant@agric.wa.gov.au	Fax: 9881 1950
		Councill	LEMC Chairperson		
Maley	Guy	Mr	Chief Fire Control Officer		Fax:
Cook	Aaron	Mr	Chief Executive Officer		Fax:
Bastow	Colin	Mr	Director, Corporate & Communi		Fax: 9881 3092
Robinson	Brian	Mr	Director, Development & Techn		Fax: 9881 3092
Maley	Guy	Mr	Regulatory Services Officer, LE		Fax: 9881 3092
Ballard	Leigh	Mr	Mayor		Fax:
			Councillor		Fax:
Warburton	John	Mr	Works Foreman	townforeman@westnet.com.au	Fax: 9881 6875
Waters	Jeff	Mr	Manager - Narrogin Leisure Cer	nlc@westnet.com.au	Fax: 9881 3700
Yorke	Lynne	Mrs	Manager - Narrogin Homecare	homecarecoord@westnet.com.au	Fax: 9881 4695
Hayden	Eva	Mrs	Chief Executive Officer	ceo@cuballing.wa.gov.au	Fax: 9883 6174
Mort	Anthony	Mr	Chief Bush Fire Control Officer		Fax: 9883 6174
Dent	Graeme	Mr	Deputy Chief Bush Fire Control		Fax:
Conley	Mark	Mr	President	mjmconley@westnet.com.au	Fax:
Ballantyne	Scott	Cr	Councillor	gunnastay@bordnet.com.au	Fax:
Walker	Robert	Mr	Works Manager	worksmanager@cuballing.wa.gov.au	Fax: 9883 6174
Brennan	Bruce	Mr	Works Supervisor	supervisor@cuballing.wa.gov.au	Fax: 9883 6174

Guelfi	Kim	Mr	Regional Executive Director		
Harrison	Yvette	Ms	Coordinator Regional Services	Yvette.Harrison@det.wa.edu.au	Fax: 9881 3178
Huts	Alby	Mr	Principal	nshsmail@nshs.wa.edu.au	Fax: 9881 3178
Harrison	David	Mr	Principal	narrogin.ps@education.wa.gov.au	Fax: 9881 2170
Colopy	Fiona	Ms	Principal	fiona.colopy@det.wa.edu.au	Fax: 9881 3482
Simpson	Jonnda	Ms	Principal	admin@matthews.wa.edu.au	Fax: 9881 1707
Castle	Andrew	Mr	Principal		Fax: 9881 2135
					Fax: 9881 9754
Christensen	Julie	Mrs	CEO	nch@wn.com.au	Fax: 9881 1353
			Facility Manager - Director of N		Fax:
Field	Reina	Mrs	CWA - Divisional Secretary		Fax:
Dean	Jan	Mrs	CWA - President		Fax:
Grainger	Helen	Mrs	CWA - Secretary		Fax:
			CWA - President		Fax:
			CWA - Secretary		Fax:
Thornton	Rodney	Mr	Great Southern	roadwisewbs@westnet.com.au	Fax:
Andrew	Craig	Mr	Great Southern	CAndrew@wnr.com.au	Fax:
Morey	Cathy	Ms	Customer Services Manager	cathy.morey@mainroads.wa.gov.au	Fax:
Manton	Craig	Mr	Regional Manager	craig.manton@mainroads.wa.gov.au	Fax: 9881 0503
Johnson	Michael	Mr	Maintenance Manager	michael.johnson@southernroads.com.au	Fax: 9881 5897
Cherry	Doug	Mr	Operations Manager Katanning	doug.cherry@watercorporation.com.au	Fax: 9821 1194
Pretorius	Chris	Mr	Operations Manager Narrogin	Chris.Pretorius@watercorporation.com.au	Fax:
Hook	Mark	Mr	Chief Executive Officer	ceo@wickepin.wa.gov.au	Fax: 9888 1074
Heffernan	Tim	Mr	Chief Bush Fire Control Officer	timlibheff@bigpond.com	Fax: 9888 6008
Stacey	David	Mr	Deputy Chief Bush Fire Control	dave_veronica@bigpond.com	Fax: 9888 6003
Martin	Steve	Mr	President		Fax:
Sands	Tom	Mr	Councillor		Fax:
Vlahov	Peter	Mr	Works Manager	works@wickepin.wa.gov.au	Fax:
Bransby	Peter	Mr	Leading Hand		Fax:
					Fax:
					Fax:

**9.2.121 LOCAL GOVERNMENT AMENDMENT (REGIONAL SUBSIDIARIES)  
BILL 2014**

---

<b>Location/Address:</b>	Shire of Cuballing
<b>Reporting Officer:</b>	Eva Haydon
<b>Enabling Legislation:</b>	Local Government Act 1995
<b>Date:</b>	8 July 2014
<b>Council Policy:</b>	<b>Nil</b>
<b>Budget Implications:</b>	Nil
<b>File Reference:</b>	
<b>Attachment:</b>	Explanatory Memorandum Excerpt
<b>Voting Requirements:</b>	<b>Simple Majority</b>

### **Background**

Correspondence has been received from the Hon. Terry Waldron MLA, Member for Wagin, regarding a Private Member's Bill to WA Parliament to amend the Local Government Act 1995.

The Local Government Amendment (Regional Subsidiaries) Bill 2014 introduces amendments to the Act to allow two or more local governments to form a subsidiary body, known as a regional subsidiary.

The Nationals have listened to the local government sector and its peak representative body (WALGA) and believe implementing a regional subsidiaries model will allow for greater flexibility in the creation of shared works and service entities. They have observed how effectively regional subsidiaries have been used in other Australian jurisdictions.

The Bill is based on a South Australian model in which two or more Councils can collaborate to perform various roles in a more efficient and cost effective manner. The Nationals believe the regional subsidiaries model presents an opportunity to achieve previously unattainable objectives for regional local government areas by increasing flexibility when providing shared services and reducing existing regulatory and compliance frameworks.

Council's support is requested to back the adoption of the regional subsidiary model.

### **Comment**

The Local Government Act (1995) currently provides for regional councils to be established, however they bring with them all the requirements for an existing local government which tends to make them unwieldy. The regional subsidiary model would, for example, allow the formation of the Great Southern Waste Management Group to establish a regional waste site.

Currently the group is not a body corporate and the agreement between members of the group is one that is more good will than sensible and legal business practice. Formation of a regional subsidiary group could provide the means to obtain an ABN number and formalise the establishment and operation of the regional waste site, offering more protection to member local governments.

**COUNCIL DECISION:**

**That correspondence supporting the Local Government Amendment (Regional Subsidiaries) Bill 2014 be forwarded to local Members of Parliament, the WA Local Government Association and the Department of Local Government.**

**Moved: Cr Dowling**

**Seconded: Cr Ballantyne**

***Carried 5/0***

# LOCAL GOVERNMENT AMENDMENT (REGIONAL SUBSIDIARIES) BILL 2014

## EXPLANATORY MEMORANDUM EXCERPT

### OVERVIEW OF PROPOSED AMENDMENTS

The *Local Government Amendment (Regional Subsidiaries) Bill 2014* is broken up into three parts. Part 1 contains the short title and commencement provisions, Part 2 contains the amendments to the *Local Government Act 1995* and Part 3 contains the consequential amendments to other legislation.

The provisions contained within the *Local Government Amendment (Regional Subsidiaries) Bill 2014* will strengthen the ability of local governments to deliver services to their communities by enabling two or more local governments to form a subsidiary body (a regional subsidiary) in order to perform a service or carry out an activity jointly, with the approval of the Minister for Local Government.

The proposed model will provide increased flexibility for local governments in providing shared services to their communities, with a less restrictive regulatory and compliance framework than the existing models.

In particular, by enabling the establishment of a charter rather than legislation as the governance and regulatory instrument of a regional subsidiary, the entities will be more readily adapted to its purpose.

Enabling non-local government participants to be members of the governing board will also ensure the subsidiary's board of management can include, if required, independent, commercially focused people with the appropriate skills and expertise.

#### ***Clause 8 – Section 3.69 inserted***

Clause 8 of the Bill inserts new section 3.69 into the Act to provide local governments with the power to form regional subsidiaries. New section 3.69 contains six subsections.

New subsection (1) enables two or more local governments to form a subsidiary body (a regional subsidiary) under which they are to perform a service or carry out an activity jointly, with the approval of the Minister.

The phrase 'provide a service or carry on an activity' is used in new section 3.69 to clarify that the regional subsidiary model is designed to assist local governments in delivering local government services and activities. It does not pertain to the broad range of higher level 'functions' which are more appropriately the remit of a local government governed by an elected council.

New subsection (2) provides that a regional subsidiary is a body corporate and is to have a governing board consisting of members appointed in accordance with the charter on the basis of which the Minister approved the formation of the regional subsidiary or that charter as amended.

## LOCAL GOVERNMENT AMENDMENT (REGIONAL SUBSIDIARIES) BILL 2014

### EXPLANATORY MEMORANDUM EXCERPT

New subsection (3) allows a governing board, with the Minister's approval, to include non-local government members. Enabling non-local government participants to be members of the governing board will ensure the subsidiary's board of management can include, if required, independent people with skills and expertise relevant to the activities of the regional subsidiary.

New subsection (4) provides for the regulation-making powers in relation to regional subsidiaries. Specifically, regulations may provide for –

- the procedure for applying to the Minister for approval to form a regional subsidiary. Local governments proposing to form a regional subsidiary will be required to prepare, and include in their application, a charter addressing the matters required by the regulations;
- the requirement for local governments proposing to form a regional subsidiary to consult with the community as prescribed. Regulations may also specify the form and extent of consultation required;
- a regional subsidiary charter addressing the process for selecting and appointing members of the regional subsidiary's governing body and any other matters required to be addressed by the regulations;
- the charter to be forwarded to the Minister when applying for approval;
- the charter to be amended by agreement made, with the Minister's approval, by the local governments that form a regional subsidiary;
- the establishment, powers and duties of a regional subsidiary;
- the administration of a regional subsidiary;
- the financial management, planning, auditing and reporting requirements of a regional subsidiary;
- the method for winding up a regional subsidiary; and
- specific provisions of the *Local Government Act 1995* to be prescribed as applicable to regional subsidiaries.

New subsection (5) clarifies that the provisions contained within section 3.69 are in addition to and do not derogate from the provisions contained in the Division related to regional local governments.

New subsection (6) is the equivalent of section 3.68 for regional local governments. It clarifies that a local government's ability to make arrangements to perform a service or carry on an activity either for or jointly with another local government, is not affected by the specific powers contained under new section 3.69.

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

---

11. OTHER URGENT BUSINESS

---

**OFFICER RECOMMENDATION:**

**That the urgent business items 11.1.56 and 11.1.57 be considered.**

**Moved: Cr Ballantyne**

**Seconded: Cr Dowling**

***Carried 5/0***

**11.1.56 STRATEGIC COMMUNITY PLAN**

---

**Location/Address:** Shire of Cuballing  
**Reporting Officer:** Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995  
**Date:** 17 June 2014  
**Council Policy:** Nil  
**Budget Implications:** Nil  
**File Reference:**  
**Voting Requirements:** Absolute Majority

**Background**

Council facilitated a Community consultation meeting in February this year and a new Strategic Community Plan was compiled taking into account the issues the attendees raised.

The plan was posted to all ratepayers in the shire and made available to residents when requested. The closing date for return of the feedback form, dealing with a range of services, was 16 June 2014. The forms have been collected from the drop off venues and summarised for Council information.

Additional comments submitted with forms were as follows:

Cars speeding through Popanyinning  
Mobile phone reception  
Too many large trucks  
"Factory farming" and other comments relating to environmental issues

502 forms were posted and 31 returned.

**Comment**

There are a few areas that will require Council attention in addition to those raised through the community consultation process. One such item is the Disability Access and Inclusion Plan which will require some progress each year. Items identified for the next couple of years are the Administration Office and Shire Halls access.

Another issue is the Shire Depot, which will require the old ramp to be removed and other upgrades to the dog pound in order to comply with various legislative requirements.

Speed limit reductions along Campbell Street, Ridley Street and Francis Street could also be considered. Currently the posted speed limit is 70 kph which is not ideal for pedestrian traffic within both town sites. Furthermore, the 80kph sign at the intersection of the highway and Darcy Street should probably be shifted further south, as motorists tend to speed up as soon as the sign is in sight and by the time they get to Darcy Street, they are doing well over 80kph.

Application has been made for a rail crossing on Campbell Street, however it is unknown at this stage whether a contribution will be required by Council or even if a crossing will be approved.

**OFFICER RECOMMENDATION:**

**For Council consideration**

**Moved**

**Seconded**

**COUNCIL DECISION:**

**That;**

**The attached amended Strategic Community Plan for 2014-2024 be adopted**

**Moved: Cr Ballantyne**

**Seconded: Cr Newman**

***Carried by Absolute Majority 5/0***



**Cr Newman declared a Financial interest in this item and departed at 5.17pm**

**11.1.57 LOT 2 SPRINGHILL ROAD CUBALLING**

---

**Location/Address:** Whole of shire  
**Reporting Officer:** Eva Haydon – Chief Executive Officer  
**Enabling Legislation:** Local Government Act 1995as amended  
**Date:** 10 July 2014  
**Council Policy:** Nil  
**Budget Implications:** Funds provided in budget  
**File Reference:**  
**Voting Requirements:** **Absolute Majority**

**Background**

The Springhill Road dam was completed in June 2011. There has been no formal decision to lease the land on which the dam is situated as it was intended to purchase the land through the regional component of the Country Local Government Fund.

The 2012/2013 grant applications from Dryandra Voluntary Regional Organisation of Councils (which comprises the Shires of Cuballing, Narrogin, Wandering, Wickepin and the Town of Narrogin) were not approved and as the Royalties for Regions funding for capital projects is subject to a rigorous prioritisation process alongside state wide projects it will be extremely difficult to obtain funds to purchase the land for development.

Leasing of the land has been discussed informally and budget provision has been made to pay a lease fee, however the extent of the lease has not yet been determined.

There is a portion of the cross country course currently being used by one of the equestrian groups under a separate arrangement with the landowner.

**Comment**

Council will need to define the area they are prepared to lease and the sum payable for that area, bearing in mind that it is arable farm land in a strategic location. The total area of the lot is 197.10 ha. The dam takes up only a small portion of the area, however the size of the catchment will need to be taken into consideration.

**OFFICER RECOMMENDATION:**

**For Council consideration.**

**Moved**

**Seconded**



**COUNCIL DECISION:**

**That:**

**1 The delineated land on Lot 2 (as attached) be:**

- a) Leased from Linton Park Farms and RDJ Newman for the sum of \$1500 per annum for a period of six years with the start date to be 1 July 2011 and an option to renew for an additional three years;**
- b) Valued by a licensed valuer; and**

**2 The Shire of Cuballing be granted first right of refusal should Lot 2 Springhill Road be offered for sale.**

**Moved: Cr Dowling**

**Seconded: Cr Haslam**

***Carried by Absolute Majority 4/0***

Councillor Newman returned at 5.31pm

**12. NEXT MEETING**

Thursday August 21 2014, 3.00pm

**13. CLOSURE OF MEETING**

There being no further business the meeting closed at 5.50pm