



**ORDINARY COUNCIL MEETING
HELD ON 16 OCTOBER 2014**

MINUTES

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

Signed.....

Presiding Person at the meeting at which the minutes were confirmed

Date:

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SHIRE OF CUBALLING
COUNCIL MEETING THURSDAY 16 OCTOBER 2014
MINUTES
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1. **OPENING - ANNOUNCEMENT OF VISITORS**

Meeting commenced at 3.14pm

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

Cr Mark Conley	President
Cr Roger Newman	Deputy President
Cr Tim Haslam	
Cr Scott Ballantyne	
Cr Eliza Dowling	
Cr Dawson Bradford	
Mr Gary Sherry	Chief Executive Officer

3. **PUBLIC QUESTION TIME**

Nil

4. **STANDING ORDERS**

COUNCIL DECISION

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

Moved: Cr Dowling

Seconded: Cr Bradford

Carried 6/0

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

Nil

6. **MINUTES**

6.1 **CONFIRMATION OF 18TH SEPTEMBER 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 18th September 2014 be confirmed.

Moved: Cr Dowling

Seconded: Cr Newman

Carried 6/0

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

Nil

8. 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.

Nil

9.1 REPORTS – FINANCE

9.1.87 LIST OF ACCOUNTS SUBMITTED FOR COUNCIL APPROVAL AND PAYMENT – SEPTEMBER 2014

Date: 9th October 2014
Reporting Officer: Nichole Gould, Admin Officer
Enabling Legislation: Local Government (Financial Management) Regulations 1996
Council Policy: Register Delegated Authority
Budget Implications: Nil
Attachment: 9.1.87A List of Payments
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 receive the schedule of payments paid from

1. the Municipal fund, as detailed below, totalling: \$291,115.31

Electronic Fund Transfers/Chq:	\$290,847.38
Credit Card:	\$267.93

2. the Trust Fund as detailed below totalling \$35,693.65

Moved: Cr Newman

Seconded: Cr Dowling

Carried 6/0

LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL						
Chq/EFT	Name	Description	Trust	Credit Card	Municipal	Total
18	4 - Police Licensing Payments	Police Licensing Payments	-699.30			-699.30
18	4 - Police Licensing Payments	Police Licensing Payments	-273.60			-273.60
18	4 - Police Licensing Payments	Police Licensing Payments	-1503.85			-1503.85
18	4 - Police Licensing Payments	Police Licensing Payments	-716.90			-716.90
18	4 - Police Licensing Payments	Police Licensing Payments	-1109.50			-1109.50
18	4 - Police Licensing Payments	Police Licensing Payments	-602.80			-602.80
18	4 - Police Licensing Payments	Police Licensing Payments	-602.80			-602.80
18	4 - Police Licensing Payments	Police Licensing Payments	-73.60			-73.60
18	4 - Police Licensing Payments	Police Licensing Payments	-548.85			-548.85
18	4 - Police Licensing Payments	Police Licensing Payments	-1149.70			-1149.70
18	4 - Police Licensing Payments	Police Licensing Payments	-4256.60			-4256.60
18	4 - Police Licensing Payments	Police Licensing Payments	-18414.40			-
						18414.40
18	4 - Police Licensing Payments	Police Licensing Payments	602.80			602.80
18	4 - Police Licensing Payments	Police Licensing Payments	-517.15			-517.15
18	4 - Police Licensing Payments	Police Licensing Payments	-398.75			-398.75
18	4 - Police Licensing Payments	Police Licensing Payments	-1382.65			-1382.65
18	4 - Police Licensing Payments	Police Licensing Payments	-1570.50			-1570.50
18	4 - Police Licensing Payments	Police Licensing Payments	-1389.60			-1389.60
18	4 - Police Licensing Payments	Police Licensing Payments	-365.70			-365.70
18	4 - Police Licensing Payments	Police Licensing Payments	-720.20			-720.20
EFT945	Air Liquide PTY LTD	gas rental			-107.32	-107.32
EFT946	Air Response	repairs air con Brundell st			-68.17	-68.17
EFT947	Alphawest	computer mtnce, audit and supply of two computers			-8202.33	-8202.33
EFT948	Ashley Blyth Tree Lopping	various jobs			-550.00	-550.00
EFT949	BEAUREPAIRES	2 new tyres			-536.50	-536.50
EFT950	BUILDERS REGISTRATION BOARD Building Commission	fees August			-142.90	-142.90
EFT951	Brookton Plumbing	Plumbing Popo toilet			-198.00	-198.00
EFT952	CONPLANT	parts			-298.67	-298.67

Attachment 9.1.87A

Chq/EFT	Name	Description	Trust	Credit Card	Municipal	Total
EFT953	CORNER'S AUTOMOTIVE ELECTRICS	P207			-88.00	-88.00
EFT954	DEWS MINI EXCAVATIONS	install culverts various			-1980.00	-1980.00
EFT955	DYNAMIC PRINT	business cards D Baxter			-249.00	-249.00
EFT956	Department Fire and Emergency Services	2014/15 ESL payment Option B			-43136.00	-
EFT957	Derbahl	pump out conveniences			-385.00	43136.00
EFT958	Filters Plus	filters for P204 and P152			-344.08	-385.00
EFT959	KNIGHTLINE COMPUTERS	lap top mtnce and updated windows re D Baxter building			-180.00	-344.08
EFT960	LANDGATE	cadastral data, service fee, aerial imagery etc - on line mapping re Synergy soft			-765.60	-180.00
EFT961	MARK CONLEY	Reimbursement accommodation, parking, fuel various trips to Perth			-1078.42	-765.60
EFT962	MECHANICAL AND DIESEL SERVICES	Service Roller			-726.88	-1078.42
EFT964	NARROGIN AGRICULTURAL REPAIRS	various parts/repairs			-286.00	-726.88
EFT965	NARROGIN EARTHMOVING AND CONCRETE	supply and lay concrete ramp Popo tennis court toilet			-1342.00	-286.00
EFT966	NARROGIN QUARRY OPERATIONS	landscaping dust Popo toilet			-113.70	-1342.00
EFT967	NARROGIN SENIOR HIGH SCHOOL	donation school prize			-70.00	-113.70
EFT968	Narrogin Pumps Solar and Spraying	solar pump - dam Springhill road			-9027.73	-70.00
EFT969	REINFORCED CONCRETE PIPES	headwalls J600			-1392.60	-9027.73
EFT970	ROAD SIGNS AUSTRALIA	Road signs			-143.00	-1392.60
EFT971	Shire of Wagin	Reimbursement of EHO Wages and mileage			-375.69	-143.00
EFT972	Staples Australia Pty Ltd	stationery			-100.57	-375.69
EFT973	TOLL IPEC (COURIER AUSTRALIA)	freight various			-39.99	-100.57
EFT974	TOWN OF NARROGIN	Building surveyor cost and mileage			-2069.25	-39.99
EFT975	TRACKSPARES	parts various machines			-9405.00	-2069.25
EFT976	TWINKARRI	tree pruning			-9636.00	-9405.00

Attachment 9.1.87A

Chq/EFT	Name	Description	Trust	Credit Card	Municipal	Total
EFT977	The Rigging Shed	test and tag all chains and slings			-1293.60	-1293.60
EFT978	WA LOCAL GOVERNMENT ASSOCIATION	LG Week Councillors and Garry			-6372.00	-6372.00
EFT979	WESTRAC	parts P202			-297.42	-297.42
EFT980	WILSON'S SIGN SOLUTIONS	update honor board			-138.60	-138.60
EFT981	McDougall Weldments	toilet trailer			-1876.30	-1876.30
EFT982	CHILD SUPPORT AGENCY	Payroll deductions			-151.33	-151.33
EFT983	Air Liquide PTY LTD	gas rental			-107.32	-107.32
EFT984	All Services Roads	bridge mtnce			-4520.34	-4520.34
EFT985	Avon Waste	bulk bin service			-1310.33	-1310.33
EFT986	BEAUREPAIRES	tyres			-1334.14	-1334.14
EFT987	CONPLANT AUSTRALIA	one window P205			-338.05	-338.05
EFT988	CORNER'S AUTOMOTIVE ELECTRICS	globes			-54.45	-54.45
EFT989	COVS	heat gun, flameless wirefill single n/back			-34.32	-34.32
EFT990	CUBY ROADHOUSE	August account			-890.07	-890.07
EFT991	DYNAMIC PRINT	business card G Sherry			-249.00	-249.00
EFT992	E Fire And Safety	service fire extinguishers			-764.50	-764.50
EFT993	FARMWORKS RURALCO	various			-3022.54	-3022.54
EFT994	FUJI XEROX	photocopying charges			-17.16	-17.16
EFT995	Fairway Carriers	freight headwalls			-222.70	-222.70
EFT996	GREAT SOUTHERN FUEL SUPPLIES	fuel August			-22116.13	-
EFT997	GREENLINE AG	parts			-830.07	-830.07
EFT998	Industrial Brushware	tractor broom			-1500.40	-1500.40
EFT999	Kelyn Training Services	training			-559.00	-559.00
EFT1000	LANDGATE	GRV valuation			-62.35	-62.35
EFT1001	Liquorbarons	carlton dry			-89.98	-89.98
EFT1002	MAKIT NARROGIN HARDWARE	various			-147.10	-147.10
EFT1003	MECHANICAL AND DIESEL SERVICES	replace master and slave cylinder to truck			-3330.03	-3330.03
EFT1004	McDougall Weldments	various			-2771.78	-2771.78
EFT1005	NARROGIN AUTO ELECTRICS	parts various			-320.00	-320.00
EFT1006	NARROGIN FRUIT MARKET	council lunches			-44.00	-44.00
EFT1007	NARROGIN TOYOTA	sundry plant sthil hedge trimmer			-419.99	-419.99
EFT1008	Narrogin Gardening Services	professional services RRG Appn 2015-16			-2414.00	-2414.00

Attachment 9.1.87A

Chq/EFT	Name	Description	Trust	Credit Card	Municipal	Total
EFT1009	Narrogin Guardian Pharmacy	vaccination hep A&B D Thompson			-89.50	-89.50
EFT1010	Narrogin Pumps Solar and Spraying	various parts			-217.03	-217.03
EFT1011	PAGE TRUCK HIRE	Pushing Popo tip			-880.00	-880.00
EFT1012	ROAD SIGNS AUSTRALIA	street name plate			-46.20	-46.20
EFT1013	SOS Office Equipment	printing cost			-208.91	-208.91
EFT1014	Shire of Wickepin	1/2 insurance and registration speed trailer			-153.38	-153.38
EFT1015	Staples Australia Pty Ltd	stationery			-194.09	-194.09
EFT1016	TOLL IPEC (COURIER AUSTRALIA)	freight			-27.74	-27.74
EFT1017	WA LOCAL GOVERNMENT ASSOCIATION	advertising DCEO position			-2550.79	-2550.79
EFT1018	exteria	deadlock for Popo tennis court toilets			-66.00	-66.00
EFT1019	Apple Construction Co Pty Ltd	purchase of second hand Isuzu Giga 2009 Rego 1DCM5333			-100000.00	100000.00
EFT1020	CHILD SUPPORT AGENCY	Payroll deductions			-151.33	-151.33
744	10 - ANNITTEL	ANNITTEL			-116.49	-116.49
744	13 - ATO CLEARING ACCOUNT BAS	ATO CLEARING ACCOUNT BAS			4247.00	4247.00
744	13 - ATO CLEARING ACCOUNT BAS	ATO CLEARING ACCOUNT BAS			-32082.00	32082.00
744	11 - INTEREST ON GRADERS	INTEREST ON GRADERS			-1044.38	-1044.38
14570	BUILDING & CONSTRUCTION INDUSTRY TRAINING	August payment			-125.50	-125.50
14571	DEPARTMENT OF TRANSPORT	Licence CN1806			-47.25	-47.25
14572	GORDON Suckling	new network cable from board room to data frame			-512.00	-512.00
14573	Summit Fertilizers	fertilizer			-545.60	-545.60
14574	Telstra	various mobiles			-1060.69	-1060.69
14575	Water Corporation	various water accounts			-481.73	-481.73
14576	Water Corporation	water usage office and rec ground			-84.50	-84.50
14583	SYNERGY	various accounts			-3037.05	-3037.05
14584	Telstra	various accounts			-448.58	-448.58
14585	Water Corporation	various water accounts			-286.24	-286.24

9.1.87 STATEMENT OF FINANCIAL ACTIVITY

Date: 2nd October 2014
Reporting Officer: Clare Thomson
File Reference: CMR 7
Attachment: 9.1.86A Statement of Financial Activity
Voting Requirements: Simple Majority

Summary

For Council to note the Financial Activity Statement for the period ended 30th September 2014.

Background

The Local Government (Financial Management) Regulations 1996 requires a monthly Statement of Financial Activity.

Comment

General Purpose

Rates

An amount of \$1,002,487 has been raised in rates for the year. \$57,066 was given as a discount on rates. At the end of September rate debtors were \$163,928.

Governance

Contributions and Reimbursements

This includes the reimbursement from the Shire of Mt Marshall for Mrs Haydon's LSL contribution of \$12,932. It also includes the proceeds for the mulcher which needs to be journalled to schedule 14.

Other

Insurance premiums have been paid – some in full and some are in two instalments.

Other Property and Services

Expenditure PWO Other

Main expenditure is the subscription to Roman for an amount of \$5,311.

Parts and Repairs

To date \$21,262 has been spent on part and repairs. This includes

- grader blades \$7,850;
- 2 tractor brooms \$1,364;
- testing and tagging of all chains \$1,176;
- replacing master cylinder on CN026 \$3,027; and
- repairs to loader bucket \$1,104.

Parts and repairs will increase considerably in the next month as the loader has needed extensive repair work.

COUNCIL DECISION:

That Council note the Statement of Financial Activity, as included at Attachment 9.1.87A, for the Shire of Cuballing for period ending 30 September 2014.

Moved: Cr Ballantyne

Seconded: Cr Haslam

Carried 6/0

Bank Reconciliation for the month of September 2014

	Municipal Fund	Trust Fund	Reserve Accts
Opening balance	\$1,226,638.20	\$28,243.66	\$ 1,026,808.75
Income	\$262,352.43	\$36,144.35	-
Add interest	1,397.75	-	3,376.00
Adjustment	\$0.00	-	
Expenditure	-\$258,917.41	-\$35,693.65	
Closing balance	\$1,231,470.97	\$28,694.36	\$ 1,030,184.75
Bank account	\$127,020.40	\$27,721.46	\$ 2,893.89
Investments	\$1,090,727.00	0.00	\$ 1,027,290.86
Plus O/S deposits	13,723.57	972.90	
Less O/S cheques	\$0.00		
Closing balance	\$1,231,470.97	\$28,694.36	\$ 1,030,184.75

Investments 30 September 14

Account Number	Maturity Date	Interest Rate	Fund/Account		
			Municipal	Trust	Reserve
3445506	Cash Deposit	2.25%	-		1,027,290.86
34681402	Cash Deposit	2.25%	300,000.00		
	Online account	2.50%	790,727.00		
Total			1,090,727.00	0	1,027,290.86

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

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SHIRE OF CUBALLING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

NOTE	30-Sep 2014	30-Sep 2014 Y-T-D	2014/2015	Variances Budget to Actual
Operating	Actual	Budget	Budget	Y-T-D
	\$	\$	\$	%
Revenues/Sources				
Governance	13,230	12,000	16,637	(10.25%)
General Purpose Funding	231,212	225,000	598,900	(2.76%)
Law, Order, Public Safety	361	150	26,500	(140.42%)
Health	1,150	900	1,500	(27.78%)
Education and Welfare	-	-	-	
Housing	-	-	-	
Community Amenities	585	500	22,350	(17.09%)
Recreation and Culture	2,190	2,000	9,100	(9.48%)
Transport	200,827	195,000	838,860	(2.99%)
Economic Services	18,950	16,500	64,200	(14.85%)
Other Property and Services	20,261	18,000	143,713	(12.56%)
	<u>488,766</u>	<u>470,050</u>	<u>1,721,760</u>	
(Expenses)/(Applications)				
Governance	(49,786)	(45,000)	(129,030)	(10.64%)
General Purpose Funding	(15,168)	(13,000)	(69,477)	(16.68%)
Law, Order, Public Safety	(17,663)	(16,500)	(142,489)	(7.05%)
Health	(7,479)	(7,000)	(43,712)	(6.85%)
Education and Welfare	(4,829)	(4,500)	(13,606)	(7.30%)
Housing	(6,768)	(5,500)	(41,555)	(23.06%)
Community Amenities	(40,110)	(35,000)	(203,262)	(14.60%)
Recreation & Culture	(46,380)	(42,000)	(262,980)	(10.43%)
Transport	(431,614)	(425,000)	(1,974,307)	(1.56%)
Economic Services	(42,561)	(42,500)	(107,527)	(0.14%)
Other Property and Services	56,543	(44,000)	(92,106)	228.51%
	<u>(605,815)</u>	<u>(680,000)</u>	<u>(3,080,051)</u>	
Adjustments for Non-Cash (Revenue) and Expenditure				
(Profit)/Loss on Asset Disposals	3,501	3,501	(27,500)	
Depreciation on Assets	-	-	957,491	
Movement current leave entitlements	-	-	-	
Capital Revenue and (Expenditure)				
Purchase Land Held for Resale	-	-	-	
Purchase Land and Buildings	(27,893)	(27,893)	(231,156)	
Purchase Infrastructure Assets - Roads & Footpaths, Other	(80,177)	(80,177)	(879,641)	
Purchase Plant and Equipment	(124,545)	(124,545)	(369,000)	
Purchase Furniture and Equipment	-	-	-	
Proceeds from Disposal of Assets	11,000	11,000	57,500	
Repayment of Debentures	(9,298)	(9,298)	(70,551)	
Repayment of Debentures graders	(7,980)	(7,980)	-	
Proceeds from New Debentures	-	-	-	
Transfers to Reserves (Restricted Assets)	(3,376)	(3,376)	(79,000)	
Transfer to/from Reserves	-	-	-	
Transfer to restricted assets	-	-	-	
Transfers from Reserves (Restricted Assets)	-	-	259,000	
Transfer from Restricted Cash	297,044	297,044	298,338	
ADD Net Current Assets July 1 B/Fwd	498,339	496,502	496,502	
LESS Net Current Assets Year to Date	<u>(1,384,988)</u>	<u>(1,636,759)</u>	<u>-</u>	
Amount Raised from Rates	<u>(945,421)</u>	<u>(1,283,950)</u>	<u>(946,307)</u>	

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

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

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Inventories

General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks construction/road base original surfacing and major re-surfacing	not depreciated 50 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
clearing and earthworks construction/road base gravel sheet	not depreciated 50 years 12 years
Formed roads (unsealed)	
clearing and earthworks construction/road base	not depreciated 50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

(k) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of preparing this report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2009.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Monthly Statement of Financial Position from a budgetary perspective.

(l) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(n) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(o) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

(p) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Reporting of Monthly Financial Variances

That the Shire of Cuballing adopts a material variance of +-10% with a minimum dollar value of \$5,000 from the base figure for the financial year 2010/2011, and report variances by way of supporting note in the Monthly Statement of Financial Activity.

SHIRE OF CUBALLING

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014**

STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Administration and operation of facilities and services to members of council; other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific activities.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws, fire prevention, emergency services

HEALTH

Food control.

EDUCATION AND WELFARE

Support of school activities.

HOUSING

Provision and maintenance of housing.

COMMUNITY AMENITIES

Operation of refuse site, noise control and administration of the Town Planning Scheme.

RECREATION AND CULTURE

Maintenance of halls, recreation centre and various reserves. Support library services in Narrogin.

TRANSPORT

Construction and maintenance of streets, roads, bridges, footpaths, drainage works, parking facilities, traffic signs and bus shelters. Depot maintenance.

ECONOMIC SERVICES

The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.

OTHER PROPERTY & SERVICES

Private works operations, plant repairs and operation costs.

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

	30-Sep	30-Jun
3. ACQUISITION OF ASSETS	Actual	Budget
	\$	\$
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance	-	55,000
Community Amenities	-	140,000
Recreation and Culture	27,893	91,154
Transport	171,086	1,151,643
Economic Services	33,636	42,000
	<u>232,615</u>	<u>1,479,797</u>
<u>By Class</u>		
Land and Buildings	27,893	231,156
Infrastructure Assets	80,177	879,641
Plant and Equipment	124,545	369,000
Furniture and fittings	-	-
	<u>232,615</u>	<u>1,479,797</u>

SHIRE OF CUBALLING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

4. DISPOSALS OF ASSETS

<u>By Program</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	30-Sep 2014 Actual \$	30-Sep 2014 Actual \$	30-Sep 2014 Actual \$
Transport			
Toyota Hilux CN157	6,000	2,363	(3,637)
Vermeer Woodchipper	8,500	8,636	136
			-
	14,500	10,999	(3,501)

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	30-Sep 2014 Actual \$	30-Sep 2014 Actual \$	30-Sep 2014 Actual \$
Plant and Equipment			
Toyota Hilux CN157	6,000	2,363	(3,637)
Vermeer Woodchipper	8,500	8,636	136
			-
			-
			-
			-
	14,500	10,999	(3,501)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

30-Sep
2014
Actual
\$

(3,501)

(3,501)

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

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Loan Date	Years	Principal 1-Jul-13	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Recreation & Culture										
Loan #61 Change Rooms	31/10/2005	10	12,749		2,479	9,575	10,270	2,621	180	1,058
Transport										
Loan #62 - Loader	11/08/2008	10	123,885		6,819	26,178	117,066	95,916	2,065	9,362
Loan#63 - Graders	7/02/2014	8	289,495	-	7,980	29,784	281,515	257,039	3,162	10,349
			426,129	-	17,278	65,537	408,851	355,576	5,407	20,769

All debenture repayments were financed by general purpose revenue.

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

	30-Sep 2014 Actual \$	2014/2015 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Plant and Equipment Reserve		
Opening Balance	283,088	283,088
Amount Set Aside / Transfer to Reserve	931	44,157
Amount Used / Transfer from Reserve	-	(254,000)
	<u>284,019</u>	<u>73,245</u>
(b) Administration Building and IT Equipment		
Opening Balance	29,245	29,245
Amount Set Aside / Transfer to Reserve	96	20,194
Amount Used / Transfer from Reserve	-	-
	<u>29,341</u>	<u>49,439</u>
(c) Employee Entitlements Reserve		
Opening Balance	123,398	123,389
Amount Set Aside / Transfer to Reserve	405	2,489
Amount Used / Transfer from Reserve	-	-
	<u>123,803</u>	<u>125,878</u>
(d) Housing Reserve		
Opening Balance	7,629	7,629
Amount Set Aside / Transfer to Reserve	25	160
Amount Used / Transfer from Reserve	-	-
	<u>7,654</u>	<u>7,789</u>
(e) Recreation and Community Facility Res		
Opening Balance	292,950	292,950
Amount Set Aside / Transfer to Reserve	963	6,123
Amount Used / Transfer from Reserve	-	(5,000)
	<u>293,913</u>	<u>294,073</u>
(f) Refuse Site Reserve		
Opening Balance	58,624	58,624
Amount Set Aside / Transfer to Reserve	192	1,225
Amount Used / Transfer from Reserve	-	-
	<u>58,816</u>	<u>59,849</u>
(g) Grain Freight Reserve		
Opening Balance	106,989	106,989
Amount Set Aside / Transfer to Reserve	352	564
Amount Used / Transfer from Reserve	-	-
	<u>107,341</u>	<u>107,553</u>
(h) Equestrian Reserve		
Opening Balance	2,000	2,000
Amount Set Aside / Transfer to Reserve	6	2,042
Amount Used / Transfer from Reserve	-	-
	<u>2,006</u>	<u>4,042</u>

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

6. RESERVES	30-Sep 2014 Actual \$	2013/14 Budget \$
Cash Backed Reserves continued		
(i) General Purpose Reserve		
Opening Balance	122,888	122,888
Amount Set Aside / Transfer to Reserve	404	2,046
Amount Used / Transfer from Reserve	-	-
	<u>123,292</u>	<u>124,934</u>
Total Cash Backed Reserves	<u>1,030,185</u>	<u>846,802</u>

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

6. RESERVES (Continued)	30-Sep 2014 Actual \$	2014/15 Budget \$
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant and Equipment Reserve	931	44,157
Office Equipment Reserve	96	20,194
Employee Entitlement Reserve	405	2,489
Housing Reserve	25	160
Recreation and Community Facility Reserve	963	6,123
Refuse Site Reserve	192	1,225
Grain Freight Reserve	352	564
Equestrian Reserve	6	2,042
General Purpose Reserve	404	2,046
	<u>3,374</u>	<u>79,000</u>
Transfers from Reserves		
Plant and Equipment Reserve	-	(254,000)
IT and Office Equipment Reserve	-	-
Employee Entitlements Reserve	-	-
Housing Reserve	-	-
Recreation and Community Facility Reserve	-	(5,000)
Refuse Site Reserve	-	-
Grain Freight Reserve	-	-
Equestrian Reserve	-	-
General Purpose Reserve	-	-
	<u>-</u>	<u>(259,000)</u>
Total Transfer to/(from) Reserves	<u>3,374</u>	<u>(180,000)</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 2014 TO 30 SEPTEMBER 2014

	30-Sep 2014 Actual \$	Brought Forward 1-Jul \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	1,233,900	488,032
Cash - Restricted Reserves	1,030,185	1,026,811
Cash - Restricted Cash	-	297,044
Receivables	210,279	74,675
Inventories	11,032	11,032
	<u>2,485,396</u>	<u>1,897,594</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>(70,223)</u>	<u>(75,400)</u>
NET CURRENT ASSET POSITION	2,415,173	1,822,194
Less: Cash - Reserves - Restricted	(1,030,185)	(1,026,811)
Less: Cash - Restricted Municipal	-	(297,044)
NET CURRENT ASSET POSITION	<u><u>1,384,988</u></u>	<u><u>498,339</u></u>

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

RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	2014/2015 Rate Revenue \$	2014/2015 Interim Rates \$	2014/2015 Back Rates \$	2014/2015 Total Revenue \$	2014/2015 Budget \$
General Rate								
UV - Cuballing	0.006733	224	100,116,000	674,081	-	-	674,081	674,081
GRV Cuballing	0.072742	176	1,848,542	134,467	1,179	-	135,646	134,467
Sub-Totals		400	101,964,542	808,548	1,179	-	809,727	808,548
Minimum Rates	Minimum \$							
UV - Cuballing	760	128	10,366,627	97,280	-	-	97,280	97,280
GRV Cuballing	620	154	702,131	95,480	-	-	95,480	95,480
Sub-Totals		282	11,068,758	192,760	-	-	192,760	192,760
Ex gratia rates							1,002,487	1,001,308
Specified Area Rates							-	-
Discounts							1,002,487	1,001,308
							(57,066)	(55,000)
Totals							945,421	946,308

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

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

The general rates detailed above for the 2014/15 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 SEPTEMBER 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 \$
Bonds - Building	14,389			14,389
Bonds - Hall Hire	1,050			1,050
Children Recycling Fund	0			-
Cuballing Progress	-			-
Commodine Tennis Club	3,090			3,090
Cuballing Country Festival	1,099			1,099
Cuballing Cricket Club	200			200
Cuballing Fire Brigade	0			-
Cuballing Football Asson	566			566
Environment and Townscape Trust Fund	5,713			5,713
LCDC East Yornaning	0			-
Police Licensing	5,148	79,880	(83,986)	1,042
Reimbursements	0			-
Swipe cards	1,545	15	(15)	1,545
Upper Hotham Project	0			-
	<u>32,800</u>			<u>28,694</u>

9.2.131 WALGA POLL PROVISIONS SURVEY

Reporting Officer: Gary Sherry – Chief Executive Officer
Interest Nil
Date: 1st October 2014
File Reference: LGA1
Attachment Nil

Summary

Feedback is sought from the Western Australian Local Government Association (WALGA) by 31st October 2014 from all Local Governments to refine WALGA's advocacy position relating to the poll provisions contained in Schedule 2.1 of the Local Government Act 1995.

Background

At the 2nd July 2014 WALGA State Council meeting, the State Council resolved to adopt, and advocate for, a policy position that the poll provisions should be amended so that electors of a Local Government where one or more Local Governments will be abolished or significantly affected by a boundary change proposal are able to demand a poll on the proposal, with 'significantly affected' being specifically defined as causing a 50% variation in:

1. population; or,
2. rateable properties; or,
3. revenue.

At WALGA's Annual General Meeting, held on 6th August 2014, the meeting resolved:

That this Annual General Meeting, recognising the current approach by the State Government to the manipulation of the principles of the 'Dadour' poll provisions:

- a) endorse WALGA's position of providing community access to the poll provisions where 1 or more districts are to be abolished rather than the 2 or more districts as currently provided for in the Local Government Act 1995;
- b) endorse WALGA's proposed extension of the poll provisions to significant boundary adjustments subject to any associated criteria and any percentages being agreed to by a majority of all local governments in Western Australia, and
- c) reaffirm as policy, that WALGA is opposed to the removal or dilution of the 'Dadour' poll provisions including the temporary dilution or removal of those provisions.

WALGA State Council, at their 3rd September 2014 meeting, endorsed parts (a) and (c) of the AGM resolution above and resolved the following in relation to part (b):

endorse WALGA's proposed extension of the poll provisions to include significant boundary adjustments subject to further research and sector consultation being carried out on any associated criteria and for a report to be presented through the next Zone/State Council Meetings.

Therefore Local Governments are invited to provide feedback prior to Friday 31st October 2014 to inform an agenda item to be prepared for the 3rd December 2014 State Council meeting.

Comment

Defining the criteria for whether a boundary change significantly affects a Local Government is difficult and there are divergent views in the Local Government sector.

While there is a general view that a minor boundary change is of a housekeeping nature to perhaps to fix an anomaly and should therefore not be the subject of a potential poll of electors. These types of boundary changes are not uncommon and are almost always in the interests of all parties to proceed as quickly as possible.

However there is also a general view that, where one or more Local Governments could be abolished or a Local Government's viability could be affected by a boundary change proposal, electors should have the right to demand a poll. This view espouses that this change is very similar to an amalgamation and should be treated in a similar manner.

Criteria defining whether a Local Government would be 'significantly affected' could be defined in the Local Government Act. WALGA's original approach was that a 50 percent variation in population, or rateable properties or revenue would be the trigger for the community to have the option to call a poll. In addressing this matter it needs to be determined whether these are the appropriate criteria or whether there should be an alternative method to determine whether a Local Government would be 'significantly affected' by a boundary change proposal.

WALGA are seeking feedback on the following options to address this issue:

1. That all boundary change proposals could be the subject of a poll. While there is a general view that minor boundary changes should not be subject to a poll of the community, it could be argued that a minor boundary change that only affects a small number of properties would be unlikely to attract enough interest from the community for a poll to be called or to ultimately be successful in overturning the proposal. This would remove the need for criteria to be established to define 'significantly affected'.
2. That the criteria defining whether a Local Government would be 'significantly affected' could be defined in the Local Government Act. It is suggested that a percentage variation in population, or rateable properties, or revenue could be defined as the appropriate criteria to trigger the community's right to call a poll. The three percentage levels presented as options to define these criteria in the Local Government Act are:
 - a. 10 percent.
 - b. 25 percent
 - c. 50 percent

Statutory Environment

Currently the "Dadour provisions" do not apply to a Local Government boundary change.

Financial Implications – Nil

Strategic Implications – Nil at this time.

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications - Nil

Environmental Implications – Nil

Consultation - Nil

Options

Council can resolve:

1. the Officer's Recommendation;
2. to support a level of 10% or 25% variation in population, rateable properties or revenue;
3. to support changes to the Local Government Act to allow the community of a local government to demand a poll in any boundary change proposal; or
4. to not respond to WALGA's request.

Voting Requirement – Simple Majority

COUNCIL DECISION:

That Council:

- 1. support the WALGA's proposed changes to the Local Government Act to allow the community of a local government to demand a poll in the case of a significant boundary adjustments that result in significant variation of 10% in:
 - a. Population; or,**
 - b. Rateable properties; or,**
 - c. Revenue; and****
- 2. advise WALGA of Council's support;**

Moved: Cr Dowling

Seconded: Cr Bradford

Carried 5/1

9.2 REPORTS – CHIEF EXECUTIVE OFFICER

9.2.132 APPOINTMENT OF FIRE CONTROL OFFICERS AND FIRE BREAK ORDER

Reporting Officer:	Gary Sherry – Chief Executive Officer
Interest:	Nil
Date:	2 nd October 2014
File Reference:	BC1
Attachment	9.2.132A Unconfirmed Bush Fire Advisory Committee Minutes 9.2.132B Draft Firebreak Order 2014/15

Summary

That Council consider the recommendations of the Bushfire Advisory Committee to:

1. **appoint a Chief Bush Fire Control Officer (CBFCO);**
2. **appoint a Deputy Chief Bush Fire Control Officer (DCBFCO);**
3. **appoint Fire Control Officers for the 2014/15 season; and**
4. **adopt the draft Firebreak Order 2014/15.**

Background

There have been few changes in volunteer bush fire personnel for the forthcoming fire season and Council needs to support the Bush Fire Advisory Committee's recommendations and appoint Fire Control Officers officially so that their actions are legally authorised.

Comment

The Shire of Cuballing's Bushfire Advisory Committee held a meeting on Wednesday 24th October 2014. Unconfirmed minutes of that meeting are included at Attachment 8.1. A. The meeting decided to recommend the following appointments:

1. Anthony Mort as Chief Bushfire Control Officer (CBFCO).
Mr Mort was elected into the role of CBFCO in 2011, and has been involved with the Cuballing Town Volunteer Bush Fire Brigade for a number of years.
2. Graeme Dent as Deputy Chief Bushfire Control Officer (DCBFCO).
Mr Dent was elected to the role of DCBFCO in 2011 and has been involved with the Yornaning Volunteer Bush Fire Brigade for many years.

The meeting recommended the following persons be appointed as Fire Control Officers for the Shire of Cuballing for the 2014/15 bush fire season:

Popanyinning East:	Justin Page
Popanyinning Town:	Wayne Bird
Popanyinning West:	Craig Cousins
Cuballing East:	Mike Burges and Rob Harris
Cuballing West:	Nelson Young
Shire of Cuballing:	Gary Sherry & Bruce Brennan

The meeting also recommended that Council seek to have the neighbouring Council's appoint the following persons as Dual Fire Control Officers for the 2014/15 bush fire season with the authority to act in fire situations that cross or are located just across the Shire boundary.

Shire of Narrogin:	Don Alexander & Rob Harris
Shire of Wickelbin:	Mike Burges
Shire of Pingelly:	Graeme Dent
Shire of Wandaring:	Craig Cousins
Shires of Williams:	Nelson Young

The meeting endorsed the contents of an extended Firebreak notice that will be made publically available. The draft Firebreak Notice 2014/15, included at Attachment 8.1 B, is very similar to that from previous years. The Firebreak Notice 2014/15 is Council officially adopting the conditions required for compliance by landowners for this forthcoming fire season. It will be publically available, but will not be used for promotional or educational purposes.

Statutory Environment

Bush Fires Act 1954

S 38. Local government may appoint Bush Fire Control Officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2)
 - (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
 - (b) ~~[deleted]~~
 - (c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
 - (d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person to the vacant office.
 - (e) A bushfire control officer appointed under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bushfire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for
 - (a) carrying out normal brigade activities;
 - (b) ~~[deleted]~~
 - (c) ~~[deleted]~~
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provision of Part III.
- (5)
 - (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
 - (b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.
 - (c) The provisions of this subsection are not in derogation of those of subsection (4).

Bush Fire Regulations 1954

Financial Implications – Nil

Strategic Implications

In the event of an emergency, a clear line of control is important to coordinate fire suppression activities. However the Chief Bushfire Control Officer does not have any more power than an appointed Fire Control Officer under the Bush Fires Act.

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications

Fire is a considerable community risk for the local communities.

Environmental Implications – Nil

Consultation

Shire of Cuballing Bushfire Advisory Committee

Options

Council can resolve:

1. the Officer's Recommendation;
2. an amended resolution with different appointments or amended/alterd conditions included in the draft Firebreak Notice 2014/15.

Voting Requirement – Simple Majority

COUNCIL DECISION:

That Council:

1. adopt the Shire of Cuballing Bushfire Advisory Committee's Recommendations to appoint:

- a. Anthony Mort as Chief Bush Fire Control Officer for 2014/15; and
- b. Graeme Dent as Deputy Chief Bush Fire Control Officer for 2014/15;

2. appoint the following persons as Fire Control Officers for the Shire of Cuballing for the 2014/15 bush fire season:

CBFCO	Anthony Mort
DCBFCO	Graeme Dent
Popanyinning East:	Justin Page
Popanyinning Town:	Wayne Bird
Popanyinning West:	Craig Cousins
Cuballing East:	Mike Burges and Rob Harris
Cuballing West:	Nelson Young
Shire of Cuballing:	Gary Sherry & Bruce Brennan

2. seek to have neighbouring Council's appoint the following persons as Dual Fire Control Officers for the 2014/15 bush fire season:

Shire of Narrogin:	Don Alexander & Rob Harris
Shire of Wickopin:	Mike Burges
Shire of Pingelly:	Graeme Dent
Shire of Wandering:	Craig Cousins
Shires of Williams:	Nelson Young

3. adopt the draft 2014/15 Fire Break Order shown at Attachment 9.2.132A

Moved: Cr Dowling

Seconded: Cr Newman

Carried 6/0

Minutes
Shire of Cuballing Bushfire Advisory Committee
commencing at 7.15pm on 24th September 2014
in the Shire of Cuballing Council Chamber.

ATTENDANCE

Present

A Mort	Chief Bushfire Control Officer - Chair
Cr T Haslam	Shire of Cuballing
M Burges	
N Young	
R Harris	
G Sherry	CEO, Shire of Cuballing
C Stewart –	Senior Operations Officer, DPaW

Apologies

Cr Newman

CONFIRMATION OF MINUTES

That the Minutes of the 2 October 2013 Shire of Cuballing Bushfire Advisory Committee meeting be confirmed:

Moved A Mort Seconded G Sherry Carried

BUSINESS ARISING FROM THE MINUTES

1. Updated Bush fire maps
 - Nearly completed by Shire staff
 - Will be available to FCOs/Brigades
 - Maps will include information such as:
 - brigade sectors
 - water points
 - property owners
 - Needs to be simple for FCO's to use in vehicles and at fire ground
2. Identity cards for FCOs
 - Shire has cards and will organise them to be completed.
 - Shire staff to advise FCOs when ready to do

CHIEF BUSHFIRE CONTROL OFFICER'S REPORT

The CBFCO gave his annual report:

- Quiet year not many incidents
- Reducing numbers of brigade members is a growing issue for brigades

- Pole top fire – new poles have defective insulators. Photos of these types of insulators will be be circulated
- Radio changeovers are required again
- New permit books are required

FIRE CONTROL OFFICERS' REPORTS

1. DPaW

- Prescribed Fire

The Autumn burn program was disappointing with only two burns being completed. This included a burn at Dryandra and one at Boyagin.

We held off commencing burning until a break in the season and when it came on ANZAC day there was only 1 drying cycle that allowed us to do the 2 burns before the next system made the fuels too wet.

We hope to still burn scrub rolled buffers at Lake Magenta (Kent Shire) and Pallarup (Lake Grace Shire) but if we do not complete them by the 15th of September they will be carried over until next Autumn.

- Reporting Fires on DPaW land

All fires effecting or threatening DPaW managed land in the Wheatbelt needs to be reported to the DPaW Duty Officer on 9881 9200. This number is available 24hrs/7 days a week.

- Fire Preparedness

DPaW staff are doing their annual fire preparedness of training, rosters and equipment.

DPaW trucks will be fitted with deluge systems for cab protection before the fire season.

2. West Cuballing - Nelson Young

- It appears most firebreaks are in this season

3. East Cuballing - Mike Burges / Rob Harris

- Land owners are late in putting firebreaks
- Quiet fire season
- Use of SMS messaging was overcome
- Good response to Greave's silo fire recently which displayed professional attitude in the challenging situation

4. Shire of Cuballing - Tim Haslam

- Fuel loads were highest at last season but effectiveness of farm operations in reducing fire risks is increasing evident.
- The SMS notification service is very effective. Because it is used by a number of different Council's it is important to use the Shire's name in the message to separate from Pingelly or Wandering Shires for example.

APPOINTMENT OF POSITIONS

An BFAC meeting was not held in June 2014 to elect positions of responsibility. The current incumbents are:

CHIEF BUSH FIRE CONTROL OFFICER

Anthony Mort

DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

Graham Dent

DUAL FIRE CONTROL OFFICERS

Shires of Cuballing/Narrogin: D Alexander

Shires of Cuballing/Wickepin: M Burges

Shires of Cuballing/Pingelly: G Dent

Shires of Cuballing/Wandering: C Cousins

Shires of Cuballing/Williams: N Young

FIRE CONTROL OFFICERS FOR SHIRE OF CUBALLING

Rob Harris Cuballing East Brigade Chief

Mike Burges Cuballing East Brigade Deputy

Nelson Young Cuballing West Brigade Chief

Wayne Bird Popanyinning Town Brigade Chief

Justin Page Popanyinning East Brigade Chief

Craig Cousins Popanyinning West Brigade Chief

CLOVER BURN PERMIT OFFICERS

Anthony Mort

Shire CEO

The Dual Fire Control Officer with the Shire of Narrogin will be reviewed to consider the availability of D Alexander.

That the current appointments be confirmed with one amendment to add Rob Harris as a Dual Fire Control Officer with the Shire of Narrogin.
--

Moved M Burges

Seconded R Harris

Carried

BUSH FIRE NOTICE

The meeting reviewed a draft fire notice that will be mailed to all residents and ratepayers without a local post code on their rates assessment.

Minor changes were identified, but in general the meeting believed the notice to be a worthwhile exercise.

GENERAL BUSINESS

1. Fire Arrow Board
 - The current signs in Popanyinning and Cuballing are not accurate. They both don't have the fire ratings of "Catastrophic" and "Extreme"
 - There are new signs within the shire
 - The CEO bought up the issue of a requirement for the boards to be accurate at all times. This makes the boards a very high workload for volunteers or shire staff.
2. Sked Calls
 - The meeting discussed the practice of scheduled radio calls for FCO's during fire season
 - While other communications can assist, the radio calls are very good at times of elevated fire risk.
 - The SMS service can be used in conjunction with radio calls as required
 - It was agreed to still have calls
 - on Tuesdays at 7.15am
 - On days of higher danger. The FCO's may be contacted by SMS initially on these days with radio calls to follow.
3. Tanks around the Shire
 - Access to locked tanks is an issue for firefighting. All brigade appliances carry a key that gives access.
 - Standpipes and tanks are locked to ensure water security. Pilfering of water from tanks has been an issue.
 - The Shire will provide FCO's with a key.
4. LEMP
 - The meeting discussed the LEMP and LEMC process.
 - Identifying dedicated privately owned fire truck and water tankers will assist in fire emergency.
 - Cr Haslam advised of a previous shire initiative to record all significant water tankers in the Shire. Cr Haslam thought this was a worthwhile initiative and one that should be reviewed.

NEXT MEETING

The next meeting will be held on a date to be confirmed in April or May 2015

MEETING CLOSURE

The meeting closed at 8.30pm

**SHIRE OF CUBALLING
FIREBREAK ORDER 2014/15**

All owners and occupiers of land in the district of the Shire of Cuballing are required on or before 31st October every year to provide and thereafter maintain free of all flammable material until 15 May of the following year, firebreaks as stipulated in the manner described in the following schedule.

DEFINITIONS

In this Firebreaks Order unless the context otherwise requires –

“Firebreak” means a strip of land that has been cleared of all trees, bushes, grasses and any other object or thing or flammable material leaving clear earth. This includes the trimming back of all overhanging trees, bushes, shrubs and any other object or thing over the fire break area.

“Flammable” material means dead or dry grass and crops, and timber, boxes, cartons, paper and any combustible material or rubbish, but does not include green standing trees, growing bushes and plants in gardens or lawns.

SCHEDULE

RURAL LAND

Firebreaks of not less than 2.5m wide inside and within 20 metres of the external boundary of all land (i.e. cleared/part cleared or uncleared land) and where the boundary is adjacent to or adjoins a gazetted road.

Building and Haystacks: A firebreak of at least 4 metres wide and not more than 40 metres from the perimeter of all buildings (including temporary dwellings e.g. caravans) and/or haystacks or groups of buildings and/or haystacks so as to completely surround the buildings, haystacks and/or fuel dumps. Any fodder being stored within 100 metres of a building must have a 20 metres wide firebreak.

Bulldozed Bush: A firebreak 20 metres wide shall be maintained immediately inside the external boundaries of all land which has been bulldozed, chained or prepared in any similar manner for clearing by burning (whether it is intended to burn the bush or not).

Stationary Pumps/Motors: A 4 metres wide firebreak shall be cleared and maintained around all stationery pumps and motors.

Harvesting Operations: During the period when harvesting operations are being conducted, there shall be provided in the same paddock or within 400 metres of that paddock an operational, independent, mobile firefighting unit having a water capacity of not less than 650 litres. The tank of the unit shall be kept full of water at all times during the harvest operations. The responsibility to supply the unit being that of the landowner.

Harvest bans and other bans: Permitted activity. Loading and offloading of grain and fertiliser is only permitted on sites which have been cleared of all flammable material save live standing trees to a radius of at least 50 metres with a laneway access similarly cleared to a minimum of 4 metres. A mobile firefighting unit should be in attendance at all times, where possible.

Operation of Plant and Machinery: During the restricted and prohibited burning times, all harvesters and trucks carting grain shall not be operated on rural land unless fitted with a fire extinguisher.

Paddock Burns: At any time throughout the year, where a landowner intends to burn paddocks, the following must be provided to prevent the escape of fire:

1. A firebreak 2.5 metres wide clear of all flammable material completely surrounding the area to be burnt
2. An operational firefighting unit having a capacity of not less than 650 litres

Permits to burn may be required. Contact your Fire Control Officer for details

TOWNSITE AND RURAL RESIDENTIAL LAND

All lots with an area of 2,024m² (½ acre) or less, shall be clear of all flammable material or have grass mown to a height no greater than 5cm.

All lots or combination of lots that comprise of one holding and having an area greater than 2,024m² (½ acre) or greater shall be either clear of all flammable material or have a firebreak 2.5 metres wide free of all flammable material provided inside and along all external boundaries.

GENERAL INFORMATION

Variations to Requirements: If it is considered impracticable or undesirable to provide firebreaks as required by this order, the approval of the Council must be obtained for any variation. Approval will only be granted up to or before the 17th day of October in any year, and will not be obtained unless the prior consent of the appropriate Fire Control Officer has been obtained.

A townsite lot or location shall be considered for a variation if the whole of the lot or location has been mowed or slashed to a height of no more than 5cm and that any leaf or debris material being standing or otherwise shall not exceed 5cm.

Penalty for failure to comply: The penalty for failing to comply with this notice is a fine of up to \$1,000. If the owner or occupier fails to carry out the works required by this Firebreak Order the Shire of Cuballing may enter the land and prepare the firebreaks at the cost of the owner or occupier.

Burning: If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fire Act 1954.

The burning of blocks within the gazetted townsites of Cuballing and Popanyinning is permitted, however is discouraged because of the visual amenity.

Prohibited and restricted burning times:

Restricted Burning –	1 st October 2014 to 31 st October 2014
Prohibited Burning –	1 st November 2014 to 1 st March 2015
Restricted Burning –	2 nd March 2015 to 19 th March 2015

9.2.133 PURCHASING DELEGATIONS

Reporting Officer: Gary Sherry – Chief Executive Officer
Interest Nil
Date: 6th October 2014
File Reference: A5
Attachment Nil

Summary

Council is to consider amending the delegation of their authority to complete purchase orders for the Shire of Cuballing.

Background

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made under the Act to the Chief Executive Officer and to employees and at least once every financial year.

Council last reviewed all their delegations on Tuesday 19th June 2014

Comment

Council's current delegation for the issue of purchase orders to the Chief Executive Officer is:

C2: Purchase Orders

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

Objective: To expedite the purchasing process.

Reference: Local Government Act 1995 section 5.42

The current authority for subsequent delegation of authority to staff is:

O1: C2 Signing of Purchase Orders

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

Objective: To expedite the purchasing process.

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

The current delegations do not appear to limit junior staff to any limits. It is thought a more appropriate and prudent delegation would be:

C2: Purchase Orders

The Chief Executive Officer is delegated authority to issue Purchase Orders for goods or services on behalf of the Shire of Cuballing.

Guidelines

Issuing of a Council order is only permitted where sufficient funds have been allocated in Council's budget and the mode of purchase is in accordance with Council's Purchasing Policies.

Reference: Local Government Act 1995 section 5.42

On Delegation to the following officers in the following manner:

Deputy Chief Executive Officer	\$10,000
Works Supervisor	\$10,000
Administration Officer	\$1,000

The proposed new delegation instrument allows for junior staff to complete significant purchases with the relatively few larger purchases being approved by the Chief Executive Officer. It is likely that the practical application of this delegation is that for those few larger purchases junior staff

members will complete purchasing activity such as seeking quotations, negotiating with suppliers, reviewing budget allocations, making delivery arrangements, writing out purchase orders and other documentation, with the Chief Executive Officer to only authorise the final order.

Statutory Environment

Local Government Act 1996

5.42. Delegation of some powers and duties to Chief Executive Officer

(1) A local government may delegate* to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Financial Implications – Nil

Strategic Implications – Nil at this time.

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications - Nil

Environmental Implications – Nil

Consultation

Works Supervisor.

Options

Council can resolve:

1. the Officer's Recommendation;
2. amended Officer's Recommendation that may set alternative limits or guidelines on use of the delegation; or
3. to not change the current delegation.

Voting Requirement – Absolute Majority

OFFICER DECISION:

That Council replace the current delegation of Council's authority being C2 Purchase Orders with the following:

C2: Purchase Orders

The Chief Executive Officer is delegated authority to issue Purchase Orders for goods or services on behalf of the Shire of Cuballing.

Guidelines

Issuing of a Council order is only permitted where sufficient funds have been allocated in Council's budget and the mode of purchase is in accordance with Council's Purchasing Policies.

Reference: Local Government Act 1995 section 5.42

On Delegation	to the following officers in the following manner:
	Deputy Chief Executive Officer \$10,000
	Works Supervisor \$10,000
	Administration Officer \$1,000

Moved: Cr Ballantyne

Seconded: Cr Newman

Carried by Absolute Majority 6/0

9.2.134 PAYMENTS DELEGATION

Reporting Officer: Gary Sherry – Chief Executive Officer
Interest Nil
Date: 6th October 2014
File Reference: A5
Attachment Nil

Summary

Council is to consider amending the delegation of their authority to complete payments for the Shire of Cuballing.

Background

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made under the Act to the Chief Executive Officer and to employees and at least once every financial year.

Council last reviewed all their delegations on Tuesday 19th June 2014

Comment

Council's current delegation for the issue of purchase orders to the Chief Executive Officer is:

C67: Payment of Accounts- CEO

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

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

This delegation is not prescriptive, with regard to prudent risk management, in how this delegation should be practically implemented. A more appropriate delegation could be:

C67: Payment of Accounts

The Chief Executive Officer is delegated authority to make payments from all Council bank accounts.

Guidelines

Each payment is to be authorised by two members of staff including:

1. one or both of the Chief Executive Officer or Deputy Chief Executive Officer or Accountant or Works Supervisor; and
2. one of either the Administration Officer or the Rates Officer.

Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

1. The payee's name;
2. The amount of the payment;
3. The date of the payment; and
4. Sufficient information to identify the transaction.

Reference: Local Government (Financial Management) Regulations 1996 regulation 12

This proposed new delegation instrument:

- Outlines, with only minor amendment, the current staff procedure followed for making payments. This includes the requirement for multiple staff to approve payments with senior staff required to be a part of each payment. ;
- Includes all senior employees as being able to authorise payments with at least one always required to be part of every authorisation. It is likely that the Works Supervisor will not be required to authorise any payments but permitting him to do so will provide flexibility; and
- Makes allowances for the upcoming change of staff with the employment of the Deputy Chief Executive Officer. With the appointment of the Deputy Chief Executive Officer the Accountant will become redundant when the current incumbent resigns and the position is not filled.

Statutory Environment

Local Government Act 1995

5.42. Delegation of some powers and duties to Chief Executive Officer

- (1) A local government may delegate* to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Local Government Financial Management Regulations (1996)

12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council.
- (2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

Financial Implications – Nil

Strategic Implications – Nil at this time.

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications - Nil

Environmental Implications – Nil

Consultation - Nil

Options

Council can resolve:

1. the Officer's Recommendation;
2. amended Officer's Recommendation that may set alternative limits or guidelines on use of the delegation; or
3. to not change the current delegation.

Voting Requirement – Absolute Majority

COUNCIL DECISION:

That Council replace the current delegation of Council's authority C67 Purchase Orders, with the following:

C67: Payment of Accounts

The Chief Executive Officer is delegated authority to make payments from all Council bank accounts.

Guidelines

Each payment is to be authorised by two members of staff including:

1. one or both of the Chief Executive Officer or Deputy Chief Executive Officer or Accountant or Works Supervisor; and
2. one of either the Administration Officer or the Rates Officer.

Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

1. The payee's name;
2. The amount of the payment;
3. The date of the payment; and
4. Sufficient information to identify the transaction.

Moved: Cr Bradford

Seconded: Cr Haslam

Carried by Absolute Majority 6/0

9.2.135 DEPUTY CEO EMPLOYMENT

Reporting Officer:	Gary Sherry – Chief Executive Officer
Interest	Nil
Date:	5 th October 2014
File Reference:	Staff 25/Personal
Confidential Attachment	9.2.135A Draft Employment Contract

Summary

Council is to consider entering an employment contract for the position of Deputy Chief Executive Officer with Mr John Crothers.

Background

Council have included a new position of Deputy Chief Executive Officer in Council's Workforce Plan and funding in their 2014/15 Budget for the employment commencing in December 2014.

Council approved an employment process for a Deputy Chief Executive Officer at their August 2014 meeting. The position description is part of the draft Employment Contract included in the Confidential Attachment 9.2.135A

Subsequently Council advertised in August 2014 for applicants for the position of Deputy Chief Executive Officer. Applications closed on Thursday 18th September 2014. Fourteen applications were received with a large number of very good quality of applicant.

A short list of four applicants was prepared. Of the four shortlisted applicants three had university degrees, three had local government experience, two had held senior finance positions in local governments, two were qualified accountants, one had significant experience in private business management.

Interviews for the four candidates were conducted on Friday 3rd September 2014 with an interview panel of the Shire President and the Chief Executive Officer.

Comment

From the measurement of criteria undertaken as part of the candidate interview process, Mr Crothers' abilities and experiences resulted in his application being the best for Council.

Mr Cothers' abilities and experiences include:

- significant recent experience at the Shire of Waroona completing that Shire's Integrated Planning document's and other financial tasks;
- 17 years of local government finance consulting work for a range of different Councils on tasks including specific project work and relieving type general work. This experience includes a range of rural and remote Councils across the state;
- holding the position Finance Manager of the Shire of Margaret River;
- employment with the Department of Local Government to prepare the Financial Management Regulations, Compliance Review System and Budget Reviews
- holding senior finance positions in local governments in New South Wales.

The proposed Employment Contract between Mr Crother's and Council is included at Confidential Attachment 9.2.135A for consideration by Council. The proposed contract is based on the WALGA, Department of Local Government & Regional Development and LGMA standard employment contract and includes most of the general conditions from the Local Government Officers Award. The employment contract does include the following specific clauses:

- a five year term;
- while there is no requirement to continue after, the Council and/or the Officer shall initiate discussions not later than 12 months prior to the expiry of the Term for the parties to enter into a new Contract for a further term with the Council making a decision to finalise those discussions not later than 9 months prior to the expiry of the term of this Contract;
- a three month probation period. At the completion of the completion of the probation period a performance review will be conducted with a salary increase with satisfactory performance;
- a three month notice of termination of the contract for any reason by either party;
- an initial salary package of \$127,290 including:
 - a commencement salary of \$88,000;
 - a possible maximum 15.5% Superannuation contribution including SGC and Council's 6% contributory. The option of the officer sacrificing salary to make additional superannuation contributions is possible;
 - provision of a mobile telephone and internet access;
 - payment of a 50% subsidy on electricity and gas expenses residential accommodation;
 - payment of professional membership of the Local Government Members Australia,
 - the provision of residential accommodation within the town of Cuballing. This is valued at \$300 per week; and
 - refund of relocation expenses up to a value of \$4,000.

The contract does not include provision and private use of a vehicle. In addition the provision of residential accommodation, payment of mobile phone expense, professional membership,

Other issues relating to this employment decision include:

- the salary of the officer is higher than the advertised maximum, however the salary package is within the advertised maximum. The salary package does not include an allowance for private use of a vehicle which was included in the advertised salary package; and
- Mr Crothers is available to start on Monday 24th November 2014 with acceptance of this contract.

In summary the contract is in keeping with industry standards for Mr Crother's skill and experience.

Statutory Environment

The Deputy Chief Executive Officer position is a senior staff member under sections 5.37 and 5.39 of the Local Government Act 1996.

Section 5.37 includes:

- The CEO is to inform the Council of each proposal to employ or dismiss a senior employee, and the Council may accept or reject the CEO's recommendation; and
- An advertisement for a senior employee it is to be advertised by the local government in a prescribed manner,

Section 5.39 requires that:

- the employment of the senior employee is to be governed by a written contract.
- a contract for an acting or temporary position, cannot be for a term exceeding one year and for permanent positions cannot be for a term exceeding 5 years.
- a contract must include the expiry date, performance criteria and any other prescribed requirements.

Financial Implications

Council has budgeted for this position in 2014/15. The expected expenditure during 2014/15 in comparison to budget is outlined below:

Budget Item	Budget	Expected 2014/15 Expense
Salary Expenditure	52,596	53,000
Professional Membership		450
Staff Training		2,000
Superannuation	4,392	8,215
Vehicle Purchase	25,000	-
Mobile Telephone Purchase		1,000
Rental Subsidy	20,000	9,900
Relocation Expenses		4,000
Utility Expense - Maximum		2,600
Private Telephone Expense Allocation		292
Private Internet Expense		292
TOTAL	101,988	81,748

Strategic Implications – Nil at this time.

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications

Mr Crothers will live in Council provided rental accommodation within the town of Cuballing.

Environmental Implications – Nil

Consultation

Cr Conley

References of Mr Crothers's skill and experience.

Options

Council can resolve:

1. the Officer's Recommendation;
2. the resolve the Officer's Recommendation with an addition of minor amendments to terms of the draft contract of employment; or
3. to not enter into the employment contract and subsequently readvertising the Deputy Chief Executive Officer position.

Voting Requirement – Absolute Majority

COUNCIL DECISION:

That Council:

1. offer the five year contract of employment to Mr John Crothers included at Confidential Attachment 9.2.135A including;
 - a. a total salary package of \$127,290; and
 - b. an annual salary of \$88,000; and
2. delegate the authority to the Chief Executive Officer to:
 - a. make minor changes to the draft contract of employment in finalising the negotiation with Mr Crothers;
 - b. finalise the draft contract of employment with Mr Crothers; and
4. endorse the President and Chief Executive Officer to sign and seal the draft contract of employment included at Attachment 9.2.135A including any minor amendments negotiated as part of 2.a. of this decision.

Moved: Cr Newman

Seconded: Cr Dowling

Carried by Absolute Majority 6/0

9.3 REPORTS - WORKS

Nil

9.4 REPORTS - HEALTH AND BUILDING

Nil

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

Nil

11. OTHER URGENT BUSINESS

11.1.58 URGENT BUSINESS – SIDE TIPPING TRAILER AND UTILITY

Reporting Officer: Gary Sherry – Chief Executive Officer
Interest Nil
Date: 13th October 2014
File Reference:
Attachment Nil

Summary

Council is to consider reviewing Urgent Business relating to trade of a utility and purchase of a side tipping trailer.

Background – Nil

Comment

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time in particular where commercial activities within the district would be delayed by Council not considering the item.

Statutory Environment

Shire of Cuballing – Standing Orders Local Law 1999 – Section 3.10:

3.10 Urgent Business Approved By the Person Presiding or by Decision

In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

Financial Implications – Nil

Strategic Implications – Nil at this time.

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications – Nil

Environmental Implications – Nil

Consultation – Nil

Options

Council can resolve:

1. the Officer's Recommendation; or
2. to not consider the urgent business.

Voting Requirement – Simple Majority

COUNCIL DECISION:

That Council consider the urgent business relating to the trade of a utility, purchase of a side tipping trailer and volunteer bush fire service appreciation for Lockier Burges.

Moved: Cr Haslam

Seconded: Cr Ballantyne

Carried 6/0

11.1.59 WORKS SUPERVISOR'S VEHICLE CHANGEOVER

Reporting Officer: Bruce Brennan – Works Supervisor
Interest: Nil
Date: 13th October 2014
File Reference: T&C-12
Attachment: Nil

Summary

Council is to consider the trade in of a Holden Colorado utility.

Background

Council purchased the 2011 Holden Colorado Utility, registration CN-1 on 1st December 2011 for \$34,616. The vehicle has completed approximately 135,000kms.

Comment

Staff have sought quotations from the following local dealers for a range of tray top utility vehicles.

Vehicle	Budget	Edwards Holden	Ingrey Ford		Narrogin Mazda	Narrogin Toyota
		Holden	Ford	Nissan	Mazda	Toyota
		Colorado	Ranger	Navara	BT50	Hilux
Vehicle	42,000	31,833	32,455	36,636	42,036	41,127
Dealer Discount	-	-	-	-	-	313
Other Discounts	-	(700)	-	-	(7,532)	(6,992)
	42,000	31,133	32,455	36,636	34,505	34,448
Heavy Duty Tray	-	3,000	2,727	2,727	2,636	2,636
Bullbar	-	1,545	2,000	2,373	2,273	1,821
Towbar	-	636	818	709	773	737
mats	-	118	91	91	129	129
driving lights	-	800	736	736	917	917
phone transfer	-	200	136	136	-	91
LED Beacons	-	500	600	600	873	873
Seat Covers	-	91	200	200	455	427
Dealer Delivery	-	-	900	900	631	631
Air Conditioning	-	-	-	-	-	1,843
Tint	-	100	345	345	445	445
	42,000	38,124	41,009	45,455	43,636	45,000
Trade	(13,000)	(15,488)	(16,364)	(16,364)	(16,364)	(16,364)
	29,000	22,636	24,645	29,091	27,273	28,636

The vehicles are of similar specification with each quotation providing the specified additional equipment.

The Officer's Recommendation is to purchase the Holden Colorado from Edwards Holden, Narrogin. This selection replaces the current Holden Colorado which has comfortably met Council requirements. This vehicle is also the cheapest option provided.

Statutory Environment – Nil at this time

Financial Implications

The proposed purchase is well below budget expectations.

Strategic Implications – Nil at this time

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications – Nil

Environmental Implications – Nil

Consultation – Nil

Plant Committee

Options

Council can resolve:

1. the Officer's Recommendation;
2. to select another quotation provided; or
3. to seek new quotations.

Voting Requirement – Simple Majority

COUNCIL DECISION:

That Council accept the quotation of Edwards Holden, Narrogin to

1. **purchase a Holden Colorado LX 4X4 Crew Cab. Cab chassis auto 2.8lt T/Diesel, with specified additional equipment, for up to \$38,123.91 (GST Exclusive); and**
2. **trade the 2011 Holden Colorado registered as CN-1 for at least \$15,487.55 (GST Exclusive); and being a changeover of up to \$22,636.36 (GST Exclusive).**

Moved: Cr Dowling

Seconded: Cr Ballantyne

Carried 6/0

11.1.60 SIDE TIPPING SEMI TRAILER PURCHASE

Reporting Officer: Bruce Brennan – Works Supervisor
Interest: Nil
Date: 13th October 2014
File Reference: T&C-12
Attachment 11.1.60A Side Tipping Trailer Assessment

Summary

Council is to consider the purchase of a side tipping semi trailer to be used in conjunction with the recently purchased prime mover.

Background

Council included an amount of \$160,000 for the purchase of a second hand truck and side tipper in their 2014/15 budget.

Council staff have spent considerable time searching for suitable second hand trucks and side tipping trailers. In addition to the trailers outlined below, staff have inspected and reviewed other trailers available for sale both at dealers and through internet sales websites.

At the September Ordinary meeting, Council resolved to purchase a Isuzu 2009 Isuzu Giga Prime Mover, registration 1DCM-533, for \$90,910 (GST Exclusive).

Comment

Council has budgeted \$160,000 to purchase a prime mover and side tipper. Whilst the purchased truck represents excellent value for money, investigations by staff have identified that the purchase of a side tipping trailer that represents good value, is likely to cost more than the remaining budget funds.

Budget Allocation		160,000
Izusu Giga Purchase	90,909	
Hydraulic Upgrade (estimate)	7,500	
Turntable Replacement (estimate)	3,500	(100,909)
Remaining allocation for Side Tipper		59,091

Staff have reviewed a significant number of used and new side tipping trailers. As an indication of the cost of used side tipping trailers, as a demonstration of the current market an example of three used trailers viewed by staff from only one of the sellers contacted by staff is included below.

Supplier	Age	Basic Specification	Quoted Price
Haulmore Trailer Sales (Haulmore)	2000 Model	5mm Bizaloy Body Wire Rope Door Reconditioned brakes and Bearings reconditioned hoist 13 only tyres at 80%	50,000

Supplier	Age	Basic Specification	Quoted Price
Haulmore	2005 Model	4mm Bizaloy sides, 8mm bizaloy floor, hydraulic door, refurbished recently, 12 tyres at 30%	60,000
Haulmore	2008 Model	6 mm Bizaloy Body Wire Rope Door Disc brakes 12 tyres at 30%	65,000

While it is certainly possible to purchase older side tipping trailers that are nearer the end of their economic life for the remaining funds, it is not believed that purchase of these trailers represent value for money for Council. It will be possible for Council to hire a side tipping trailer in the short term.

Staff sought quotations from three of the companies providing new trailers with the basic specifications of:

- 5mm Hardox body and door;
- Hydraulic door mechanism;
- disc brakes
- spare tyre;

There was no specification to provide a tarpaulin load cover.

An assessment of the quotations received is included at Confidential Attachment 11.1.60A

Tarpaulin Load Cover

The specification requested for the side tipping trailers specifically did not include a tarpaulin load cover. This was in part because it is likely that Council does not use covers now because of the maintenance requirements for the covers even though it is a requirement of the road Traffic Act. Council does not often cart loads such as sand where the use of a cover is essential to protect the load from flying off the trailer. Tarpaulin load covers are essential for trailers operating in Perth because of the heavy policing of the requirement to use them.

Haulmore provide a tarpaulin load cover that is operated by a wire rope system that could be nearly entirely removed from the tipper if required. Given their experience in the tipper hire market, the Haulmore tarpaulin load cover design is as low maintenance as possible and does not include a rail attached to the side of the tipper that could be damaged in normal use.

The trailer quoted for purchase by Council has been manufactured with the brackets and front drive line components. These would be purchased at no extra cost by Council. Haulmore can provide a tarpaulin load cover, complete with all roof bows and operating cable for \$3,500 (GST Exclusive)

Council would probably be able to purchase a tarpaulin load cover in the future as the need arose. It is the Officer's Recommendation to purchase a tarpaulin load cover with the trailer to ensure that it is available in the Shire of Cuballing if needed.

Statutory Environment

Local Government Act 1995

3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Local Government (Functions & General) Regulations 1996

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100,000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA; or
 - (ba) the local government intends to enter into a contract arrangement for the supply of goods or services where —
 - (i) the supplier is either —
 - (I) an individual whose last employer was the local government; or
 - (II) a group, partnership or company comprising at least 75% of persons whose last employer was that local government;
 and
 - (ii) the contract —
 - (I) is the first contract of that nature with that individual or group; and
 - (II) is not to operate for more than 3 years;
 and
 - (iii) the goods or services are —
 - (I) goods or services of a type; or
 - (II) (in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;
 or
 - (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or
 - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;
 or
 - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
 - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
 - (ea) the goods or services are to be supplied —
 - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and

- (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;
- or
- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- (g) the goods to be supplied under the contract are —
 - (i) petrol or oil; or
 - (ii) any other liquid, or any gas, used for internal combustion engines.

Financial Implications

The Officer’s Recommendation is for expenditure greater than Council’s budget allocation for this task. In summary the recommendation’s financial impacts will include

Action	Amount	Budget Allocation Remaining
Budget Allocation	160,000	160,000
Izusu Giga purchase	90,909	69,091
Hydraulic Upgrade (estimate)	7,500	61,591
Turntable Replacement (estimate)	3,500	58,091
Side Tipper purchase	95,835	(37,744)
Tarpaulin Load Cover purchase	3,500	(41,244)

Therefore the Officer’s Recommendation is for expenditure of \$41,244 greater than budget allocation of \$160,000 for the purchase of a prime mover and side tipper.

Council has currently achieved savings on other plant and equipment purchases in 2014/15 through conservative budgeting. Therefore surplus funds may be available from other activities at the end of the financial year to offset the recommended over budget expenditure.

Separately, should Council not manage to make the required amount of savings, Council has budgeted to have \$73,245 remaining in Council’s Plant and Equipment Reserve at the end of the 2014/15 financial year. Although not optimal, Council can approve a transfer from this reserve to meet any shortfall at the end of the financial year.

Strategic Implications – Nil at this time.

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications – Nil

Environmental Implications – Nil

Consultation

Numerous side tipping trailer providers, both company and private.

Options

Council can resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation that does not purchase a tarpaulin load cover. This would result amend the Recommendation for the purchase to be in excess of Council's budget allocation by \$37,744 and approve a transfer from reserve of up to the lesser amount of \$37,744;
3. to select another quotation provided to Council; or
4. to direct staff to seek new quotations.

Voting Requirement – Simple Majority

COUNCIL DECISION:

That Council:

1. **purchase a 2014 model Haulmore Premium Grade Side Tipper as quoted by Haulmore Trailer Sales for \$95,835 (GST Exclusive);**
2. **purchase a tarpaulin load cover for the Side Tipper for a cost of \$3,500;**
3. **note that this purchase is in excess of Council's budget allocation by \$41,244; and**
4. **approve the transfer of up to \$41,244 from Council's Plant Reserve at a time nearer to the end of the 2014/15 financial year if required .**

Moved: Cr Newman

Seconded: Cr Bradford

Carried 6/0

11.1.61 VOLUNTEER BUSH FIRE FIGHTING SERVICE – LOCKIER R BURGES

Reporting Officer: Gary Sherry – Chief Executive Officer
Interest Nil
Date: 15 October 2014
File Reference: A1a
Attachment Nil

Summary

Council is to consider recognising the Volunteer Bush Fire Fighting service of Mr Lock Burges.

Background – Nil

Comment

Council has been approached by the Chief Bush Fire Control Officer (CBFCO) Mr Anthony Mort to seek Council support and participation in the local Volunteer Bush Fire Brigades recognising the outstanding and lengthy service to fire prevention and control in the Shire of Cuballing of Mr Lock Burges.

Mr Burges has participated in the Volunteer Bush Fire Brigades in the Shire of Cuballing for over 50 years and has filled nearly all the leadership roles including serving as CBFCO.

The Volunteer Bush Fire Brigades wish to hold a small ceremony on Wednesday 29th October 2014 where the Brigades will make their own presentation to Mr Burges. Council is invited to attend and make a similar presentation.

Statutory Environment

Mr Burges is very likely to be eligible for the state provided Service Medal available for 20 years volunteer service. The medal is provided with bars for each additional five years' service. Council staff will separately explore Mr Burges qualification for the Service Medal with DFES.

Financial Implications – Nil

There is no direct financial implications. Council has previously purchased certificates, frames and plaques.

Strategic Implications – Nil at this time.

Policy Implications – Nil at this time

Economic Implications – Nil

Social Implications

Council's volunteer emergency services provide Council and the community with a vital volunteer service. Council and community recognition of aspects of that service by volunteers, both individuals and the collective group, will support the work of the volunteers.

Awarding Mr Burges with Council recognition may commence a precedent where Council may need to make similar awards in the future to other long serving volunteers. This should not be seen as an argument against recognising Mr Burges, but as an argument for recognising other volunteers in time.

Environmental Implications – Nil

Consultation – Nil

Mr Anthony Mort, Chief Bush Fire Control Officer.

Options

Council can resolve:

1. the Officer's Recommendation;
2. to award another type of recognition volunteer emergency; or
3. to not award this recognition volunteer emergency service at this time.

Voting Requirement – Simple Majority

COUNCIL DECISION:

That Council present Mr Lock Burges with a wall plaque recognising Mr Burges exceptional service over 50 years to the communities of the Shire of Cuballing as a Volunteer Bush Fire Fighter.

Moved: Cr Newman

Seconded: Cr Ballantyne

Carried 6/0

12. NEXT MEETING

Thursday 20th November 2014 at 3.00pm at the Shire of Cuballing Council Chambers.

13. CLOSURE OF MEETING

There being no further business, Cr Conley closed the meeting at 5.00pm