

SHIRE OF CUBALLING

*A progressive, diverse and caring community,
with access to modern services and infrastructure,
in a unique part of the world*

Minutes

of the

Ordinary Meeting of Council

held

THURSDAY 20th AUGUST 2015

Shire of Cuballing
Council Chambers
Campbell Street, Cuballing

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1. DECLARATION OF OPENING:

The Shire President, Cr Conley, declared the meeting open at 3.03pm,

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr Mark Conley	President
Cr Roger Newman	Deputy President
Cr Scott Ballantyne	
Cr Dawson Bradford	
Cr Eliza Dowling	
Cr Tim Haslam	

Mr Gary Sherry	Chief Executive Officer
Ms Tonya Williams	Deputy Chief Executive Officer
Mr Bruce Brennan	Works Supervisor

Ms Filipa Walmsley
John Robertson

2.1.2 Apologies

Nil

2.1.3 Leave of Absence

Nil

3. STANDING ORDERS:

COUNCIL DECISION:

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

Moved: Cr Haslam

Seconded: Cr Dowling

Carried 6/0

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

4.3.1 Popanyinning School

Mr Robertson asked about Council's intentions to demolish the Popanyinning School. Mr Robertson:

- became concerned about reading about Council's intentions in the last Cuby News and thought that Council should have completed more community consultation;
- believes that, despite its age and maintenance requirements, the building is structurally sound and that the quoted repairs would allow the building to be used for a number of years;
- advised that the quoted repairs would remove all the asbestos from the building. This would remove asbestos as an issue in the ongoing management of the building;
- that with growth in the Popanyinning community over time, retaining the School building would provide Council with a public building to meet community demands in the future; and
- advised that he had replaced the roof of the building 18 years ago and this remains in a good state of repair. However other aspects of ongoing maintenance had not been completed since that time.

The Shire President, Cr Conley, advised that:

- the article in the last Cuby News was only the first part of a much wider community consultation that would occur;
- Council had in no way finalised their position on demolishing the school;
- recognised the heritage the value of the Popanyinning School and in particular the value placed on the school by former students and long time Popanyinning residents;
- Council were concerned about the value in completing the upgrade to the Popanyinning School given the low levels of recent use of the building.

Mr Robertson left the meeting at 3:10pm.

4.3.2 Proposed Regional Waste Disposal Site

Ms Walmsley stated that the Nebrikinning Action Group had previously been invited to the next meeting of the Great Southern Regional Waste Group however late last week she had been informed that the group were no longer invited to that Meeting. Ms Walmsley asked if the perceived confidentiality and secrecy over meetings of the Great Southern Regional Waste Group was appropriate at this time?

The Shire President, Cr Conley, explained that the discussions held at the meetings of the Great Southern Regional Waste Group were not binding decisions on any member and that member Council's needed to individually consider and decide on issues at their own Council meetings. An example of this was the decision by the seven Council's to enter into the Memorandum of Understanding with the Dowdells about the purchase of the land on which the Proposed Regional Waste Disposal Site would be located. The decision to enter the Memorandum of Understanding was discussed at a meeting of the Great Southern Regional Waste Group but formally decided by each Council at their own Council meeting.

4.3.3 Proposed Regional Waste Disposal Site

Ms Walmsley asked about current state of the Memorandum of Understanding between the Great Southern Regional Waste Group and the current owners of the Proposed Regional Waste Disposal Site now that the appeal over the decision of the EPA had been upheld.

The Shire President, Cr Conley, advised that the outcome of the appeal was to require the Environmental Protection Authority (EPA) to complete another assessment of the planning application for the Proposed Regional Waste Disposal Site that was forwarded to the EPA by the Shire of Cuballing as part of its assessment of the Planning application in December 2014.

4.3.4 Proposed Regional Waste Disposal Site

Ms Walmsley asked if the Great Southern Regional Waste Group was permitted to enter into a new Memorandum of Understanding when the existing Memorandum of Understanding expired?

Cr Conley advised, as Ms Walmsley is aware, the current Memorandum of Understanding expires on 31st August 2015. It is open for the seven local governments, should they choose, to approach the Dowdells for a new Memorandum of Understanding as they had done 12 months prior in August 2014. It is likely that the Council's would wait until after the EPA have decided on the level of assessment, if any, required for the Planning Application. While the negotiations for such a new Memorandum of Understanding would be completed confidentially, the Shire of Cuballing would need to confirm such a new Memorandum of Understanding at a future public meeting of Council that would allow Ms Walmsley and other interested parties to question the Council over their consideration of the Memorandum of Understanding. This is the same public process for previous Memorandum of Understanding's.

Cr Conley also advised that is also possible for both the Council's and the Dowdells to not wish to enter into new Memorandum of Understanding. In this situation, without an agreement to access the site of the Proposed Regional Waste Disposal, Site the planning application would be need to be withdrawn and the proposal would end.

4.3.5 Proposed Regional Waste Disposal Site

Ms Walmsley asked about the area of the land that would be subdivided for the Proposed Regional Waste Disposal Site. In some documents it is listed as 65 hectares and in others 75 hectares. Is there some proposed change to the amount of land involved in the Memorandum of Understanding?

Mr Sherry advised that it was likely that, should the Proposed Regional Waste Disposal Site continue at the current site, that the proposed subdivision boundary may change. Mr Sherry anticipated that an amendment to the proposed subdivision may be required to ensure the required buffer distances were maintained with the newly created lot to the north. Any boundary change would alter the area of the proposed subdivided land.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Cr Bradford requested a Leave of Absence for the September 2015 Ordinary Meeting of Council.

Cr Ballantyne requested a Leave of Absence for the September 2015 Ordinary Meeting of Council.

COUNCIL DECISION:

That Cr Bradford and Cr Ballantyne be granted Leave of Absence for the September 2015 Ordinary Meeting of Council.

Moved: Cr Newman

Seconded: Cr Dowling

Carried 6/0

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Thursday 16th July 2015

COUNCIL DECISION:

That the minutes of the Ordinary Meeting of Council held on Thursday 16th July 2015 be confirmed as a true record of proceedings.

Moved: Cr Dowling

Seconded: Cr Newman

Carried 6/0

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

Nil

8. DISCLOSURE OF FINANCIAL INTEREST:

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.

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. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Accounts Submitted for Council Approval and Payment – July 2015

File Ref. No: Finance 11
Disclosure of Interest: Nil
Date: 6th August 2015
Author: Nichole Gould
Attachments: 9.1.1A List of July Accounts

Summary

Council is to consider the July 2015 List of Accounts.

Background - Nil

Comment

Council is provided at Attachment 9.1.1A with a list of payments made from each of Council's bank accounts during the month of July 2015.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications

Financial Implications

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not note the list of accounts.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council notes the Chief Executive Officer's List Of Accounts for July 2015 paid under Delegated Authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 included at Attachment 9.1.1A including payments from:

1. the Municipal fund totalling \$219,616.27; and
2. the Trust Fund totalling \$35,616.10

Moved: Cr Ballantyne

Seconded: Cr Haslam

Carried 6/0

List of Accounts Due and Submitted to Council						
Chq/EFT	Name	Description	Trust	Muni	Credit Card	Total
01072015	4 - Police Licensing Payments	Police Licensing Payments	-1449.65			-1449.65
15072015	4 - Police Licensing Payments	Police Licensing Payments	-3973.10			-3973.10
16072015	4 - Police Licensing Payments	Police Licensing Payments	-2534.10			-2534.10
16072015	4 - Police Licensing Payments	Police Licensing Payments	-728.10			-728.10
20072015	4 - Police Licensing Payments	Police Licensing Payments	-242.45			-242.45
22072015	4 - Police Licensing Payments	Police Licensing Payments	-624.90			-624.90
23072015	4 - Police Licensing Payments	Police Licensing Payments	-538.90			-538.90
24072015	4 - Police Licensing Payments	Police Licensing Payments	-9257.80			-9257.80
27072015	4 - Police Licensing Payments	Police Licensing Payments	-3085.00			-3085.00
28072015	4 - Police Licensing Payments	Police Licensing Payments	-1516.80			-1516.80
29072015	4 - Police Licensing Payments	Police Licensing Payments	-185.00			-185.00
02072015	4 - Police Licensing Payments	Police Licensing Payments	-883.75			-883.75
30072015	4 - Police Licensing Payments	Police Licensing Payments	-705.95			-705.95
31072015	4 - Police Licensing Payments	Police Licensing Payments	-869.05			-869.05
31072015	4 - Police Licensing Payments	Police Licensing Payments	-1099.45			-1099.45
03072015	4 - Police Licensing Payments	Police Licensing Payments	-4600.80			-4600.80
06072015	4 - Police Licensing Payments	Police Licensing Payments	-837.40			-837.40
07072015	4 - Police Licensing Payments	Police Licensing Payments	-137.45			-137.45
08072015	4 - Police Licensing Payments	Police Licensing Payments	-902.80			-902.80
09072015	4 - Police Licensing Payments	Police Licensing Payments	-24.70			-24.70
10072015	4 - Police Licensing Payments	Police Licensing Payments	-240.35			-240.35
15072015	4 - Police Licensing Payments	Police Licensing Payments	-1178.60			-1178.60
EFT1509	Air Liquide PTY LTD	Cylinder Fee "G" size & Cylinder Fee "E" size rental		-107.32		-107.32
EFT1510	Avon Waste	Bulk bin service and rent x4		-1310.33		-1310.33
EFT1511	Beaurepaires	Fitting Tractor/ Puncture Truck		-107.66		-107.66
EFT1512	Belvedere Nursery	6 x gumtrees		-110.00		-110.00
EFT1513	Builders Registration Board Building Commission	June Building Forms		-142.00		-142.00
EFT1514	Child Support Agency	Payroll deductions		-302.66		-302.66
EFT1515	Cuballing Concrete	600x600 Liner and Lid		-139.15		-139.15
EFT1516	Cuby Roadhouse	June Account-Gas Bottles		-1004.58		-1004.58
EFT1517	Dews Mini Excavations	Extension and clean out culverts 8.5hrs @ \$105 p/hr		-1963.50		-1963.50

List of Accounts Due and Submitted to Council						
Chq/EFT	Name	Description	Trust	Muni	Credit Card	Total
EFT1518	Earl Street Surgery	Medical-Steve Hargraves		-203.50		-203.50
EFT1519	Edge Planning & Property	Planning Work-Apr-June15 - 2hrs @\$120 per hour. Reviewing updates relating to the application & EPA referral & advice on sports massage home business		-264.00		-264.00
EFT1520	Farmworks Ruralco	Cement GP 20KG		-462.00		-462.00
EFT1521	Frank Weston & Co	Flashing light for Popo Fire Shed		-33.33		-33.33
EFT1522	Filters Plus	2 X Air Giga Filters		-33.44		-33.44
EFT1523	Great Southern Fuel Supplies	June Account - Bulk		-13246.81		-13246.81
EFT1524	IT Vision	Annual Licence Fee-IT Vision Software System		-19352.30		-19352.30
EFT1525	JR & A Hersey P/L	Safety - Chemical Shower		-1403.60		-1403.60
EFT1526	Kel's Tyres	4 Tyres		-1012.00		-1012.00
EFT1527	Kingsize Big & Tall	2 X Work Shirts & Trousers-John Trainer		-399.80		-399.80
EFT1528	LGIS Broking	Insurance Renewal-Management Liability 30/06/15-30/06/16		-33889.94		-33889.94
EFT1529	LGIS Insurance	Insurance Renewal-Workcare 30/06/15-30/06/16		-44942.26		-44942.26
EFT1530	Liquorbarons	24x Jacobs Creek Cabernet Sauvignon (Portion Control Bottles)		-81.00		-81.00
EFT1531	Makit Narrogin Hardware	Bar clamp, Pkt rivets		-159.30		-159.30
EFT1532	Mechanical And Diesel Services	Repairs To Loader Fuel System		-221.38		-221.38
EFT1533	MJ & JL Dyke	Repair Hydraulic Hose On Loader		-164.99		-164.99
EFT1534	McDougall Weldments	Hydro motor on shire sweeping broom		-1980.00		-1980.00
EFT1535	Melchiorre Plumbing And Gas	Labour to test rpzd back flow devices. Charge per device		-968.00		-968.00
EFT1536	Narrogin Agricultural Repairs	Throttle Lock		-10.00		-10.00
EFT1537	Narrogin Auto Electrics	6 X 24V Globes		-108.00		-108.00
EFT1538	Narrogin Bearing Services	Hi Coupler male adaptor, Burr pointed cone, Flame burner, die grinder for Horse		-325.85		-325.85
EFT1539	Narrogin Earthmoving And Concrete	Excavator Hire (Remove Trees Springhill Road) & Float Hire		-957.00		-957.00
EFT1540	Narrogin Gasworx	12 X Cans Lube & 1 X 4 Burner Gasmate BBQ & Gas Bottle		-646.68		-646.68
EFT1541	Narrogin Guardian Pharmacy	Vaccination Hep A&B-David Thompson		-98.30		-98.30
EFT1542	Page Truck Hire	Bobcat and loader hire to push up rubbish at Popo tip - 4, 11, 17, 23 and 30/06/15		-1650.00		-1650.00
EFT1543	Quickfit Windscreens And Narrogin Glass	Supply & Fit White Panel Alfresco Sliding Door Set		-4763.00		-4763.00

List of Accounts Due and Submitted to Council						
Chq/EFT	Name	Description	Trust	Muni	Credit Card	Total
EFT1544	Road Signs Australia	Traffic control bats/ covers, road plant ahead, bipod legs, MR-WOP signs		-1236.62		-1236.62
EFT1545	RSA Works	Safety audit of Road - Blackspot funding		-3993.00		-3993.00
EFT1546	SOS Office Equipment	Meter readings for Xerox DCVC4475 for 31/05/2015 - 30/06/2015		-272.97		-272.97
EFT1547	South West Print Group (Dynamic Print)	2000 X Window Faced Envelopes		-626.00		-626.00
EFT1548	Security Man Pty Ltd	Quarterly monitoring account for security system		-110.00		-110.00
EFT1549	Staples Australia Pty Ltd	Stationary, Magnets, File Labels, Biscuits		-149.24		-149.24
EFT1550	Toll Ipec (Courier Australia)	Courier Fees-Quality Press, SOS, Staples		-94.40		-94.40
EFT1551	WA Local Government Association	Proposed Permanent Closure of a Right of Way		-307.24		-307.24
EFT1552	Hostplus Super	Superannuation contributions		-193.49		-193.49
EFT1553	Prime Super	Superannuation contributions		-176.49		-176.49
EFT1554	WA Local Government Super Plan	Superannuation contributions		-5260.26		-5260.26
EFT1555	Westscheme Superannuation	Superannuation contributions		-399.43		-399.43
EFT1556	Australian Super	Superannuation contributions		-50.82		-50.82
EFT1557	Hostplus Super	Superannuation contributions		-193.49		-193.49
EFT1558	Prime Super	Superannuation contributions		-166.34		-166.34
EFT1559	WA Local Government Super Plan	Superannuation contributions		-5133.51		-5133.51
EFT1560	Westscheme Superannuation	Superannuation contributions		-399.43		-399.43
754	12 - Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders		-2769.66		-2769.66
754	14 - Rent On Forrest Street	Rent On Forrest Street		-600.00		-600.00
754	10 - Big Air Cloud Management	Big Air Cloud Management		-232.98		-232.98
754	14 - Rent On Forrest Street	Rent On Forrest Street		-600.00		-600.00
754	15 - Rent For Venables	Rent For Venables		-360.00		-360.00
754	13 - ATO Clearing Account Bas	ATO Clearing Account BAS		-21278.00		-21278.00
754	13 - ATO Clearing Account BAS	ATO Clearing Account BAS		-19954.00		-19954.00
754	10 - Big Air Cloud Management	Big Air Cloud Management		-232.98		-232.98
754	11 - Interest On Graders	Interest On Graders		-944.62		-944.62
DD870.1	Hostplus Super	Superannuation contributions		-193.49		-193.49
DD870.2	Westscheme Superannuation	Superannuation contributions		-387.50		-387.50
DD870.3	WA Local Government Super Plan	Payroll deductions		-5039.90		-5039.90

List of Accounts Due and Submitted to Council						
Chq/EFT	Name	Description	Trust	Muni	Credit Card	Total
DD870.4	Prime Super	Superannuation contributions		-170.13		-170.13
DD870.5	Mercer Superannuation	Superannuation contributions		-80.91		-80.91
14717	Department Of Transport	Vehicle Registration-All Shire Vehicles (Fleet)		-4094.05		-4094.05
14718	Shire of Cuballing (cash)	Council Refreshments		-493.70		-493.70
14719	Australian Institute of Building Surveyors (AIBS)	Training D Baxter - Essential Services Training		-1005.00		-1005.00
14720	Synergy	Synergy Accounts		-3112.45		-3112.45
14721	Shire of Cuballing (cash)	Building Services-June 2015-Labour-33.75 @\$99.00 & Travel-267 @\$0.95		-3832.05		-3832.05
14722	Telstra	June 2015 Mobile Charges-Building Surveyor		-1214.43		-1214.43
14723	Water Corporation	Water Charges - Standpipe Ridley St Cuballing		-1164.36		-1164.36
14724	Local Government Super	Superannuation contributions		-212.82		-212.82
14725	Local Government Super	Superannuation contributions		-200.22		-200.22
14726	Mercer Superannuation	Superannuation contributions		-113.28		-113.28
01072015	Commonwealth Bank	Credit Card Maintenance Fee			-3.33	
TOTALS			-35616.10	-219612.94	-3.33	-255229.04

9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	CMR1
Disclosure of Interest:	Nil
Date:	6 th August 2015
Author:	Tonya Williams, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity 9.1.2A

Summary

Council is to consider the Statement of Financial Activity for July 2015.

Background

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

Comment

Governance

Timing difference as the bulk of Council subscriptions were expected to be paid in August, but were paid in July.

Housing

Timing difference, maintenance costs are lower than budgeted at this stage.

Recreation and Culture

Timing difference, maintenance costs for Halls and Ovals are lower than expected.

Transport

Timing difference for income, the invoice for the first 40% of the Regional Road Group Project and the Direct Grant (Main Roads) were invoiced in July and were expected to be done in August. These invoices should be paid in August and show in the next report.

Some costs were expected to be paid on Bridge Maintenance in July, however this was not expended. Allocated funds are expected to be spent on Bridge Maintenance in coming months.

Economic Services

Building Surveyor Wages and Superannuation were incorrectly allocated to Economic Services in July, this has now been corrected and will show accurately on all future reports.

Other Property and Services

Building Surveyor Wages and Superannuation were incorrectly allocated to Economic Services in July, this has now been corrected and will show accurately on all future reports.

Income for Building Services was invoiced at the start of August rather than the end of July, this has created a timing difference.

Capital Expenditure

It was budgeted to spend the remaining funding for the Equestrian Clubrooms evenly over the first three months of this financial year, works are moving along and these funds are expected to be expended over the coming months.

Costs allocated to be spent for the preparation of the Roads Capital Works programs are less than expected, with orders currently being placed this figure is expected to rise in the coming months.

Detailed breakdown of all variances provided in Note 2 of the Statement of Financial Activity.

Administration Allocations done to July 2015.

Depreciation expenses will not be calculated until after the approval of the 2014/15 Financial Statements.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. not to receive the Statement of Financial Activity

Voting Requirements – Simple Majority

COUNCIL DECISION:

That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31st July 2015 be received.

Moved: Cr Bradford

Seconded: Cr Ballantyne

Carried 6/0

Bank Reconciliation for the month of July 2015

	Municipal Fund	Trust Fund	Reserve Accts
Opening balance	\$871,953.33	\$23,026.10	\$1,256,576.56
Income	\$124,395.92	\$36,964.50	-
Add interest	\$694.29	-	\$1,514.04
Adjustment	\$0.00	-	
Expenditure	-\$311,421.43	-\$35,616.10	
Closing balance	\$685,622.11	\$24,374.50	\$1,258,090.60
Bank account	\$296,840.68	\$22,969.55	\$2,893.89
Investments	\$395,890.46	0.00	\$1,255,196.71
Plus O/S deposits	\$5,375.09	1,504.95	
Less O/S cheques	-\$12,484.12	-\$100.00	
Closing balance	\$685,622.11	\$24,374.50	\$1,258,090.60

Investments 30 July 2015

Account Number	Maturity Date	Interest Rate	Fund/Account		
			Municipal	Trust	Reserve
3445506	Cash Deposit	1.75%	-		1,255,196.71
34681402	Cash Deposit	2.25%	300,000.00		
	Online account	2.50%	95,890.46		
Total			395,890.46	0	1,255,196.71

SHIRE OF CUBALLING
MONTHLY FINANCIAL REPORT
For the Period Ended 31 July 2015

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Statement of Financial Activity By Nature or Type	
Statement of Capital Acquisitions and Capital Funding	
Statement of Budget Amendments	
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Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Appendix A	Details of Capital Acquisitions
Appendix B	Detailed Schedules

Shire of Cuballing

Compilation Report

For the Period Ended 31 July 2015

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.
No matters of significance are noted.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 July 2015 of \$1,856,944.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: Tonya Williams, Deputy Chief Executive Officer

Reviewed by:

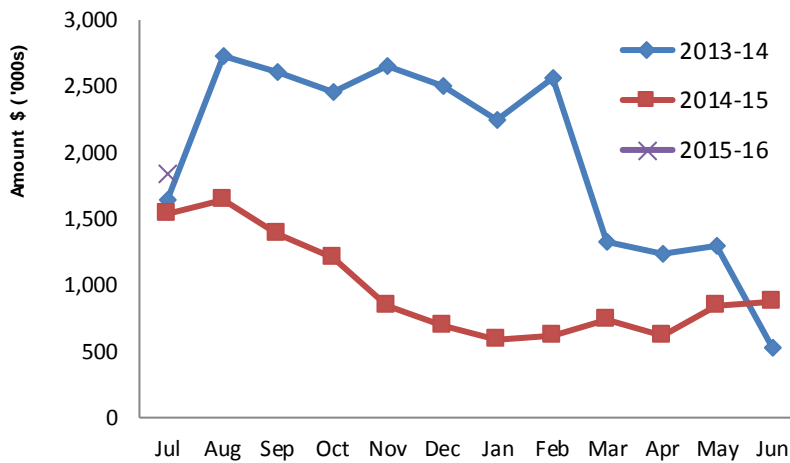
Date prepared: 6th August 2015

Shire of Cuballing

Monthly Summary Information

For the Period Ended 31 July 2015

Liquidity Over the Year (Refer Note 3)



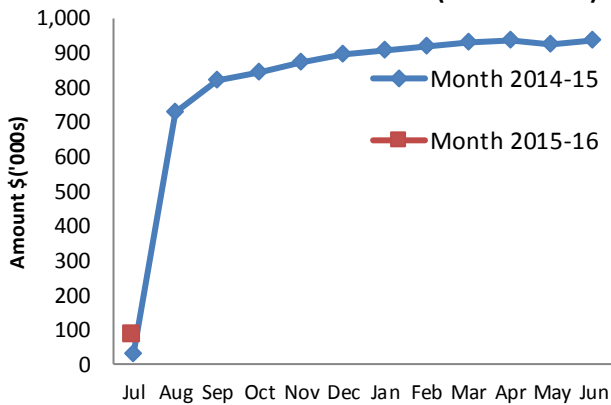
Cash and Cash Equivalents as at period end

Unrestricted	\$ 618,047
Restricted	\$ 1,328,366
	\$ 1,946,413

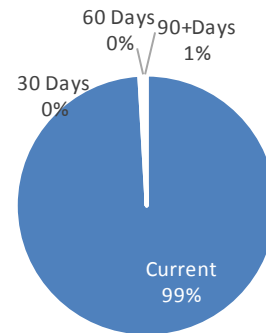
Receivables

Rates	\$ 1,000,984
Other	\$ 199,387
	\$ 1,200,371

Rates Receivable (Refer Note 6)



Accounts Receivable Ageing (non-rates) (Refer Note 6)



Comments

Early Discount - 14th August 2015
 Rates Due - 28th August 2015

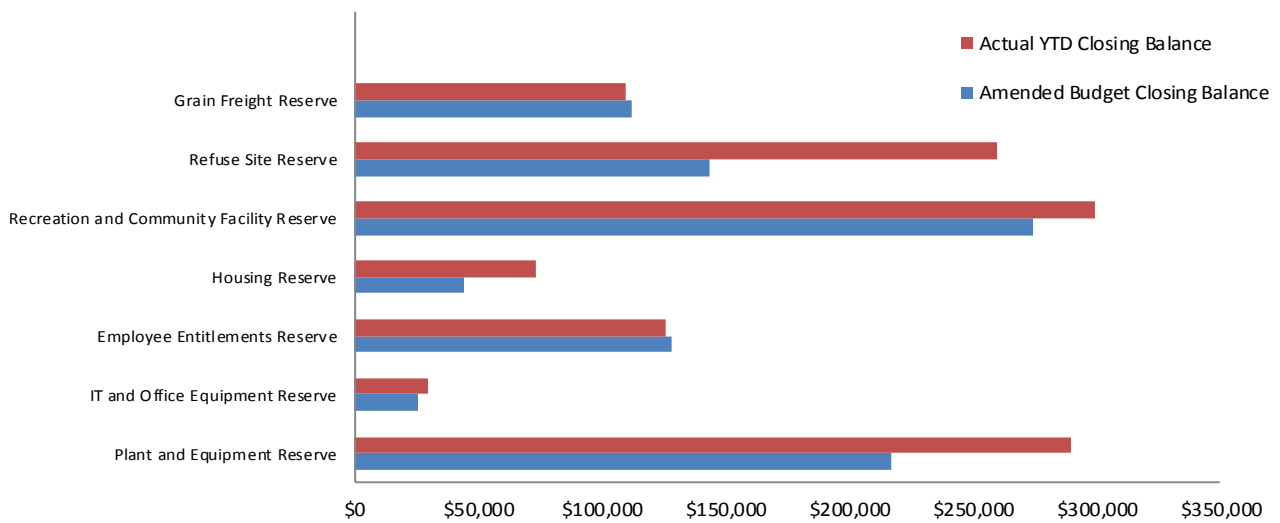
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Cuballing
 Monthly Summary Information
 For the Period Ended 31 July 2015

Capital Expenditure Program YTD (Refer Note 13)



Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

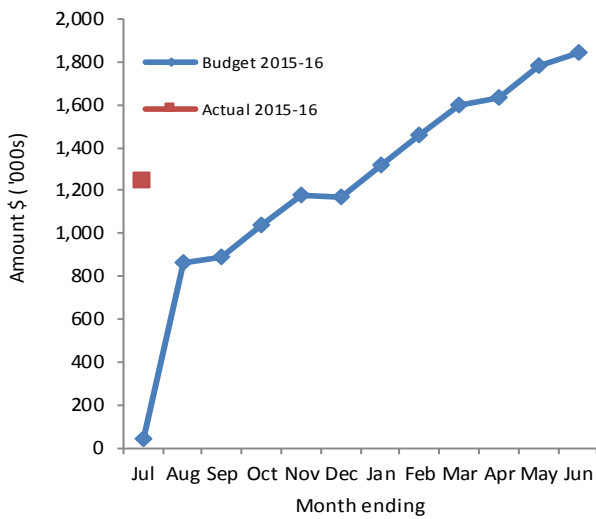
Shire of Cuballing

Monthly Summary Information

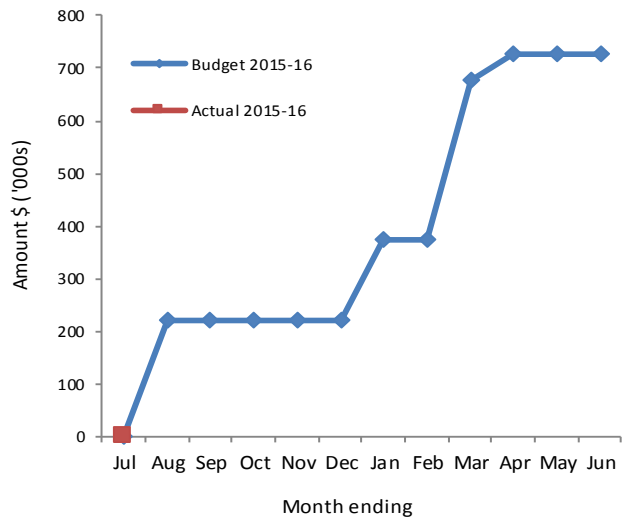
For the Period Ended 31 July 2015

Revenues

Budget Operating Revenues -v- Actual (Refer Note 2)

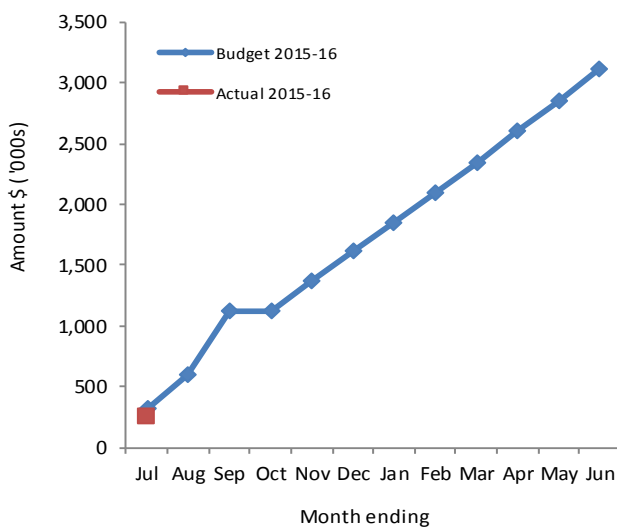


Budget Capital Revenue -v- Actual (Refer Note 2)

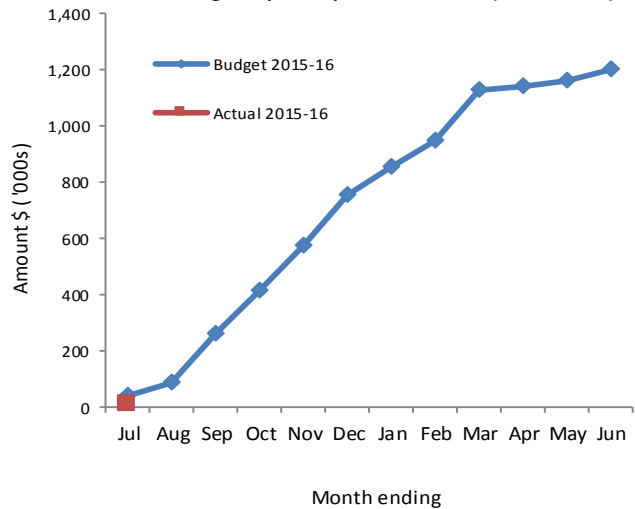


Expenditure

Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CUBALLING
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2015

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,500	41	964	923	2250.20%	
General Purpose Funding - Rates	9	994,120	0	1,042,435	1,042,435		
General Purpose Funding - Other		322,445	2,876	2,514	(362)	(12.59%)	
Law, Order and Public Safety		20,063	0	3,103	3,103		
Health		1,500	232	762	530	228.45%	
Education and Welfare		0	0	0	0		
Housing		0	0	180	180		
Community Amenities		1,350	167	257	90	54.05%	
Recreation and Culture		13,750	6,083	7,555	1,472	24.19%	
Transport		158,287	750	1,668	918	122.36%	
Economic Services		32,300	1,775	5,496	3,721	209.62%	
Other Property and Services		333,600	30,876	3,788	(27,088)	(8.73%)	▼
Total Operating Revenue		1,879,915	42,800	1,068,721	1,025,921		
Operating Expense							
Governance		(129,808)	(22,560)	(6,812)	15,748	69.81%	▲
General Purpose Funding		(57,098)	(4,131)	(5,859)	(1,728)	(41.84%)	
Law, Order and Public Safety		(114,049)	(8,212)	(11,522)	(3,310)	(40.31%)	
Health		(39,543)	(3,171)	(3,899)	(728)	(22.96%)	
Education and Welfare		(75,022)	(960)	(1,362)	(402)	(41.91%)	
Housing		(48,751)	(7,329)	(3,706)	3,623	49.44%	▲
Community Amenities		(235,141)	(15,559)	(15,723)	(164)	(1.05%)	
Recreation and Culture		(254,827)	(24,545)	(16,383)	8,162	33.25%	▲
Transport		(1,746,746)	(146,808)	(101,687)	45,121	30.73%	▲
Economic Services		(170,518)	(12,945)	(21,286)	(8,341)	(64.44%)	
Other Property and Services		(298,939)	(67,697)	(57,748)	9,949	14.70%	▲
Total Operating Expenditure		(3,170,442)	(313,917)	(245,988)	67,929		
Funding Balance Adjustments							
Add back Depreciation		923,700	76,973	0	(76,973)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	59,974	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(306,854)	(194,144)	822,733	1,016,877		
Capital Revenues							
Grants, Subsidies and Contributions	11	756,871	0	170,681	170,681		▲
Proceeds from Disposal of Assets	8	95,634	0	0	0		
Total Capital Revenues		852,505	0	170,681	170,681		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(462,523)	(21,754)	(8,264)	13,490	62.01%	▲
Infrastructure - Roads & Footpaths	13	(729,155)	(16,483)	(2,992)	13,491	81.85%	▲
Plant and Equipment	13	(407,690)	0	0	0		
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		(1,599,368)	(38,237)	(11,256)	26,981		
Net Cash from Capital Activities		(746,863)	(38,237)	159,426	197,663		

Financing						
Proceeds from New Debentures		0	0	0	0	
Proceeds from Advances		0	0	0	0	
Self-Supporting Loan Principal		0	0	0	0	
Transfer from Reserves	7	451,505	191,315	191,315	0	0.00%
Transfer from Restricted Cash		70,275	70,275	70,275	0	
Transfer to Restricted Cash		0	0	0	0	
Advances to Community Groups		0	0	0	0	
Repayment of Debentures	10	(66,420)	(2,770)	(2,770)	0	0.00%
Transfer to Reserves	7	(213,464)	(192,814)	(192,829)	(15)	(0.01%)
Net Cash from Financing Activities		241,896	66,006	65,991	(15)	
Net Operations, Capital and Financing		(811,820)	(166,374)	1,048,150	1,214,524	
Opening Funding Surplus(Deficit)	3	811,820	811,820	808,794	(3,026)	(0.37%)
Closing Funding Surplus(Deficit)	3	(0)	645,446	1,856,944	1,211,498	▲

SHIRE OF CUBALLING
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 July 2015

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	994,120	0	1,042,435	1,042,435		▲
Operating Grants, Subsidies and Contributions	11	454,895	5,000	10,593	5,593	111.85%	▲
Fees and Charges		374,900	34,924	11,512	(23,412)	(67.04%)	▼
Service Charges		0	0	0	0		
Interest Earnings		38,000	2,876	2,414	(462)	(16.07%)	
Other Revenue		18,000	0	1,768	1,768		
Profit on Disposal of Assets	8	0	0	0			
Total Operating Revenue		1,879,915	42,800	1,068,721	1,025,921		
Operating Expense							
Employee Costs		(1,030,464)	(87,142)	(95,392)	(8,250)	(9.47%)	
Materials and Contracts		(928,671)	(74,081)	(63,893)	10,188	13.75%	▲
Utility Charges		(33,000)	(2,552)	(3,605)	(1,053)	(41.25%)	
Depreciation on Non-Current Assets		(923,700)	(76,973)	0	76,973	100.00%	▲
Interest Expenses		(16,356)	(888)	(945)	(57)	(6.38%)	
Insurance Expenses		(116,177)	(70,481)	(71,666)	(1,185)	(1.68%)	
Other Expenditure		(62,100)	(1,800)	(10,488)	(8,688)	(482.67%)	▼
Loss on Disposal of Assets	8	(59,974)	0	0			
Total Operating Expenditure		(3,170,442)	(313,917)	(245,988)	67,929		
Funding Balance Adjustments							
Add back Depreciation		923,700	76,973	0	(76,973)	(100.00%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	59,974	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(306,853)	(194,144)	822,733	1,016,877		
Capital Revenues							
Grants, Subsidies and Contributions	11	756,871	0	170,681	170,681		▲
Proceeds from Disposal of Assets	8	95,634	0	0	0		
Total Capital Revenues		852,505	0	170,681	170,681		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(462,523)	(21,754)	(8,264)	13,490	62.01%	▲
Infrastructure - Roads & Footpaths	13	(729,155)	(16,483)	(2,992)	13,491	81.85%	▲
Plant and Equipment	13	(407,690)	0	0	0		
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		(1,599,368)	(38,237)	(11,256)	26,981		
Net Cash from Capital Activities		(746,863)	(38,237)	159,426	197,663		
Financing							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	451,505	191,315	191,315	0	0.00%	
Transfer from Restricted Cash		70,275	70,275	70,275			
Transfer to Restricted Cash		0	0	0			
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(66,420)	(2,770)	(2,770)	0	0.00%	
Transfer to Reserves	7	(213,464)	(192,814)	(192,829)	(15)	(0.01%)	
Net Cash from Financing Activities		241,896	66,006	65,991	(15)		
Net Operations, Capital and Financing		(811,820)	(166,374)	1,048,150	1,214,524		
Opening Funding Surplus(Deficit)	3	811,820	811,820	808,794	(3,026)	(0.37%)	
Closing Funding Surplus(Deficit)	3	0	645,446	1,856,944	1,211,498		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF CUBALLING
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 2015

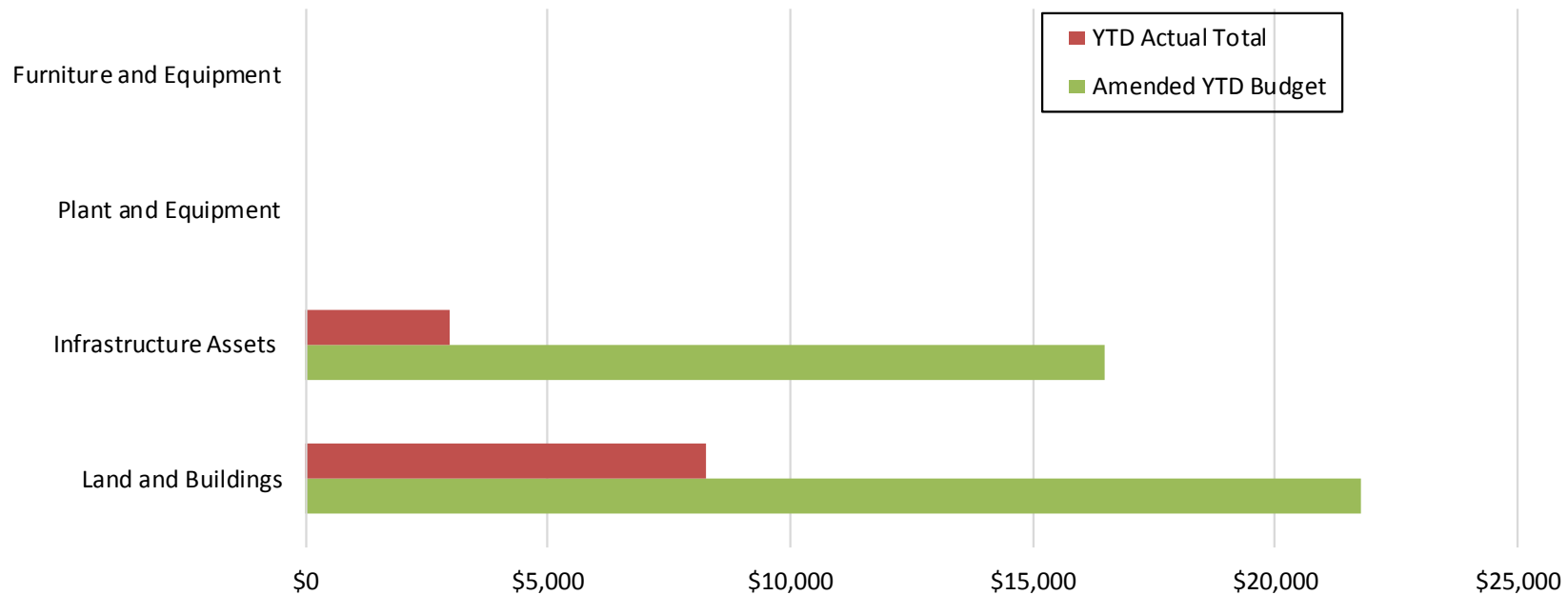
Capital Acquisitions By Class	Note	YTD 31 07 2015			
		YTD Actual Total (a)	Amended YTD Budget (b)	Amended Annual Budget	Variance (b) - (a)
Land and Buildings	13	\$ 8,264	\$ 21,754	\$ 462,523	\$ (13,490)
Infrastructure Assets	13	2,992	16,483	729,155	(13,491)
Plant and Equipment	13	0	0	407,690	0
Furniture and Equipment	13	0	0	0	0
Capital Expenditure Totals		11,256	38,237	1,599,368	(26,981)

Capital Acquisitions By Program	Note	YTD 31 07 2015			
		YTD Actual Total (a)	Amended YTD Budget (b)	Amended Annual Budget	Variance (b) - (a)
Community Amenities	13	\$ 0	\$ 0	\$ 180,000	\$ 0
Recreation and Culture	13	8,264	21,754	262,523	(13,490)
Transport	13	2,992	16,483	1,156,845	(13,491)
Capital Expenditure Totals		11,256	38,237	1,599,368	(26,981)

Funded By:

Capital Grants and Contributions	0	0	0	0
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0
Own Source Funding - Cash Backed Reserves				
Plant and Equipment Reserve	0	0	76,190	
Administration Building and Office Equipment Reserve	0	0	5,000	
Housing Reserve	0	0	30,000	
Recreation and Community Facility Reserve	0	0	29,000	
Refuse Site Reserve	0	0	120,000	
Grain Freight Reserve	66,000	66,000	66,000	
General Purpose Reserve	125,315	125,315	125,315	
Total Own Source Funding - Cash Backed Reserves	-191,315	191,315	451,505	382,630
Own Source Funding - Operations	11,256	(344,393)	696,358	355,649
Capital Funding Total	11,256	38,237	1,599,368	(26,981)

Capital Expenditure Program YTD



SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(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 12.

(c) Rounding Off Figures

All figures shown in this statement 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

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other 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.

(h) Inventories

General

Inventories are measured 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.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale 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 local government 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 THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

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 rates and 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	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) 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 Shire 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 Shire 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 project 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 the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) 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 a mortised 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.

(n) 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 of item included in the same class of obligations may be small.

(o) 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 THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**(q) Nature or Type Classifications (Continued)****Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"

The Strategic Community Plan defines the key objectives of the Shire as:

"Economic: A strong, resilient and balanced economy.

Environment: Our unique natural and built environment is protected and enhanced.

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

Provision and maintenance of rented housing accommodation for pensioners and employees.

COMMUNITY AMENITIES

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

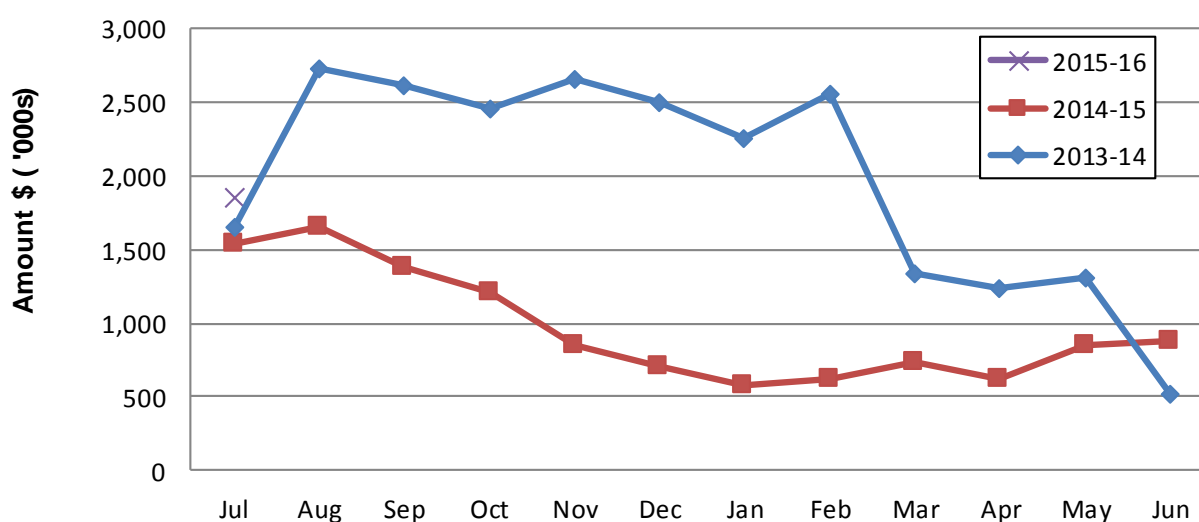
Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	V	Timing/ Permane	Explanation of Variance
Operating Revenues	\$	%			
Governance	923	2250.20%		Permanent	Water Corp Refund received, was expected in June 15
Law, Order and Public Safety	3,103			Permanent	Volunteer Bushfire Association Grant received
Health	530	228.45%		Timing	Additional Septic Tank Licences received
Education and Welfare	0				No material variance
Housing	180			Permanent	Rent contribution, salary sacrifice
Community Amenities	90	54.05%		Timing	Cemetery fees received
Recreation and Culture	1,472	24.19%		Timing	Additional Hire fees received
Transport	918	122.36%		Timing	Invoice for RRG and Direct Grants raised July
Economic Services	3,721	209.62%		Timing	Additional Building Licenses received
Other Property and Services	(27,088)	(87.73%)	▼	Timing	Private Works Building - invoiced August
Operating Expense					
General Purpose Funding	(1,728)	(41.84%)		Timing	Expenditure delayed
Governance	15,748	69.81%	▲	Timing	Subscriptions paid in July, expected August
Law, Order and Public Safety	(3,310)	(40.31%)		Permanent	Mobile Reception at Fire Stations (Grant) Spending
Health	(728)	(22.96%)		Timing	Admin allocation higher than budget for July
Education and Welfare	(402)	(41.91%)		Timing	Admin allocation higher than budget for July
Housing	3,623	49.44%	▲	Timing	Housing Maintenance costs lower than expected
Community Amenities	(164)	(1.05%)			No material variance
Recreation and Culture	8,162	33.25%	▲	Timing	Maintenance of Halls and Ovals lower than expected
Transport	45,121	30.73%	▲	Timing	Bridge Maintenance costs lower than expected
Economic Services	(8,341)	(64.44%)		Timing	Building Surveyor Wages incorretly allocated here in July
Other Property and Services	9,949	14.70%	▲	Timing	Building Surveyor Wages not allocated here in July
Capital Revenues					
Grants, Subsidies and Contributions	170,681		▲		No material variance
Proceeds from Disposal of Assets	0				No material variance
Capital Expenses					
Land and Buildings	13,490	62.01%	▲	Timing	Equestrian Clubrooms expenditure delayed
Infrastructure - Roads	13,491	81.85%	▲	Timing	Expenditure delayed - pre Capital works program start
Plant and Equipment	0				No material variance
Furniture and Equipment	0				No material variance
Financing					
Loan Principal	0	0.00%			No material variance

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Jul 2015	30th June 2015	YTD 31 Jul 2014
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	618,047	769,187	1,987,912
Cash Restricted - Reserves	4	1,258,091	1,256,586	1,914,958
Cash Restricted Cash	6	70,275	70,275	72,732
Receivables	6	1,263,566	78,409	390,366
Inventories		11,032	11,032	132,355
		3,221,010	2,185,489	4,498,323
Less: Current Liabilities				
Payables and Provisions		(105,913)	(49,834)	(215,046)
		(105,913)	(49,834)	(215,046)
Less: Cash Reserves Restricted	7	(1,258,091)	(1,256,586)	(1,914,958)
Less: Cash - Restricted Municipal		0	(70,275)	0
Net Current Funding Position		1,857,006	808,794	2,368,319

Note 3 - Liquidity Over the Year**Comments - Net Current Funding Position**

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 4: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	219,457	70,275		289,732	Commonwealth	At Call
Online Saver	1.75%	95,890			95,890	Commonwealth	At Call
Cash Deposit Account	1.75%	300,000			300,000	Commonwealth	At Call
Police Licensing Account	0.00%	2,000			2,000	Commonwealth	At Call
Trust Bank Account	0.00%			24,375	24,375	Commonwealth	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
Reserves	1.75%		1,258,091		1,258,091	Commonwealth	At Call
(b) Term Deposits							
Total		618,047	1,328,366	24,375	1,970,787		

Comments/Notes - Investments

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

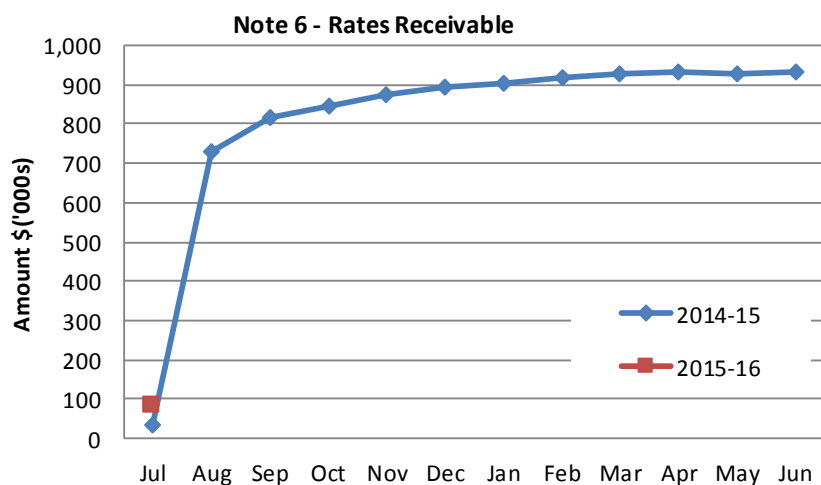
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						0
	Changes Due to Timing						0
				0	0	0	

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 6: RECEIVABLES

Receivables - Rates Receivable

	YTD 31 Jul 2015	30 June 2015
	\$	\$
Opening Arrears Previous Years	39,377	28,976
Levied this year	1,044,295	944,371
<u>Less</u> Collections to date	(82,687)	(933,970)
Equals Current Outstanding	1,000,984	39,376
Net Rates Collectable	1,000,984	39,376
% Collected	7.63%	95.95%



Comments/Notes - Receivables Rates

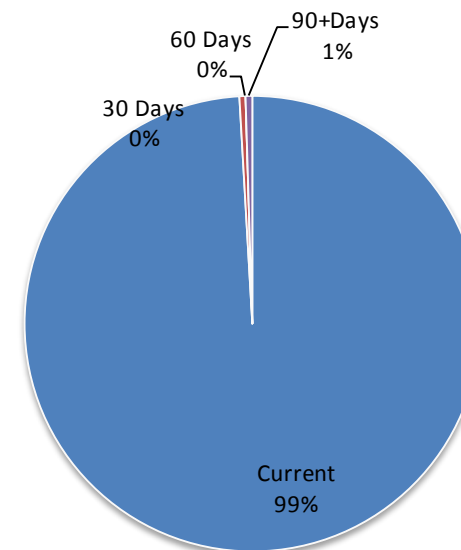
Early Discount - 14th August 2015
 Rates Due - 28th August 2015

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	197,576	861	0	950
Total Receivables General Outstanding				199,387

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

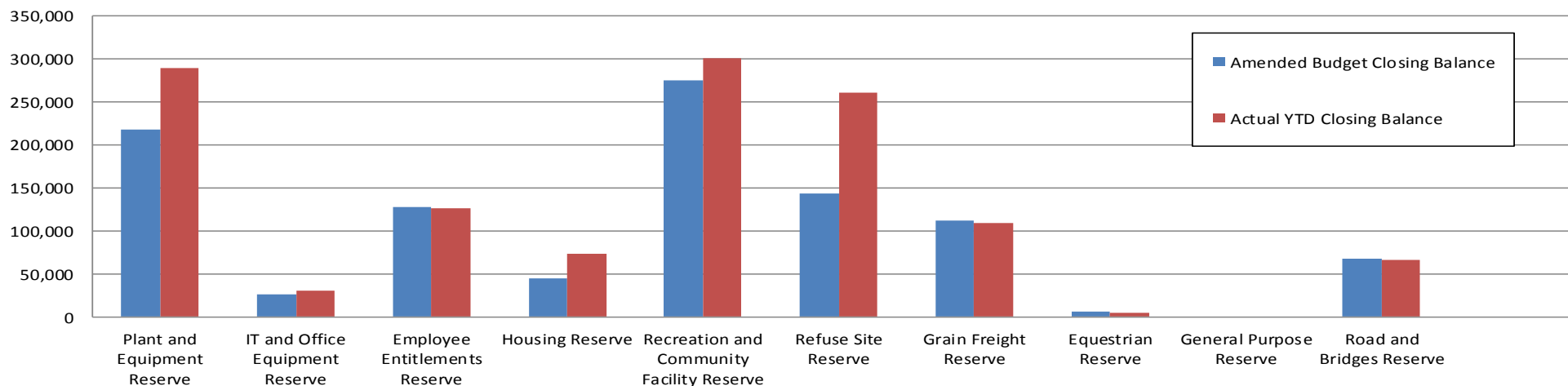
Invoice raised for Main Roads Grants in current for \$180,779.32

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 7: Cash Backed Reserve

2015-16		Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
Name	Opening Balance									
Plant and Equipment Reserve	\$ 289,119	\$ 4,372	\$ 348	\$ 0	\$ 0	\$ (76,190)	\$ 0		\$ 217,301	\$ 289,467
IT and Office Equipment Reserve	29,864	452	36	0	0	(5,000)	0		25,316	29,900
Employee Entitlements Reserve	126,014	1,906	152	0	0	0	0		127,920	126,166
Housing Reserve	7,791	1,106	88	65,327	65,315	(30,000)	0		44,224	73,195
Recreation and Community Facility Reserve	299,160	4,524	360	0	0	(29,000)	0		274,684	299,521
Refuse Site Reserve	199,867	3,930	313	60,000	60,000	(120,000)	0		143,797	260,180
Grain Freight Reserve	175,256	2,650	132	0	0	(66,000)	(66,000)		111,906	109,388
Equestrian Reserve	4,191	200	5	2,000	0	0	0		6,391	4,196
General Purpose Reserve	125,315	0	0	0	0	(125,315)	(125,315)		0	0
Road and Bridges Reserve	0	998	80	66,000	66,000	0	0		66,998	66,080
	1,256,577	20,138	1,514	193,327	191,315	(451,505)	(191,315)		1,018,537	1,258,091

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 07 2015			
					Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$	Plant and Equipment	\$	\$	\$	
			0	Colorado Utility - Crew Vehicle	(10,152)	0	10,152	
			0	CAT 930G - Loader	(49,822)	0	49,822	
			0			0	0	
			0			0	0	
0	0	0	0		(59,974)	0	59,974	

Comments - Capital Disposal/Replacements

Colorado Utility due to be traded in September

CAT Loader due to be traded in December

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
General Rates											
GRV	0.0663	170	2,168,114	143,724	(1,648)	0	142,076	143,724	0	0	143,724
UV	0.0071	216	99,824,000	705,556	0	0	705,556	705,556	0	0	705,556
Sub-Totals		386	101,992,114	849,280	(1,648)	0	847,632	849,280	0	0	849,280
Minimum Payment	Minimum \$										
GRV	620.00	162	741,460	100,440	0	0	100,440	100,440	0	0	100,440
UV	800.00	128	10,469,225	102,400	0	0	102,400	102,400	0	0	102,400
Sub-Totals		290	11,210,685	202,840	0	0	202,840	202,840	0	0	202,840
Ex-Gratia Rates							1,050,472				1,052,120
Specified Area Rates							0				0
Amount from General Rates							1,050,472				1,052,120
Discounts							(6,178)				(58,000)
							0				0
Totals							1,044,295				994,120

Comments - Rating Information

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 THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Loan Date	Years	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
					Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
					\$	\$	\$	\$	\$	\$
RECREATION AND CULTURE Loan 61 - Change Rooms	31/10/2005	10	2,622		-	2,622	-	-	-	40
TRANSPORT Loan 62 - Loader	11/08/2008	10	95,916		-	29,882	95,916	66,034	-	5,660
Loan 63 - Graders	7/02/2014	8	257,040		2,770	33,916	254,270	223,124	945	10,655
	120,004	28	355,578	0	2,770	66,420	350,186	289,158	945	16,356

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2015-16 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	281,045	0	281,045	0	0	281,045
Grants Commission - Roads	WALGGC	Y	149,287	0	149,287	0	0	149,287
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Y	15,563	0	15,563	0	0	15,563
Smartboxes at Firestations	Volunteer Bushfire Association	Y	0	0	2,891	0	2,891	0
COMMUNITY AMENITIES								
Regional Landfill Transfer Station Infrastructure Development Grant	Waste Authority	Y	30,000	0	0	30,000	0	30,000
RECREATION AND CULTURE								
CSRFF Grant - Equestrian Show Jumping Arena	CSRFF	Y	60,419	0	0	60,419	0	60,419
Community Group Contribution to Equestrian Show Jumping Arena	DREA, DPA	Y	40,909	0	0	40,909	0	40,909
TRANSPORT								
Direct Grant	Main Roads	Y	69,700	0	0	69,700	0	69,700
Roads To Recovery Grant - Capital	Roads to Recovery	Y	303,390	0	0	303,390	0	303,390
RRG Grants - Capital Projects	Regional Road Group	Y	252,453	0	0	252,453	0	252,453
Licensing Commission	Dept. of Transport	Y	9,000	0	9,000	0	0	9,000
TOTALS			1,211,766	0	457,785	756,871	2,891	1,211,766
Operating	Operating		457,785				2,891	
Non-Operating	Non-operating		726,871				0	
			<u>1,184,656</u>				<u>2,891</u>	

SHIRE OF CUBALLING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2015

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 15	Amount Received	Amount Paid	Closing Balance 31-Jul-15
	\$	\$	\$	\$
Bonds - Building	14,389	0	0	14,389
Bonds - Hall Hire	1,050	200	0	1,250
Commodine Tennis Club	3,090	0	0	3,090
Cuballing Country Festival	1,099	0	0	1,099
Cuballing Cricket Club	200	0	0	200
Popo Plates	0	0	0	0
Cuballing Football Association	566	0	0	566
Environment and Townscape Trust Fund	5,713	0	0	5,713
Police Licensing	5,148	36,765	(35,616)	6,296
Swipe cards	1,545	0	0	1,545
	32,800	36,965	(35,616)	34,148

Level of Completion Indicators

- 0% ○
- 20% ○
- 40% ○
- 60% ○
- 80% ○
- 100% ●

SHIRE OF CUBALLING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 July 2015

Note 13: CAPITAL ACQUISITIONS

		YTD 31 07 2015					
Level of Completion Indicator	Infrastructure Assets	COA / Job	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Strategic Reference / Comment
	Land and Buildings						
	Community Amenities						
○	Refuse Site - Land Purchase	10740	(80,000)	0	0	0	
○	Transfer Station Development	10742	(100,000)	0	0	0	
○	Community Amenities Total		(180,000)	0	0	0	
	Recreation And Culture						
○	Equestrian Clubrooms	11148	(56,060)	(18,687)	0	18,687	
○	Tennis Building	11055	(9,200)	(3,067)	(4,557)	(1,490)	
○	Equestrian Show Jumping Arena	11305	(172,263)	0	(3,706)	(3,706)	
○	Popanyinning School	11056	(25,000)	0	0	0	
○	Recreation And Culture Total		(262,523)	(21,754)	(8,264)	13,490	
	Transport						
○	Depot Shed Upgrade	12145	(20,000)	0	0	0	
○	Transport Total		(20,000)	0	0	0	
○	Land & Buildings Total		(462,523)	(21,754)	(8,264)	13,490	
	Plant and Equipment						
	Transport						
○	CAT Loader and Attachments	12419	(330,000)	0	0	0	
○	Colorado Utility - Crew Vehicle	12417	(31,500)	0	0	0	
○	Mowers - Roadside and Oval	12420	(11,500)	0	0	0	
○	Traffic Lights	12421	(34,690)	0	0	0	
○	Transport Total		(407,690)	0	0	0	
○	Plant & Equipment Total		(407,690)	0	0	0	
	Roads						
	Transport						
○	Wandering Narrogin Road - RRG	J600	(378,680)	(16,483)	(2,992)	13,491	
○	Reseals - CLGF, R2R	12105	(85,760)	0	0	0	
○	Popanyinning East Reseals - R2R	R004	(74,925)	0	0	0	
○	Popanyinning West Stabilisation- R2R	R002	(72,001)	0	0	0	
○	Popanyinning West Widening - R2R	R004A	(73,361)	0	0	0	
○	Popanyinning Truck Bay and Standpipe - R2R	R024	(44,428)	0	0	0	
○	Transport Total		(729,155)	(16,483)	(2,992)	13,491	
○	Roads Total		(729,155)	(16,483)	(2,992)	13,491	
○	Capital Expenditure Total		(1,599,368)	(38,237)	(11,256)	26,981	

9.1.3 Increasing Sand Charges

Applicant: N/A
File Ref. No: P1a
Disclosure of Interest: Nil
Date: 30th July 2015
Author: Tonya Williams, Deputy CEO
Attachments: Nil

Summary

Council is to consider setting new charges for the sale of sand as a result of increased cost of purchase.

Background

From time to time Council has sold sand to local residents in Cuballing and Popanyinning. Other sales to commercial interests occur less frequently.

Council adopted the following prices at with their 2015/16 Budget:

PRIVATE WORKS

NOTE: Truck Load = Approx 13 tonne

Bucket Load = Approx 3 tonne

Yellow Sand – Per truck load

No Delivery Private Load (8m ³)	\$88.00
Shire of Cuballing Ratepayers delivered (8m ³)	\$161.70
Other areas will include a per km rate	
Per trailer load Ratepayers (1m ³)	\$33.00

Council have sourced sand from a number of local sources in the past. Some of these sources provided the sand free of charge to Council as a community service. In recent years Council provided works in kind for sand. The sand provided was used both for Council activities and for sale.

Comment

In February 2015 the price of sand increased from \$3m³ to \$5m³ as part of a new arrangement to source sand locally. As such, the overall cost of supplying sand to the local community has also increased. This increased fee was considered previously by Council and adopted, however as part of the budget process the previous fee was included in the Fees and Charges Schedule. This item is to bring the 2015/16 Fees and Charges Schedule for Sand in line with the actual cost of supplying sand.

Strategic Implications - Nil

Statutory Environment

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.
- * Absolute majority required.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Policy Implications - Nil

Financial Implications

In 2014/15 Council sold approximately \$4,336 of sand as private works.

Economic Implications

Council should implement pricing strategy that supports local residents approaching local businesses rather the Shire for supply of sand, particularly for larger amounts.

Council may choose to continue to provide smaller quantities of sand to residents for non-commercial applications, to ensure that in householders have access to cost effective services in our communities.

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. the Officer's Recommendation with alternative pricing; or
3. to cease the sale of sand.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council:

1. charge the following charges for the sale of sand from Monday 7th September 2015:

Yellow Sand – Per truck load

8m3	No Delivery - Private Cartage from Shire Depot	\$120.00
8m3	delivered into Shire of Cuballing (8m3)	\$205.00
	Other areas will include a per km rate	

Yellow Sand – Per trailer load

1m3	No Delivery - Private Cartage from Shire Depot	\$35.00
-----	--	---------

2. give local public notice of their intention to adopt the new charges Monday 7th September 2015; and
3. cease sales of sand until 7th September 2015.

Moved: Cr Dowling

Seconded: Cr Newman

Carried 6/0

9.1.4 Investment Policy

Applicant:	N/A
File Ref. No:	Admin 7
Disclosure of Interest:	Nil
Date:	31 st July 2015
Author:	Tonya Williams, Deputy CEO
Attachments:	Investment Policy

Summary

Council is to consider adopting an Investment Policy for the Shire of Cuballing.

Background

Council is currently undertaking a review of all policies in the Shire.

The current Investment Policy for the Shire reads:

2.8 Investment of Surplus Funds

MARCH 2008

RESOLVED AT ORDINARY MEETING OF COUNCIL 19.03.2008

- (a) Investment of surplus funds are to be lodged with the following Australian-owned Banks provided they hold banking corporation licenses under the Banking Act 1959 as regulated by the Australian Prudential Regulation Authority (APRA):
 - i. Commonwealth Bank of Australia
 - ii. Australian and New Zealand Banking Group
 - iii. Bendigo Bank Limited;
 - iv. National Bank of Australia; and
 - v. Westpac Banking Corporation.
- (b) The Chief Executive Officer (CEO) is to cause the inclusion of a monthly investment report to Council in its monthly financial report detailing all relevant details specific to surplus funds invested at the conclusion of the relevant reporting period.
- (c) Council authorizes surplus funds to be invested in "Cash Term Deposits".
- (d) The CEO may obtain quotes from banks authorised under this policy when investing Council funds in order to obtain the highest possible interest rate.

Comment

The reviewed Policy provides more extensive guidelines for the management of Council's Surplus Funds for staff members and Council. It outlines the responsibilities and statutory requirements for the staff members managing funds and clarifies the investment options available.

A relevant and updated Investment Policy is important to ensure that Council's Funds are properly utilised and invested to ensure the greatest return to Council. The attached policy was developed with consultation from surrounding areas policies to ensure that it is a reflection of best practice.

Strategic Implications – Nil

Statutory Environment

Section 6.14 of the Local Government Act, Section 18 (1)(a) of the Trustees Act 1962 (the 'Prudent Person' rule) and Financial Management Regulation 19C.

Policy Implications

If adopted, this will become Council's Policy on Investment of Surplus Funds.

Financial Implications

Provides greater guidance on how to best invest Council funds for the best return.

Economic Implication – Nil

Environmental Considerations – Nil

Consultation

Chief Executive Officer.

Options

Council may resolve:

1. the Officer's Recommendation;
2. to defer a decision on the Investment Policy for further review; or
3. not adopt an updated Investment Policy.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council adopt the Investment of Surplus Funds Policy as at Attachment 9.1.4A.

Moved: Cr Ballantyne

Seconded: Cr Dowling

Carried 6/0

Investment of Surplus Funds

Policy Objective:

To document and provide the necessary information for the delegated officers to invest surplus funds.

Policy:

1 Purpose of Policy

1.1 The purpose of this policy is to ensure that:

- a. The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18 (1)(a) of the Trustees Act 1962 (the 'Prudent Person' rule);
- b. At all times, the Council has in place a current set of policies and delegations for its Investments Officers (Delegation number F2); and
- c. Adherence to the guidelines by all officers with delegated authority to invest / control surplus funds.

1.2 This Policy is to be made available to all employees involved in daily investment decisions.

1.3 Notwithstanding the provisions of this Policy, the general financial management obligations imposed under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

2 Prudent Person Rule

2.1 The investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the Prudent Person rule.

2.2 The main features of the prudent person rule include:

- a. Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- b. A duty to invest funds in investments that are not speculative or hazardous.

2.3 In exercising powers of investment, there are important matters for consideration:

- a. The purpose of the investment and the needs and circumstances;
- b. The desirability of diversifying investments and the nature of and risk associated with existing investments;
- c. The need to maintain the real value of capital and income; The risk of capital or income loss or depreciation;
- d. The potential for capital appreciation;
- e. The likely income return and timing of the income return;
- f. The length of the term of the proposed investment;
- g. The liquidity and marketability of the proposed investment;
- h. The aggregate value of the investment;
- i. The effect of the proposed investment in relation to the tax liability (if any);
- j. The likelihood of inflation affecting the value of the proposed investment; and

- k. The costs of making the proposed investment; the results of a review of existing investments.

3 Investment Objectives

- 3.1 To add value through prudent investment of funds.
- 3.2 To have ready access to funds for day-to-day requirements, without penalty.

4 Authority to Invest

- 4.1 The Shire of Cuballing's surplus funds are to be invested in term deposits or negotiable certificates of deposit with AAA credit rated banks in Australia (listed below). Any proposal to invest funds in another institution, for whatever reason, is to be referred to the Council.
 - a. Commonwealth Bank of Australia
 - b. National Australia Bank
 - c. Westpac Bank
 - d. ANZ Bank and
 - e. Bankwest
- 4.2 For ease of operations, the bank holding Council's operational funds will be the preferred institution for investment activities.
- 4.3 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.
- 4.4 Funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.
- 4.5 The Deputy Chief Executive Officer places, withdraws or re-invests surplus funds jointly with the Chief Executive Officer in accordance with the Chief Executive Officer's delegation.
- 4.6 The Council elects to pay for the cost of securing the Federal Government Guarantee on funds if such a guarantee is available.
- 4.7 In accordance with Financial Management Regulation 19C the Shire of Cuballing will not undertake any of the following investment activities:
 - a. Lodge deposits with an institution except an authorised institution;
 - b. deposit funds for a fixed term of more than 12 months;
 - c. invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - d. invest in bonds with a term to maturity of more than 3 years;
 - e. invest in a foreign currency.

5 Review and Reporting

- 5.1 A cash flow report is to be monitored by the Deputy Chief Executive Officer at least weekly to ensure cash funds are available to meet commitments.
- 5.2 Investments will be managed actively as they mature with reviews by the Deputy Chief Executive Officer on a monthly basis.

- 5.3 For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Council's behalf at 30 June each year.

9.1.5 Credit Card and Fuel Card Policy

Applicant:	N/A
File Ref. No:	Admin 7
Disclosure of Interest:	Nil
Date:	31 st July 2015
Author:	Tonya Williams, Deputy CEO
Attachments:	Credit and Fuel Card Policy

Summary

Council is to consider adopting a Credit Card and Fuel Card Policy for the Shire of Cuballing.

Background

Council is currently undertaking a review of all policies in the Shire.

The Shire of Cuballing currently does not have a policy for the use of credit cards or fuel cards.

Comment

This policy provides a guideline for the appropriate use of credit cards and fuel cards for staff members. It outlines the appropriate uses for Credit Cards issued to staff members as well as how each card will be reconciled monthly to ensure funds have been appropriately utilised. The policy provides for consequences of misuse of the corporate credit card.

Currently The CEO is the sole card holder in the Shire, this policy expands that to include a smaller limit for the Deputy CEO and the Manager of Works and Services. This change brings the total credit card amount to \$20,000. Additional card holders allow for greater accountability and compliance for the use of cards for minor purchases where a purchase order or petty cash are not practical or possible to use.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

If adopted, this will become Council's Policy on the use of Credit and Fuel Cards.

Financial Implications

Increased number and overall limit of credit cards for Shire staff.

Economic Implication – Nil

Environmental Considerations – Nil

Consultation

Chief Executive Officer

Options

Council may resolve:

1. the Officer's Recommendation;
2. to defer a decision on the Credit Card and Fuel Card Policy for further review; or
3. to not adopt a Credit Card and Fuel Card Policy.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council adopt the Credit Card and Fuel Cards Policy as at Attachment 9.1.5A.

Moved: Cr Ballantyne

Seconded: Cr Dowling

Carried 4/2

CREDIT AND FUEL CARDS

Policy Objective:

To provide details for the use, allocation, control and safe custody of corporate credit cards and fuel cards.

The policy looks to ensure that operational and administrative costs and the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the Shire.

Policy Definitions:

“*Credit Card*” is defined as a facility allowing the cardholder to pay for goods and services on credit.

“*Fuel Card*” is defined as a facility allowing the cardholder to pay for fuel on credit.

“*Business Expense*” is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee’s contract of employment with the Shire or relevant Council policies.

“*Personal Expense*” is defined as any expense not of a business nature.

Policy:

Shire of Cuballing Corporate Credit and Fuel Cards may be used where it is inappropriate or inconvenient to use the Shire’s normal payment systems.

The preference should always be to use the Shire’s normal payment systems including purchase systems established with local businesses for purchases of fuel.

Authority for Approval of Corporate Credit and Fuel Cards

The Chief Executive Officer will approve the issue of all Corporate Credit Cards and Fuel Cards.

The maximum credit limits shall be based on the cardholder’s need with Council holding a \$20,000 maximum credit card facility. The Corporate Credit Card limits are:

1. \$10,000 for the Chief Executive Officer;
2. \$ 5,000 for the Deputy Chief Executive Officer;
3. \$ 5,000 for the Manager Works and Services.

The Local Government Act 1995 does not allow for the issue of Corporate Credit and Fuel Cards to elected members of Local Governments.

An agreement shall be signed by the cardholder and the local government which sets out the cardholder’s responsibilities and legal obligations when using Corporate Credit and Fuel Cards. A copy of the agreement is included as an appendix to this policy.

All new and existing cardholders shall be provided with a copy of the policies in relation to the use of Corporate Credit and Fuel Cards.

Corporate Credit Card - General

Approved Bankers

The Shire of Cuballing's Corporate Credit Cards are to be issued by its transactional banker.

Purchases and Use of Corporate Credit Cards

The Shire's Corporate Credit Cards shall only be used for purchases of goods and services in the performance of official duties for which there is a budget provision.

Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash through a bank branch or any automatic teller machine.

Where purchases are made by facsimile, over the telephone or on the internet, an invoice should be requested to support the purchase.

If no invoice or receipt is available, as much detail about the transaction should be recorded and used to support the payment when required. (Date, Company, Address, ABN, amount, any GST included).

Where a payment is made for entertainment, it is important to note on the invoice/receipt the number of persons entertained and the names of any Shire of Cuballing's employees in that number.

Accounts and Settlement

The provider of the credit card will supply the Finance Department area with a statement of account each month.

The monthly statement of account from the provider of the corporate credit card will be forwarded to each cardholder for certification and for the supply of receipts and tax invoices to support the Shire's claim for the GST component of purchases and services obtained.

Cardholders are to certify that the account details are correct but must have their supervisors approve the expenses by signing the statement before it is returned to Finance Department area for payment.

A credit card transaction slip is not acceptable to support the claim. A tax invoice should provide a brief description of the goods and services supplied along with the suppliers ABN. The cardholder is to provide the relevant or correct expense account for the expenditure.

The cardholder's certification must be provided within 7 days of receipt and prior to the end of the credit cards settlement period.

Any disputed amounts on the Corporate Credit Card statement should be brought to the attention of the Chief Executive Officer at the first opportunity by the Deputy Chief Executive Officer.

Card Lost or Stolen

Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone.

At the earliest opportunity, written notification must also be given to the Deputy Chief Executive Officer.

Misuse of Corporate Credit Cards

Cards which show unreasonable, excessive or unauthorised expenditure will be subject to audit and may result in the withdrawal of the card from the cardholder.

Recovery of Unauthorised Expenditure

Unauthorised expenditure or expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the officer's salary.

Internal Audit of the Corporate Credit Card System

From time to time an internal audit will provide a report on the control, use, viability and adherence to authorised policy and procedures to the Deputy Chief Executive Officer.

Reward/Bonus Points

Where the Corporate Cards carry rewards or bonus points, usually to encourage the use of the card by the issuing institution, these rewards or points will be accumulated in the name of the Shire of Cuballing. The Shire's management (Chief Executive Officer) will decide how these points are to be utilised. Under no circumstances are rewards or bonus points to be redeemed for any officer's private benefit.

Return of Cards

When the Chief Executive Officer or other Officer cease to occupy a position that is authorised to be issued with a corporate credit card (either through internal transfer, retirement, resignation or conclusion of service contract) they must return the card to the Deputy Chief Executive Officer (or in the case of the Deputy Chief Executive Officer to the Chief Executive Officer) at least one week prior to vacating the position so that the card may be cancelled and the account settled.

Finance Department Responsibilities

The Deputy Chief Executive Officer is responsible for arranging the issue of the Corporate Credit Card on advice from the Chief Executive Officer.

The Finance Department area's responsibilities in relation to the Shire's Corporate Credit Cards include:-

1. Maintain a Card Register of all cardholders including the card number, expiry date of the credit card, credit limit and details of any limits on the goods and services the cardholder has authority to purchase.
2. Arrange the issue/cancellation of the Corporate Cards.
3. Arrange for all cardholders to sign the Card User Instruction Agreement (see Appendix A) on receipt of the new card and ensure the signed agreement is filed in the Card Register.
4. Process payment of card expenditure on receipt of the card statement from the Bank after certification from the cardholder. Ensure that all receipts and tax invoices are in place prior to authorisation for payment.
5. To keep cardholders informed of any changes to policy and procedures on the use of the Corporate Cards.

Cardholders Responsibilities

Officers who are issued with Corporate Cards must -

1. Ensure the care and safe keeping of the card.
2. Adhere to the policy and procedures in relation to use of the card and its financial limits.

3. Ensure receipts and tax invoices are received when the card is used and to produce them as evidence for settlement with the Bank.
4. Ensure the monthly card statement is certified correct and approved for payment when received from the Finance Department area and return to Finance Department together with the receipts and tax invoices within seven (7) days of receipt.
5. Ensure relevant and correct expenditure account details (account numbers) are provided against each item of expenditure on the card statement to assist with the allocation of expenses and claims for the reimbursement of GST from the Australian Taxation Office.
6. To provide an early response to enquiries that may be made by the bank, creditors or related parties, as the case may be.

Fuel Cards - General

Approved Fuel Card Provider

The Shire of Cuballing's Fuel Cards are to be issued by its local, bulk fuel supplier.

Issue of Fuel Cards

Fuel Cards may be issued to the following members of staff:

1. Chief Executive Officer
2. Deputy Chief Executive Officer
3. Manager Works and Services
4. Building Surveyor

Purchases and Use of Fuel Cards

The use of fuel cards by employees is restricted to fuel purchases only.

A fuel card may be issued for the specific use of a Shire vehicle by Elected Members, volunteers or staff when that Shire vehicle is used for official duties.

Appendix A

To: _____

Title: _____

From: Deputy Chief Executive Officer

Date: _____

CORPORATE CARD USER INSTRUCTIONS

You have been provided with a Shire of Cuballing sponsored Corporate Credit Card in line with your official duties. The limit of this card is \$_____.

The following guidelines are provided for your information.

1. The card is issued in your name. It is a corporate card and all transactions made with it are the responsibility of the Shire of Cuballing.
2. The card is to be used for official expenditure in the performance of official duties for which there is Budget provision. Under no circumstances is it to be used for personal or private purposes.
3. Being in your name, you are responsible for the care and safe keeping of the card and therefore held accountable to the Shire of Cuballing for its proper use.
4. The card is not to be used to withdraw cash even for official functions.
5. Any unauthorised, excessive or unreasonable use of the card will result in an enquiry and appropriate disciplinary action.
6. When using the card, the holder is required to obtain Tax Invoices to support all purchases. A credit card statement or credit card transaction slip is not acceptable as support for purchases. (Only a Tax Invoice allows the Shire to reclaim the GST component of purchases from the Australian Taxation Office). A Tax Invoice should provide a description of the goods or services supplied, the suppliers Australian Business Number and identifies any GST component of the amount paid.
7. When a Statement of Account is provided, you are required to certify the correctness of the expenditure and return the Statement to the Deputy Chief Executive Officer together with all supporting Tax Invoices and appropriate expense accounts to charge the costs.
8. If the card is lost or stolen, you must immediately notify the Commonwealth Bank of Australia Card Service Centre by phone on 13 2221 (24 hour service). The Deputy Chief Executive Officer should be notified on the next working day.
9. The card must be returned to the Deputy Chief Executive Officer if you vacate the position either through resignation, retirement or the conclusion of the Service Contract.
10. Please acknowledge the above by signing and returning this statement to the Deputy Chief Executive Officer.

Name_____
Title_____
Signature_____
Date

9.1.6 Social Media Policy

Applicant: N/A
File Ref. No: Admin 7
Disclosure of Interest:
Date: 5th August 2015
Author: Tonya Williams, Deputy CEO
Attachments: Social Media Policy

Summary

Council is to consider adopting a Social Media Policy for the Shire of Cuballing.

Background

Council is currently undertaking a review of all policies in the Shire.

The Shire of Cuballing currently does not have a policy for the use of social media.

Comment

This policy provides a guideline for the appropriate use of Social Media by staff members when representing the Shire of Cuballing. The Shire is currently in the process of creating a Facebook page to engage community members as passed in the 2015/16 Budget. This Policy would provide guidance on the appropriate use of this medium for all staff members to ensure consistency in the 'voice' and messages sent out by the Shire as well as how to deal with any difficult comments that may arise as a result of using social media.

A detailed policy on the appropriate use of Social Media is necessary to govern the appropriate use of social media for the Shire to communicate with the local community. This policy was developed after looking at other social media policies in the area.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications

If adopted, this will become Council's Policy on the use of Social Media.

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation

Chief Executive Officer.

Options

Council may resolve:

1. the Officer's Recommendation;
2. to defer a decision on the Social Media Policy for further review; or
3. to not adopt a Social Media Policy.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council adopt the Social Media Policy as included at Attachment 9.1.6A

Moved: Cr Bradford

Seconded: Cr Newman

Carried 6/0

Social Media Policy

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1.0 INTRODUCTION

Purpose

The purpose of this guideline is to provide assistance to Shire of Cuballing staff to interact with the community through official social media channels using a risk-management approach.

Scope

This document is primarily to provide guidance to staff that are using social media as a community engagement tool on behalf of the Shire of Cuballing. This guideline relates to the Official Use of Social Media Policy. This guide also provides advice to staff on personal use of social media in relation to Shire activities, decisions and policies.

The following are out of scope of the guideline

Political use of social media by elected representatives and candidates

Personal access to social media where the individual is representing themselves and not the Shire of Cuballing, on issues unrelated to Shire activities

Use of social media for internal purposes (staff engagement and internal communications)

2.0 BACKGROUND

The Shire of Cuballing is committed to implementing e-government technologies, utilizing online platforms to enhance the conduct of Shire Business. As part of this suite of tools the Shire supports the use of social media platforms as a means of communicating and interacting with the community.

The significant uptake and innovative functionality of social media offers many benefits, however its uncontrolled use also presents many risks. This guideline has been developed to assist staff to realise the benefits of social media use while identifying the risks and potential mitigation measures.

3.0 WHAT IS SOCIAL MEDIA?

Social media is an umbrella term covering websites, technology, applications or tools that enable active and participatory publishing and interaction between individuals over the internet.

Social media can be characterized by

- Relationships
- User participation
- User-generated content
- Collaboration
- Multi-directional conversations
- Highly accessible and scalable publishing
- 24/7 operation and availability

How social media can be used at the Shire of Cuballing

Social media can be used as a channel by the community to access the Shire and vice versa. For the Shire of Cuballing, social media represents a channel by which audiences can be harnessed to support or deliver a wide range of activities including:

- Community engagement
- Marketing and communications

- Policy development and implementation
- Service delivery
- Market/community research

Risks

The official use of social media has the potential to compromise compliance with the Shire's legislative obligations, particularly with respect to accessibility, privacy and record keeping. Content contributed to official social media pages may infringe upon the rights of others in areas such as defamation, intellectual property and fraud. Due to the seriousness of these risks, the official use of social media could be subject to a risk assessment if deemed necessary by the Management team. Appendix A provides an implementation checklist which covers the major risk factors identified in this guideline. Prior to the establishment of official social media accounts, officers must conduct a risk assessment, ensure appropriate documentation of requirements is in place and mitigating actions are established.

4.0 TYPES OF SOCIAL MEDIA USE

Official use of social media

The document provides guidance on the selection, establishment and management of official social media accounts. Official use of social media is any use of a Shire of Cuballing managed social media account, profile or presence by an authorised user. Comments made through official social media accounts are representative of the Shire of Cuballing and are made only by those authorized to do so. Uses can include: publishing messages, uploading content (text, images, video) and responding to communications from others.

Professional use of social media

Professional use of social media is based on an individual's area of expertise and association with other practitioners in that field. The acceptable standard of behaviour for professional use of social media can be likened to that for officers who have been invited to speak at conferences for professional organisations or other networking events.

Personal use of social media

Personal use of social media is defined as individual or private use and not attributable as an official or professional use.

Further guidance

The Shire of Cuballing Code of Conduct provides general guidance on standards of behaviour for Shire staff. Shire of Cuballing Policy 11.31, USE OF SHIRE INFORMATION TECHNOLOGY (IT) FACILITIES FOR STAFF document provide guidance on the acceptable use of IT facilities provided by the Shire of Cuballing, including use of the internet. This document provides more specific guidance related to social media and does not in any way alter the contents or effect of the aforementioned documents.

5.0 WHAT IS ONLINE COMMUNITY ENGAGEMENT?

Online community engagement is any form of community engagement that occurs in an online channel. Opportunities to engage online are shaped by the technologies available and community preferences for how they want to be engaged. Currently, members of the Shire of Cuballing community have demonstrated a strong appetite for engagement on Facebook. The evolution of the online environment means that individuals are now creators of content rather than passive receivers giving rise to numerous new ways of consulting and interacting with citizens and communities in ways that can facilitate dialogue, creativity, collaboration and participation.

6.0 SOCIAL MEDIA GOVERNANCE

Official agency accounts using social media tools represent the public face of the Shire in those environments. Consequently, it is recommended that the selection, establishment and use of social media accounts has strategic, tactical or operational intent and is subject to the following checks prior to approval by the Chief Executive Officer:

- The social media tool proposed is suitable for the circumstances and is capable of delivering the outcomes required.
- Appropriate security precautions have been adopted.
- The creation of, access to and closure of official social media accounts is governed by the Corporate Services team and access details are listed in the social media register.
- Social media activities will be monitored appropriately, including out of hours, where it is required.
- House rules governing the site have been developed with respect to the ability of the owner to respond to and interact with the public, appropriateness of content and deletion/banning of inappropriate content or behaviour.

From an access and equity perspective, social media should not be used as the sole means of communication. Use of social media should be built into communication plans or strategies for the particular event, project or policy that is being promoted. Social media should be treated the same as other communication channels and incorporated in strategies as one of a suite of effective communication tools.

Content posted to social media should undergo the same checks and balances as content in other channels including:

- Risk assessments.
- Adherence to communications strategies and community engagement guidelines.
- Privacy and defamation legislation.
- Information security and confidentiality rules.
- Shire communications style guide and tone.

Success measures

Social media accounts should be subject to the same measures of success as other communication activities with respect to whether or not they are achieving the business objectives. Those who are carrying out the social media activities on behalf of the organisation are responsible for gathering those metrics which have been agreed for their specific channel and providing that data regularly.

7.0 ESTABLISHING MEANINGFUL, MANAGEABLE SOCIAL MEDIA PRESENCES

Social media presences must have clear business objectives. The focus of the Shire's social media presence is to strategically build a strong social media footprint with a focus on fostering ongoing relationships with general customer groups.

The Shire's social media accounts should broadly complement each other in terms of audience reach and messaging. Where multiple accounts are proposed with similar audiences and posts, they will be denied and merged or included in the general Shire page. Where a separate account is approved, its messages will not be duplicated on the Shire of Cuballing page.

8.0 COMMITTING TO ONGOING RELATIONSHIPS

Establishing an official social media account creates an expectation of ongoing dialogue and engagement with the Shire. Before establishing social media accounts, departments must assign appropriate resources in preparation for the continuing relationship expectations of the community. Officers with access to official social media accounts should be appropriately skilled in the use of social media and briefed on their role and responsibilities.

Using social media successfully requires strong relationship management through a consistent approach in the way in which the Shire conducts itself through social media accounts. This means having an understanding of the Shire's reputation and reputational risks, always presenting the same persona and using a consistent voice when speaking on behalf of the Shire. When multiple officers are representing the Shire through the same account they must share an understanding of the Shire's style and tone.

Consideration should be given to the potential issues and discussion that may arise when engaging with the community through official social media accounts. Officers representing the agency should be equipped with the knowledge, skills and understanding of their role in representing the agency. Officers should be aware of issues including privacy, defamation, online bullying, trolling, and intellectual property before activating official social media accounts.

Managing expectations

When establishing social media presences, officers must clearly define the way in which the pages will and will not be used. To be clear and transparent in the operation of social media pages, clear statements of service levels in the form of "house rules" should be included on the sites. Standard House Rules for Shire of Cuballing Facebook pages are included in Appendix B.

Some things to consider in managing the expectations of users include

- Be timely and consistent with responses
- Where individual responses on social media are not appropriate develop standard responses directing people to other channels such as phone numbers, complaints processes, or web feedback forms.
- Develop standard responses in support of moderation, for example "Posts containing offensive language are deleted as they breach the terms and conditions of this service."
- Use account settings that limit the opportunities for contributors to submit offensive materials, such as blocking posts containing offensive words and preventing posting of hyperlinks and video.
- Ensure that even if the responsible officer is away that social media sites are updated and monitored in line with the stated House Rules

Responding within social media

Responding to comments within social media is an official communication from the Shire and the choice to respond should be based on deliberate decision making that considers the expectations of users of the service as well as the risks associated with individual instances and issues.

In addition to considering the risk of responding, officers should also consider the risks of not responding. Social media is an inherently interactive medium and user expectations will likely be high in terms of responsive access to the Shire via social media. Whilst these expectations can be mitigated to some degree by clear statements, actions and house rules, there is often a benefit to engaging early and directly when issues emerge in order to clarify and diffuse issues.

As a general rule, officers responsible should provide information to customers where asked on social media. Where comments are in breach of the house rules or terms and conditions

(e.g. defamatory, offensive etc.) the responsible officer should delete them and post the standard response. For comments that are negative, raise difficult issues or may be considered official complaints, the Corporate Services team should be notified and will provide an appropriate response through the Shire of Cuballing avatar.

For more information please refer to Appendix C "Should I respond?"

Moderation

Agencies have a responsibility to moderate content or messages submitted through social media to protect against issues like offensive language, bullying or that may breach service terms and conditions and the law. Agencies also have a responsibility to ensure social media is used in a genuine way, meaning that where users are empowered to make comment or publish content, their posts should not be edited where valid criticism or an alternate point of view (e.g. political or ideological) is expressed.

Facebook now has very strong moderation and profanity blocklists that can be implemented. This does not reduce the need for staff moderation to prevent bullying, privacy breaches and defamation issues.

Monitoring social media activities

Responding in a timely manner, particularly to critical issues, requires that staff monitor the activities on their official accounts, tools and websites (similar to the way mainstream media is monitored). The Corporate Services team will monitor all accounts to some extent during business and after hours, as well as monitoring the key opinion pages in the region.

The management of all issues on social media will be conducted by the Corporate Services team and will be documented in a social media issues register to maintain consistency of response and to support record keeping.

9.0 TRANSPARENCY WHEN USING SOCIAL MEDIA

The Shire must be fully transparent in its interactions within social media, including the addition and removal of content. Any officer responding to or posting new comments should identify the comment as an official response from the Shire.

When publishing using social media, agencies should identify the account as an official Shire presence. For example, an officer seeking to respond to a post on an official account should not do so using a personal account. The response should come either directly from the page or from the Shire of Cuballing avatar.

Other ways to identify and convey the official status of Shire social media presences include

- Use of Shire of Cuballing corporate identity and branding.
- Links between the Shire website and the social media account.

10.0 POLICY AND LEGISLATIVE REQUIREMENTS

Information Security

Information security is a necessary part of managing social media use at the Shire. To ensure proper management of Shire social media presences, a central register of social media accounts will be maintained and will include the account's purpose, officers with access permission and password and access details. Accounts will be set up to allow a range of user's access to the same account in order to schedule posts and monitor activities.

Intellectual property

The Shire owns all work produced by Shire employees and most work produced by contractors. As such Shire documents that are available to the public can be freely published and shared on social media. There are a number of potential intellectual property risks with respect to publishing the work of others on Shire social media pages which include:

- Sharing content without acknowledging the original author.

- Posting photos without consent from the photographer, participants or photo agency.
- Copying work such as songs, movies, software or articles without authorization to do so.

Record Keeping

Official communications and interactions by the Shire may be considered to be public record, irrespective of the technology or medium used to generate, capture, manage, preserve and access those records. Records created through the social media are required to be captured and saved in accordance with the legislative requirements of the State Records Act 2000.

The same standards of record keeping apply to social media activities as to other methods of communication. The general records management process for social media shall be:

- Posts on a Shire page that result in an action being required by the shire shall be documented by screenshot and saved, including any commentary that results.
- Important responses to a member of the public via social media will be documented by screenshot and saved.
- Each Facebook presence will be given its own records folder in which to save screenshots.

Information management

It is to be expected that Shire social media accounts will be relied upon as authoritative sources of Shire information. Accordingly, it is vital that social media content aligns with that which is available through other official channels.

It is preferable that social media is not the primary information source. Instead, social media broadcasts or discussions should be based upon or direct users to a Shire managed point of truth. Shire websites, customer service points or collateral are the preferred points of truth and social media posts relating to specific departmental information should reflect or direct users to the best source of truth. Until the source of truth is public (i.e. published on the Shire website or via another channel) social media posts should only refer to the issue in limited circumstances. Some examples of these circumstances are:

- Emergency management situations where other channels are not accessible
- Launches and project/program information where there is a communications plan that specifically identifies social media as the lead channel either for a soft launch or because of evidence based market research
- Giveaways and competitions being run solely on social media

Defamation

Defamation is the injury to another person's reputation either directly or implied through the publication of words or sounds. It does not matter if the defamation was unintentional.

Some of the potential risks are

- Making false accusations about an individual on a public forum which cannot be substantiated "e.g. the owner of XYZ business is corrupt and their products are rubbish".
- Defamation action may be brought not only against the original publisher but also against anyone who takes part in the publication or re-publication of the material.

Avoiding defamation

- Do not post information online that is a rumour, confidential or negative in relation to a business or individual.
- Monitor official social media sites for posts that may be defamatory, particularly when individuals (including Shire staff) are named.

- Avoid re-posting or sharing posts that pertain to individuals or businesses that may be unsubstantiated, rumour or are negative.

Privacy

Social media by its nature can result in the disclosure of personal information in a public way. Privacy is a major concern for social media users and is subject to significant amounts of legislation.

Photos

If photos are to be used on social media accounts, consent must be obtained previously from the individuals depicted (or their parent or guardian). This can be through a general opt-out consent statement on RSVPs, event registration forms and other materials; however the statement must specifically reference social media.

Consultation

Social media should not be relied upon to be the sole method of consultation and gathering feedback for Shire activities. Many users will prefer methods of consultation that maintain some anonymity, whether that be responding by private message, contributing to an online forum, filling in a feedback form or by another mechanism. Social media sites should provide links to these other means of consultation so as not to exclude people, in the same way that at a public meeting, other options for contributing to the discussion are offered.

Things to remember about social media

Posts are viewable around the world instantly

Posts on social media are immediate and visible around the world. The Shire's credibility is at stake and as such all posts should be accurate, approved and proof read for spelling and grammar errors. To assist with this, a process of scheduling posts in advance should be adopted, giving the Corporate Services team the opportunity to vet the content and tone prior to the post going live.

Advertising and uncontrolled content may be placed around official Shire content

Viewers may associate advertising appearing around Shire content as Shire endorsed products. Similarly, content submitted by other parties may appear alongside Shire content, even if it is contrary to or inconsistent with Shire messages.

Other users

There is no way to control other users' content or what they will do with Shire content. It is neither practical nor desirable for the Shire to approve all posts to its social media sites. As such, content needs to be monitored frequently to ensure inappropriate content is not placed on Shire sites and that Shire content is not hijacked by users. Where users have taken Shire content and used it in a negative way or out of context, the Corporate Services team should be notified to take action.

Deleting content

Removed or deleted content may remain in searches or backup files indefinitely. Except in cases where House Rules have been breached, deletion may not always be the best option as content may have already been viewed by users. Furthermore, there are many examples of organisations that have deleted content which has then made the issue at hand go viral.

11.0 BUSINESS PLAN

Business plans for the use of social media tools should be added to existing marketing, communications and engagement plans. The following issues should be broached in a social media business plan

Finding the right audience

- What aspects of your message will attract the target audience and what will they want to know from you?
- What type of language does the target audience use and how do they communicate with each other?
- Understand how the particular social media tool works, what functionalities will and will not be used, how users respond and what is acceptable behaviour on that site.
- Ensure you have an understanding of the terms of use for the social media site before creating an account.

Predicting the audience's problems

- Be aware of what issues may come up or questions the audience may ask and answer these questions through your message. Being ahead of the audience will build numbers.
- Providing evidence or further information to your message will allow the audience to investigate and interact more thoroughly with the message (e.g. link to website/source documentation).
- Find creative ways to carry the message and show the audience why the message is important or relevant to them.

Plan who is responsible and schedule content

Decide who will be responsible for

- Maintenance of each account.
- Updating.
- Monitoring.
- Developing and approving content.

Schedule time for these duties – do not assume that they will just happen

Develop a content plan

- The key to a successful social media presence is having constant, relevant and engaging content.
- For a social media page to be effective there should be a minimum of three content posts and a maximum of eight content posts during the business week. Where important events occur outside of business hours arrangements should be made for scheduled posts or live posts from the event.
- The schedule of content updates should be devised on a weekly basis and should be flexible to allow for posts on emergent issues.
- Content that invites users to offer comment or content of their own is important to maintain users; however posts of this kind should be spaced appropriately.
- Facebook analytics should be monitored regularly to assess the types of posts that gain the most and least traction.
- A content planning template with example posts is attached in Appendix D.

12.0 RESOURCES

Each social media presence should have at least one officer dedicated to its content production, monitoring and upkeep. It is preferable to have more than one officer assigned to each site. Facebook now has the capacity to allow multiple authors to post to a single account which can assist in spreading the resources throughout the organisation. Those posting to social media sites should be trained in the Shire's tone, style and social media etiquette.

APPENDIX A – SOCIAL MEDIA IMPLEMENTATION CHECKLIST

The Official Use of Social Media Policy requires that the following is completed and signed off by the Chief Executive Officer prior to the creation of official social media presences.

Service area:

Social media tool selection:

Formal governance arrangements for official use of social media	
How does the social media tool align with the organisation's strategic direction (operational plans etc)?	
What is the purpose of the social media account?	
How will the Shire of Cuballing corporate identity be represented?	
What are the measures of the success for the account?	
How does the proposed account fit within any community engagement or communications plans?	
Creation of and access to social media accounts	
Has the site been registered with Community Services and entered into the social media register (including access details)?	
Who has authority to represent the Shire through the site?	
Has a content calendar been developed for approval by the CEO?	
How often will content be posted?	
Who will add new content?	
Who will administer comments and responses? (must occur at least once per day)	
How will posts and comments be records managed?	
Monitoring of social media activities	
What critical topics or issues could be expected to arise when engaging the community through this channel?	
What level of oversight do you expect the CEO to have of your social media presence?	
What is your out of hours response plan?	

Do you have procedures in place for dealing with <ul style="list-style-type: none">• Moderation of posts (including timely removal of breaches of house rules).• Record keeping.• Intellectual property infringements.• Bullying/trolling.	
Do you have a system in place to ensure all images used on the site are free from copyright and have full consent from all persons depicted, especially children?	
Equity considerations	
What other channels will be used in conjunction with social media to ensure an equitable distribution of information?	

APPENDIX B – SHIRE OF CUBALLING FACEBOOK HOUSE RULES

Introduction

Welcome to the Shire of Cuballing's official Facebook page. We are now using social media platforms such as Facebook to share news events and information with our community. Our aim is to engage with our residents and to deliver relevant information in a fast and cost effective way.

Respecting Other Users

These Guidelines are to help foster a community dialogue that is respectful and that allows everyone visiting our page to share and express their opinions in a constructive way. Posts or comments which do not comply with these Guidelines and Facebook's Terms, will be deleted and the instigator may also be banned from further posts on our page.

The Shire of Cuballing and the Administrators of our page, reserve the right to remove without notice or justification any posts which are deemed

- Discriminatory in any way.
- Obscene or offensive.
- Defamatory.
- Overtly sexual or explicit.
- Threatening or describing violent events or behaviours.
- Refers to or encourages the use of illegal drugs.
- Illegal or encouraging of illegal behaviours (including the violation of current Australian copyright laws).
- Harassing or hateful to an organisation or person, including the Shire of Cuballing, our employees, stakeholders, associates and suppliers.
- Discusses Local Government Elections and candidates.
- Spam, repetitive and non-relevant.
- Selling or advertising by commercial enterprises.

Responding to You

The Shire's Admins regulate our pages. However, at the Shire's discretion not every individual post will be responded to and we reserve the right to respond within one working day. Comments will be responded to during normal business hours between 9am and 4:30pm Monday to Friday.

If you are posting queries or information that requires a formal response or action from the Shire, please either use our email or postal address to contact us.

Disclaimer

The Shire of Cuballing, its staff and contractors are not liable for the accuracy or authenticity of the content of our Facebook page.

The information provided is for information purposes only and visitors to the page are responsible for assessing the relevance and accuracy of our site as well as any external linked sites.

The Shire of Cuballing, its staff and its contractors are not liable for any financial or other consequences arising from the inappropriate, improper or fraudulent use of the information or data on this page.

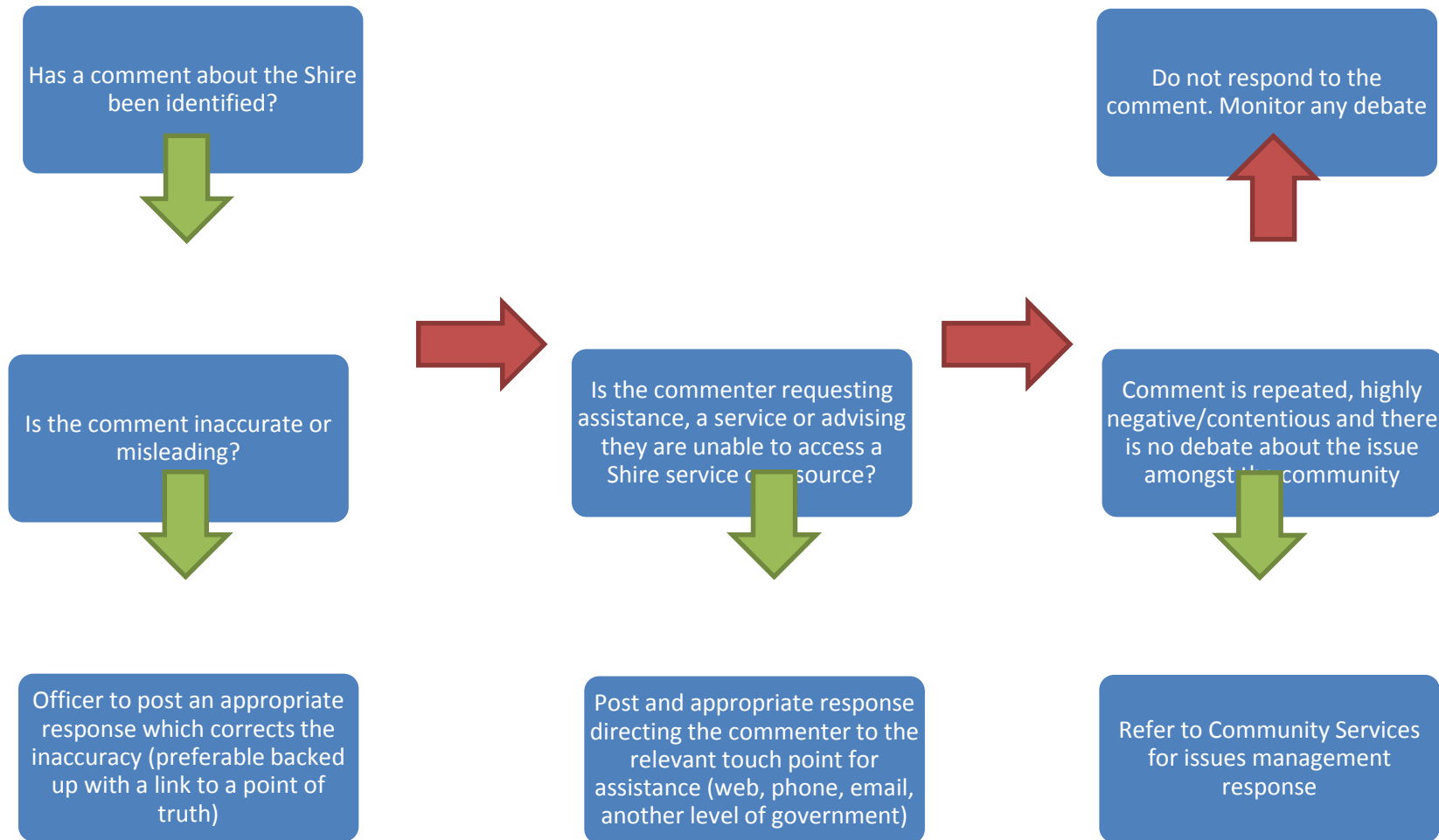
Modifying the material on this page in any way by unauthorised persons is strictly prohibited. Authorised persons include current Shire appointed admins.

Under Australian copyright legislation, apart from the purposes of study and research, no material on the page may be reused or redistributed without acknowledgement and without first obtaining the written permission of the Shire.

The act of the Shire of Cuballing 'following' or 'liking' an individual person, group, organisation, business, event or location through the social media platforms does not indicate the Council or the Shire of Cuballing endorses the views, products, services or activities pertaining to the 'followed' or 'liked' group, business or entity. We are not necessarily directly affiliated with and do not endorse any advertisement that may appear when viewing our page, unless stated otherwise.

For more information about these guidelines and posting on our page, please telephone the Shire Office on 08 9883 6031 or email cdo@cuballing.wa.gov.au.

APPENDIX C – SHOULD I RESPOND?



APPENDIX D – SAMPLE CONTENT PLAN/CALENDAR

Date	Time	Service Area	Content	Approved	Complete
18/03/13	10:00am	Community Services	Council meeting tonight + some interesting agenda items (link to agenda)		
18/03/13	3:00pm	Waste services	Change to bin pick ups due to Easter public holidays		
19/03/13		FREE SLOT			
19/03/13	12:00pm	Local History	Historical photo for general interest/discussion		
20/03/13	10:00am	Community Development	Advertise Children's week event		
20/03/13	3:00pm	Community Development	ELC story (plus pic and link)		
21/03/13	10:00am	Community Development	Music festival this weekend (plus pic/link)		
22/03/13	10:00am	Rangers	Reminder about dog registrations (plus link to form)		
22/03/13	3:00pm	Libraries	New release books (plus link to a review)		
23/03/13		SATURDAY – NO POSTS			
24/03/13	5:00pm	Community Development	Twilight Tunes live post including pic		



SHIRE OF CUBALLING FACEBOOK GUIDELINES OVERVIEW

Facebook Page Guidelines – Quick reference overview sheet

FACEBOOK ADMINISTRATION

- Admins – CEO
- Deputy CEO
 - Administration Officer
 - Community Development Officer

WHAT WILL BE POSTED

The Shire's Facebook page will be used to disseminate relevant information in relation to the Shire of Cuballing and its programs, to share information posted on the Shire's website and to notify rate payers and community members of important notices.

WHAT WILL NOT BE POSTED

- Promotion or information relating to local business
- Cross postings from other Facebook sites
- Personal comments from Shire Departments or Shire employees

HOW WILL THE PAGE WORK

- The Shire of Cuballing's Facebook page will be posted on between 3-5 times a ~~week~~ week for general information, with a maximum of 1 post per day. During emergency times this may increase.
- All posts will need to be forwarded to the Community Development Officer to be added to the Page Plan, which includes a weekly breakdown. These will be required at least 14 days in advance of the event date to ensure inclusion. Posts will be required in email format, with a 2-3 sentence write up supplying all the information required, and a picture or document if required.
- Posts will be approved prior to posting, and may be reworded to ensure they are in line with the 'Shire Voice'.

WHO WILL POST

All posts on the page and responses to community comment will be made by the Corporate Services Department. This is to ensure a consistent 'Shire Voice' is portrayed to the community, which ensures that no individual staff can be singled out in relation to controversial issues.

THINGS TO AVOID

- ~~Crossposting~~ – Posts on the Shire page will not be shared in local groups or other local Facebook pages by Shire staff. Posts by other pages will not be shared on the Shire's Facebook page. This is to ensure that local community members are not 'flooded' with the same information. Various promotion drives will be undertaken to encourage local community members to join the Shire's page.
- Personal or emotional responses to public comments.

9.1.7 Use of IT Facilities for Staff Use Policy

Applicant: N/A
File Ref. No: Admin 7
Disclosure of Interest: Nil
Date: 11th August 2015
Author: Tonya Williams, Deputy CEO
Attachments: 9.1.7A Use of Shire IT Facilities Staff Policy

Summary

Council is to consider adopting a 'Use of Information Technology (IT) Facilities for Staff' Policy for the Shire of Cuballing.

Background

Council is currently undertaking a review of all policies in the Shire.

The Shire of Cuballing currently does not have a policy on the use of its IT facilities by staff members.

Comment

The Shire's IT facilities are used by most staff members, the purpose of this policy is to ensure that the facilities are used in an appropriate manner. The policy outlines what is and what is not appropriate usage of IT equipment and software, ensuring that all staff are aware of their rights and responsibilities.

The downloading of unauthorised software leaves the Shire open to copyright violations and potential virus threats. The attached policy is designed to help mitigate this risk by ensuring that new downloads, software updates and general software use is checked for compatibility with current Shire operating systems and avoids potential issues with computer downtime and additional cost for virus or incompatible software.

Strategic Implications – Nil

Statutory Environment

State Records Act 2000.

Policy Implications

If adopted, this will become Council's Policy on Staff use of IT facilities.

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation

Chief Executive Officer.

Options

Council may resolve:

1. the Officer's Recommendation;
2. to defer a decision on the IT Use Policy for further review; or
3. not adopt an IT Use Policy.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council adopt the Use of Information Technology (IT) Facilities for Staff Policy as included at Attachment 9.1.7A.

Moved: Cr Bradford

Seconded: Cr Ballantyne

Carried 6/0

11.31 USE OF SHIRE INFORMATION TECHNOLOGY (IT) FACILITIES FOR STAFF

Policy Statement:

This policy outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Cuballing. The policy applies to staff and to others to whom access to IT facilities has been provided.

Objective:

To establish guidelines for use of IT facilities so as to ensure it is used in an appropriate manner.

Policy:

1 General Use

- 1.1 The Shire of Cuballing reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.
- 1.2 The Shire of Cuballing has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy.
- 1.3 Users must respect the resource limitations of the IT facilities provided. Resources are not infinite.
- 1.4 Any facilities provided to users are for the business purposes of the Shire of Cuballing. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business related purposes.
- 1.5 The Shire of Cuballing supports only those facilities which it provides for business purposes. Hardware, software, operating systems and networking protocols not in use at, or provided and approved by, the Shire of Cuballing Deputy CEO, are not supported.

2 Storage

- 2.1 All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire's databases) are to be stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.
- 2.2 E-mails and faxes, sent and received, and of corporate nature must be captured and stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.
- 2.3 Corporate documents must not be stored on desktop computers or on portable media (i.e.: floppy disks, CDs, DVDs). There are appropriate methods for storing draft and 'working' documents within the Records Keeping System. Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each staff member to understand what documents should be stored in the Records Keeping System, this information can be obtained from the Records Department.

2.4 Only the network drives and corporate systems are backed up. 'C' drives and other Local drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.

2.5 Duplication of data is to be avoided.

3 Installing Unauthorized Software or Files

3.1 Users must not purchase, install, update, copy or use any software without prior written consultation with the Deputy CEO.

3.2 All software and updates are to be evaluated by the Deputy CEO for compatibility with the Shire's existing hardware and software, software licensing agreements, copyright and other intellectual property rights, availability of budget funds, and virus protection.

3.3 The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used or stored on the Shire of Cuballing systems.

3.4 The installation and use of third party "screen savers" is not permitted.

4 Access to Computer Facilities

4.1 Users may use only those facilities, which they have been properly authorised to use by the relevant Manager/Director. Authorisation must be provided to IT Services in writing before access is provided and/or modified.

4.2 Users may not use any of the facilities provided by the Shire of Cuballing in such a way as to reflect negatively upon the Shire either in part or as a whole.

4.3 Users may not use any of the facilities provided to them by the Shire of Cuballing in such a way as to achieve personal gain or to earn income external to their employment at the Shire.

4.4 The playing of games on Shire computers is not permitted.

4.5 Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person.

4.6 Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected. We recommend that no passwords are written down and kept at or near a user's desk.

4.7 Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from Deputy CEO or CEO.

4.8 Users will comply with any directive (verbal, written or electronic) from Deputy CEO relating to access to IT facilities.

4.9 Users must treat IT facilities and telephones with respect. Any wilful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.

- 4.10 Food and beverages should not be consumed in close proximity to IT equipment.
- 4.11 Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, on-line time should be kept to a minimum. The Shire of Cuballing will not be responsible for any excessive costs incurred. Next G devices are available for senior staff who have to travel and need internet access.
- 4.12 Remote access to the Shire of Cuballing IT facilities is provided on a needs basis. Those seeking such access will need approval in writing from the Deputy CEO. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to IT Services, and must use passwords with at least 8 characters and must contain a mixture of upper and lower case alpha characters and numbers.
- 4.13 The Shire of Cuballing reserves the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staff has a particular need for after hour's access to IT facilities they should liaise with the Deputy CEO in advance to arrange access options.

5 Security

- 5.1 Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or have been provided for their use, or is stored on a shared medium for which they have been granted access.
- 5.2 Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Deputy CEO, except in the following circumstances:-
 - 5.2.1 For data or files stored on a shared network facility or transferred in/out via a shared network facility.
 - 5.2.2 Under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- 5.3 Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to the Deputy CEO.
- 5.4 Users are encouraged to log out of their workstations when they are not in use.
- 5.5 Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by the Deputy CEO.
- 5.6 Users must report to the Deputy CEO, without delay, any breaches (either real or perceived) of security.

6 Voice Mail

- 6.1 Voice Mail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Where possible telephones should be diverted to another officer.

- 6.2 The system should be used for its intended purpose and not used as a means of avoiding answering telephone calls.
- 6.3 The legitimate use of Voice Mail is for cases where staff are out of their offices for short periods where phone calls would go unanswered. Voice Mail should not be used to take calls when staff is on leave.
- 6.4 Users must work with each other to minimise the reliance on Voice Mail as much as possible. This will serve to ensure that a high level of customer service is maintained.

7 IT Support

- 7.1 The Shire of Cuballing outsources the management of its IT systems on an as needed basis. Users must understand that they should not contact any IT support directly, rather refer the matter the Deputy CEO who will assess and arrange for support as required.

8 Internet and E-mail

- 8.1 The provision of Internet browsing facilities to a user must be authorised in writing by the Deputy CEO or CEO.
- 8.2 E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely. Limits are set on mailbox sizes; therefore users should make sure e-mails are registered into the Records Keeping System.
- 8.3 When commencing leave, staff should utilize the ability of the email software to forward incoming mail to the person who is acting in the position during their absence.
- 8.4 Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.

9 What is Acceptable Use in Regards to Internet and E-Mail?

- 9.1 Subject to the balance of this policy, employees may use the Internet access provided by the Shire of Cuballing for:-
 - 9.1.1 Work-related purposes;
 - 9.1.2 Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Cuballing email address in the from: or Reply-To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of the Shire of Cuballing;
 - 9.1.3 Accessing the World Wide Web including social networking websites for limited personal purposes during an employee's normal lunch breaks;
 - 9.1.4 Utilizing any other Internet service or protocol for personal purposes after obtaining permission in writing, to do so, from the Shire's Deputy CEO;
 - 9.1.5 Personal e-mails to advertise items are not permitted; and
 - 9.1.6 E-mail messages of a corporate nature that leave the Shire of Cuballing destined for an external organisation are public records and must be captured in the Records Keeping System. Any corporate e-mail messages that officers

receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the Records Keeping System themselves such messages should be forwarded to Records staff to facilitate this legislative (State Records Act 2000) requirement.

- 9.2 Use under 9.1 of this policy is conditional upon in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or her colleagues.

10 What is Not Acceptable Use in regards to Internet and E-mail?

- 10.1 Except in the course of an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for:-

- 10.1.1 Personal commercial purposes;
- 10.1.2 Sending unsolicited bulk email such as advertising or announcements that are not related to Council business to any group;
- 10.1.3 Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues or knowingly sending or forwarding virus-infected e-mails;
- 10.1.4 Disseminating confidential information of the Shire of Cuballing;
- 10.1.5 Any illegal purpose;
- 10.1.6 Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- 10.1.7 Disseminating personal contact information of officers or employees of the Shire without their consent;
- 10.1.8 Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or
- 10.1.9 Knowingly downloading or requesting software or media files or data streams that are not related to Shire business;
- 10.1.10 Sending e-mails that has documents attached, to multiple users within Council. Documents of corporate value should be registered in the Records Keeping System, and can be referred to in e-mails. If a document is not of corporate value it can be stored on the Shared drive and referred to in an e-mail;
- 10.1.11 The use of real-time messaging services such as ICQ or MSN or Yahoo.
- 10.1.12 Web sites including but not limited to those of the following nature:-
 - Games.
 - Personal Shopping / Auctions.
 - Entertainment.
 - Adult Entertainment.
 - Pornography.

- Personal Internet E-mail (such as GMail, Hotmail or Yahoo).
- Chat Rooms / Channels.
- Social networking sites for personal purposes (such as Facebook or Twitter).

11 Example of Disclaimer to be used

This e-mail message, including any attached files, is private and may contain information that is confidential. Only the intended recipient may access or use it. If you are not the intended recipient please delete this e-mail and notify the sender promptly. The views of this sender may not represent those of the Shire of Cuballing. The Shire uses virus-scanning software but exclude all liability for viruses or similar defects in any attachment.

12 Consequences of Unacceptable Use

12.1 The Shire of Cuballing may monitor logs of Internet usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by employees, and the email addresses of those with whom they have communicated. The Shire of Cuballing will not, however, engage in real-time surveillance of Internet usage, will not monitor the content of email messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law.

12.2 Responsibility for use of the Internet that does not comply with this policy lies with the employee so using it and such employee must indemnify the Shire of Cuballing for any direct loss and reasonably foreseeable consequential losses suffered by the Shire by reason of the breach of policy.

12.3 The Shire of Cuballing will review any alleged breach of this Acceptable Use Policy on an individual basis. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the Shire, the employee shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the Shire the breach may be treated as grounds for dismissal.

Council reserves the right to refer an employee's use of Shire IT facilities to an appropriate law enforcement agency for alleged illegal use.

12.4 Otherwise, an alleged breach shall be dealt with as follows:-

12.4.1 Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.

12.4.2 If the breach is not desisted from or remedied, The Shire of Cuballing may either withdraw the employee's access to the Internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.

12.4.3 If the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.

12.4.4 If a breach is committed after the third warning the employee may be dismissed.

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Draft Disability Access and Inclusion Plan 2015-2018

Applicant:	N/A
File Ref. No:	CS2
Disclosure of Interest:	Nil
Date:	11 th August 2015
Author:	Gary Sherry, Chief Executive Officer
Attachments:	9.2.1A Draft DAIP 2015-2018

Summary

Council to consider seeking public comment on the Draft Disability Access and Inclusion Plan 2014-2018 in accordance with the Disability Services Act 1993.

Background

The Shire of Cuballing is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information, facilities and services.

In achieving this goal, the Shire adopted its first Disability Access and Inclusion Plan (DAIP) in 1995 to address access barriers within the community.

The Shire of Cuballing's DAIP provides goals and objectives to provide direction in improving access and inclusion for disabled persons.

Since the adoption of the initial DAIP, the Shire has implemented initiatives and made significant progress towards better access when upgrading or renovating facilities and services. The progress is highlighted below;

- Ramp access has been constructed at the front of Cuballing Recreation Building
- Information has been updated and is continually reviewed to reflect contemporary needs
- The availability of alternative format information or assistance with information has been promoted through the local newsletter
- Accessible Toilet built at Popanyinning Tennis Court with ramp access
- Creek crossing upgraded with suitable railing and widened to enable accessibility
- Toilet within Cuballing Hall modified to provide accessibility
- Ramp access and security lighting to Popanyinning Hall
- Improved signage at Yornaning Dam
- Construction of an accessible Men's Shed in Cuballing

Comment

Council is to consider the seeking public comment on the Draft DAIP 2015-2018 in accordance with the Disability Services Act 1993. The Draft DAIP is included at Attachment 9.2.1A.

The Disability Services Commission required Disability Access and Inclusion Plans be amended to incorporate Outcome 7: "People with disability have the same opportunities as other people to obtain and maintain employment with a public authority".

Outcome Seven was formulated using the Disability Service template as a base.

Strategic Implications - Nil

Statutory Environment

Disability Services Act 1993 (amended 2004)

The Disability Services Act requires DAIP's to incorporate Outcome 7 by the 1st July 2015 in response the Shire's DAIP has been reviewed and the Plan will be advertised for 4 weeks.

Policy Implications - Nil

Financial Implications - Nil at this time

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

Council will advertise the availability of and the ability to provide public comment on the Draft DAIP.

Prior to 31st July annually, Council will seek feedback from the community regarding the implementation of the DAIP and the effectiveness of strategies that have been implemented.

The Shire of Cuballing is required to report on the progress in the prescribed format to the Disability Services Commission annually.

Options

Council may resolve:

1. the Officer's Recommendation;
2. to make amendments to the Draft DAIP prior to advertising; or
3. adopt the Draft DAIP without public comment.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council

- 1. advertise the Shire of Cuballing Draft Disability Access and Inclusion Plan 2015-2018 including Outcome Seven for a period of four weeks; and**
- 2. consider the Draft Disability Access and Inclusion Plan 2015-2018 and any submissions received at the September Ordinary Meeting of Council.**

Moved: Cr Ballantyne

Seconded: Cr Newman

Carried 6/0

SHIRE
OF



CUBALLING

DISABILITY ACCESS AND INCLUSION PLAN

2015-2018

INTRODUCTION

The Shire of Cuballing is a small rural local authority located in the Central South East region of Western Australia, approximately 190km south east of Perth and has an area of 1250 square kilometres.

There is a population of 894 residing in the Shire. Two populated town sites, Cuballing and Popanyinning exist within the region.

Functions, Facilities and Services Provided By the Shire Of Cuballing

The Shire of Cuballing is responsible for a range of functions, facilities and services, including:

Services to property and the Community:

- Construction and maintenance of Public buildings, roads and footpaths
- Provision and maintenance of waste disposal facilities
- Bushfire control through voluntary Bushfire Brigades
- Provision and maintenance of recreation facilities
- Information Service and facilitation of monthly newsletter distribution
- Provision of funding to community groups

Regulatory Services

- Planning of road systems
- Subdivision oversight and provision of town planning schemes
- Building and Environmental Health Service
- Animal control
- Administering Noise Regulations

General Administration

- Provision of general information to the public
- Dealing with complaints and maintenance requests
- Payment of fees including rates, dog licenses, building licenses and private works

Processes of Government

- Ordinary and Special Council and Committee Meetings
- Electors' meetings and election of Councillors
- Community engagement and consultation
- Long Term community and strategic planning

PEOPLE WITH DISABILITY WITHIN THE SHIRE OF CUBALLING

The residential population of Cuballing is estimated to be around 894. According to the Australian Bureau of Statistics Survey of Disability, Ageing and carers (2006) more than 20% of Australians or more than 1 in 5 people, identify themselves as having some form of disability. Based on the population estimate and these findings, it is estimated that there are growing numbers of people with disability living within the Shire.

As the Shire of Cuballing becomes more attractive as a small country region with attractive land in close proximity to a larger regional area, the number of people with disability living within the shire is likely to increase in the future. The Shire of Cuballing believes it is important that everyone has the same opportunity and choices within the shire and recognises that

disability are not necessarily visible. It is also recognised that Council's planning needs to take into account visitors to our shire.

The Shire of Cuballing is responsible for the planning process with a particular focus on a nurturing community where diversity, difference and a sense of identity is respected and valued. Seeking input from the local community, with personal and/or professional knowledge of disability requirements and issues, and the Disability Services Commission, the Shire of Cuballing will continually develop, implement, review and evaluate the plan.

Planning for Better Access

It is a requirement of the Disability Services Act (1993) that local governments develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines how that local government will ensure that people with disability have equal access to its facilities and services. Annual Reports on activities relating to the progress of these plans are reported to state government at the end of each financial year.

Access and Inclusion plans are not just about ensuring buildings have wheelchair access. They also incorporate inclusion at a participatory and service level. The vision of the DAIP is for an accessible and inclusive community (and visitors to the community) and the format will concentrate on seven key areas:

1. Quality of existing and future services
2. Access to buildings and facilities
3. Access to shire supported events and projects
4. Information and communication
5. Opportunities to make complaints
6. Opportunities to participate in public consultation

Other legislation underpinning access and inclusion includes the Western Australian Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act (1992) (DDA). While action plans are not compulsory under the DDA, they can assist organisations to become more accessible and inclusive, and can provide some clarity during disability discrimination proceedings. A DAIP may also satisfy the DDA requirements for action plans.

Progress 1995 – 2014

The Shire of Cuballing is committed to facilitating the inclusion of people with disability through the improvement of access to its facilities and services. The first plan was adopted in 1995 to address the barriers for people with disability and addressed both its statutory requirements under the Disability Services Act (1993) and its obligations under the Commonwealth Disability Discrimination Act (1992). The plan has undergone several internal reviews since 1995.

During that time many initiatives have been implemented:

1995 – 2007

- Accessible footpaths and cycle ways constructed in town
- Ramp Access to Cuballing Tennis Courts
- Accessible path around perimeter of change rooms at Cuballing Oval
- Accessible public toilets and change rooms constructed at Cuballing Oval
- Accessible (from the rear of the building) entrance facing oval at Cuballing Recreation Building

- Ramp access topside of Cuballing Hall
- Handrails to side and rear entrances at Cuballing Hall
- Ramp Access at Cuballing Community Park
- Tactile pavers placed at bus stop in town sites of Cuballing and Popanyinning
- Gazebo built with provision for wheelchair to be used at table in Cuballing Community Park
- Accessible toilets built at Cuballing Community Park
- Ramp access and accessible toilets built in Popanyinning townsite
- Ramp access has been built along with accessible toilets at Yornaning Dam
- McGarrigal Park (children's playground in Popanyinning) has an accessible entrance
- Information has been updated and is continually reviewed to reflect contemporary needs
- The availability of alternative format information or assistance with information has been promoted through the local newsletter

2007 -2014

- Ramp access has been constructed at the front of Cuballing Recreation Building
- Information has been updated and is continually reviewed to reflect contemporary needs
- The availability of alternative format information or assistance with information has been promoted through the local newsletter
- Equestrian Clubrooms built with access by ramp
- Accessible Toilet built at Popanyinning Tennis Court with ramp access
- Handrails and ramp to rear entrance at Cuballing Administration Office and Council Chamber
- Creek crossing upgraded with suitable railing and widened to enable accessibility
- Toilet within Cuballing Hall modified to provide accessibility
- Ramp access and security lighting to Popanyinning Hall
- Improved signage at Yornaning Dam
- Construction of an accessible Men's Shed in Cuballing

Responsibility for the Disability Access and Inclusion Plan

Community Consultation Process

In 2007, the Shire began the review of its plan, consulted with key stakeholders and drafted a new DAIP to guide further improvements to access and inclusion. Wherever possible, representatives from a variety of sectors of the community were consulted.

The process included:

- Examination of the initial plan and subsequent review reports to see what has been achieved and items requiring completion
- Examination of other Council documents and strategies
- Investigation of contemporary trends and good practice in access and inclusion
- Consultation with key staff and the community via a survey
- Consultation with people with disability and other key stakeholders

The Disability Service Regulations 2004 set out the minimum consultation requirements for public authorities in relation to the DAIP. Local government authorities must call for submissions (either general or specific) by notice in a newspaper circulating in the local district

of the local government under the Local Government Act 1995, or on any website maintained by or on behalf of the local authority. Other mechanisms may also be used.

- In August 2007 the community was informed through the local regional newspaper, that the Shire of Cuballing was reviewing its disability access and inclusion plan to address the barriers that people with disability and their families experience in accessing Council functions, facilities and services. The community was advised of the means by which they could provide input into the development of the plan.
- In October 2013, further community consultation was invited utilising the same means as in 2007, however there were no written submissions or comments and only a handful of verbal comments expressing satisfaction with Council's progress regarding disability access and inclusion.

The review and both consultation processes found that most of the initial objects in the first DSP had been achieved and that the DAIP required updating to ensure currency and relevance. The updated plan should not only address current access barriers but also reflect contemporary values and practices, such as striving for inclusion and meeting more than the minimum compliance with access standards. It must also keep abreast of legislative and regulatory changes.

The initial 2007 consultation also identified a variety of remaining barriers to access and inclusion, to be addressed in the DAIP Implementation Plan.

- Absence of a concise policy to guide and inform access and inclusion activities – all Council run community function advertisements now have information regarding access. A policy has not been formulated as this issue is seen to be required under the legislation and forms part of everyday practice.
- Events may not always be held in a manner and location that best facilitates the participation of people with disability – this point is taken into consideration when planning Council run community functions
- Suitable parking for people with disability may not be meeting the needs of this growing demographic – parking issues have been address at major Council owned facilities
- Facilities in and around the shire may not be as accessible – work is continuing on addressing this point (see progress lists)
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability – In house training has been provided to all administration staff.
- People with disability may not be aware of consultation opportunities with the Shire – As we are two very small communities within a small local government area, residents are able to (and do) consult with Councillors, Administration Staff and the Works Crew on a regular basis.

The identification of these barriers were included in the development of strategies in the DAIP. The barriers have been addressed (as shown in the bulleted list above) and it is believed that all residents including those with a disability are satisfied with the progress being made by the Shire of Cuballing.

Communicating the plan to staff and people with disability

In September 2007 copies of the Draft Disability Access and Inclusion Plan was sent to all those who contributed to the planning process, including Council officers, people with disability, their families, carers and relevant community groups for feedback. In September 2007, the plan was finalised and formally endorsed by Council.

Council has advised, through the local media, that copies of the plan are available to the community upon request, and in alternative formats if required, including Council's website, hard copy in standard and large print, electronic format and by email.

As plans are amended, both staff and the community will be advised of the availability of the updated plan using the same methods.

Monitoring and Reviewing

As part of the review process for this project and to ensure individuality of the DAIP outcomes, strategies and implementation, there will be consultation with key stakeholders, community members and shire staff who will meet regularly to review the progress on the implementation of the strategies identified in the DAIP.

The review and monitoring of the Shire's DAIP will be included in this amended plan which will be submitted to the Disability Services Commission in 2014. The achievements are noted within the amended plan.

Council will include a report on the implementation of the Disability Access and Inclusion Plan within its Annual Report which will be formally endorsed by Council.

Evaluation

Prior to 31 July annually, Council will seek feedback from the community regarding the implementation of the DAIP and the effectiveness of strategies that have been implemented.

The following actions will then be taken:

- Endorsement of any progress reports on the implementation process which forms part of the DAIP
- Notices about the consultation process will be placed in the local newsletter
- Feedback will be sought in order to identify any additional barriers that were not identified in the initial consultation
- Identify additional strategies for consideration

The Shire of Cuballing is required to report on the progress in the prescribed format to the Disability Services Commission annually.

REPORTING ON THE DAIP

The Disability Services Act sets out the minimum reporting requirements for public authorities in relation to the DAIP. Council will report on the implementation of its DAIP through its annual report and the prescribed Proforma to the Disability Services Commission by 31 July each year, outlining:

- Progress towards the desired outcomes of the DAIP
- Progress of its agents and contractors towards meeting the desired outcomes
- Strategies used to inform its agents and contractors of the DAIP

STRATEGIES TO IMPROVE ACCESS AND INCLUSION

As a result of the consultation process, the following strategies will guide tasks reflected in the Implementation Plan, that the Shire of Cuballing will continue to undertake to improve access to its services, buildings and information. The desired outcomes provide a framework for

improving access and inclusion for people with disability within and visiting the Shire of Cuballing.

Outcome 1 **People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Cuballing**

Objective To adapt services wherever possible to meet the needs of people with disability

Strategy Council will

1. Ensure that all policies and practices that govern the operation of Council facilities, functions and services are consistent with Council's policy on access and legislation
2. Ensure that people with disability are consulted on their need for services and the accessibility of current services
3. Utilise the universal design checklist that has been provided by the Disability Services Commission

Outcome 2 **People with disability have the same opportunity as other people to access the buildings and other facilities of the Shire of Cuballing**

Objective To ensure that all Shire owned, leased or supported facilities are accessible to people with diverse needs

Strategy Council will

1. Advocate to local businesses the requirements for and benefits flowing from the provision of accessible venues
2. Apply the Building Code of Australia and associated Standards on access when new or existing work begins on buildings and facilities
3. Undertake to identify and incorporate the priorities regarding access that have been identified during the review process. Ongoing upgrades will continue.
4. Identify access barriers to buildings and facilities using the Access Resource Kit checklists

Outcome 3 **People with disability receive information pertaining to Council functions, facilities and services in a format that will enable them to access the information as readily as other people are able to access it**

Objective To ensure that relevant information pertaining to Council functions, facilities and services is provided using clear and concise language and made available in accessible formats

Strategy Council will:

1. Improve community awareness that all documents may be available in alternative formats upon request
2. Improve staff awareness of accessible information needs and how to obtain information using other formats

Outcome 4 **People with disability receive the same level and quality of service from the staff of the Shire of Cuballing as other people receive**

Objective Council staff working with the public be equipped with the information and skills to enable them to appropriately provide advice and service to people with diverse disability

Strategy Council will

1. Provide information and training to staff and elected members to improve the awareness of access issues and further enhance their skills to provide an excellent service to people with disability

2. Where required seek advice from other local governments and community professionals on how to better meet the needs of people with disability
3. Ensure key staff are registered for email updates from the Human Rights and Equal Opportunity Commission and Disability Services Commission to keep abreast of contemporary practices in creating universal facilities
4. Ensure staff are aware that some people may require assistance with paperwork associated with various functions of local government and will readily assist if required

Outcome 5 People with disability have the same opportunities as other people to make complaints to the Shire of Cuballing

Objective Ensure that grievance mechanisms/procedures are accessible or that appropriate assistance is given to enable people with diverse needs to make grievances and complaints known to the Shire

Strategy Council will

1. Ensure that current grievance mechanisms are easily accessible for people with disability
2. Improve staff awareness and knowledge so that the receipt of complaints from people with disability can be facilitated

Outcome 6 People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Cuballing

Objective To ensure that people with disability can participate fully in decision making and consultation processes managed by the Shire

Strategy Council will

1. Ensure community consultation processes are inclusive of people with disability
2. Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes

Outcome 7 People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Cuballing

Objective Ensure that disability is not seen as a barrier to a staff appointment

Strategy Council or Staff responsible for recruitment will ensure that the right person is selected for the position regardless of disability.

IMPLEMENTATION PLAN

The DAIP provides the background information that informs the Cuballing Shire Council of the reasons why change is required to a facility, service or event provided in their district with their support. The DAIP implementation plan lists the suggested changes, person responsible to ensure that change happens and the date by which the change should be completed.

By itemising future requirements, Council can approve realistic budget for the funds and human resources to complete the work required and comply with legislation.

A fair and equitable DAIP implementation plan therefore informs Council where budget funds should be allocated and can only occur following consultation from different sectors of the community, including:

- Community members with some form of disability
- Members of the community supporting residents and visitors to the district
- Community members with experience in the disability field
- Broad community consultation
- Relevant representatives from government departments

The Disability Access and Inclusion strategies and objectives developed for the Shire of Cuballing are grouped under the seven desired outcomes as recommended by the Disability Services Commission. These outcome areas provide a framework for translating the principles and objectives of the Disability Services Act into tangible and achievable results.

Outcome 1 People with disability have the same opportunity as other people to access the services of, and any events organised in the Shire of Cuballing

Strategy	Task	Timeline	Responsibility
Ensure that all policies and practices that govern the operation of Council facilities, functions and services are consistent with Council's policy on access and legislation	Ensure relevant legislation, policies and procedures on access and inclusion are current and incorporated into Council's Disability Access and Inclusion Plan	Ongoing	CEO
Ensure that people with disability are consulted on their need for services and the accessibility of current services	Continue with feedback requests in monthly newsletter	Ongoing	CEO
Utilise the universal design checklist that has been provided by the Disability Services Commission	Use the checklist to grade accessibility at all Council events	Ongoing	Building Surveyor Administration Officer

Outcome 2 People with disability have the same opportunity as other people to access the buildings and other facilities of the Shire of Cuballing

Strategy	Task	Timeline	Responsibility
Advocate to local businesses the requirements for and benefits flowing from the provision of accessible venues	Promote access to business by informing them of the needs of people with various disability and access information available online or through the Shire of Cuballing	Ongoing	Building Surveyor & CEO
Apply the Building Code of Australia and associated standards on access when new or existing work begins on buildings and facilities	Ensure that legal requirements for access are met in all plans for new or redeveloped buildings and facilities	Ongoing	Building Surveyor & CEO
Undertake to identify and incorporate the priorities regarding access that have been identified during the review process.	Continue working on identified access barriers to buildings and facilities by utilising the Access Resource Kit checklist. Develop and implement a program of progressive upgrade	Ongoing	Building Surveyor & CEO

Outcome 3 People with disability receive information pertaining to Council functions facilities and services in a format that will enable them to access the information as readily as other people are able to access it

Strategy	Task	Timeline	Responsibility
Improve community awareness that all documents may be available in alternative formats	Use the regular feedback request notices in the monthly newsletter to identify which alternative formats are required	Ongoing	Administration Officer
Improve staff awareness of accessible information needs and how to obtain information using other formats	Provide awareness training to Councillors and Staff	Ongoing	CEO

Outcome 4 People with disability will receive the same level and quality of service from the staff of the Shire of Cuballing as other people receive.

Strategy	Task	Timeline	Responsibility
Ensure staff are aware that some people may require assistance with paperwork associated with various functions of local government and will readily assist if required	Improve staff awareness through disability awareness training	Ongoing as staff turnovers occur	CEO
Seek advice from other Councils and community professionals in the disability field on how to better meet the needs of people with disability	Liaise with community members regarding access issues and implement as necessary	Ongoing	Administration Officer
Provide information and training to staff and elected members to improve the awareness of access issues and further enhance their skills to provide an excellent service to people with disability	Provide awareness training to Councillors and staff	Ongoing	CEO
Ensure key staff are registered for email updates from the Human Rights and Equal Opportunity Commission and Disability Services Commission to keep abreast of contemporary practices in creating universal facilities	Ensure staff are informed regarding contemporary access issues and up to date with legal requirements	Ongoing	CEO

Outcome 5 People with disability have the same opportunities as other people to make complaints to the Shire of Cuballing

Strategy	Task	Timeline	Responsibility
Ensure that grievance mechanisms/procedures are accessible or that appropriate assistance is given to enable people with diverse needs to make grievances and complaints known to the Shire	Review current grievance mechanisms and implement any required changes	Ongoing	Administration Officer & CEO
Improve staff awareness and knowledge so that the receipt of complaints from people with disability can be facilitated	Improve staff awareness through training	Ongoing	CEO

Outcome 6 People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Cuballing

Strategy	Task	Timeline	Responsibility
Ensure community consultation processes are inclusive of people with disability	All public meetings to be held in accessible venues and consultation material to be in alternative formats (when possible) upon request	Ongoing	CEO
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes	Ensure that the Shire of Cuballing Disability Access and Inclusion Plan is continually reviewed	Ongoing at least annually	CEO

Outcome 7 People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Cuballing

Strategy	Task	Timeline	Responsibility
Council or Staff responsible for recruitment will ensure that the right person is selected for the position regardless of disability	<p>Councillors and Staff to be aware that a disability is not a barrier to employment with some positions with the Shire of Cuballing</p> <ul style="list-style-type: none"> • Ensure Job Applications and Descriptions include a breakdown of tasks in a tasks list/job description to allow prospective employees with a disability to determine if they are suitable or able to do an advertised job. • Ensure that job interviews are held in a place accessible to all. • Ensure that any prospective candidates are asked if they have any special access or other requirements to assist them at an interview if they have a disability • Ensure that persons are not referred to as a “Person with a Disability”, not a “Person with Disabilities”. • Ensure that the workplace is accessible. • Encourage co-partnerships with local businesses and the shire to encourage employment of people with disabilities through joint funded positions or “Count Me In Grants”. • Ensure that any DAIP Drafts that include “Option 7” or general changes are advertised on the Shire Website. • Ensure that any DAIP Drafts that include “Option 7” or general changes are advertised in Local Printed media such as a Local Paper or Organisational/Shire Newsletter. 	Ongoing	Council and Staff responsible for recruitment

9.2.2 Delegating Council Authority – 2015/2016

Applicant:	N/A
File Ref. No:	Admin 5
Disclosure of Interest:	Nil
Date:	6 July 2015
Author:	Gary Sherry
Attachments:	9.2.2A Draft Delegations Register

Summary

Council is to review and confirm Delegations to the Chief Executive Officer and other parties.

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 December 2014.

Comment

A revised draft list of Council's delegations are included at Attachment 9.2.2A, with new additions included in red and deletions struck out.

Council should note that under section 5.44 of the Local Government Act, Council can only delegate to the Chief Executive Officer and the Chief Executive Officer is able to delegate to Council employees. Therefore, although Council policy requires approval by two staff for some activities, the Council delegation is to the CEO and the CEO then on delegates, in writing additional staff. Some specialist delegations, particularly building and health matters, are on delegated to appropriately trained or qualified staff.

Strategic Implications - Nil

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.

5.43. Limits on delegations to Chief Executive Officer's

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;

- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

5.44 Chief Executive Officer may delegate powers and duties to other employees

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

5.46. Register of, and records relevant to, delegations to Chief Executive Officer's and employees

- (1) The Chief Executive Officer is to keep a register of the delegations made under this Division to the Chief Executive Officer and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Building Act 2011

127 Delegation: special permit authorities and local governments

- (1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- (2) A delegation of a special permit authority's powers or duties may be only to an employee of the special permit authority, or to an employee of one of the legal entities that comprise the special permit authority.
- (3) A delegation of a local government's powers or duties may be only to a local government employee.
- (4) The delegation must be in writing executed by or on behalf of the delegator.
- (5) Except as provided for in subsection (6A), a person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- (6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty —

- (a) the CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.
- (6) A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.
- (7) Nothing in this section limits the ability of the delegator to perform a function through an officer or agent.
- (8) In subsections (3) and (6A) —
 CEO means chief executive officer;
 local government employee, in relation to a local government, means a person employed by the local government under the Local Government Act 1995 section 5.36.

Bush Fires Act 1954

48 Delegation by Local Government

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to subdelegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

Policy Implications

On occasions Council Policy guides or controls the use of Council's delegated authority.

Financial Implications - Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation - Nil

Options

Council may resolve:

- 1. the Officer's Recommendation;
- 2. adding to, amending or deleting any of the delegations shown in the attached draft delegations register.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council endorses the Shire of Cuballing Delegations Register June 2015 included at Attachment 9.2.2A Draft June 2015 Delegations Register as amended.

Moved: Cr Dowling

Seconded: Cr Haslam

Carried 6/0

SHIRE
OF



CUBALLING

DELEGATIONS
REGISTER

(Adopted 19th December 2014)

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1. ADMINISTRATION

A1: Legal Advice

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

Guidelines

This delegation is subject to sufficient provision having been made in Council's budget for any expenses to be incurred.

Reference: Local Government Act 1995 section 5.42

A2: Purchase Orders

The Chief Executive Officer is delegated the 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	up to orders of \$10,000
Works Supervisor Manager Works & Services	up to orders of \$10,000
Administration Officer	up to orders of \$2,000

A3: Tender Invitation

The Chief Executive Officer is delegated the authority to call Tenders to supply goods and/or services for all budgeted items.

Objective: To expedite the purchase of goods and services.

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

A4: Media

The Chief Executive Officer is delegated the authority for the publicity of Council activities through the media.

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

A5: Common Seal

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

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

A7: Permission to Conduct Activities on Council Property

The Chief Executive Officer is delegated authority to grant permission to conduct activities on Council Property.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)

On Delegation: Deputy Chief Executive Officer

A8: Liquor Permits

The Chief Executive Officer is delegated the authority to determine applications for the consumption and sale of liquor on property under the care, control and management of the Shire of Cuballing.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)
Liquor Control Act 1988 sections 59 & 119

A9: Impounding

The Chief Executive Officer is delegated the authority to exercise power in relation to the removal and impoundment of any goods which are involved in any contravention that can lead to impoundment, and to use reasonable force in the exercise of this power.

Objective: To expedite good governance.

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

A10: Enter Land in Emergencies

The Chief Executive Officer is delegated the authority to:

1. sign and issue Notices of Entry;
2. in the event of an emergency enter land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency; and
3. exercise reasonable force to gain entry to land in the event of an emergency.

Reference: Local Government Act 1995 section 3.32 and 3.34

A11: Appointment of Authorised Persons – Enforcement and Legal Proceedings

The Chief Executive Officer is delegated the authority to appoint:

- persons pursuant to section 9.29 of the Local Government Act 1995, to represent the Shire of Cuballing generally in proceedings in the court of petty sessions and Local Court.
- under section 9.10 of the Local Government Act 1995 persons or classes of persons to be authorised for the purposes of performing particular functions.
- under section 3.24 of the Local Government Act 1995 any person to exercise the powers given to a Local Government under Subdivision 2 of Division 3 of Part 3 of the Act.
- under section 3.39 of the Local Government Act any person to exercise the powers given to a Local Government under subdivision 4 of Division 3 of Part 3 of the Act.
- persons or classes of persons in relation to enforcement and legal proceedings.

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

A12: Execution of Documents

The Chief Executive Officer is delegated the authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents where:

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

Reference: Local Government Act 1995 section 5.42

A13: Destruction of Records

The Chief Executive Officer is delegated the authority to destroy records in accordance with Council's Record Keeping Plan.

Reference: Shire of Cuballing Record Keeping Plan
State Records Act 2000
State Records Office's General Disposal Authority for Local Government Records

A18: Industrial Representation

The Chief Executive Officer is delegated the authority to sign an employer's warrant for representation on industrial awards and to appear on the Shire of Cuballing's behalf.

Reference: Local Government Act 1995 sections 5.42

A19: Bond Refunds

The Chief Executive Officer is delegated the authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)

2. Building:

B1: Building Permit

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 20 of the Building Act.

Reference: Building Act 2011 Sections 20, 22, 127

On Delegation: Building Surveyor

B2: Demolition Permit

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 21 of the Building Act.

Reference: Building Act 2011 Sections 21, 22, 127

On Delegation: Building Surveyor

B3: Building Orders

The Chief Executive Officer is delegated authority to:

1. make building orders pursuant to section 110 of the Building Act 2011 in relation to: -
 - a. Building work;
 - b. Demolition work; or
 - c. An existing building or incidental structure; and
2. revoke building orders pursuant to section 117 of the Building Act 2011

Reference: Building Act 2011 Sections 110, 117, 127

On Delegation: Building Surveyor

B4: Extension of Period of Duration of Occupancy Permit or Building Approval Certificate

The Chief Executive Officer is delegated the authority to approve or refuse to approve applications submitted under section 65 of the Building Act

Reference: Building Act 2011 Section 65, 127

On Delegation: Building Surveyor

B5: Grant of Occupancy Permit, Building Approval Certificate

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 58 of the Building Act 2011.

Reference: Building Act 2011 Section 58, 127

On Delegation: Building Surveyor

3. HEALTH

H1 Offences

The Chief Executive Officer is delegated the authority to to issue notices, serve direction and take actions on behalf of Council which is authorised by the Health Act 1911 or its subordinate legislation, conditional upon such action being reported to Council at its next held full meeting.

Reference: Health Act 1911
Shire of Cuballing Health Local Law 2007

On Delegation Environmental Health Officer

H2: Itinerant Food Vendors Licence

The Chief Executive Officer is delegated the authority to issue Itinerant Food Vendors Licence in accordance with the requirements of the Health Act and Shire of Cuballing Health Local Law.

Objective: To expedite the issue of planning approval.

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

On Delegation Environmental Health Officer

H3: Septic Tank Installations

That the Chief Executive Officer is delegated the authority to approve septic tanks and other apparatus for the treatment of sewage and disposal of effluent and liquid waste.

Reference: Health Act 1911 Section 107(2)(a)
On Delegation Environmental Health Officer

H4: Notices

The Chief Executive Officer is delegated the authority to issue notices to owners and occupiers of land requiring certain things to be done by the owner or occupier of that land.

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

H5: Renewing Licences

The Chief Executive Officer is delegated the authority to renew all licences provided the circumstances of the original licence have not substantially altered.

Reference: Health Act 1911

H6: Administration of Health

The Chief Executive Officer is delegated the authority to exercise and discharge the powers and functions of the Shire of Cuballing under the Health Act 1911 relating to:

- forming of opinions and making of declarations;
- the granting and issue of licenses, permits, certificates and approval;
- the issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions;
- the ordering and authorisation of legal proceedings for breaches of the Health Act 1911, all regulations and local laws.

Reference: Health Act 1911

On Delegation Environmental Health Officer

4. PLANNING

P1: Home Occupations

The Chief Executive Officer is delegated authority to approve the issue of Home Occupation Licence subject to compliance with Shire of Cuballing Town Planning Scheme No 2.

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

P2: Planning

The Chief Executive Officer is delegated authority for:

1. Requirements for Public Notice

1.1 Making a determination on the form or forms of public notice to be given of a proposed development, scheme amendment, road closure or other proposal where the Local Planning Scheme or other legislation requires that such public notice be given and give such notice.

1.2 Making a determination to require that public notice of a development to be given in accordance with Local Planning Scheme where such notice is considered to be in the public interest.

2. Approval of Permitted "P" and Incidental Uses

Making a determination on all "P" and Incidental uses where a proposed development is generally in accordance with the Local Planning Scheme, Local Planning Strategy, Council policies and is consistent with guiding precedent approvals.

3. Residential Design Code Matters

Making a determination on any matter required to be determined under the Residential Design Codes including where an exercise of discretion is required, provided that appropriate notice of the proposed development is given to adjoining properties where it is required or is considered to have the potential to adversely affect the amenity of an adjoining property.

4. Minor Modification of Planning Determinations

Making modifications to planning approvals where:

- 4.1 the modification conforms to the relevant Local Planning Scheme objectives and policies;
- 4.2 the modification does not have a detrimental effect on the amenity of the locality; and
- 4.3 the extension to a development approval is to a maximum of 2 years.

NOTES:

- Where consent of abutting landowners was required for the original application, then the modification should also be referred to abutting landowners for comment where the modification requires a substantial variation from the original application.
- Where the original application was required to be the subject of public notice under the relevant Local Planning Scheme or the Residential Design Codes, then (if the modification is considered substantial) the modification will need a new public

notice readvertised in accordance with the Local Planning Scheme or the Residential Design Codes.

5. Dealing with Subdivisions

Making recommendations to the Western Australian Planning Commission in respect of applications or other matters relating to Subdivision, Boundary Adjustment, Amalgamation and Strata Titling where such matters are in accordance with the Local Planning Scheme, Local Planning Strategy, Council Policies and established precedent, including minor variations to approved subdivisions and clearance of conditions provided appropriate consultation with other Council Officer's is carried out.

6. Dealing with Scheme Amendments

6.1 Requiring modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.

6.2 Accepting modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.

6.3 Respond in writing to scheme amendment requests. Based on Council resolution, the CEO to set out that support for scheme amendment requests should cover multiple lots or a precinct compared to an individual lot, unless the site subject to the scheme amendment request is a considerable area or the applicant provides suitable justification for the proposal to the satisfaction of the Council.

7. Legal Proceedings

7.1 Taking all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the Planning and Development Act, in the Court in its summary jurisdiction.

7.2 Represent Council, or appoint appropriate representatives, where necessary at prosecutions, appeals and enquiries pertaining to the enforcement of the provisions of the Planning and Development Act and the implementation of Council's Local Planning Scheme

8. Miscellaneous Matters

8.1 Electing to return or defer consideration of incomplete and unsatisfactory applications for planning consent.

8.2 Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building Licence applications (where the application is exempt from the requirement to gain planning approval under the Residential Design Codes and/or the Local Planning Scheme).

8.4 Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and Western Australian Planning Commission requests for reconsideration.

8.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Council policies and guiding precedent approvals.

9. Right to have matter heard By Council

Where an applicant disputes or has issue with a planning determination made in accordance with this delegation, it will be a matter of right for the applicant to request that the matter be reconsidered by Council, provided the exercise of such right does limit any other right of appeal that exists in Law.

10. Matters that may be of significant financial interest to Council

Despite other indications in this delegation, it is required that any planning matter that may have significant impact on Council infrastructure is to be determined by the Council.

Reference: Local Government Act 1995 section 5.42

P3: Subdivision Clearance

The Chief Executive Officer is delegated the authority to endorse subdivision referral proformas and to certify the compliance with subdivision conditions when satisfied that suitable arrangements have been made.

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

P4: Secondhand Fencing

The Chief Executive Officer is delegated the authority to approve the use of secondhand material for fencing.

Reference: Local Government Act 1995 section 5.42

5. WORKS

W1: Roadside Clearing

The Chief Executive Officer is delegated the authority to permit clearing of roadside vegetation

Guideline Any application must comply with legislation and Council Policy.

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

W2: Road Trains/Mass Permits

The Chief Executive Officer is delegated the authority to approve rigid and articulated vehicle movements, up to a maximum 27.5m, on low volume roads within the Shire of Cuballing.

Guideline An approval provided under this delegation must comply with Council Policy.

Reference: Local Government Act 1995 section 5.42

On Delegation ~~Works Supervisor~~ **Manager Works & Services**

W3: Seed Collection

The Chief Executive Officer is delegated the authority to permit wildflower picking and native seed collection on Shire of Cuballing property and reserves vested in or under the control of the Shire of Cuballing.

Guidelines
Any permits will be subject to and in accordance with conditions set by the Department of Environment and Conservation.

Reference: Local Government Act 1995 section 5.42

On Delegation ~~Works Supervisor~~ **Manager Works & Services**

W4 Undertaking Private Works

The Chief Executive Officer is delegated the authority to accepting or rejecting private works.

Reference: Local Government Act 1995 section 5.42(1)

On Delegation ~~Works Supervisor~~ **Manager Works & Services** for Private Works that are up to one full day in length.

W5: Temporary Road Closure

The Chief Executive Officer is delegated the authority to temporarily close roads during adverse weather conditions.

Reference: Local Government Act 1995 section 3.50

On Delegation ~~Works Supervisor~~ **Manager Works & Services**

W6: Temporary Closure of Roads for Public Events

The Chief Executive Officer is delegated the authority to determine applications for the temporary closure of roads for public events.

Guidelines

The determination shall be in accordance with provisions of the Road Traffic (Events on Roads) Regulations 1991 and the Local Government Act 1995 and shall, when approved by the Chief Executive Officer, contain the following conditions:

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

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

Reference: Local Government Act 1995 section 3.50

W6: Tree Safety

The Chief Executive Officer is delegated the authority to issue an order to make a tree safe on private land and to enter that property to make a tree safe.

Reference: Local Government Act 1995 section 5.42

On Delegation ~~Works Supervisor~~ **Manager Works & Services**

W7: Sale of Surplus Equipment, Materials and Scrap

The Chief Executive Officer is delegated the authority to sell by the holding of a surplus goods sale at Council's Depot or any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, are outmoded, or are no longer serviceable.

Guidelines

This delegation applies only to items with a sale value less than \$2,000.

Reference: Local Government Act 1995 section 5.42

6. FIRE CONTROL

BF1: Roadside Burning

The Chief Executive Officer is delegated the authority to approve applications for the burning of road verges

Guideline

Any approval will be conditional of being in accordance with Council Policy.

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

BF2: Use of Shire Vehicles during Fire

The Chief Executive Officer is delegated the authority for the use of Council plant and equipment in the event of a fire.

Reference: Local Government Act 1995 section 5.42

On Delegation ~~Works Supervisor~~ **Manager Works & Services**

BF3: Extension/Reduction Restricted/Prohibited Burning Periods

The Chief Executive Officer is delegated the authority to suspend, amend or vary Prohibited and Restricted burning times.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

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

BF4: Control of Fires

The Chief Executive Officer is delegated the authority, where Council's volunteer bush fire brigades believe they cannot effectively or safely manage a bush fire incident, to transfer control of that incident to the Department of Fire and Emergency Services (DFES).

Guidelines

The Shire will support FESA's management of any incident with:

- At least one and preferably more senior shire bushfire control officers will be a member of the Incident Management Team to provide local knowledge and facilitate effective liaison with local firefighting resources.
- Shire bush firefighting resources, including appliances and volunteers, remain at the incident and assist in suppression activities as determined by the Incident Controller.

Reference: Bush Fires Act 1954 section 13(4)

BF5: Harvest Bans

The Chief Executive Officer is delegated the authority to impose harvest and vehicle movement bans.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

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

BF6: Fire Breaks

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

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

BF6: Infringements

The Chief Executive Officer is delegated the authority to issue infringement notices.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

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

7. FINANCE

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable or erroneously created debts, in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than two hundred and fifty dollars;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;

the Chief Executive Officer may approve that the invoice be written off.

2. Where a Sundry Debtor invoice, less than two hundred and fifty dollars in value, has been raised in error, the Chief Executive Officer may approve that the invoice be written off.
3. Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
4. Where a Rates debtor amount, less than ten dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

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

F2: Investment of Funds

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

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Deputy Chief Executive Officer.

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

F3: 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 of the Chief Executive Officer or Deputy Chief Executive Officer; and

2. one of either the Chief Executive Officer or Deputy Chief Executive Officer, Administration Officer, Rates Officer or ~~Works Supervisor~~ **Manager Works & Services**.

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

F4: Electronic Funds Transfer (EFT)

~~The Chief Executive Officer is delegated the authority to EFT between bank accounts and to pay creditor accounts EFT to a limit of \$500,000.~~

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

F5: Credit Card / Fuel Card

The Chief Executive Officer is delegated to use the Shire of Cuballing's Credit Card and Fuel Card within the constraints of the Budget and Council Policy.

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

F6: Cost Recovery

The Chief Executive Officer is delegated to instigate proceedings to recover costs in Court.

Reference: Local Government Act 1995 section 5.42

F7: Assistance to Community Organisations and Events

The Chief Executive Officer is delegated to determine the level of in-kind assistance provided to community organisations and events.

Guidelines

This assistance may include the use of Shire plant and machinery or the use of employees.

Reference: Local Government Act 1995 section 5.42

F8: Rates

The Chief Executive Officer is delegated the performance of the following functions of the Council:

1. Compile the necessary rate records as specified in Sections 6.39(1) and 6.39(2) of the Local Government Act 1995 and reassess rates payable in accordance with Section 6.40;
2. The service of Notice of Valuation and rates referred to in Section 6.41 of the LGA 1996;
3. Determine the date that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995;
4. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the LGA 1996;
5. The recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62 of the Local Government Act 1995;
6. Entering into a written agreement in accordance with 6.49 of the LGA 1996 for the payment of rates and service charges;
7. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Council should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled in accordance with 6.64(3) of the LGA 1996;
8. Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6); and
9. Extend the period of time for receipt of a notice under Section 6.77 and to refer notices received under Sections 6.77 and 6.78 to a Land Valuation Tribunal (Section 6.79).

Reference: Local Government Act 1995 section 5.42

F9: Insurance – Public Liability Claims

The Chief Executive Officer is delegated authority to consider claims against Council for property damage that does not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.

Guidelines

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

Reference: Local Government Act 1995 section 5.42

8. STAFF

S1: Conferences, Seminars And Training Courses

The Chief Executive Officer is delegated authority to approve the attendance by council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to Council and is relevant to the duties and responsibilities of the officer.

Guidelines

This delegation is subject to sufficient provision having been made in Council's budget for any expenses to be incurred.

On Delegation

~~Works Supervisor~~ **Manager Works & Services**, Deputy Chief Executive Officer for conferences, seminars and training courses that are to be attended by staff under their responsibility that does not require Council incurring accommodation expenses.

S2: Appointment of Staff

The appointment and termination of staff can only be confirmed by:

<u>Position</u>	<u>Office</u>
Chief Executive Officer	Council
Deputy Chief Executive Officer	Chief Executive Officer on recommendation to Council
Works Supervisor Manager Works & Services	Chief Executive Officer on recommendation to Council
Building Surveyor	Chief Executive Officer
Environmental Health Officer	Chief Executive Officer
Administration Staff	Chief Executive Officer
Works Staff	Chief Executive Officer

Guidelines

All appointments and terminations will be advised to Council at the first opportunity.

9.2.3 Proposed Demolition of Popanyinning School

Applicant:	N/A
File Ref. No:	Buildings 3(b)
Disclosure of Interest:	Nil
Date:	11 th August 2015
Author:	Gary Sherry
Attachments:	9.2.3A 2012 Report on Popanyinning School 9.2.3B Quote for Repair Works

Summary

Council is consider proposing the demolition of the Popanyinning School and conducting a public information campaign prior to finalising their final decision.

Background

The former Popanyinning School building is situated on Crown Reserve No. 47419 which is vested, with power to lease, to the Shire of Cuballing for "Community Purposes". At the time of vesting the building was used by the Country Women's Association.

Council subsequently agreed to lease the site to the Popanyinning Progress Association in 2004, to be used as a museum. Formal permission from the relevant Minister of Lands was not formally sought or received rendering the lease invalid. This did not impact on the operation of the lease as both parties appear to have amicably complied with the terms of the lease.

In 2012 the Popanyinning Progress Association vacated the School building to use the restored Railway Building in Popanyinning.

Being responsible for the care and maintenance of the site, Council had Mr Allan Ramsay (Environmental Health Officer/Building Surveyor) complete an inspection of the Popanyinning School building in July 2012. The report identifies a number of minor issues but does specifically reports that:

1. The building has extensive amounts of asbestos throughout the building;
2. The building's switchboard does not meet contemporary standards of safety; and
3. The building doesn't meet the requirements for a public building including exit signs, egress locks and kitchen requirements.

The report of this inspection is included at Attachment 9.2.3A.

Council was approached to provide a lease of the Popanyinning School building to the local Christian Community for the purposes of meetings. The Christian Community used the Popanyinning Hall for weekly meetings at that time.

In considering this lease, Council acknowledged that no Council budget provision had been made to make necessary works to the school building identified by Mr Ramsay's Report. Mr Sam Maughan indicated that the Christian Community group had many skilled (and licensed) tradesmen who could carry out the required repairs and upgrades.

At the August 2012 Ordinary Council Meeting the following was decided:

COUNCIL DECISION:

That the Popanyinning Christian Community be offered a three year peppercorn lease for use of the Popanyinning School Building, with an option to renew the lease at the expiry of the three year period, subject to the following conditions:

1. The building renovations be in character with the age of the building;

2. Renovations be of a standard that would ensure compliance with standards required for public buildings;
3. The lessees maintain the building during the lease period; and
4. Council's Environmental Health/Building Surveyor be provided access to the building twice per year in order to inspect the building as per Council's proposed Asset Management Plan

Moved: Cr Conley

Seconded: Cr Haslam

Carried By Absolute Majority 6/0

In retrospect, given the quantity of work envisaged by Mr Ramsay's report on the Popanyinning School, completing the capital improvements required was always going to be beyond the resources of such a small community group as the Popanyinning Christian Community. It is the Officer's opinion that if Council was serious about preserving the building, Council would have completed such preservation and upgrade works.

Again a number of issues resulted in the proposed peppercorn lease not being formally completed although the Popanyinning Christian Community used the building until late 2014.

In late 2014 Mr Maughan of the Popanyinning Christian Community advised staff of termite damage to the entry of the Popanyinning School. The termite damage at the School was subsequently inspected by Shire staff and found to be more extensive than just the entry. A termite eradication program was completed.

Local builder, Mr John Robertson was approached to inspect the School and assess the termite damage and provide an estimate of the cost of repairs. Mr Robertson's estimate and report is included at Attachment 9.2.3B. In the opinion of Mr Robertson the main damage to the building was caused by the soil that covered the metal stump caps on the west wall. The timber entry frame to the classroom abuts the bitumen hardstand providing ready access for termites to attach the entry timber floor and wall frame.

Shire staff closed the building to the public use in early 2015 and currently the Popanyinning Christian Community meet elsewhere in Popanyinning. A recent large meeting was held at the Popanyinning Hall.

Comment

The Popanyinning School has not had the continual maintenance and upgrading to meet contemporary standards for many years. As a public building it is obsolete and requires significant upgrading to comply.

This situation largely arises because the community has not needed the facility provided by the School building. Other public buildings, particularly the Popanyinning Hall, have been extensively used by the community for functions and events and because of this use by the community, Council has provided resources to maintain and improve the Popanyinning Hall over time.

Council has allocated funding in Council's 2015/16 Budget to complete the repairs envisaged by Mr Robertson. However additional building work, electrical and asbestos removal will be required to solve termite issues and to meet contemporary standards for a public building. This is likely to at least double the budgeted cost of \$25,000. Ongoing maintenance will still be required.

Given the anticipated cost to return the building to a public building standard, the cost of ongoing maintenance and the small amount of community use currently, it is recommended by the Officer that the School building be demolished or sold for demolition.

The Popanyinning School is an important heritage building in the Shire of Cuballing. As a local school it will understandably have sentimental value to many local residents and former pupils. The building is included on the Shire of Cuballing Municipal Heritage Register. Implementing the Officer's recommendation of demolition should only be completed after consultation with the Popanyinning community.

Strategic Implications

There is no strategic implications regarding the Popanyinning School.

Statutory Environment

The Popanyinning School is included on the Shire of Cuballing Municipal Heritage Register. There are no statutory impediments to Council demolishing or refurbishing the Popanyinning School arising from the Municipal Heritage Register.

Policy Implications - Nil

Financial Implications

Council has budgeted \$25,000 to complete repairs of the Popanyinning School.

At this time the cost or income possible from of alternative actions to refurbishing the Popanyinning School have not been investigated.

Economic Implication - Nil

Environmental Considerations - Nil

Social Implication

The Popanyinning School is an important heritage building in Popanyinning. As a school it would have sentimental value to many local residents and former pupils.

Should Council accept the Officer's recommendation, given future recognition of the site and the community's value of the heritage of the site, Council may consider in the future to at least erect a permanent memorial on the site.

Consultation

No widespread consultation has been completed at this time. The matter has been discussed with the Popanyinning Progress Association and the Popanyinning Christian Community.

It is included in the Officer's Recommendation to seek comment from the community over the proposed demolition of the Popanyinning School by:

1. Including information in the Cuby News;
2. Including information on the Council facebook page (if set up in time) and website; and
3. Completing a letter drop to all Popanyinning residents collecting mail at the Popanyinning Post Office and some other Popanyinning ratepayers.

Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation; or
3. to not demolish the Popanyinning School and complete the budgeted repairs to the Popanyinning School.

Voting Requirements – Simple Majority

OFFICERS RECOMMENDATION:

That Council:

1. propose the demolition of the Popanyinning School because:
 - a. the Popanyinning School building requires:
 - i expensive works to repair the latest termite damage;
 - ii considerable works to upgrade to meet the current standards for a public buildings; and
 - iii considerable ongoing maintenance; and
 - b. the current community use of the Popanyinning School does not provide enough benefit to the community as to make such expenditure worthwhile ;
2. consider at a future meeting of Council the demolition of the Popanyinning School;
3. conduct a wide spread public information campaign that:
 - a. advises of Council's intention to consider the demolition of the Popanyinning School;
 - b. advises of the opportunity to provide comment to Council before Council makes any decision; and
 - c. encourages new and alternative community uses for the Popanyinning School that would make the renovation of the Popanyinning School a beneficial activity for Council.

COUNCIL DECISION:

That Council:

- 1. consider at a future meeting of Council the demolition of the Popanyinning School:**
 - a. the Popanyinning School building requires:**

- i expensive works to repair the latest termite damage;
 - ii considerable works to upgrade to meet the current standards for a public buildings; and
 - iii considerable ongoing maintenance; and
 - b. the current community use of the Popanyinning School does not provide enough benefit to the community as to make such expenditure worthwhile;
2. conduct a wide spread public information campaign that:
- a. advises of Council's intention to consider the demolition of the Popanyinning School;
 - b. advises of the opportunity to provide comment to Council before Council makes any decision; and
 - c. encourages new and alternative community uses for the Popanyinning School that would make the renovation of the Popanyinning School a beneficial activity for Council.
 - d. investigates the possibility of private purchase of the School site for a private purchase.

Moved: Cr Dowling

Seconded: Cr Haslam

Carried 6/0

To: Chief Executive Officer Eva Haydon

From: Environmental Health Officer/Building Surveyor Allan Ramsay

Date: 2nd August 2012

File #: 3B

Subject: Popanyinning School Building

I made an inspection of the old Popanyinning School Building on the 26th July 2012. The purpose of the inspection was to inspect its structural integrity, maintenance requirements and any requirement necessary to bring it up to a standard that complies with today's legislative requirements for use as a public building.

Toilets

1. Require a good clean;
2. Whilst I am unaware of the condition of the septic tanks and drains, I flushed one of the toilets and the water flushed quickly. However, this could be different after heavy use when the septic tank is full; and
3. Structurally they are in good condition.

Outdoor Lunchroom

1. Three timber weatherboards to the south wall and one on the north wall require replacing;
2. The roof battens and roof sheeting have recently been replaced. The roof is well supported by triple grips and does not pose any structural issues;
3. The bench seats are in good condition;
4. The cladding to the three sides has been replaced with Hardieflex which does not contain asbestos; and
5. The exterior timber work is in need of painting. Care will need to be taken prior to painting to ensure that the old paint work is not lead based. It will need to be tested for lead and if found to be lead based appropriated preparation will need to be undertaken prior to painting.

School Building

1. The entry step needs replacing as there is extensive termite damage to it;
2. The exterior of the building is clad in asbestos from 1500mm to the wall plate. The condition of the asbestos appeared satisfactory;
3. The timber windows are in need of repair and painting. Care will need to be taken in case the paint work contains lead. It will need to be tested for lead content and prepared appropriately if found to contain lead;
4. The entry and kitchen walls contain asbestos. One panel of the asbestos wall to the right of the kitchen sink was damaged and needs

- to be replaced. Care will need to be taken when removing it by wearing appropriate face mask and overalls for asbestos removal. It will need to be wrapped in black plastic and taken to a registered waste disposal site for depositing of asbestos;
5. The black membrane under the kitchen sink drainer contains asbestos. Any future lessee of the building will need to be made aware of this;
 6. The school room black board panels have extensive termite damage and need to be replaced;
 7. The school room interior walls are timber clad to 1500mm high and some form of masonite cladding from the timber cladding to the wall plate;
 8. The ceiling lining is asbestos. It is in reasonable condition; however, any work such as painting preparation can not involve any sanding;
 9. The flooring is tongue & groove in reasonable condition;
 10. The floor stumps, bearers and floor joists are in good condition;
 11. An electrician will need to inspect the wiring and switch board to ensure that it complies. The switch board will require residual current devices for the lights and power points. If the building is going to be used at night an exit sign will be required;
 12. The entry door will need to have a door handle fitted that will enable opening with one action. It will also need to be made to open from the inside without the use of a key. There are locks available that can achieve this requirements;
 13. If the kitchen is going to be used cooking there needs to be a fire blanket installed and serviced every 6 months. A fire extinguisher is required in an accessible location and serviced every 6 months; and
 14. A licensed Pest Control Officer to provide a report on the condition of the roof structure and if possible the wall framing to ensure that there is no termite activity or any old termite damage.



Allan Ramsay
Environmental Health Officer/Building Surveyor
Registered Builder #10347

Cuballing Shire Council
 Popanyinning School Room
 POPANYINNING WA 6309
 Class Entry Canopy/West Wall/Classroom.

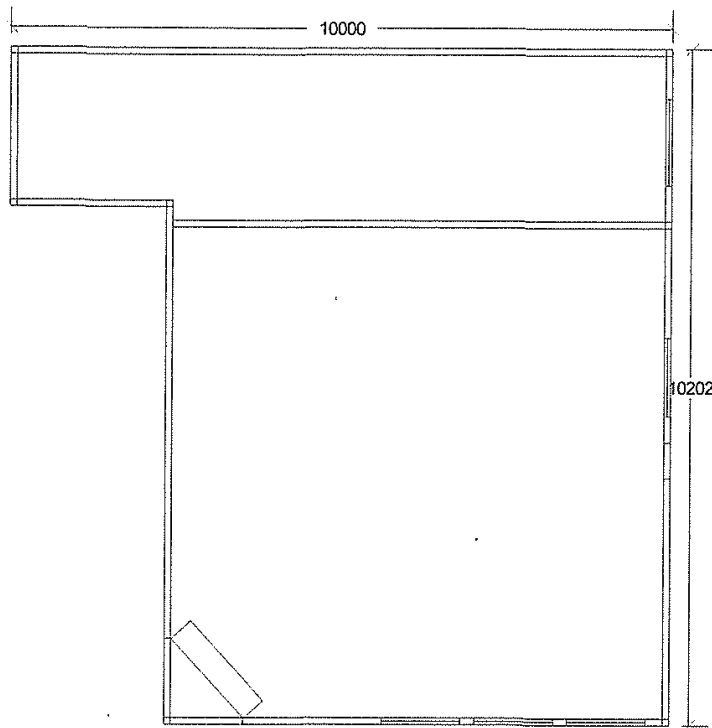
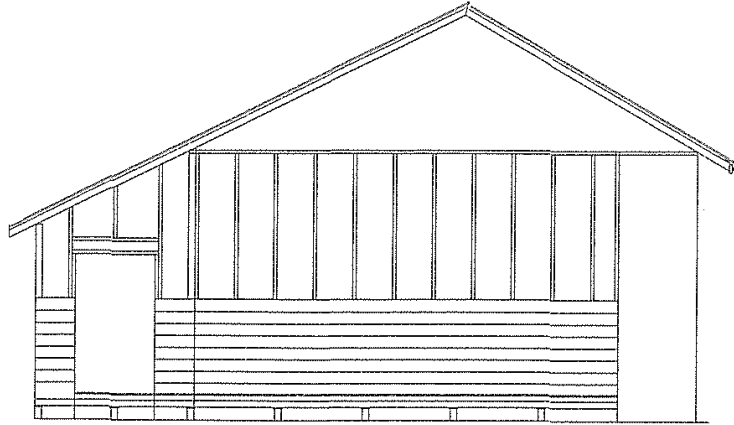
270615

Ind	Description	Plan/Len	Rate	T/Cost
ADM	Council Fees			0.00
ADM	Freight	1.00	500.00	500.00
ADM	Hire Plant Scaffold	1.00	500.00	500.00
Asbestos Removal	Asbestos Removal external walls (115M ²) Labour 12 Hrs	12.00	110.00	1320.00
Asbestos Removal	Black Plastic Wrap 4*50*200um 2 Only	2.00	95.00	190.00
Asbestos Removal	Duct Tape Roll 50mm 2 Only	2.00	7.50	15.00
Asbestos Removal	Plant Hire	1.00	250.00	250.00
Asbestos Removal	Freight to Narrogin Waste Disposal	1.00	250.00	250.00
Black Board	90*22Jarrah Arch bevel Match Blackboard 4/1.2 4/3.9	20.40	10.90	222.36
Black Board	80*30Jarrah Chaulk Groove Shelf 2/3.9	7.80	15.00	117.00
Black Board	30 Jarrah Scotia 2/3.9	7.80	8.75	68.25
Ext Clad	Hardiflex1.2*6mm west wall 13/2.4	37.44	12.80	479.23
Ext Clad	Hardiflex1.2*6mm north wall 4/3.0	12.00	12.80	153.60
Ext Clad	Hardiflex1.2*6mm east wall 13/2.4	37.44	12.80	479.23
Ext Clad	Hardiflex1.2*6mm south wall 8/2.4	23.04	12.80	294.91
Har	Bolts 120*M10 Galv Cuphead with Washer 20	20.00	1.25	25.00
Har	Boustead Self Emb Screws YZP 8g*45mm Box 1000 1 Only	1.00	21.50	21.50
Har	Structafloor Adhesive Tubes 2 Only	2	9.50	19.00
Har	Nails 25 Soft Sheet 3Kg	3.00	10.00	30.00
Har	Nails 50 BH Galv 2Kg	2.00	13.68	27.36
Har	Nails 75 BH Bright Steel Box 1 Only	1.00	59.00	59.00
Har	Nails Tripple Multi Box 1 Only	1.00	7.80	7.80
Har	Teck Screws timber fixing 65mm 200 Only	200.00	0.16	32.00
Har	10 Pop Rivets 1/8 Pack 1 Only	1.00	5.32	5.32
Har	Clear Mastic Adhesive Gutter 1 Only	1.00	9.50	9.50
Har	Boustead Self Emb Screws YZP 8g*40mm Box 1000 1 Only	1.00	35.00	35.00
Har	Nails Galv Fibre/cement 40*2.8 3Kg	3.00	12.50	37.50
Insulat	R1.5 Wall batts 1170+580 12M2 cover 9 Only	9.00	52.00	468.00
Int Fix	Versilux 1.2*6mm 6/2.4	14.40	12.75	183.60
Int:Fix	40*12 DAR Jarrah 10/2.4 Wall Batten	24.00	9.25	222.00
Structafloor	Structafloor 3.6*0.9*19 T/T blackboard backing. 2 Only	2.00	62.30	124.60
TimBas	100*100 Jarrah Stumps 10/2.4	24.00	13.50	324.00
TimBas	100*75 Jarrah Bearers 3/3.6	10.80	10.20	110.16
TimBas	150*50 Jarrah Sole Plates 10/1.5	7.50	7.28	54.60
TimBas	150*45 D/D Jarrah Entry Sill/Head 21/1.8	3.60	21.62	77.83
TimBas	85*19 Jarrah Entry Floor Boards 6/1.8	10.80	9.84	106.27
TimBas	100*50 Jarrah floor Joists Entry 5/2.4	12.00	7.95	95.40
Wall Frame	100*100 Jarrah Corner Post 1/4.2	4.20	13.50	56.70
Wall Frame	Jarrah Feather Edge Sawn Weatherboards 30/2.4	72.00	12.68	912.96
Wall Frame	100*50 Jarrah Wall Plates 4/2.4 10/3.6	45.60	9.81	447.34
Wall Frame	100*50 Jarrah Wall studs 10/3.6	36.00	7.95	286.20
Wall Frame	120*19 Jarrah Matched Lining Boards (Dado) 5/0.9 5/1.5	14.70	15.26	224.32
Wall Frame	200*38 Jarrah R/S Entry Head 1/1.8	1.80	9.50	17.10
Wall Frame	140*30 Jarrah Entry Arch Head 1/1.8	1.80	9.50	17.10
				8842.55
				884.25
				9726.80
			Labour	11672.16
	Est Labour/Material cost			21398.97
Ind	Material/Size	Plan/Len	Rate	T/Cost

This estimate does not include

Electrical
 Plumbing
 Painting
 Stormwater Drainage
 Retaining Walls
 Metal Work

D:\CUBALLING COUN



Drafting Neill Robertson
PO Box 23
CUBALLING WA 6311
988 36 366

Work needed to rectify the damage caused by the Termites.

At the time of the inspection it was noted that:-

1. The main damage to the building was caused by the soil that covered the metal stump caps on the west wall.
2. The timber entry frame to the classroom abuts the bitumen hardstand providing ready access for Termites to attack the entry timber floor and wall frame.

Recommendation.

Demolition/Earthworks

Entry/West Wall

1. Remove the existing concrete step/slab that is higher than the Entry floor.
- a. Replace the existing concrete step/slab with Lysaght Gridmesh plate or similar to allow for the stormwater to discharge into the existing spoon drain at the entry to the building.
 - b. This action will also allow safer able and disabled access to the building.
2. Remove part of the existing timber entry floor frame to allow for the soil under the entry floor to be removed.
3. Retain undamaged timber framing where possible.
4. Council to construct a retaining wall in front of the classroom Entry to provide support to the existing bitumen hardstand and give the building sufficient clearance from the retaining wall to prevent Termite penetration.
5. Retain the north side wall of the entry framework where possible.
6. Replace all damaged stumps with metal caps and treat the timber stumps and sole plates with anti Termite chemicals
 - a. Remove the gravel/soil away from the west classroom wall by at least 600mm and ensure that the soil is at least 200mm below the classroom floor bearer.
 - b. Provide a batter at approximately 36degrees from the existing spoon drains to the new ground level at the west wall.
 - c. The excavation/batter to be graded so that the stormwater does not discharge under the building.
7. Remove all Asbestos cement sheets from the external wall of the building.

Reconstruction External

1. Replace all damaged Jarrah timber in the buildings floor frame and west wall.
2. Reclad the west wall of the building with Jarrah splayed/dressed weatherboards and replace damaged weatherboards.
3. Reclad all external walls of the building with 6mm Hardiflex sheet.

Internal Reconstruction.

Classroom Floor

1. The inspection revealed that the floor boards at the classroom door are loose and will require further investigation to find the cause of the problem.

West wall Blackboard.

1. Remove damaged Jarrah backing board and replace with Termite treated Structafloor sheet.
2. Reinstall the Timpson Plate Blackboard sheet on the west wall of the classroom and replace the damaged timber Blackboard surrounds and chalk rail.
3. Council to consider whether to retain the interior wall cladding on the interior walls of the building, that appears to have Canite, adhered to Asbestos wall cladding above the Jarrah timber dado.
4. The Classroom Ceiling also appears to have Asbestos cladding.

Recess Shed

1. Replace damaged and missing weatherboards.

Refer to the list of materials and labour sheet for the extent of work allowed for to rectify the damage to the building.

Proposed Repair/Replace/Works For: Cuballing Shire Council
 Street: Forrest Street
 POPANYINNING WA 6309
 Date: 180615
 Sheet No 1

9.2.4 Appointment of Dual Fire Control Officers

Applicant: N/A
File Ref. No: BC1
Disclosure of Interest: Nil
Date: 12th August 2015
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider the appointment of the Bush Fire Control Officers of neighbouring Shires to act as Bush Fire Control Officers in the Shire of Cuballing if required.

Background

The Shire of Cuballing considers annually the appointment of locally based Bush Fire Control Officers recommended by the Bush Fire Advisory Committee.

For the efficiency of bush fire responses in areas near to the boundary of local governments, Shires have in the past formally appoint as fire control officers of their neighbouring Shire to act in an emergency if local fire control officers are unavailable or delayed in attending an emergency.

Comment

The Shire of Pingelly has advised the Shire of Cuballing that:

- Rodney Leonard Shaddick
- Robert Alexander Kirk
- Alan William Parsons
- Anthony Turton; and
- Andrew Augustin Marshall;

are the Fire Control Officers of the Shire of Pingelly who could serve as Dual Fire Control Officers in the Shire of Cuballing.

The Shire of Wickepin has advised the Shire of Cuballing that:

- Steve Rose
- Rex Bergin; and
- Roger Butler;

are the Fire Control Officers of the Shire of Wickepin who could serve as Dual Fire Control Officers in the Shire of Cuballing.

Strategic Implications - Nil

Statutory Environment

Bush Fires Act 1954

S38. 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).

Policy Implications - Nil

Financial Implications – Nil

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

The Shires of Wickepin and Pingelly have provided their nominated Bush Fire Control Officers.

Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended resolution with different appointments; or
3. to not appoint one or all proposed Dual Fire Control Officers.

Voting Requirements – Simple Majority

COUNCIL DECISION:

That Council appoint the following persons as Fire Control Officers for the Shire of Cuballing for the 2015/16 bush fire season:

- | | | |
|----|-------------------|---------------------------|
| 1. | Shire of Pingelly | Rodney Leonard Shaddick |
| 2. | Shire of Pingelly | Robert Alexander Kirk |
| 3. | Shire of Pingelly | Alan William Parsons |
| 4. | Shire of Pingelly | Anthony Turton; |
| 5. | Shire of Pingelly | Andrew Augustin Marshall; |
| 6. | Shire of Wickepin | Steve Rose |
| 7. | Shire of Wickepin | Rex Bergin; and |
| 8. | Shire of Wickepin | Roger Butler. |

Moved: Cr

Seconded: Cr

Carried /

This matter was not considered by Council at this time because a majority of Councillors would have declared Proximity Interests in this matter, leaving Council without a quorum.

Applicant: N/A
File Ref. No: Finance 10
Disclosure of Interest: Nil
Date: 12th August 2015
Author: Gary Sherry
Attachments: 9.2.5A Draft 10 Year Road Program

Summary

Council is to consider a draft 10 Year Road Construction Program.

Background

Council's largest area of operations is its Works Program and its road work program.

In 2015/16 Council will complete \$729,155 of road construction works. To complete this work Council will receive \$610,937 in tied grants from the State and Federal governments.

Planning for the 2016/17 road construction program has very long lead times. A 10 Year Road Construction Program will give staff direction on Council's intended program and this information will form the basis of grant applications.

For example Council needs to submit applications for the 2016/17 state government funded program by 30th August 2015.

It is envisaged that Council will reconfirm their 10 Year Road Construction Program at about this time annually. This will provide opportunity for the program to respond to changes in Council and community priority and grant funding opportunities.

Comment

A draft 10 Year Road Construction Program is included at Attachment 9.2.5A.

The draft 10 Year Road Construction Program includes:

- Completing widening works on the Wandering Narrogin Road to completion over the next 6 years. The Wandering Narrogin Road is the busiest of all of Council's regionally significant roads and has priority for this funding.
- Commencing a widening program on Stratherne Road in 2018/19 year. Stratherne Road is currently a road of regional significance and eligible for State Roads Funding through the Regional Road group. This may change in future and therefore widening works should commence as soon as possible. Applications for funding are a lesser priority than the Wandering Narrogin Road and therefore the scope of works able to be completed will be dictated by the maximum grant available to Council. This amount is currently estimated to be \$100,00
- Upon completion of the widening program on the Wandering Narrogin Road, Council will commence a construct and seal program on the Congelin Narrogin Road in 2021/22.

This road is still seen as a greater priority than Stratherne road and a larger amount of grant funding will be sought.

- Upgrading of the single lane Bunmulling Road Bridge in Popanyinning. This bridge is one of the older bridges in the state and is scheduled for replacement in 2017/18. Council will can receive funding through the WA Local Government Grants Commission (WALGGC) to replace the bridge, but only to the current single lane standard. The current estimate for the bridge replacement is \$2,500,000 although plans are still being developed in conjunction with Main Roads WA.

In addition to the bridge replacement, additional changes to the road network are anticipated. A different site for the bridge has been located upstream of the current bridge. At this point the river is narrower and reduce the size of the new bridge. Not requiring demolition of the old bridge prior to construction of the new bridge also reduces cost. This will require an extension to the Popanyinning East Road to the new bridge and the termination of the Bunmulling Road at the intersection with the Popanyinning East Road. The existing bridge can remain as a pedestrian bridge.

The draft program identifies funding for the project of \$1,250,000 through the WALGGC, unidentified funding of and Council loan funds of \$842,000. All of these funding sources and amounts will change with further work on the cost of the project.

It is anticipated that Council will be able to source some level of additional funds to assist in completing the new bridge and associated road works. However at this time this level of funding is included but not identified.

The draft program outlines that the upgrading of this bridge is a significant community investment that will provide service for at least 50 years. It will provide ongoing benefit by reducing road safety, making the Popanyinning Road network simpler and easier to use and will allow the upgrading of the RAV rating of the surrounding roads.

- A significant upgrade of the Wandering Narrogin Road near the intersections of Nebrikinning and Springhill Roads in 2017/18. This project will be significant because of the requirement works in both the Shire of Cuballing and the Shire of Narrogin, constructing nearly 1 kilometre of new road, land acquisition from multiple land owners to allow realignment of the road, construction of a new creek crossing and possible relocation of power services to local residents. Given the size of the project it will require completion of an engineer's design and may require staging over a number of years.
- Ongoing funding of State Road Funding and the Federal Roads to Recovery at current levels. No ongoing Blackpot funding or other funding sources for unidentified projects have been included although it is expected that they will occur.

Strategic Implications

Shire of Cuballing Community Strategic Plan

Objective 3: To maintain and improve infrastructure in the Shire of Cuballing for the benefit of all Cuballing residents.

Outcome 7 Council will continue to maintain and upgrade its roads. Acknowledging that existing sealed roads will be upgraded and maintained as a priority before new sealed roads are constructed.

Statutory Environment – Nil at this time

Policy Implications – Nil at this time

Financial Implications

There are no direct financial implications at this time.

The draft 10 Year Road Construction Program provides for a Council sourced contribution to road construction of projects of \$167,000 per annum in 8 of the 10 years of the program. Exceptions to this level of funding occur this financial year, a contribution of only \$126,000, and 2018/19 when the contribution is \$301,000.

Economic Implication

Ensuring that Council's roads are maintained and improved provides economic benefit to local industry utilising these roads.

Environmental Considerations – Nil at this time
Consultation - Nil

Options

Council may resolve:

4. the Officer's Recommendation;
5. an amended Officer's Recommendation;
6. to authorise projects for 2016/17 and direct staff to make amendments to the draft 10 Year Road Construction Program that will be considered at a future meeting of Council.

Voting Requirements – Simple Majority

OFFICERS RECOMMENDATION:

That Council adopt the draft 10 Year Road Construction Program included at Attachment 9.2.5A.

Expenditure														
Road	Source Funds	2014/15 Actual	2015/16 Budget	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	Explanation
Cuballing East Reseal	Grain Freight	123,099												Reseals - Grain Freight Funding
Wandering Road	Narrogin RRG	504,984												Widen 22.7 to 23.25 (Cuby West Intersection) & 29.56 to 31.16 (Fitts Road north); Reseal 8.10 to 12.12 Stevens to Yornaning West Rd
Wandering Road	Narrogin RRG		378,680											Widen 13.32 to 15.72 and Final Seals of 2014/15 22.7-23.25 and 29.56-31.16
Wandering Road	Narrogin RRG			496,800										15.72 to 17.72 Widen and Stabilise Primerseal works Install Headwalls to triple barrel culvert
Wandering Road	Narrogin RRG				437,504									27.76 to 29.37 Clear Widen primer seal, final seal 32.41 to 30.78
Wandering Road	Narrogin RRG					403,777								Southern Boundary for approx 1.63 Klm, 32.41 to 30.78, Clear widen, primer seal; Final Seal 13.32 to 15.72
Wandering Road	Narrogin RRG						400,000							17.72-19.72 shoulder widening stabilise, Final seal
Wandering Road	Narrogin RRG							400,000						19.72 to 22.70
Wandering Road	Narrogin RRG								400,000					widen shoulders, stabilise & seal
Stratherne Road	RRG				65,000									Clear widenseal shoulders through narrow hills and curves near Fairhead rd
Stratherne Road	RRG					100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	Widen seal shoulders through narrow sections
Congelin Narrogin Rd	RRG									400,000	400,000	400,000	400,000	Drainage and Primerseal Basecourse
Carton Rd	R2R						46,000							Primerseal
Hart Street	R2R						107,000							Primer Seal and drainage
Lord St	R2R											75,000		Widen and Primerseal
Pauley Road	R2R	111,200												Construct & Seal 1km
Popanyinning East Rd	R2R		74,925											Reseal
Popanyinning East Rd	R2R								150,000					Widen and edge Repairs
Popanyinning East Rd	R2R									160,000				Widen Popanyinning East
Popanyinning East Rd	R2R						45,360	50,400						Reseal previous works
Popanyinning East Rd	R2R									150,000		80,000		Reseals
Popanyinning East Rd	R2R					107,000								Widen and Seal 1.8 Klms to 7 metres seal continue widen works
Popanyinning East Rd	R2R												85,000	Widen and Seal to 7metres Cemetery East 2 Kms
Popanyinning West Rd	R2R		72,001											Stabilisation SLK's Required
Popanyinning West Rd	R2R		73,361											Widening SLK's Required
Popanyinning West Rd	R2R		8,000	160,000										Stage 1 Realignment - Survey, Land Resumption, Drainage, Pavement
Popanyinning West Rd	R2R				153,000									Basecourse and Primerseal
Popanyinning West Rd	R2R					65,000								Reseal of 15/16 works

Expenditure														
Road	Source Funds	2014/15 Actual	2015/16 Budget	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	Explanation
Popanyinning West Rd	R2R							60,000						Reseals
Popanyinning West Rd	R2R					85,000	110,000							Widening and Reseal Popanyinning West Works
Russell Street	R2R							39,600						Seal & Drain far end
Town Reseals	R2R		39,182											Brundell St, Beeston St, Ingram St, Carton St, Cuballing St, Gerrard St, York St, Penny's Rd
Victoria Rd	R2R												65,000	Primer Seal Road
Francis Street	R2R		44,428											Construct and seal Truck Bay
Yornaning Road-Stabilisation	R2R	50,781												Stabilise 300m
Yornaning West Rd Corner	Black Spot			24,432										Seal inner curve and realign
Kerruish Rd Intersection	Black Spot			14,149										Make intersection into 90degreeT Gravel sheet
Wandering Narrogin Road	Black Spot				800,000									Springhill/Nebrikinning Road Intersection realignment
Beeston Street	R4R	97,184												Construct & Seal
Town Reseals	R4R		46,587											Brundell St, Beeston St, Ingram St, Carton St, Cuballing St, Gerrard St, York St, Penny's Rd
Bunmulling Bridge & Realignment Widening	Bridge				2,500,000	400,000								New Bridge & Realignment of Road
		887,249	737,164	695,381	3,955,504	1,160,777	808,360	650,000	650,000	650,000	660,000	655,000	650,000	
Grant Income														
Road	Source Funds	2014/15 Actual	2015/16 Budget	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	Explanation
Grain Freight	Grain Freight	123,099	-	-	-	-	-	-	-	-	-	-	-	
Regional Road Group	RRG	336,656	252,453	331,200	335,003	335,851	333,333	333,333	333,333	333,333	333,333	333,333	333,333	
Roads To Recovery	R2R	161,982	311,897	160,000	153,000	257,000	308,360	150,000	150,000	150,000	160,000	155,000	150,000	
Black Spot	Black Spot	-	-	38,581	800,000	-	-	-	-	-	-	-	-	
Royalties for Regions	R4R	97,184	46,587	-	-	-	-	-	-	-	-	-	-	
Un sourced Funding	Bridge	-	-	-	408,000	-	-	-	-	-	-	-	-	
Loan Funds	Bridge	-	-	-	842,000	-	-	-	-	-	-	-	-	
Bridge Funding	Bridge	-	-	-	1,250,000	266,667	-	-	-	-	-	-	-	
		718,921	610,937	529,781	3,788,003	859,518	641,693	483,333	483,333	483,333	493,333	488,333	483,333	

9.2.6 Proposed Grazing Lease – Lot 348 Cuballing Street, Cuballing

Applicant:	N/A
File Ref. No:	A60
Disclosure of Interest:	Nil
Date:	12 th August 2015
Author:	Gary Sherry
Attachments:	9.2.6A Location Plan 9.2.6B Lot Plan

Summary

Council is to consider the proposed lease of Lot 348 Cuballing Street, Cuballing for the purpose of Grazing.

Background

Lot 348 Cuballing Street is a 1.2784 hectare of Crown owned land. Lot 348 is located in the townsite of Cuballing and is zoned Rural Residential under Council's Town Planning Scheme.

Lot 348 has leased on the 1st July 2015 for five years to Mr Windsor Robert (Duke) Hall of Cuballing. The purpose of the lease of Lot 348 was for "Grazing". Mr Hall has advised the Department of Lands that he is seeking a replacement lease.

As the lease for Lot 348 has now expired, the Department of Lands is seeking to issue a replacement lease for the same purpose and conditions as the recently expired lease. The Department of Lands are seeking if the Shire has any objections to the issue of a new lease over Lot 348.

Currently there appears to be 27 adult sheep and some lambs grazing on the lot. Council has not received any complaints from neighbours of the this lot about negative impacts

Comment

As rural townsites residents often wish to keep large animals, including commercial animals near their residences. A small number of sheep or a cow can be used to economically maintain low grass levels, reduce fire hazards and providing milk or meat.

Council has in place laws to ensure that such small scale activities can be permitted but neighbouring residents are protected from the impacts of larger scale, commercial operations.

The leasing of crown land, within a townsite, for the purposes of grazing should be considered a commercial operation. Very small scale, but still commercial.

Council should advise that the Department of Land that grazing, in a commercial sense, is not permitted within townsites within the Shire of Cuballing and that Council cannot support the proposal of leasing the lot for the purpose of grazing.

Strategic Implications - Nil

Statutory Environment

Shire of Cuballing Town Planning Scheme No. 2

Rural-Residential Zone Objectives

- To provide for rural smallholdings and a low density residential living environment in close proximity to the Rural Townsite zones;
- To ensure that all lots are adequately serviced with the necessary infrastructure;
- To ensure that no development is undertaken, specifically outbuildings, unless a single dwelling is existing on the property or is to be constructed at the same time.

Zoning Table

LAND USE	Rural Townsite	Rural Residential	General Agriculture
Agriculture – extensive	X	X	P
Agriculture – intensive	X	A	P
Animal establishment	X	A	D
Animal husbandry – intensive	X	X	A
Rural pursuit	X	D	P

‘P’ means that the use is permitted by the Scheme providing the use complies with the relevant development -standards and the requirements of the Scheme;

‘D’ means that the use is not permitted unless the local government has exercised its discretion by granting planning approval;

‘A’ means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4;

‘X’ means a use that is not permitted by the Scheme.

“agriculture – extensive” means premises used for the raising of stock or crops but does not include agriculture – intensive or animal husbandry – intensive;

“agriculture intensive” means premises used for trade or commercial purposes, including outbuildings and earthworks, associated with the following –

- the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts;
- the establishment and operation of plant or fruit nurseries;
- the development of land for irrigated fodder production or irrigated pasture (including turf farms); or
- aquaculture;

“animal establishment” means premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry – intensive or veterinary centre;

“animal husbandry – intensive” means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock feedlots;

“rural pursuit” – means any premises used for –

- the rearing or agistment of animals;
- the stabling, agistment or training of horses;
- the growing of trees, plants, shrubs or flowers for replanting in domestic, commercial or industrial gardens; or
- the sale of produce grown solely on the lot;

but does not include agriculture – extensive or agriculture – intensive;

Shire of Cuballing Health Local Law

Division 3 - Keeping of Large Animals

5.3.1 Interpretation

In this Division, unless the context otherwise requires -

"approved animal" includes a horse, cow or large animal the subject of an approval by the Local Government under Section 5.3.2;

"cow" includes an ox, calf, or bull;

"horse" includes an ass, mule, donkey or pony; and

"large animal" includes a pig, sheep, goat, deer or camel, cow, horse, lama, emu, ostrich or the like.

5.3.2 Conditions for keeping of an animal

- (1) An owner or occupier of premises, within a townsite shall not keep a horse, cow, more than three(3) sheep or more than three (3) goats or other large animal, on those premises without approval of the Local Government.
- (2) An owner or occupier of premises shall not keep within a townsite an approved large animal or specified number of sheep or goats unless -
 - (a) the premises has an area of not less than 0.2 hectares of alienated land; and
 - (b) the approved animal does not approach within 30 metres of a dwelling or place where food is stored, manufactured, processed, served or exposed for sale.
- (3) The owner or occupier wanting to keep more than the above number of animals, on a block of land 0.2 hectares or larger and within a townsite, can do so only by obtaining the written approval of Local Government. The approval will stipulate the maximum number of animals that may be kept. The number of animals will be calculated using the following rate:-
 - Four (4) large animals and two (2) of their offspring up to the age of twelve months or twelve (12) sheep or twelve (12) goats per 0.2 hectares or part thereof.

Policy Implications – Nil

Financial Implications

Council currently receives \$688 of rates from the lessee for lot 348 Cuballing Street. Should the lease not be renewed, Council will not receive any rate income for this property.

Economic Implication

The grazing operation on lot 348 Cuballing Street is so small to have no significant impact on the local economy.

Environmental Considerations

The lessee currently maintains lot 348 Cuballing Street, ensuring fences are good, ensuring that there is no fire risk on the property and there are no noxious weeds on the lot. This will not occur if the property returns to the Crown.

Consultation - Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. an alternative resolution.

Voting Requirements – Simple Majority

OFFICER RECOMMENDATION:

That Council object to the purpose of "Grazing" for the proposed lease that the lease of Lot 348 Cuballing Street, Cuballing because "Grazing" is not a commercial activity on Rural Residential Zoned land within the Cuballing townsite.

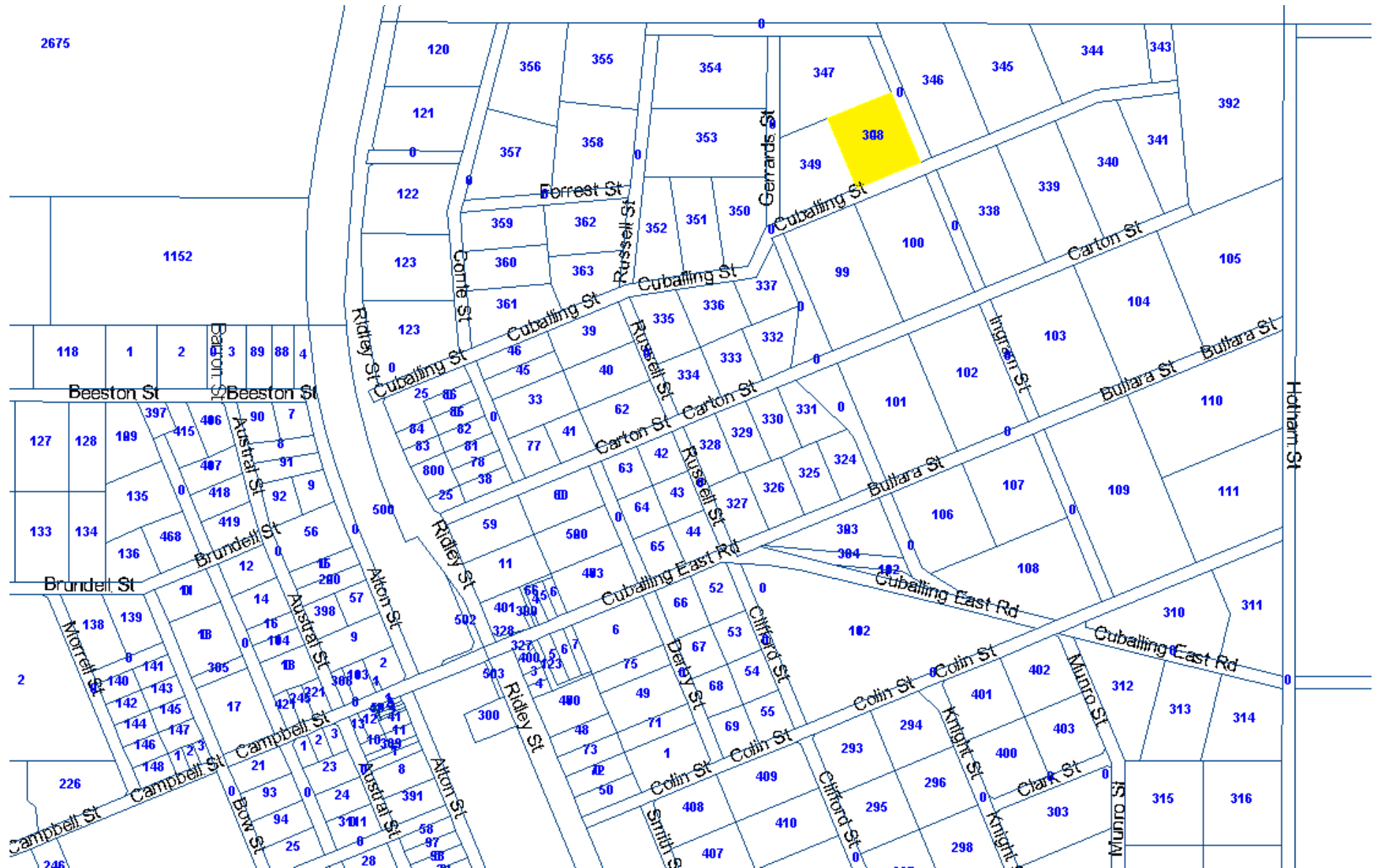
COUNCIL DECISION:

That Council's preference is for Lot 348 Cuballing Street, Cuballing to be sold.

Moved: Cr Newman

Seconded: Cr Haslam

Carried 6/0





9.3 WORKS SUPERVISOR'S REPORT:

Nil

9.4 ENVIRONMENTAL HEALTH OFFICER:

Nil

9.5 BUILDING OFFICER:

Nil

11. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil

12. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil

13. CONFIDENTIAL ITEM:

Nil

14. NEXT MEETING

3pm, Thursday 17th September 2015 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

15. CLOSURE OF MEETING:

There being no further business, the Shire President, Cr Conley, closed the meeting at 4.45pm.