



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

MINUTES

of the

Special Meeting of Council

held

Monday 29th July 2019

Shire of Cuballing
Council Chambers
Campbell Street, Cuballing

COUNCIL MEETING PROCEDURES

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the town.

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In particular and with derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

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1. DECLARATION OF OPENING:

The Shire President, Cr Conley, declared the meeting open at 5:16pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr Mark Conley
Cr Eliza Dowling
Cr Roger Newman
Cr Tim Haslam

President
Deputy President

Mr Gary Sherry
Ms Bronwyn Dew
Mr Bruce Brennan
Mr Anthony Mort

Chief Executive Officer
Deputy Chief Executive Officer
Manager of Works and Services
Acting Manager of Works and Services

Mr Paul Lewis

2.1.2 Apologies

Cr Scott Ballantyne
Cr Dawson Bradford

2.1.3 Leave of Absence

Nil

3. STANDING ORDERS:

COUNCIL DECISION – 2019/74:

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

Moved: Cr Dowling

Seconded: Cr Haslam

Carried 4/0

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:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. CONFIRMATION OF MINUTES:

Nil

The confirmation of minutes from the July 2019 Ordinary Meeting of Council will be included in the Agenda for the next Ordinary Meeting to be held at 2pm, Wednesday 21st August 2019.

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS/
SUBMISSIONS:**

Nil

8. DISCLOSURE OF FINANCIAL INTEREST:

Nil

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 Adoption of the 2019/20 Budget

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	24 th July 2019
Author:	Bronwyn Dew, Deputy CEO
Attachments:	9.1.1A Draft 2019/20 Budget – Included separately

Summary

The Draft 2019/20 Budget for the financial year ending 30th June 2020 is presented for Council consideration.

Background

Each year local governments are required to adopt a budget and set a rate in the dollar for rates that allow the Council to operate financially and once adopted, it is then presented to the Department of Local Government.

Council resolved at the Special Meeting of Council on Wednesday 26th June 2019 to:

COUNCIL DECISION 2019/60:

That Council adopt the priority ranking, from highest to lowest priority, of discretionary activities for possible inclusion of these discretionary activities in Council's 2019/20 Budget as follows:

Details	Cost
Cuballing Town Hall Leech Drains	\$20,000
Reserve Transfer Recreation & Community Facility Reserve	(\$20,000)
Administration Office workstation	\$4,000
Reserve Transfer Office Equipment Reserve	(\$4,000)
Printer/Copier	\$9,075
Reserve Transfer IT and Office Equipment Reserve	(\$9,075)
Shredder	\$2,600
Reserve Transfer - IT and Office Equipment Reserve	(\$2,600)
Memorial Park Upgrades	\$153,209
Reserve Transfer Recreation & Community Facility Reserve	(\$153,209)
Cuballing Cemetery Upgrade	\$12,382
Less Trust Funds - Environment & Townscape Trust Fund	(\$6,362)
Cuballing Town Hall - paint exterior	\$4,488
Skate Park - Replace Bird Shelter Cover	\$3,714
McGarrigal Park - Replace Bird Shelter Cover	\$3,504
Reserve Transfer Recreation & Community Facility Reserve	(\$11,706)
Design on Railway Reserve	\$20,000
Reserve Transfer Recreation & Community Facility Reserve	(\$20,000)
Popanyinning Tennis Courts - Install lighting	\$4,290
Popanyinning Hall Entrance	\$26,046
Popanyinning Town Hall Upgrade Cisterns & Handbasins	\$2,500
CEO House Curtains	\$3,000
Austral Street land subdivision	\$7,500
Admin Building Solar Panels	\$14,000
Air Conditioner CEO office	\$1,900
Reserve Transfer	(\$59,236)

Additional Rates Officer Hours	\$4,000
Depot Fencing & Gates	\$15,000
Austral Street land development rezoning	\$3,000
Shire Cleaner	\$19,000
Dryandra Visitors Centre Annual Subsidy	\$7,000
Tables & Chairs to town halls & rec centre	\$10,126
Additional CDO Hours	\$4,000
McGarrigal Park Upgrade	\$44,904
Fire Fighting unit for watering gardens	\$3,600
First Aid training - all staff	\$3,040
Austral Street - Fill in Dam	\$2,500
Parks & Gardens Increased plant budget	\$5,000
Cuballing Town Hall - Paint interior	\$3,720
Recognition of retiring Councillors	\$1,500
Plaque on Lemon Scented Gum	\$1,500
Property Mapping	\$2,000
Cost to change banks	\$1,000
Admin Building - Extend Carport by 2 bays	\$10,000
Extension to Admin Office	\$120,000
Disability Access to Administration Building	\$30,000
Moved: Cr Ballantyne	Seconded: Cr Bradford
Carried 6/0	

Comment

This Draft 2019/20 Budget incorporates a total operating expenditure of \$5,083,931, an increase from 2018/19's budgeted expenditure of \$3,767,016.

1. Major Capital Expenditure

The following capital works and purchases, are included in the Draft 2019/20 Budget:

Cuballing Town Hall Leach Drains	\$20,000
Administration Office Workstation	\$4,000
Printer/Copier	\$9,075
Shredder	\$2,600
Memorial Park Upgrade	\$153,209
Cuballing Cemetery Upgrade	\$12,382
Cuballing Town Hall – Paint Exterior	\$4,488
Cuballing Skate Park – Replace Shelter Cover	\$3,714
McGarrigal Park – Replace Shelter Cover	\$3,504
McGarrigal Park – Install Power & Reticulation	\$6,600
Design on Railway Reserve	\$20,000
Popanyinning Hall Front Entrance	\$26,046
CEO House – Curtains	\$3,000
Austral Street Land – Rezoning	\$3,000
Austral Street Land – Subdivision	\$7,500
Austral Street Land – Fill in Dam	\$2,500
Administration Office – Install Solar Panels	\$14,000
Administration Office – Air Conditioner to CEO Office	\$1,900
Depot – Fencing & Gates	\$15,000
Additional Rates Officer Hours	\$4,000
Additional Community Development Officer Hours	\$4,000
Dryandra Visitor Centre Annual Subsidy	\$7,000
Popanyinning Town Hall – Update Cisterns & Hand Basins	\$2,500
Replace Tables & Chairs to Recreation Centre & Halls	\$9,839
Recognition of Retiring Councillors	\$1,500

Cleaner for Shire Buildings

\$19,000

2. Road Construction

Council has allocated a large portion of the budget funding for both rural and urban Road maintenance and capital improvement. The Shire of Cuballing has committed to the following major road projects:

Road	Expenditure	Associated Grant Income
Wandering Narrogin Road 2019/20	\$350,729	
Wandering Narrogin Road Reconstruct	\$81,044	\$334,630
Stratherne Road 2019/20 Shoulder Widening	\$150,942	
Popanyinning West Road Reseal	\$14,000	
Wandering Narrogin Road Realignment	\$410,666	\$444,109

3. Capital Grant Income

The Shire of Cuballing has budgeted to receive \$2,522,739 in grants towards capital projects within the Shire.

4. Rates and Charges

The Draft 2019/20 Budget has been able to contain the rate increase to an average of 5%. With the increasing cost of materials, utilities, contractors and staff wages, this increase was unavoidable.

There was an overall decrease of 6.6% in the annual revaluation of unimproved values.

An 8% Early Payment Discount is offered to ratepayers who choose to pay their rates in full by Wednesday 28th August 2019, being within 21 days of the date of issue of Council's rate notice.

Minimum rates for GRV valued properties and UV valued properties have not increased from 2018/19.

In 2019/20 Council is considering charges under the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) including:

- a \$255 charge for the collection of Kerbside Waste and Recycling within the Shire of Cuballing with a reduced charge of \$250 for eligible pensioners; and
- a Waste Management Charge on all Unimproved Value rateable properties of \$30.00 per rates assessment. This charge will offset the cost of Waste Transfer Stations within the Shire of Cuballing.

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

5. Exclusions from the Draft 2019/20 Budget

The following items were considered for the Draft 2019/20 Budget as per Council's priority listing, however have not been included in the final Budget:

Popanyinning Tennis Courts – Lighting	\$4,290
Fire Fighting unit for watering gardens	\$3,600
First Aid training - all staff	\$3,040
Parks & Gardens Increased plant budget	\$5,000
Cuballing Town Hall - Paint interior	\$3,720

Plaque on Lemon Scented Gum	\$1,500
Property Mapping	\$2,000
Cost to change banks	\$1,000
Admin Building - Extend Carport by 2 bays	\$10,000
Extension to Admin Office	\$120,000
Disability Access to Administration Building	\$30,000

6. Conclusion

It anticipated that through this budget, Council will be able to further progress and increase facilities provided to the community and improve Council owned assets. The demand for improved infrastructure is very important to ensure that the Shire of Cuballing continues to prosper and develop.

Strategic Implications - Nil

Statutory Environment

The Draft 2019/20 Budget document contains a number of items that require adoption by Council under the Local Government Act. They are that in accordance with:

1. As per Section 6.32 (1) of the Local Government Act 1995, Rates and Minimum Rates to be levied on all rateable property be as follows:

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	7.6970	690
Unimproved Value	0.7290	930

2. Section 6.35 (5) of the Local Government Act 1995 requires that the Minister for Local Government's approval be sought for the imposing of a minimum payment where the number of separately rated properties in the district on which a minimum payment is imposed is greater than 50%. This is not applicable to the Shire of Cuballing in 2018/19;
3. Section 6.46 of the Local Government Act allows a discount of 8% be allowed for payment of rates in full within 21 days of the date of issue of the rate notice;
4. Section 6.45 of the Local Government Act a 5.5% interest charge be levied on rates installments, Deferred Pensioners Rates' excluded;
5. Section 6.45 of the Local Government Act an administration charge of \$10 be levied for the second and each of the subsequent rates installments;
6. Section 6.51 of the Local Government Act an 11% interest charge be levied on all overdue rates outstanding, Deferred Pensioners' Rates excluded;
7. Section 6.32 (1) of the Local Government Act 1995 the Schedule of Rents, Leases and Charges as detailed in the budget document;
8. Section 67 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) provides for a local government to arrange for the proper disposal of waste, by making an annual charge per waste receptacle.
9. Section 66 of the of the WARR Act 2007 provides for a local government to impose on rateable land an annual rate for the purpose of providing for the proper performance of

all or any of the waste services it provides. Revenue raised from this charge is used to cover running costs of the Shire of Cuballing's Transfer Stations.

10. Section 64 (2) of the Local Government (Financial Management) Regulations 1996 that the due date for installments be set as follows:
 - 1st Instalment due not before 11th September 2019; and
 - 2nd Instalment due not before 11th November 2019; and
 - 3rd Instalment due not before 13th January 2020; and
 - 4th Instalment due not before 13th March 2020.
11. Section 6.19 of the Local Government Act 1995 requires a local government to give local public notice of any fees or charges it wishes to impose after adoption of the annual budget; and
12. Section 6.1 of the Local Government (Financial Management) Regulations 1996 requires that Council is required to adopt a percentage or value, to be used in statements of financial activity for reporting material variances against the adopted Budget

Policy Implications – Nil

Financial Implications

The Draft 2019/20 Budget sets the Council approved revenue and expenditure for the 2019/20 financial year.

Economic Implication - Nil

Environmental Considerations - Nil

Social Implications

Many projects contained within the 2019/20 Budget are focused on improving facilities within the general community.

Consultation

The draft budget has been developed with consultation between senior staff and Councillors. The budget is also driven by the Shire's Strategic Community Plan and contains a number of projects towards achieving these outcomes.

Options

Council may resolve:

1. the Officer's Recommendation;
2. that the Draft 2019/20 Budget be adopted with minor amendments; or
3. that the Draft 2019/20 Budget be deferred for further deliberations.

Voting Requirements – Absolute Majority

COUNCIL DECISION – 2019/75:

That Council, as detailed in the Draft 2019/20 Budget included at Attachment 9.1.1A, adopt:

1. the Rates and Minimum Rates to be levied in 2019/20 on all rateable property be as follows:

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	7.6970	690
Unimproved Value	0.7290	930

2. a due date for the payment of rates being Wednesday 11 September 2019, being within 35 days from the date of issue of Council's rate notice;
3. an Early Payment Rates Discount of 8% for payment of annual rates paid in full, including all arrears, by Wednesday 28 August 2019, being within 21 days of the date of issue of Council's rate notice;
4. a 5.5% interest charge be levied on rates instalments, eligible and deferred pensioners rates excluded;
5. an 11% interest charge be levied on all overdue rates, deferred pensioners rates excluded;
6. an administration charge of \$10 be levied for the second and each of any subsequent rates instalments;
7. due dates for instalments of rates payments as follows:
- a. 1st Instalment due on 11 September 2019; and
 - b. 2nd Instalment due on 11 November 2019; and
 - c. 3rd Instalment due on 13 January 2020; and
 - d. 4th Instalment due on 13 March 2020;
8. a Kerbside Rubbish Collection Fee \$255.00 and Kerbside Rubbish Collection Fee Pensioner \$200.00;
9. a Waste Management Charge on all Unimproved Value rateable properties of \$30.00 per rates assessment;
10. the Schedule of Fees and Charges as detailed in the Draft 2019/20 Budget;
11. the Revenue and Expenditure as detailed in the Draft 2019/20 Budget; and
12. the Significant Accounting Policies, as detailed in the Draft 2019/20 Budget, including a materiality threshold of +/- 10% of the budget allocation unless the dollar value of any variance is less than \$5,000 in the Statement of Financial Activity for 2019/20.

Moved: Cr Dowling

Seconded: Cr Haslam

Carried 4/0

9.2 CHIEF EXECUTIVE OFFICER:

Nil

9.3 MANAGER OF WORKS REPORT:

Nil

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

Nil

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

Nil

12. CONFIDENTIAL ITEM:

Nil

13. NEXT MEETING

Ordinary Meeting of Council to be held on Wednesday 21st August 2019

14. CLOSURE OF MEETING:

There being no further business, the Shire President, Cr Conley, closed the meeting at 5.50pm.