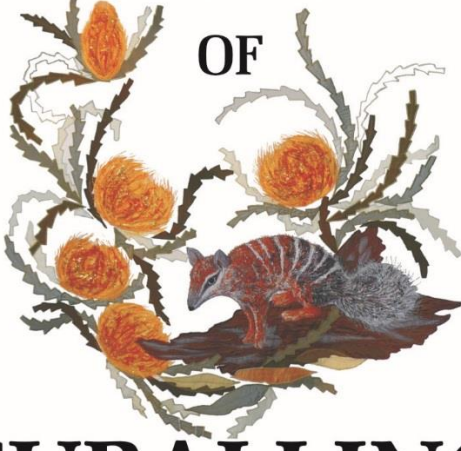


# SHIRE OF CUBALLING

The coat of arms of the Shire of Cuballing features a central figure of a fox, rendered in a reddish-brown hue, facing left. The fox is surrounded by a circular wreath of green branches and several large, golden-brown, textured objects that resemble pinecones or seed pods. The entire emblem is set against a white background.

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

## AGENDA

for the

**Ordinary Meeting of Council**

to be held

**2PM, WEDNESDAY 18<sup>th</sup> SEPTEMBER 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.

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person’s or legal entity’s own risk.

In particular, and without 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:**

**2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:**

**2.1.1 Attendance**

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

President  
Deputy President

Mr Gary Sherry  
Ms Bronwyn Dew  
Mr Bruce Brennan

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

**2.1.2 Apologies**

Nil at this time.

**2.1.3 Leave of Absence**

Cr Dawson Bradford

**3. STANDING ORDERS:**

**OFFICER'S RECOMMENDATION:**

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

**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 at this time.

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

Nil at this time.

#### **6. CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Wednesday 21<sup>st</sup> August 2019

##### **OFFICER'S RECOMMENDATION:**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 21<sup>st</sup> August 2019 be confirmed as a true record of proceedings.**

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

7.1.1 Caravan & Motorhomes Club of Australia

Ms Margaret Cook, the State Coordinator for Memberships and Board Member Elect, of the Caravan & Motorhomes Club of Australia (CMCA) will make a presentation to Council regarding the activities and opportunities provided by the CMCA to their members and local governments.

The CMCA are the largest RV club with over 70,000 members. In addition to operating as a social club for people who share a strong passion for the RV lifestyle, the CMCA support to members through a number of member benefits and provide representation to government and the like.

#### **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.

## **9. REPORTS OF OFFICERS AND COMMITTEES:**

### **9.1 DEPUTY CHIEF EXECUTIVE OFFICER:**

#### **9.1.1 List of Payments – August 2019**

|                         |  |
|-------------------------|--|
| File Ref. No:           | NA   |
| Disclosure of Interest: | Nil  |
| Date:                   | 10 <sup>th</sup> September 2019  |
| Author:                 | Nichole Gould  |
| Attachments:            | 9.1.1A List of August 2019 Trust Accounts<br>9.1.1B List of August 2019 Municipal Accounts |

#### **Summary**

**Council is to review payments made under delegation in August 2019.**

Background – Nil

Comment

Council is provided at Attachments 9.1.1A and 9.1.1B with a list of payments made from each of Council's bank accounts during the month of August 2019.

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. to not note the list of accounts.

Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council receives the List of Accounts paid in August 2019 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's:**

- 1. Trust Fund totalling \$15,766.20 included at Attachment 9.1.1A; and**
- 2. Municipal Fund totalling \$142,661.45 included at Attachment 9.1.1B.**

## LIST OF AUGUST 2019 TRUST FUND ACCOUNTS

| <b>Chq/EFT</b> | <b>Name</b>        | <b>Description</b>         | <b>Amount</b>    |
|----------------|--------------------|----------------------------|------------------|
| 20190801       | Licensing Payments | Police Licensing Payments  | 2,659.35         |
| 20190805       | Licensing Payments | Police Licensing Payments  | 792.10           |
| 20190806       | Licensing Payments | Police Licensing Payments  | 1,130.00         |
| 20190807       | Licensing Payments | Police Licensing Payments  | 106.95           |
| 20190808       | Licensing Payments | Police Licensing Payments  | 698.90           |
| 20190809       | Licensing Payments | Police Licensing Payments  | 1,756.55         |
| 20190812       | Licensing Payments | Police Licensing Payments  | 421.65           |
| 20190813       | Licensing Payments | Police Licensing Payments  | 1,484.75         |
| 20190814       | Licensing Payments | Police Licensing Payments  | 435.40           |
| 20190815       | Licensing Payments | Police Licensing Payments  | 386.20           |
| 20190819       | Licensing Payments | Police Licensing Payments  | 39.45            |
| 20190820       | Licensing Payments | Police Licensing Payments  | 836.50           |
| 20190821       | Licensing Payments | Police Licensing Payments  | 32.35            |
| 20190823       | Licensing Payments | Police Licensing Payments  | 206.80           |
| 20190826       | Licensing Payments | Police Licensing Payments  | 1,171.10         |
| 20190827       | Licensing Payments | Police Licensing Payments  | 977.30           |
| 20190828       | Licensing Payments | Police Licensing Payments  | 182.45           |
| 20190829       | Licensing Payments | Police Licensing Payments  | 1,535.35         |
| 20190830       | Licensing Payments | Police Licensing Payments  | 813.05           |
| EFT4593        | Sherryle Brain     | Return of Bond - Hall Hire | 100.00           |
|                |                    |                            | <b>15,766.20</b> |

**LIST OF AUGUST 2019 MUNICIPAL FUND ACCOUNTS**

| <b>Chq/EFT</b> | <b>Description</b>   | <b>Amount</b> |
|----------------|--|---------------|
| 20190807       | Rent for Grader Driver House   | 360.00        |
| 20190807       | Interest on Graders  | 399.24        |
| 20190807       | Loan Repayment No. 63 Graders  | 3,315.04      |
| 20190821       | Rent for Grader Driver House   | 360.00        |
| 20190823       | ATO Clearing Account Bas   | 17,746.00     |
| EFT4565        | Local Government Week Accommodation  | 6,911.50      |
| EFT4566        | Water Charges for War Memorial July-June 2020  | 108.71        |
| EFT4567        | 50% Reimbursement of Internet as per contract  | 55.00         |
| EFT4568        | Extension of Excavation plan for Popanyinning Cemetery   | 330.00        |
| EFT4569        | 24,000 km service  | 476.25        |
| EFT4570        | Monthly Fuel Delivery to Above Ground Tank   | 11,170.81     |
| EFT4571        | Freight Charges - Corsign Pty Ltd  | 200.31        |
| EFT4572        | Freight on new workstation   | 242.00        |
| EFT4573        | Monthly account (August) - coach screws, washers & zinc spray paint  | 145.60        |
| EFT4574        | Computer Purchases   | 5,517.72      |
| EFT4575        | Advertising notice of approved LPS   | 352.62        |
| EFT4576        | Annual financial template & manual   | 1,045.00      |
| EFT4577        | Bearings   | 45.87         |
| EFT4578        | Roller hire various gravel roads in Shire of Cuballing   | 10,296.00     |
| EFT4579        | Embroidering for work shirts /names and logos  | 160.00        |
| EFT4580        | Mega slim line hand towels 3 boxes   | 327.60        |
| EFT4581        | Staff Uniforms   | 2,146.25      |
| EFT4582        | Engineering advice & Services relating to survey, design of waste sediment dam on south end of solid waste depot area. Completion of compliance report | 4,480.72      |
| EFT4583        | MCA for RRG applications   | 1,089.00      |
| EFT4584        | 800L emulsion for patching   | 1,549.00      |
| EFT4585        | Monthly Charges for Photocopies  | 858.37        |
| EFT4586        | 50% Reimbursement Sam Trailer Registration, Insurance and Maintenance  | 342.06        |
| EFT4587        | Freight Charges - DX Print   | 25.36         |
| EFT4588        | Staff Uniform  | 482.15        |
| EFT4589        | WALGA Membership   | 23,774.01     |



| <b>Chq/EFT</b> | <b>Description</b>   | <b>Amount</b> |
|----------------|--|---------------|
| EFT4590        | Floortex Chair Mat & Chair                                       | 612.88        |
| EFT4591        | 40 Rectangle Bollards  | 2,283.60      |
| EFT4592        | Music Licence for public buildings                               | 350.00        |
| EFT4594        | Repairs to Hydraulic System                                      | 1,162.70      |
| EFT4595        | Rates Refund   | 2,378.31      |
| EFT4596        | Postage / Freight  | 1,227.48      |
| EFT4597        | Clean out culverts, fix sinkhole on York St Popanyinning         | 1,468.50      |
| EFT4598        | Band Trip performance at PRACC                                   | 500.00        |
| EFT4599        | Town Planning - General  | 809.60        |
| EFT4600        | Rubbish Removal - Household Service x 258 @ \$1.71 each          | 6,810.86      |
| EFT4601        | Dashcam  | 49.95         |
| EFT4602        | Monthly Computer Support Charges                                 | 240.63        |
| EFT4603        | Catering   | 186.00        |
| EFT4604        | 10 ton 7mm chip patching   | 679.35        |
| EFT4605        | Shire logo on 4 polo shirts                                      | 40.00         |
| EFT4606        | Spark plugs and fuel line for FS 120 and oiler for pole saw      | 42.00         |
| EFT4608        | Registration LGIS WA 2019 Inter Municipal Golf Tournament        | 820.00        |
| EFT4609        | Ranger Services - Labour 26/07/19 1.5hrs                         | 381.00        |
| EFT4610        | 2019 Honorarium- Chairperson Wheatbelt South Regional Road Group | 100.00        |
| EFT4611        | Mens Razor Polo Size 5XL   | 120.00        |
| EFT4612        | WALGA Accounts Payable & Receivable training                     | 1,156.00      |
| 14763          | Monthly Electricity Charge Street Lightning x 42 Lights          | 754.00        |
| 14764          | Building Services July 2019 - Labour 54hrs & Travel 443kms       | 7,073.65      |
| 14765          | Water Charges - 10 Brundell St Cuballing                         | 492.62        |
| 14766          | 1x Certified Copy Stamp & postage                                | 54.90         |
| 14767          | Service Charge - Shire Office                                    | 560.01        |
| DD2007.1       | Superannuation contributions                                     | 231.08        |
| DD2007.2       | Payroll deductions   | 5,712.92      |
| DD2007.3       | Superannuation contributions                                     | 450.28        |
| DD2007.4       | Superannuation contributions                                     | 170.58        |
| DD2007.5       | Superannuation contributions                                     | 450.28        |
| DD2007.6       | Superannuation contributions                                     | 267.43        |

| <b>Chq/EFT</b> | <b>Description</b>                      | <b>Amount</b>     |
|----------------|---|-------------------|
| DD2007.7       | Superannuation contributions            | 198.96            |
| DD2016.1       | Monthly Internet Wireless Limitless     | 90.29             |
| DD2024.1       | Superannuation contributions            | 231.08            |
| DD2024.2       | Payroll deductions                      | 5,628.14          |
| DD2024.3       | Superannuation contributions            | 450.28            |
| DD2024.4       | Superannuation contributions            | 164.89            |
| DD2024.5       | Superannuation contributions            | 450.28            |
| DD2024.6       | Superannuation contributions            | 230.87            |
| DD2024.7       | Superannuation contributions            | 198.96            |
| DD2030.1       | CEO Credit Card - LG Week<br>Conference | 3,068.90          |
|                |   | <b>142,661.45</b> |

## 9.1.2 Statement of Financial Activity

|                         |   |
|-------------------------|---|
| Applicant:              | N/A   |
| File Ref. No:           | ADM214                                      |
| Disclosure of Interest: | Nil   |
| Date:                   | 10 <sup>th</sup> September 2019             |
| Author:                 | Bronwyn Dew, Deputy Chief Executive Officer |
| Attachments:            | 9.1.2A Statement of Financial Activity      |

### **Summary**

**Council is to consider the Statement of Financial Activity for August 2019.**

### **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**

Revenue from operating activities exceeded year to date budget estimates to 30<sup>th</sup> June 2020 in a positive manner. Some key points include;

- General Purpose Funding – Rates have been raised on 31<sup>st</sup> July 2019;
- Transport – MRWA Direct Grant amount received \$115 490;
- Transport – first 40% of Regional Road Group & Blackspot funding has been claimed;
- Recreation and Culture – Sporting Club annual lease invoices have been raised

Operating Expenses – The key items of variance include:

- Overall the month expenditure is below the YTD budget.

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

Administration Allocations have been calculated to 31<sup>st</sup> August 2019.

Depreciation expense is calculated to 30 June 2019.

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

#### **OFFICER'S RECOMMENDATION:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31<sup>st</sup> August 2019 be received.**

**SHIRE OF CUBALLING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 August 2019**

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

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## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2019

## INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2019  
Prepared by: Bronwyn Dew, Deputy Chief Executive Officer  
Reviewed by: Gary Sherry, Chief Executive Officer

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### 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.

#### 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.

### SIGNIFICANT ACCOUNTING POLICES

#### 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.

#### CRITICAL ACCOUNTING ESTIMATES

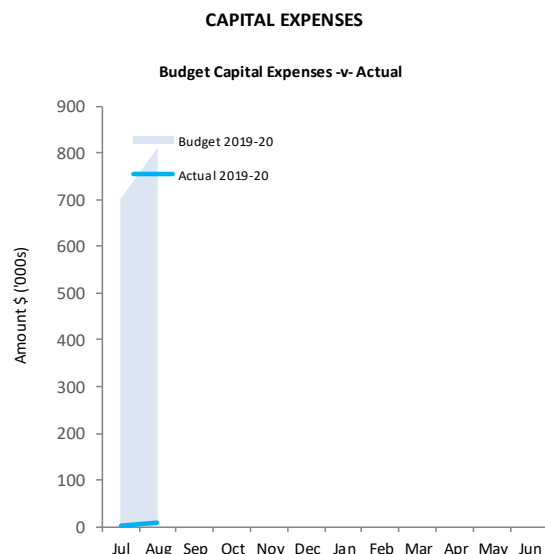
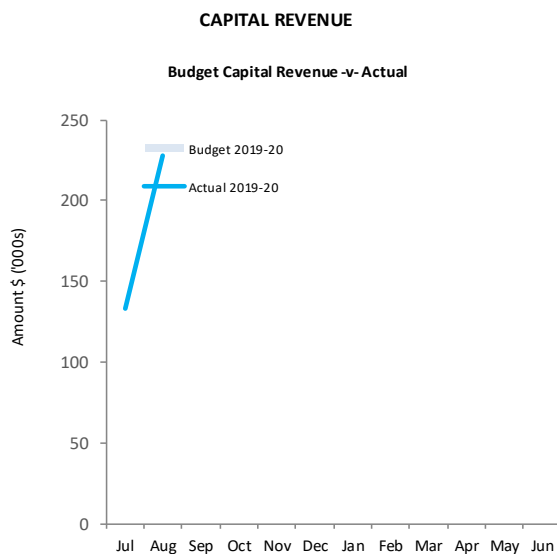
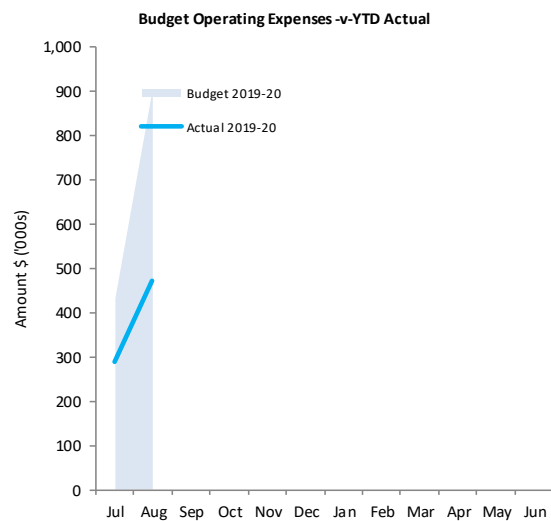
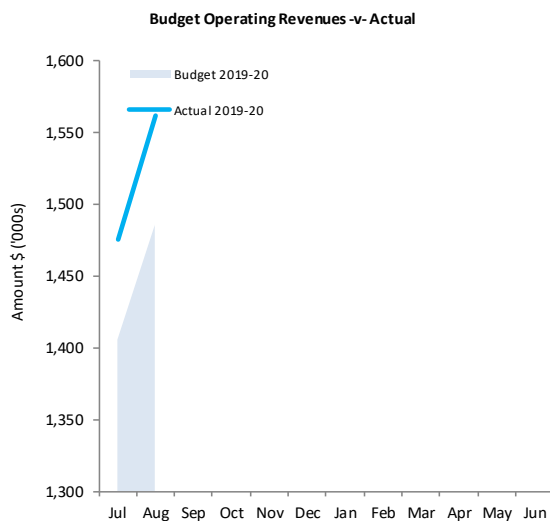
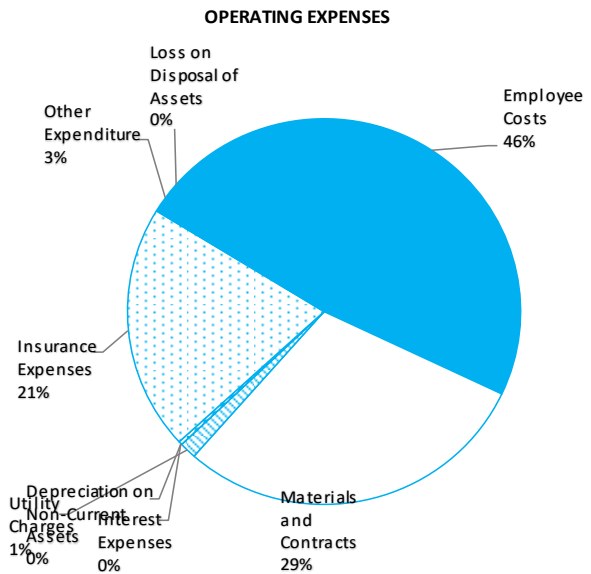
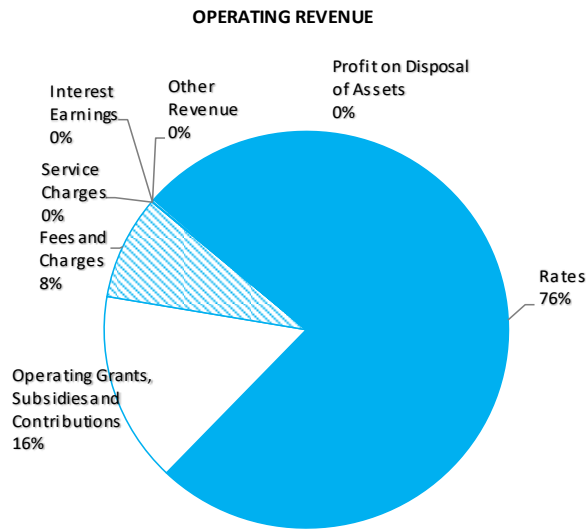
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

#### ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**SUMMARY GRAPHS**



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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2019

## STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

| PROGRAM NAME                       | OBJECTIVE   | ACTIVITIES  |
|------------------------------------|---|---|
| <b>GOVERNANCE</b>                  | Administration and operation of facilities and services to members of council, other costs that relate to tasks of elected members and ratepayers on matters which do not concern specific council activities | Complete Council meetings, Complete all Administration activities, Lobby other levels of government to support the aims of the Shire of Cuballing   |
| <b>GENERAL PURPOSE FUNDING</b>     | Rates, general purpose government grants and interest revenue   | Manage Rates and collection. Maintain Property Data   |
| <b>LAW, ORDER, PUBLIC SAFETY</b>   | Supervision of various local laws, fire prevention, emergency services and animal control.  | Provide ranger service, bush fire and emergency management  |
| <b>HEALTH</b>                      | Inspections of septic and food control  | Inspect food premises.  |
| <b>EDUCATION AND WELFARE</b>       | Support school activities   | Provide activities of support of local schools  |
| <b>HOUSING</b>                     | Provision and maintenance of staff housing  | Provide staff & other housing   |
| <b>COMMUNITY AMENITIES</b>         | Operation of refuse sites, noise control and administration of Town Planning Scheme   | Provision of waste & recycling services including the operation of the Cuballing & Popanyinning transfer stations. Also includes the provision of town planning services.                     |
| <b>RECREATION AND CULTURE</b>      | Maintenance of halls, recreation centre and various reserves. Support library services in Narrogin.   | Maintain halls & Civic buildings, parks and gardens and recreational facilities including managing the Dryandra Equestrian Centre lease.  |
| <b>TRANSPORT</b>                   | Construction and maintenance of streets, roads, bridges, footpaths, drainage works, traffic signs, bus shelters and depot maintenance.  | Maintain and protect local environmentally significant areas including the maintenance of Council roads and footpaths. Also includes the provision of vehicle licensing services.             |
| <b>ECONOMIC SERVICES</b>           | The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.  | Control of noxious weeds on council property, DrumMuster and provision of building registration services. Includes tourism and promotion and supporting the Dryandra Country Visitors Centre. |
| <b>OTHER PROPERTY AND SERVICES</b> | Private works operation, plant repairs and operation costs.   | Includes private works, overhead and plant allocations and the provision of building surveying services.  |



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

STATUTORY REPORTING PROGRAMS

|  | Ref<br>Note | Annual<br>Budget   | YTD<br>Budget    | YTD<br>Actual    | Variance<br>(\$) | Variance<br>(%) |   |
|--|-------------|--------------------|------------------|------------------|------------------|-----------------|---|
| <b>Opening Funding Surplus(Deficit)</b>            | 1(b)        | \$ 687,002         | \$ 687,002       | \$ 643,815       | \$ (43,187)      | (6%)            |   |
| <b>Revenue from operating activities</b>           |             |                    |                  |                  |                  |                 |   |
| General Purpose Funding                            | 5           | 1,497,676          | 1,258,340        | 1,249,005        | (9,335)          | (1%)            |   |
| Governance   |             | 1,295              | 212              | 14,334           | 14,122           | 6,661%          | ▲ |
| Law, Order and Public Safety                       |             | 28,019             | 540              | 858              | 318              | 59%             |   |
| Health   |             | 800                | 132              | 472              | 340              | 258%            |   |
| Education and Welfare                              |             | 2,500              | 416              | 0                | (416)            | (100%)          |   |
| Housing  |             | 4,680              | 780              | 720              | (60)             | (8%)            |   |
| Community Amenities                                |             | 77,382             | 66,276           | 70,810           | 4,534            | 7%              |   |
| Recreation and Culture                             |             | 84,877             | 1,080            | 7,155            | 6,075            | 563%            | ▲ |
| Transport  |             | 310,631            | 163,439          | 159,476          | (3,963)          | (2%)            |   |
| Economic Services                                  |             | 38,250             | 6,364            | 2,911            | (3,453)          | (54%)           |   |
| Other Property and Services                        |             | 284,380            | 47,392           | 56,546           | 9,154            | 19%             | ▲ |
|  |             | <b>2,330,490</b>   | <b>1,544,971</b> | <b>1,562,287</b> |                  |                 |   |
| <b>Expenditure from operating activities</b>       |             |                    |                  |                  |                  |                 |   |
| General Purpose Funding                            |             | (75,915)           | (12,650)         | (11,284)         | 1,366            | 11%             |   |
| Governance   |             | (149,640)          | (44,947)         | (42,598)         | 2,349            | 5%              |   |
| Law, Order and Public Safety                       |             | (186,043)          | (30,978)         | (29,072)         | 1,906            | 6%              |   |
| Health   |             | (41,600)           | (6,930)          | (8,003)          | (1,073)          | (15%)           |   |
| Education and Welfare                              |             | (1,237,800)        | (2,380)          | (2,523)          | (143)            | (6%)            |   |
| Housing  |             | (43,610)           | (7,260)          | (3,768)          | 3,492            | 48%             |   |
| Community Amenities                                |             | (343,128)          | (57,140)         | (53,203)         | 3,937            | 7%              |   |
| Recreation and Culture                             |             | (376,688)          | (62,658)         | (59,378)         | 3,280            | 5%              |   |
| Transport  |             | (2,210,019)        | (368,307)        | (197,804)        | 170,503          | 46%             | ▲ |
| Economic Services                                  |             | (174,705)          | (29,080)         | (23,083)         | 5,997            | 21%             | ▲ |
| Other Property and Services                        |             | (239,064)          | (79,896)         | (43,513)         | 36,383           | 46%             | ▲ |
|  |             | <b>(5,078,211)</b> | <b>(702,226)</b> | <b>(474,229)</b> |                  |                 |   |
| <b>Operating activities excluded from budget</b>   |             |                    |                  |                  |                  |                 |   |
| Add Back Depreciation                              |             | 1,500,557          | 250,078          | 0                | (250,078)        | (100%)          | ▼ |
| Adjust (Profit)/Loss on Asset Disposal             | 6           | 24,437             | 4,072            | 0                | (4,072)          | (100%)          |   |
| Adjust Provisions and Accruals                     |             | 0                  | 0                | 0                | 0                |                 |   |
| <b>Amount attributable to operating activities</b> |             | <b>(1,222,727)</b> | <b>1,096,895</b> | <b>1,088,058</b> |                  |                 |   |
| <b>Investing Activities</b>                        |             |                    |                  |                  |                  |                 |   |
| Non-operating Grants, Subsidies and Contributions  | 10          | 1,650,739          | 0                | 228,195          | 228,195          |                 | ▲ |
| Proceeds from Disposal of Assets                   | 6           | 96,334             | 96,334           | 0                | (96,334)         | (100%)          | ▼ |
| Land Held for Resale                               |             | 0                  | 0                | 0                | 0                |                 |   |
| Capital Acquisitions                               | 7           | (1,937,316)        | (671,839)        | (17,609)         | 654,230          | 97%             | ▲ |
| <b>Amount attributable to investing activities</b> |             | <b>(190,243)</b>   | <b>(575,505)</b> | <b>210,586</b>   |                  |                 |   |
| <b>Financing Activities</b>                        |             |                    |                  |                  |                  |                 |   |
| Proceeds from New Debentures                       |             | 310,000            | 310,000          | 0                | (310,000)        | (100%)          | ▼ |
| Repayment of Debentures                            | 8           | (69,160)           | (6,618)          | (6,618)          | 0                | 0%              |   |
| Transfer from Reserves                             | 9           | 563,826            | 0                | 0                | 0                |                 |   |
| Transfer to Reserves                               | 9           | (19,545)           | 0                | 0                | 0                |                 |   |
| <b>Amount attributable to financing activities</b> |             | <b>785,121</b>     | <b>303,382</b>   | <b>(6,618)</b>   |                  |                 |   |
| <b>Wardering Road Bridge Widening</b>              |             |                    |                  |                  |                  |                 |   |
| <b>Closing Funding Surplus(Deficit)</b>            | 1(b)        | <b>59,153</b>      | <b>1,511,774</b> | <b>1,935,841</b> |                  |                 |   |

KEY INFORMATION

▲▼ 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.

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**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 CHARGEES**

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 these as 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.

**EXPENSES**

**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.

**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 State taxes. Donations and subsidies made to community groups.

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**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**BY NATURE OR TYPE**

|  | Ref<br>Note | Annual<br>Budget   | YTD<br>Budget    | YTD<br>Actual    | Variance<br>(\$) | Variance<br>(%) |   |
|--|-------------|--------------------|------------------|------------------|------------------|-----------------|---|
|  |             | \$                 | \$               | \$               | \$               | %               |   |
| <b>Opening Funding Surplus (Deficit)</b>           | 1(b)        | 687,002            | 687,002          | <b>643,815</b>   | <b>(43,187)</b>  | <b>(6%)</b>     |   |
| <b>Revenue from operating activities</b>           |             |                    |                  |                  |                  |                 |   |
| Rates  | 5           | 1,175,270          | 1,180,854        | <b>1,183,716</b> | 2,862            | 0%              |   |
| Operating Grants, Subsidies and Contributions      | 10          | 733,442            | 241,227          | <b>242,620</b>   | 1,393            | 1%              |   |
| Fees and Charges                                   |             | 347,392            | 110,498          | <b>132,445</b>   | 21,947           | 20%             | ▲ |
| Interest Earnings                                  |             | 32,887             | 5,478            | <b>780</b>       | <b>(4,698)</b>   | <b>(86%)</b>    |   |
| Other Revenue                                      |             | 41,500             | 6,914            | <b>2,727</b>     | <b>(4,187)</b>   | <b>(61%)</b>    |   |
| Profit on Disposal of Assets                       | 6           | 0                  | 0                | <b>0</b>         | 0                |                 |   |
|  |             | <b>2,330,490</b>   | <b>1,544,971</b> | <b>1,562,287</b> |                  |                 |   |
| <b>Expenditure from operating activities</b>       |             |                    |                  |                  |                  |                 |   |
| Employee Costs                                     |             | <b>(1,139,925)</b> | <b>(199,908)</b> | <b>(216,422)</b> | <b>(16,514)</b>  | <b>(8%)</b>     |   |
| Materials and Contracts                            |             | <b>(2,114,675)</b> | <b>(164,507)</b> | <b>(139,802)</b> | 24,705           | 15%             | ▲ |
| Utility Charges                                    |             | <b>(64,076)</b>    | <b>(10,643)</b>  | <b>(6,627)</b>   | 4,016            | 38%             |   |
| Depreciation on Non-Current Assets                 |             | <b>(1,500,557)</b> | <b>(250,078)</b> | <b>0</b>         | 250,078          | 100%            | ▲ |
| Interest Expenses                                  |             | <b>(7,520)</b>     | <b>(1,250)</b>   | <b>(1,400)</b>   | <b>(150)</b>     | <b>(12%)</b>    |   |
| Insurance Expenses                                 |             | <b>(143,652)</b>   | <b>(52,730)</b>  | <b>(97,441)</b>  | <b>(44,711)</b>  | <b>(85%)</b>    | ▼ |
| Other Expenditure                                  |             | <b>(83,370)</b>    | <b>(19,038)</b>  | <b>(12,537)</b>  | 6,501            | 34%             | ▲ |
| Loss on Disposal of Assets                         | 6           | <b>(24,437)</b>    | <b>(4,072)</b>   | <b>0</b>         | 4,072            |                 |   |
|  |             | <b>(5,078,211)</b> | <b>(702,226)</b> | <b>(474,229)</b> |                  |                 |   |
| <b>Operating activities excluded from budget</b>   |             |                    |                  |                  |                  |                 |   |
| Add back Depreciation                              |             | 1,500,557          | 250,078          | <b>0</b>         | <b>(250,078)</b> | <b>(100%)</b>   | ▼ |
| Adjust (Profit)/Loss on Asset Disposal             | 6           | 24,437             | 4,072            | <b>0</b>         | <b>(4,072)</b>   | <b>(100%)</b>   |   |
| Adjust Provisions and Accruals                     |             | 0                  | 0                | <b>0</b>         | 0                |                 |   |
| <b>Amount attributable to operating activities</b> |             | <b>(1,222,727)</b> | <b>1,096,895</b> | <b>1,088,058</b> |                  |                 |   |
| <b>Investing activities</b>                        |             |                    |                  |                  |                  |                 |   |
| Non-operating grants, subsidies and contributions  | 10          | 1,650,739          | 0                | <b>228,195</b>   | 228,195          |                 | ▲ |
| Proceeds from Disposal of Assets                   | 6           | 96,334             | 96,334           | <b>0</b>         | <b>(96,334)</b>  | <b>(100%)</b>   | ▼ |
| Land held for resale                               |             | 0                  | 0                | <b>0</b>         | 0                |                 |   |
| Capital acquisitions                               | 7           | <b>(1,937,316)</b> | <b>(671,839)</b> | <b>(17,609)</b>  | 654,230          | 97%             | ▲ |
| <b>Amount attributable to investing activities</b> |             | <b>(190,243)</b>   | <b>(575,505)</b> | <b>210,586</b>   |                  |                 |   |
| <b>Financing Activities</b>                        |             |                    |                  |                  |                  |                 |   |
| Proceeds from New Debentures                       |             | 310,000            | 310,000          | <b>0</b>         | <b>(310,000)</b> | <b>(100%)</b>   | ▼ |
| Repayment of Debentures                            | 8           | <b>(69,160)</b>    | <b>(6,618)</b>   | <b>(6,618)</b>   | 0                | 0%              |   |
| Transfer from Reserves                             | 9           | 563,826            | 0                | <b>0</b>         | 0                |                 |   |
| Transfer to Reserves                               | 9           | <b>(19,545)</b>    | 0                | <b>0</b>         | 0                |                 |   |
| <b>Amount attributable to financing activities</b> |             | <b>785,121</b>     | <b>303,382</b>   | <b>(6,618)</b>   |                  |                 |   |
| <b>Closing Funding Surplus (Deficit)</b>           | 1(b)        | <b>59,153</b>      | <b>1,511,774</b> | <b>1,935,841</b> |                  |                 |   |

**KEY INFORMATION**

▲▼ 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 reason: Wardering Road Bridge Widening  
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

FOR THE PERIOD ENDED 31 AUGUST 2019

## NET CURRENT ASSETS

## SIGNIFICANT ACCOUNTING POLICIES

**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.

**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 City 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 City 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 City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**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.

**INVENTORIES**

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

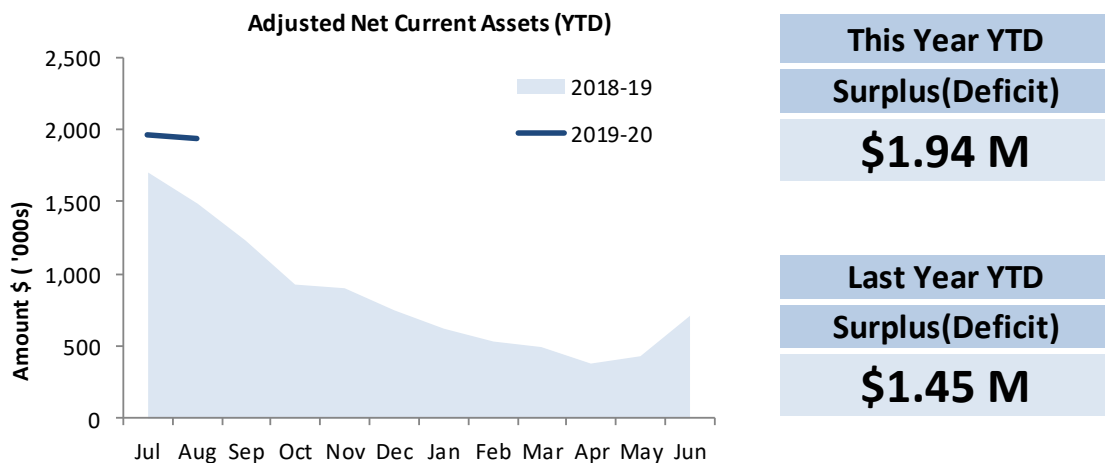
|  | Re   | Last Years<br>Closing | This Time Last<br>Year | Year to Date<br>Actual |
|--|------|-----------------------|------------------------|------------------------|
|  | Note | 30 June 2019          | 31 Aug 2018            | 31 Aug 2019            |
|  |      | \$                    | \$                     | \$                     |
| <b>Adjusted Net Current Assets</b>                       |      |                       |                        |                        |
| <b>Current Assets</b>                                    |      |                       |                        |                        |
| Cash Unrestricted  | 3    | 669,181               | 1,048,321              | 1,472,913              |
| Cash Restricted  | 3    | 1,574,152             | 1,544,411              | 1,574,152              |
| Receivables - Rates                                      | 4    | 63,701                | 358,743                | 424,426                |
| Receivables - Other                                      | 4    | 32,263                | 121,886                | 148,366                |
| Loans receivable   |      | 0                     | 0                      | 0                      |
| ATO Receivable   |      | 0                     | 13                     | 7,405                  |
| Inventories  |      | 8,986                 | 8,391                  | 8,986                  |
| Land held for resale - current                           |      | 0                     | 0                      | 0                      |
|  |      | 2,348,282             | 3,081,764              | 3,636,248              |
| <b>Less: Current Liabilities</b>                         |      |                       |                        |                        |
| Payables   |      | (130,316)             | (89,051)               | (91,891)               |
| ATO Payables   |      | 0                     | 0                      | (34,365)               |
| Provisions - employee                                    |      | (209,084)             | (246,020)              | (209,084)              |
| Long term borrowings                                     |      | (54,937)              | (32,382)               | (48,319)               |
|  |      | (394,337)             | (367,453)              | (383,659)              |
| <b>Unadjusted Net Current Assets</b>                     |      | <b>1,953,945</b>      | <b>2,714,311</b>       | <b>3,252,589</b>       |
| <b>Adjustments and exclusions permitted by FM Reg 32</b> |      |                       |                        |                        |
| Less: Cash reserves                                      | 3    | (1,574,152)           | (1,544,411)            | (1,574,152)            |
| Less: Land held for resale                               |      | 0                     | 0                      | 0                      |
| Less: Loans receivable                                   |      | 0                     | 0                      | 0                      |
| Add: Provisions - employee                               |      | 209,084               | 246,020                | 209,084                |
| Add: Long term borrowings                                |      | 54,937                | 32,382                 | 48,319                 |
| <b>Adjusted Net Current Assets</b>                       |      | <b>643,815</b>        | <b>1,448,302</b>       | <b>1,935,841</b>       |

**SIGNIFICANT ACCOUNTING POLICIES**

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

| Reporting Program                                 | Var. \$   | Var. % | Variance | Timing/<br>Permanent | Explanation of Variance                                       |
|---|-----------|--------|----------|----------------------|---|
|   | \$        | %      |          |                      |   |
| <b>Revenue from operating activities</b>          |           |        |          |                      |   |
| Governance  | 14,122    | 6,661% | ▲        | Timing               | LSL Reimbursement Narrogin Shire                              |
| General Purpose Funding                           | (9,335)   | (1%)   |          | Timing               | Not Material  |
| Law, Order and Public Safety                      | 318       | 59%    |          | Timing               | Not Material  |
| Health  | 340       | 258%   |          | Timing               | Not Material  |
| Education and Welfare                             | (416)     | (100%) |          | Timing               | Not Material  |
| Housing   | (60)      | (8%)   |          | Timing               | Not Material  |
| Community Amenities                               | 4,534     | 7%     |          | Timing               | Not Material  |
| Recreation and Culture                            | 6,075     | 563%   | ▲        | Timing               | Sporting Clubs Annual Fees                                    |
| Transport   | (3,963)   | (2%)   |          | Timing               | Not Material  |
| Economic Services                                 | (3,453)   | (54%)  |          | Timing               | Not Material  |
| Other Property and Services                       | 9,154     | 19%    | ▲        | Timing               | Private Works   |
| <b>Expenditure from operating activities</b>      |           |        |          |                      |   |
| Governance  | 2,349     | 5%     |          | Timing               | Under Budget - Timing   |
| General Purpose Funding                           | 1,366     | 11%    |          | Timing               | Under Budget - Timing   |
| Law, Order and Public Safety                      | 1,906     | 6%     |          | Timing               | Under Budget - Timing   |
| Health  | (1,073)   | (15%)  |          | Timing               | Not Material  |
| Education and Welfare                             | (143)     | (6%)   |          | Timing               | Not Material  |
| Housing   | 3,492     | 48%    |          | Timing               | Under Budget - Timing   |
| Community Amenities                               | 3,937     | 7%     |          | Timing               | Under Budget - Timing   |
| Recreation and Culture                            | 3,280     | 5%     |          | Timing               | Under Budget - Timing   |
| Transport   | 170,503   | 46%    | ▲        | Timing               | Under Budget - Timing/Budget Profiling                        |
| Economic Services                                 | 5,997     | 21%    | ▲        | Timing               | Under Budget - Timing   |
| Other Property and Services                       | 36,383    | 46%    | ▲        | Timing               | Under Budget - Timing/Budget Profiling                        |
| <b>Investing Activities</b>                       |           |        |          |                      |   |
| Non-operating Grants, Subsidies and Contributions | 228,195   |        | ▲        | Timing               | Claimed RRG & BS initial 40%                                  |
| Proceeds from Disposal of Assets                  | (96,334)  | (100%) | ▼        | Timing               | Budget Profiling  |
| Land Held for Resale                              | 0         |        |          |                      | Not Applicable  |
| Capital Acquisitions                              | 654,230   | 97%    | ▲        | Timing               | Budget Profiling  |
| <b>Financing Activities</b>                       |           |        |          |                      |   |
| Proceeds from New Debentures                      | (310,000) | (100%) | ▼        | Timing               | Aged Persons Accommodation - waiting for funding confirmation |
| Transfer from Reserves                            | 0         |        |          | Timing               | Not material  |
| Repayment of Debentures                           | 0         | 0%     |          | Timing               | Not material  |
| Transfer to Reserves                              | 0         |        |          | Timing               | Not material  |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

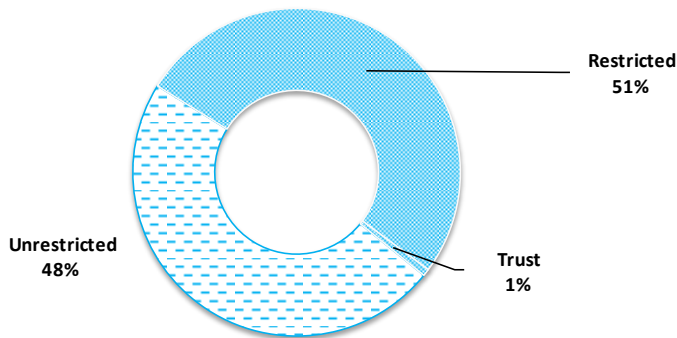
| Cash and Investments    | Unrestricted     | Restricted       | Trust         | Total<br>YTD Actual | Institution | Interest<br>Rate | Maturity<br>Date |
|-------------------------|------------------|------------------|---------------|---------------------|-------------|------------------|------------------|
|                         | \$               | \$               | \$            | \$                  |             |                  |                  |
| <b>Cash on Hand</b>     |                  |                  |               |                     |             |                  |                  |
| Petty Cash and Floats   | 1,468,801        |                  |               | 1,468,801           | CBA         | 1.50%            | At Call          |
| <b>At Call Deposits</b> |                  |                  |               |                     |             |                  |                  |
| Municipal Fund          | 4,113            |                  |               | 4,113               | CBA         | 1.90%            | At Call          |
| Trust Fund              |                  |                  | 21,311        | 21,311              | CBA         | 0.00%            | At Call          |
| <b>Term Deposits</b>    |                  |                  |               |                     |             |                  |                  |
| Reserve Funds           |                  | 1,574,152        |               | 1,574,152           | CBA         | 2.39%            | 24-Oct-19        |
| <b>Total</b>            | <b>1,472,913</b> | <b>1,574,152</b> | <b>21,311</b> | <b>3,068,376</b>    |             |                  |                  |

SIGNIFICANT ACCOUNTING POLICIES

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.

KEY INFORMATION

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.



| Total Cash      | Unrestricted    |
|-----------------|-----------------|
| <b>\$3.07 M</b> | <b>\$1.47 M</b> |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

| Rates Receivable              | 30 June 2019  | 31 Aug 19      |
|-------------------------------|---------------|----------------|
|                               | \$            | \$             |
| Opening Arrears Previous Year | 51,735        | 63,701         |
| Levied this year              | 1,199,303     | 1,258,745      |
| Less Collections to date      | (1,187,337)   | 898,020        |
| Equals Current Outstanding    | <b>63,701</b> | <b>424,426</b> |
| <b>Net Rates Collectable</b>  | <b>63,701</b> | <b>424,426</b> |
| % Collected                   | 94.69%        | 66.28%         |
|                               | (0)           |                |

| Receivables - General                        | Current | 30 Days | 60 Days | 90+ Days | Total          |
|--|---------|---------|---------|----------|----------------|
|  | \$      | \$      | \$      | \$       | \$             |
| Receivables - General                        | 147,130 | 210     | 601     | 473      | 148,414        |
| Percentage                                   | 99%     | 0%      | 0%      | 0%       |                |
| <b>Balance per Trial Balance</b>             |         |         |         |          |                |
| Sundry debtors                               |         |         |         |          | 148,366        |
| GST receivable                               |         |         |         |          | 7,405          |
| <b>Total Receivables General Outstanding</b> |         |         |         |          | <b>155,772</b> |

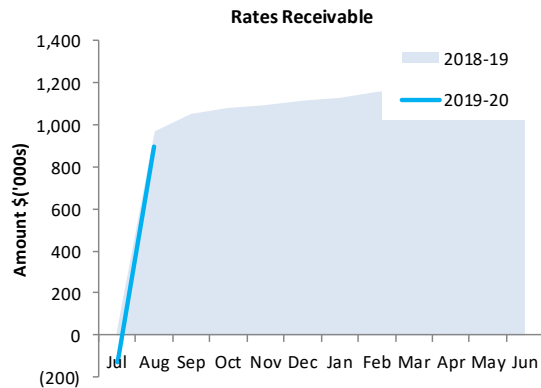
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

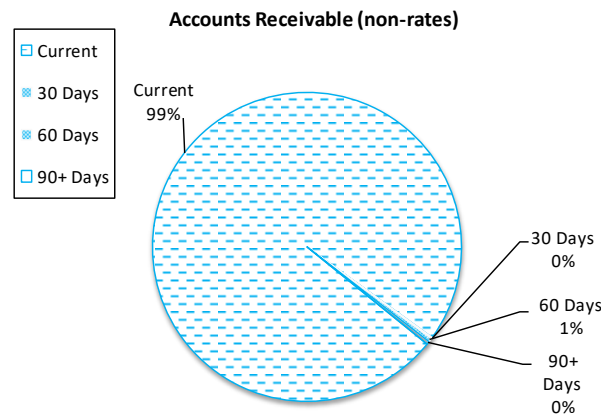
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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.



| Collected  | Rates Due        |
|------------|------------------|
| <b>66%</b> | <b>\$424,426</b> |



|                     |
|---------------------|
| <b>Debtors Due</b>  |
| <b>\$155,772</b>    |
| <b>Over 30 Days</b> |
| <b>1%</b>           |
| <b>Over 90 Days</b> |
| <b>0%</b>           |



OPERATING ACTIVITIES

NOTE 5

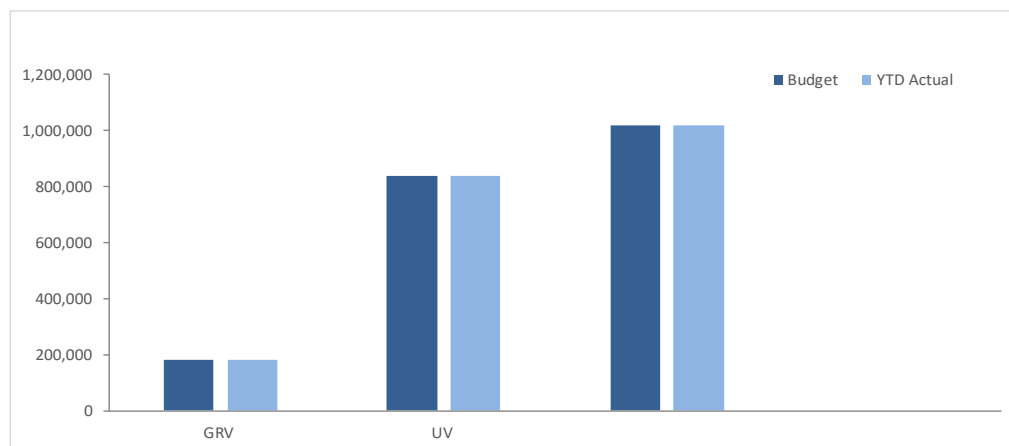
RATE REVENUE

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

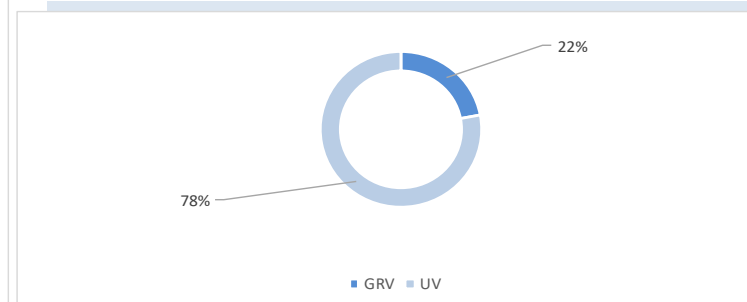
| General Rate Revenue             | Annual Budget |                      |                    |                  |              |           |                  | YTD Actual       |               |            |                  |
|----------------------------------|---------------|----------------------|--------------------|------------------|--------------|-----------|------------------|------------------|---------------|------------|------------------|
|                                  | Rate in       | Number of Properties | Rateable Value     | Rate Revenue     | Interim Rate | Back Rate | Total Revenue    | Rate Revenue     | Interim Rates | Back Rates | Total Revenue    |
| <b>RATE TYPE</b>                 | \$            |                      |                    | \$               | \$           | \$        | \$               | \$               | \$            | \$         | \$               |
| <b>Differential General Rate</b> |               |                      |                    |                  |              |           |                  |                  |               |            |                  |
| GRV                              | 0.0770        | 187                  | 2,350,114          | 180,881          | 0            | 0         | 180,881          | 180,881          | 0             | 0          | 180,881          |
| UV                               | 0.0073        | 188                  | 115,229,000        | 839,904          | 0            | 0         | 839,904          | 839,904          | 0             | 0          | 839,904          |
| <b>Sub-total</b>                 |               | <b>375</b>           | <b>117,579,114</b> | <b>1,020,785</b> | <b>0</b>     | <b>0</b>  | <b>1,020,785</b> | <b>1,020,785</b> | <b>0</b>      | <b>0</b>   | <b>1,020,785</b> |
| <b>Minimum</b>                   | \$            |                      |                    |                  |              |           |                  |                  |               |            | 0                |
| GRV                              | 690           | 140                  | 622,278            | 96,600           | 0            | 0         | 96,600           | 96,600           | 0             | 0          | 96,600           |
| UV                               | 930           | 152                  | 13,308,900         | 141,360          | 0            | 0         | 141,360          | 141,360          | 0             | 0          | 141,360          |
|                                  |               | <b>292</b>           | <b>13,931,178</b>  | <b>237,960</b>   | <b>0</b>     | <b>0</b>  | <b>237,960</b>   | <b>237,960</b>   | <b>0</b>      | <b>0</b>   | <b>237,960</b>   |
| <b>Sub-Totals</b>                |               | <b>667</b>           | <b>131,510,292</b> | <b>1,258,745</b> | <b>0</b>     | <b>0</b>  | <b>1,258,745</b> | <b>1,258,745</b> | <b>0</b>      | <b>0</b>   | <b>1,258,745</b> |
| Discount                         |               |                      |                    |                  |              |           | (76,775)         |                  |               |            | (75,030)         |
| Concession / Write Offs          |               |                      |                    |                  |              |           | (6,700)          |                  |               |            | 0                |
| <b>Amount from General Rates</b> |               |                      |                    |                  |              |           | <b>1,175,270</b> |                  |               |            | <b>1,183,715</b> |
| Ex-Gratia Rates                  |               |                      |                    |                  |              |           | 0                |                  |               |            | 0                |
| <b>Total General Rates</b>       |               |                      |                    |                  |              |           | <b>1,175,270</b> |                  |               |            | <b>1,183,715</b> |

SIGNIFICANT ACCOUNTING POLICIES

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.



| General Rates   |                 |             |
|-----------------|-----------------|-------------|
| Budget          | YTD Actual      | %           |
| <b>\$1.18 M</b> | <b>\$1.18 M</b> | <b>101%</b> |

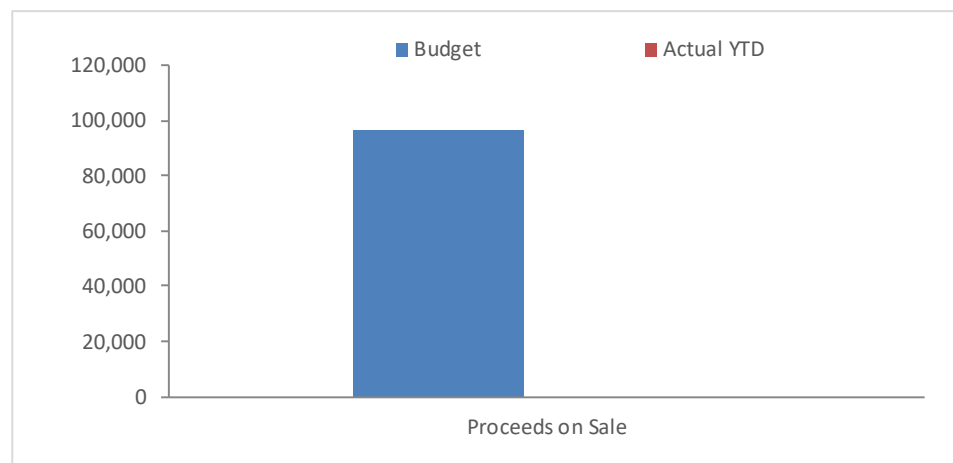


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

| Asset Ref. | Asset Description                   | Amended Budget |               |          |                 | YTD Actual     |          |          |
|------------|-------------------------------------|----------------|---------------|----------|-----------------|----------------|----------|----------|
|            |                                     | Net Book Value | Proceeds      | Profit   | (Loss)          | Net Book Value | Proceeds | Profit   |
|            |                                     | \$             | \$            | \$       | \$              | \$             | \$       | \$       |
| 10074      | CN047 UD Nissan GW 400              | 77,905         | 50,000        |          | (27,905)        |                |          | 0        |
| 10096      | CN027 Holden Colorado Crew Cab 2016 | 16,587         | 19,227        |          | 2,640           |                |          | 0        |
| 10101      | CN0 Holden Colorado Ute 4X4         | 26,279         | 27,107        |          | 828             |                |          | 0        |
|            |                                     | <b>120,771</b> | <b>96,334</b> | <b>0</b> | <b>(24,437)</b> | <b>0</b>       | <b>0</b> | <b>0</b> |

**KEY INFORMATION**



| Proceeds on Sale |            |           |
|------------------|------------|-----------|
| Budget           | YTD Actual | %         |
| <b>\$96,334</b>  | <b>\$0</b> | <b>0%</b> |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

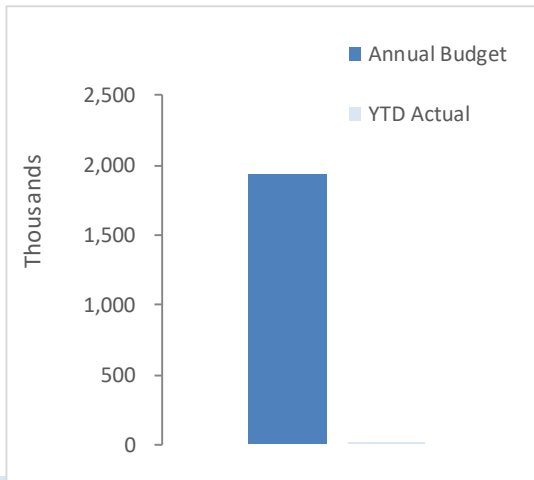
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

| Capital Acquisitions                   | Amended          |                | YTD Actual<br>Total | YTD Budget<br>Variance |
|--|------------------|----------------|---------------------|------------------------|
|  | Annual Budget    | YTD Budget     |                     |                        |
|  | \$               | \$             | \$                  | \$                     |
| Land & Buildings                       | 344,078          | 55,588         | 14,419              | 41,169                 |
| Plant & Equipment                      | 590,332          | 590,332        | 0                   | 590,332                |
| Furniture & Equipment                  | 9,075            | 0              | 0                   | 0                      |
| Roads                                  | 993,831          | 25,919         | 3,190               | 22,729                 |
| Recreation                             | 0                | 0              | 0                   | 0                      |
| Parks, Gardens, Recreation Facilities  | 0                | 0              | 0                   | 0                      |
| Other Infrastructure                   | 0                | 0              | 0                   | 0                      |
| <b>Capital Expenditure Totals</b>      | <b>1,937,316</b> | <b>671,839</b> | <b>17,609</b>       | <b>654,230</b>         |
| <b>Capital Acquisitions Funded By:</b> |                  |                |                     |                        |
|  | \$               | \$             | \$                  | \$                     |
| Capital grants and contributions       | 1,650,739        | 0              | 228,195             | 228,195                |
| Borrowings                             | 310,000          | 310,000        | 0                   | (310,000)              |
| Other (Disposals & C/Fwd)              | 96,334           | 96,334         | 0                   | (96,334)               |
| Cash Backed Reserves                   |                  |                |                     |                        |
| Infrastructure Reserve                 | 244,000          | 0              | 0                   | 0                      |
| Pensioner Unit Maintenance Reserve     | 15,675           | 0              | 0                   | 0                      |
| Plant Replacement Reserve              | 43,000           | 0              | 0                   | 0                      |
| Contribution - operations              | (422,432)        | 265,505        | (210,586)           | (476,091)              |
| <b>Capital Funding Total</b>           | <b>1,937,316</b> | <b>671,839</b> | <b>17,609</b>       | <b>(654,230)</b>       |

**SIGNIFICANT ACCOUNTING POLICIES**

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.

**KEY INFORMATION**

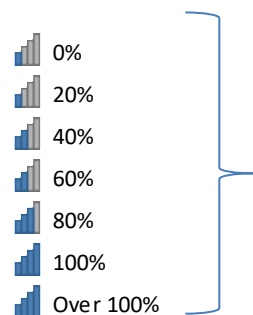


| Acquisitions  | Annual Budget   | YTD Actual     | % Spent    |
|---------------|-----------------|----------------|------------|
|               | <b>\$1.94 M</b> | <b>\$.02 M</b> | <b>1%</b>  |
| Capital Grant | Annual Budget   | YTD Actual     | % Received |
|               | <b>\$1.65 M</b> | <b>\$.23 M</b> | <b>14%</b> |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

Attachment 9.1.2A  
**INVESTING ACTIVITIES**  
**NOTE 7**  
**CAPITAL ACQUISITIONS (CONTINUED)**















Capital Expenditure Total  
Level of Completion Indicators



Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

% of Completion Level of completion indicator

|                            | Acc / Job  | Annual Budget | YTD Budget     | YTD Actual    | Variance      |
|----------------------------|--|---------------|----------------|---------------|---------------|
| <b>Capital Expenditure</b> |  |               |                |               |               |
| <b>Land</b>                |  |               |                |               |               |
| 0.00                       | Lot 74 Austral Street                              | 12126         | 10,500         | 0             | 0             |
|                            | Cuballing Railway Reserve Design                   | C176A         | 0              | 0             | 0             |
| <b>Buildings</b>           |  |               |                |               |               |
| 0.00                       | Popanyinning Hall Front Entrance                   | J163A         | 26,046         | 4,340         | 4,340         |
| 0.00                       | Building Renewal - Cuballing Memorial Park         | C176          | 153,209        | 25,534        | 25,534        |
| 0.04                       | Building Renewal - Yornaning Dam                   | C188          | 140,323        | 23,382        | 18,106        |
| 0.00                       | Administration Building - Solar Panels             | J4114B        | 14,000         | 2,332         | 2,332         |
|                            | Cuballing Transfer Station Surface Water Treatment | C159          | 0              | 4,073         | (4,073)       |
|                            | Cuballing Town Hall - Septics Upgrade              | C162          | 0              | 5,070         | (5,070)       |
|                            | <b>Total Land &amp; Buildings</b>                  |               | <b>344,078</b> | <b>55,588</b> | <b>50,312</b> |

| Plant & Equipment          |   |       |                  |                |               |                |
|----------------------------|---|-------|------------------|----------------|---------------|----------------|
| 0.00                       |  Dual Cab Utility with Canopy (Building) | 12405 | 43,226           | 43,226         |               | 43,226         |
| 0.00                       |  Dual Cab Utility (MWS)                  | 12406 | 47,106           | 47,106         |               | 47,106         |
| 0.00                       |  Prime Mover                             | 12407 | 300,000          | 300,000        |               | 300,000        |
| 0.00                       |  Side Tipper - Tri Axle Trailer          | 12408 | 100,000          | 100,000        |               | 100,000        |
| 0.00                       |  Water Tanker - Tri Axle Trailer         | 12409 | 100,000          | 100,000        |               | 100,000        |
|                            | <b>Total Plant &amp; Equipment</b>  |       | <b>590,332</b>   | <b>590,332</b> | <b>0</b>      | <b>590,332</b> |
| Furniture & Equipment      |   |       |                  |                |               |                |
| 0.00                       |  Photocopier                             | 04265 | 9,075            | 0              | 0             | 0              |
|                            | <b>Total Furniture &amp; Equipment</b>  |       | <b>9,075</b>     | <b>0</b>       | <b>0</b>      | <b>0</b>       |
| Infrastructure - Roads     |   |       |                  |                |               |                |
| 0.00                       |  RRG_ Narrogin Wandering Road            | R129B | 351,729          | 0              | 1,045         | (1,045)        |
| 0.01                       |  RRG - Stratherne Road 19/20             | R001B | 136,392          | 22,827         | 1,045         | 21,782         |
| 0.01                       |  RTR - Wandering Narrogin Road           | R129C | 81,045           | 760            | 550           | 210            |
| 0.00                       |  RTR - Popanyinning West Reseal          | R004E | 14,000           | 2,332          | 0             | 2,332          |
| 0.00                       |  BS - Narrogin Wandering Road Black Spot | BS129 | 410,666          | 0              | 550           | (550)          |
|                            | <b>Total Road Infrastructure</b>  |       | <b>993,831</b>   | <b>25,919</b>  | <b>3,190</b>  | <b>22,729</b>  |
| Recreation                 |   |       |                  |                |               |                |
| 1.00                       |  Nil                                    |       |                  |                |               |                |
|                            | <b>Total Recreation</b>   |       | <b>0</b>         | <b>0</b>       | <b>0</b>      | <b>0</b>       |
| Parks, Ovals & Playgrounds |   |       |                  |                |               |                |
| 1.00                       |  Nil                                   |       |                  |                |               |                |
|                            | <b>Total Parks, Ovals &amp; Playgrounds</b>   |       | <b>0</b>         | <b>0</b>       | <b>0</b>      | <b>0</b>       |
| Other Infrastructure       |   |       |                  |                |               |                |
|                            | <b>Total Other Infrastructure</b>   |       | <b>0</b>         | <b>0</b>       | <b>0</b>      | <b>0</b>       |
| 0.01                       |  <b>TOTAL CAPITAL EXPENDITURE</b>      |       | <b>1,937,316</b> | <b>671,839</b> | <b>17,609</b> | <b>663,373</b> |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS

| Information on Borrowings      | 2018/19 | New Loans |               | Principal Repayments |               | Principal Outstanding |               | Interest Repayments |               |
|--------------------------------|---------|-----------|---------------|----------------------|---------------|-----------------------|---------------|---------------------|---------------|
|                                |         | Actual    | Annual Budget | Actual               | Annual Budget | Actual                | Annual Budget | Actual              | Annual Budget |
| <b>Transport</b>               | \$      | \$        | \$            | \$                   | \$            | \$                    | \$            | \$                  | \$            |
| Loan 63 - Graders              | 111,951 | 0         | 0             | 6,618                | 40,446        | 111,951               | 71,505<br>0   | 1,400               | 4,126         |
| <b>Economic Services</b>       |         |           |               |                      |               |                       |               |                     |               |
| Loan 64 - Lot 74 Austral St    | 160,000 |           |               | 0                    | 14,491        | 160,000               | 138,145       | 0                   | 3,394         |
| <b>Education and Welfare</b>   |         |           |               |                      |               |                       |               |                     |               |
| Loan 65 - Aged Persons Housing |         | 310,000   | 310,000       |                      | 14,223        |                       | 295,777       |                     | 2,775         |
| <b>Total</b>                   | 271,951 | 0         | 310,000       | 6,618                | 69,160        | 271,951               | 505,427       | 1,400               | 10,295        |

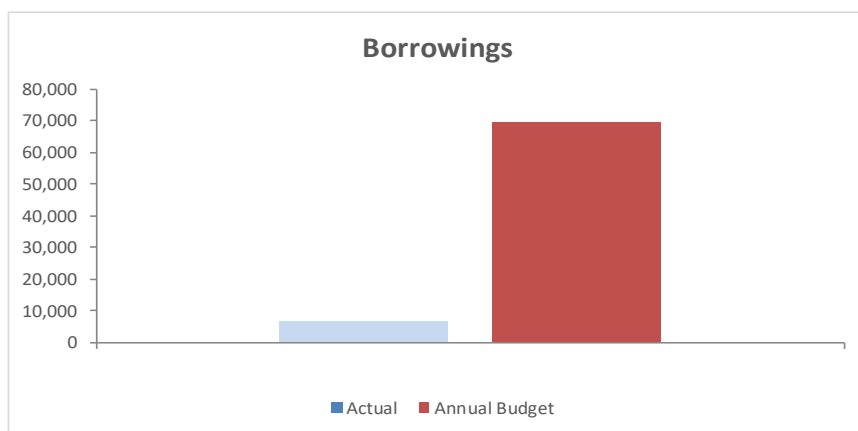
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



|                             |                  |
|-----------------------------|------------------|
| <b>Principal Repayments</b> | <b>\$6,618</b>   |
| <b>Interest Earned</b>      | <b>\$780</b>     |
| <b>Interest Expense</b>     | <b>\$1,400</b>   |
| <b>Reserves Bal</b>         | <b>Loans Due</b> |
| <b>\$1.57 M</b>             | <b>\$.27 M</b>   |

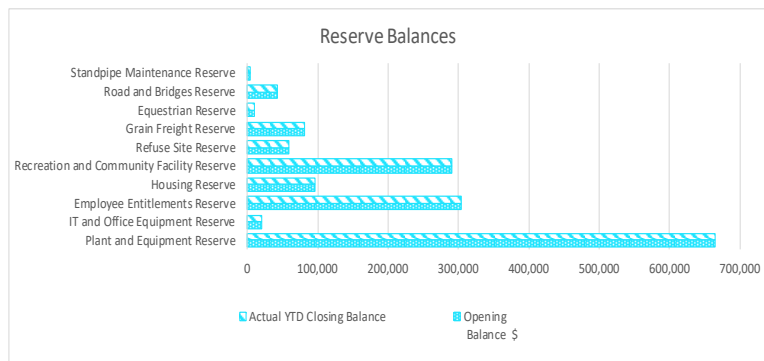
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS

Cash Backed Reserve

| Reserve Name                              | Opening          | Budget Interest | Actual Interest | Budget Transfers | Actual Transfers | Budget Transfers | Actual Transfers | Budget Closing   | Actual YTD       |       |       |            |         |
|---|------------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|-------|-------|------------|---------|
|   | Balance          | Earned          | Earned          | In               | In               | Out              | Out              | Balance          | Closing Balance  |       |       |            |         |
|   | \$               | \$              | \$              | \$ (+)           | \$ (+)           | \$ (-)           | \$ (-)           | \$               | \$               |       |       |            |         |
| Plant and Equipment Reserve               | 664,195          | 5,456           | 0               |                  | 0                | (244,000)        |                  | 425,651          | 664,195          | 72100 | 30120 | 31/08/2019 |         |
| IT and Office Equipment Reserve           | 21,068           | 169             | 0               |                  | 0                | (15,675)         |                  | 5,562            | 21,068           | 72200 | 30121 | 31/08/2019 |         |
| Employee Entitlements Reserve             | 303,437          | 2,998           | 0               |                  | 0                | 0                |                  | 306,435          | 303,437          | 72300 | 30122 | 31/08/2019 | 302,349 |
| Housing Reserve                           | 96,817           | 870             | 0               |                  | 0                | (43,000)         |                  | 54,687           | 96,817           | 72400 | 30123 | 31/08/2019 | 96,503  |
| Recreation and Community Facility Reserve | 291,199          | 2,996           | 0               |                  | 0                | (261,151)        |                  | 33,044           | 291,199          | 72500 | 30124 | 31/08/2019 |         |
| Refuse Site Reserve                       | 58,763           | 971             | 0               |                  | 0                | 0                |                  | 59,734           | 58,763           | 72600 | 30125 | 31/08/2019 |         |
| Grain Freight Reserve                     | 81,912           | 776             | 0               |                  | 0                | 0                |                  | 82,688           | 81,912           | 72700 | 30126 | 31/08/2019 |         |
| Equestrian Reserve                        | 10,166           | 49              | 0               | 4,545            | 0                | 0                |                  | 14,760           | 10,166           | 72800 | 30127 | 31/08/2019 |         |
| Road and Bridges Reserve                  | 42,542           | 696             | 0               |                  | 0                | 0                |                  | 43,238           | 42,542           | 72950 | 30129 | 31/08/2019 |         |
| Standpipe Maintenance Reserve             | 4,052            | 19              | 0               |                  | 0                | 0                |                  | 4,071            | 4,052            | 72900 | 30128 | 31/08/2019 |         |
|   | <b>1,574,151</b> | <b>15,000</b>   | <b>0</b>        | <b>4,545</b>     | <b>0</b>         | <b>(563,826)</b> | <b>0</b>         | <b>1,029,870</b> | <b>1,574,151</b> |       |       |            |         |

KEY INFORMATION



0 Balance check against Transfers to/from Reserves account  
0 Balance check against income shown in P&L account  
0 Balance check against Restricted Cash in Balance Sheet

70102 31/08/2019  
03202 31/08/2019

## Grants and Contributions

| Description  | Annual Budget    | YTD Budget     | YTD Actual     | Variance       |
|--|------------------|----------------|----------------|----------------|
| <b>Operating grants, subsidies and contributions</b>           |                  |                |                |                |
| <b>General Purpose Funding</b>                                 |                  |                |                |                |
| Grants Commission - General Purpose                            | 285,073          | 71,268         | 63,880         | (7,388)        |
| <b>Governance</b>  |                  |                |                |                |
| Great Southern Business Development Group                      | 0                | 0              | 0              | 0              |
| Insurance & Other Reimbursements                               | 595              | 98             | 13,996         | 13,898         |
| Department Primary Industries & Regional Development           | 0                | 0              | 0              | 0              |
| <b>Law, Order &amp; Public Safety</b>                          |                  |                |                |                |
| DFES - Bush Fire Brigades                                      | 24,769           | 0              | 0              | 0              |
| <b>Education &amp; Welfare</b>                                 |                  |                |                |                |
| Good Things Foundation   | 2,500            | 416            | 0              | (416)          |
| <b>Housing</b>   |                  |                |                |                |
| Rental Income  | 4,680            | 780            | 720            | (60)           |
| <b>Community Amenities</b>                                     |                  |                |                |                |
| Cemetery   | 6,362            | 1,059          | 0              | (1,059)        |
| <b>Recreation &amp; Culture</b>                                |                  |                |                |                |
| Yornaning Dam Stage 2  | 73,832           | 0              | 0              | 0              |
| Sport & Recreation   | 3,500            | 582            | 0              | (582)          |
| <b>Transport</b>   |                  |                |                |                |
| Main Roads - RRG   | 0                | 0              | 0              | 0              |
| Main Roads - Direct Grant                                      | 115,490          | 115,490        | 115,490        | 0              |
| Grants Commission - Roads Component                            | 185,141          | 46,285         | 41,487         | (4,798)        |
| <b>Economic Services</b>                                       |                  |                |                |                |
| Youth Day  | 4,000            | 667            | 0              | (667)          |
| Volunteers Day   | 1,000            | 167            | 0              | (167)          |
| Digital Literacy Workshops                                     | 1,500            | 250            | 0              | (250)          |
| <b>Other Property &amp; Services</b>                           |                  |                |                |                |
| Workers Compensation   | 25,000           | 4,166          | 7,047          | 2,881          |
| <b>Operating grants, subsidies and contributions Total</b>     | <b>733,442</b>   | <b>241,227</b> | <b>242,620</b> | <b>1,393</b>   |
| <b>Non-operating grants, subsidies and contributions</b>       |                  |                |                |                |
| <b>Education &amp; Welfare</b>                                 |                  |                |                |                |
| Aged Person Accommodation Funding                              | 872,000          | 0              | 0              | 0              |
| <b>Recreation &amp; Culture</b>                                |                  |                |                |                |
| Wardering Road Bridge Widening                                 | 0                | 0              | 0              | 0              |
| <b>Transport</b>   |                  |                |                |                |
| Main Roads - RRG   | 334,630          | 0              | 133,851        | 133,851        |
| Roads to Recovery (RTR)  | 211,000          | 0              | 1,100          | 1,100          |
| Black Spot (BS)  | 233,109          | 0              | 93,244         | 93,244         |
| <b>Law, Order &amp; Public Safety</b>                          |                  |                |                |                |
| DFES - Bush Fire Brigades                                      | 0                | 0              | 0              | 0              |
| <b>Non-operating grants, subsidies and contributions Total</b> | <b>1,650,739</b> | <b>0</b>       | <b>228,195</b> | <b>228,195</b> |
| <b>Grand Total</b>   | <b>2,384,181</b> | <b>241,227</b> | <b>470,815</b> | <b>229,588</b> |

## KEY INFORMATION

Some reclassification between Operating &amp; Capital grants, contributions &amp; reimbursements is required



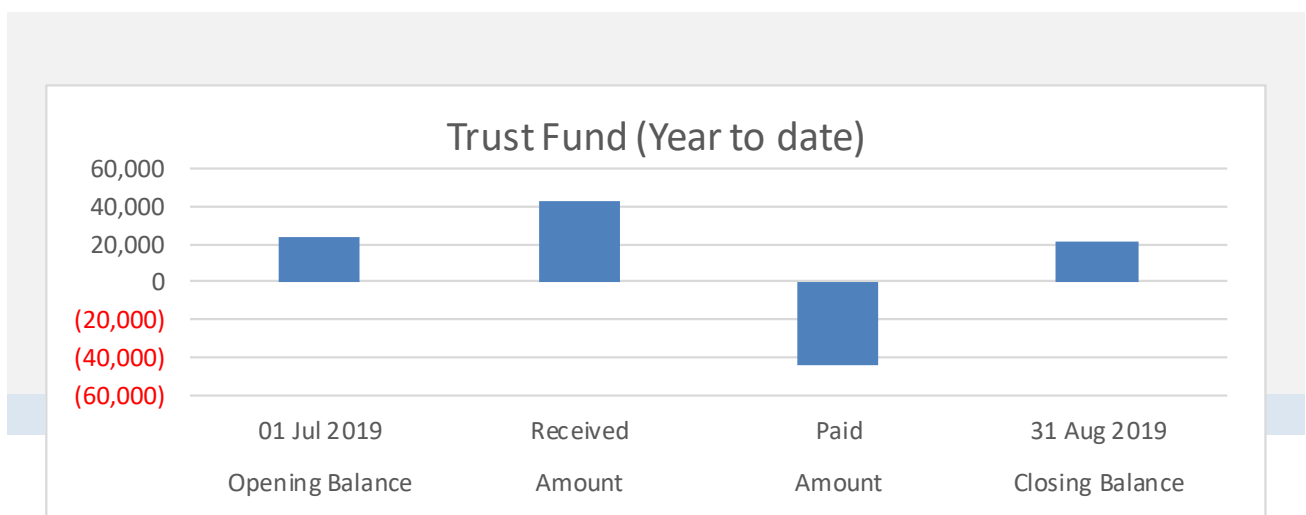
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 11  
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<br>Balance<br>01 Jul 2019 | Amount<br>Received | Amount<br>Paid  | Closing<br>Balance<br>31 Aug 2019 |
|--------------------------------------|-----------------------------------|--------------------|-----------------|-----------------------------------|
|                                      | \$                                | \$                 | \$              | \$                                |
| Bonds - Building                     | 6,889                             | 0                  | 0               | 6,889                             |
| Bonds - Hall Hire                    | 1,150                             | 300                | (100)           | 1,350                             |
| Badminton Club                       |                                   | 0                  | 0               | 0                                 |
| Commodine Tennis Club                | 2,990                             | 0                  | 0               | 2,990                             |
| Cuballing Progress Association       | 1,099                             | 0                  | 0               | 1,099                             |
| Cuballing Cricket Club               | 200                               | 0                  | 0               | 200                               |
| Yornaning Dam                        | 0                                 | 0                  | 0               | 0                                 |
| Cuballing Football Association       | 566                               | 0                  | 0               | 566                               |
| Environment and Townscape Trust Fund | 6,362                             | 0                  | 0               | 6,362                             |
| Police Licensing                     | 2,470                             | 41,836             | (44,100)        | 205                               |
| Swipe Cards                          | 1,570                             | 0                  | 0               | 1,570                             |
| Reimbursements                       | 0                                 | 80                 | 0               | 80                                |
|                                      | <b>23,296</b>                     | <b>42,216</b>      | <b>(44,200)</b> | <b>21,312</b>                     |

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**NOTE 12  
BUDGET AMENDMENTS**

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

| GL Code | Description              | Council Resolution | Classification  | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------|--------------------------|--------------------|-----------------|---------------------|----------------------------|----------------------------|--------------------------------|
|         |                          |                    |                 | \$                  | \$                         | \$                         | \$                             |
|         | <b>Budget Adoption</b>   |                    | Opening Surplus |                     |                            |                            | 0                              |
|         | <b>Permanent Changes</b> |                    |                 |                     |                            |                            |                                |
|         | Nil                      |                    |                 |                     |                            |                            | 0                              |
|         | Nil                      |                    |                 |                     |                            |                            | 0                              |
|         | Nil                      |                    |                 |                     |                            |                            | 0                              |
|         | Nil                      |                    |                 |                     |                            |                            | 0                              |
|         |                          |                    |                 | 0                   | 0                          | 0                          |                                |

**ADDITIONAL INFORMATION**

Note 12 to be completed as part of budget review process and/or as per Council Resolutions during the financial year

### 9.1.3 Speed Alert Mobile Trailer

Applicant: N/A  
File Ref. No: ADM98  
Disclosure of Interest: Nil  
Date: 4th September 2019  
Author: Bronwyn Dew  
Attachments: Nil

#### **Summary**

**Council is to consider the joint arrangement with the Shire of Wickepin regarding the Speed Alert Mobile Trailer.**

#### **Background**

Approximately ten years ago the Shire of Cuballing and the Shire of Wickepin entered into a joint arrangement to share a Speed Alert Mobile Trailer. The Speed Alert Mobile Trailer (SAM) trailer was purchased with grant funding obtained by the Shire of Wickepin. The joint arrangement was for the use and the expenses of the trailer to be shared equally by the Shire of Cuballing and the Shire of Wickepin.

In recent years the trailer has become unreliable and often needing repairs prior to or during the Shire of Cuballing use of the trailer.

#### **Comment**

While the arrangement with the Shire of Wickepin has worked well in the past, now that the shared SAM trailer is becoming older and less reliable the cost of maintaining a share of the trailer is rising.

As the shared trailer is registered in the Shire of Wickepin's name it does not appear on the Shire of Cuballing asset register and has passed its useful life. The SAM Trailer's written down value is now Nil.

In October 2018 the Shire of Cuballing purchased a new Variable Message Board trailer which provides a significantly improved service and is much more reliable. Council no longer has a need for the shared trailer.

**Strategic Implications** – Nil

**Statutory Environment** – Nil

**Policy Implications** – Nil

**Financial Implications**

The Shire of Cuballing has paid 50% of the expenses for the SAM trailer since its purchase. A breakdown of the previous five years expenses is listed below;

- 2013/14 - \$153
- 2014/15 - \$289
- 2015/16 - \$620
- 2016/17 - \$779
- 2017/18 - \$1408

**Economic Implication** – Nil

**Environmental Considerations** – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to continue with the shared arrangement with the Shire of Wickepin.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council advise the Shire of Wickepin;**

- 1. Council no longer wishes to participate in the joint arrangement regarding the use and expenses of the Speed Alert Mobile Trailer.**
- 2. Council relinquishes any ownership on the Speed Alert Mobile Trailer.**

## 9.1.4 Transfer of Trust Funds

Applicant: N/A  
File Ref. No: ADM304  
Disclosure of Interest: Nil  
Date: 5th September 2019  
Author: Bronwyn Dew  
Attachments: Nil

### **Summary**

**Council is to consider transferring monies currently held in Councils Trust Fund to the Shire of Cuballing Municipal fund.**

### **Background**

Nil

### **Comment**

Council is holding a total of \$1,150 in Councils Trust Fund relating to Hall Hire Bonds. This amount was transferred to the new accounting system in February 2012 with no record of whom the bonds relate to.

Staff believe that the above monies will never be called upon. The officer has recommended transfers of these funds to Councils Municipal Fund for use for Council purposes.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

### **Financial Implications**

A total of \$1,150 will be transferred from the Shire of Cuballing Trust fund to the Shire of Cuballing Municipal fund.

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

### **Options**

Council may resolve:

1. the Officer's Recommendation; or
2. to continue to hold the funds in the Shire of Cuballing Trust Fund.

Voting Requirements – Simple Majority

### **OFFICER'S RECOMMENDATION:**

**That Council transfer the amount of \$1,150 from the Shire of Cuballing Trust Fund to the Shire of Cuballing Municipal fund.**

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Proposed Boundary Realignment – Lots 2 & 8 Springhill Road, Cuballing

|                         |  |
|-------------------------|--|
| Location:               | Lots 2 & 8 Springhill Road, Cuballing  |
| Applicant:              | Harley Dykstra for William Patmore   |
| File Ref. No:           | A492   |
| Disclosure of Interest: | Nil  |
| Date:                   | 9 September 2019   |
| Author:                 | Gary Sherry  |
| Attachments             | 9.2.1A Report from applicant including plan of subdivision<br>9.2.1B Location plan |

#### Summary

**A boundary realignment application, for Lots 2 and 8 Springhill Road, to create two realigned lots is supported.**

#### Background

The Western Australian Planning Commission (WAPC) has referred a boundary realignment application to the Shire for comment. The application, proposing no additional lots, is set out in Attachment 9.2.1A.

The application site consists of 2 current titles (74.918 hectares and 164.7928 hectares in area). The proposal is to:

- create one new title, 14.4453 hectares in area (Lot A), to accommodate the existing dwelling, sheds and associated dam which reflects existing farming boundaries; and
- create a balance lot, 225.2655 hectares in area (Lot B), to continue to be used for rural farming purposes.

The site's location is outlined in Attachment 9.2.1B which is approximately 5 kms south-west of the Cuballing townsite. The site is generally cleared and contains a dwelling, various sheds and dams. Existing Lot 8 is currently divided by Springhill Road.

#### *Planning framework*

In summary:

- the property is zoned 'General Agriculture' in the *Shire of Cuballing Local Planning Scheme No. 2 (LPS2)*;
- LPS2 objectives for the General Agriculture zone, which are applicable to this application, include 'to preserve productive land suitable for grazing, cropping and other compatible productive rural uses in a sustainable manner' and 'to protect the economic viability of rural zoned land through a presumption against subdivision except where such subdivision will enhance and/or promote the viability and diversity of general farming activity';
- the property is classified as 'Rural' in the *Shire of Cuballing Local Planning Strategy*. While the Strategy does not generally support additional lots in rural areas, it generally supports boundary realignments;
- the site is classified as a Bushfire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>;

- the WAPC's *Development Control Policy 3.4 Subdivision of Rural Land* (Policy DC3.4) outlines the WAPC will consider rural subdivision for a limited range of exceptional circumstances. One of these exceptional circumstances is 'to realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses'; and
- section 6.3 of Policy DC3.4 is of relevance to this application. The Policy, in part, states:  
 'Multiple lots in one ownership may be rationalised provided that:  
 (a) there is no increase in the number of lots;  
 (b) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use;  
 (c) no new roads are created, unless supported by the local government;  
 (d) new vehicle access points on State roads are minimised; and  
 (e) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.'

### Comment

The boundary realignment application is supported and represents a logical rationalisation of Lots 2 and 8 Springhill Road. It is noted that the application:

- will not create any additional lots;
- is consistent with the planning framework;
- will not result in a loss of agricultural land but allow existing rural uses to continue;
- the realigned boundaries achieve effective land management by containing the existing arable land within a single title (Lot B); and
- vehicular access to Lot A and Lot B is from the existing road network.

Based on WAPC policy, it is suggested that relevant conditions be recommended to the WAPC. In particular, these notifications should include:

1. a notification relating to the bushfire prone area (for Lots A and B); and
2. a notification to apply to Lot A that the lot is within a rural area and may be impacted by primary production (based on section 6.3 of Policy DC3.4).

Strategic Implications – Nil

Statutory Environment

*Planning and Development Act 2005* and LPS2.

Policy Implications

The application complies with LPS2 and the Local Planning Strategy.

Financial Implications - Nil

Economic Implications

The application does not create additional lots but seeks to improve current land management.

Social Implications - Nil

Environmental Considerations

There are minimal environmental considerations associated with the boundary realignment. While separate to the boundary realignment application, there appears to be opportunities for the landowner to revegetate and fence near watercourses in line with the Local Planning Strategy.

Consultation

The WAPC invites comments from the Shire, servicing agencies and relevant State Government departments on subdivision and boundary realignment applications.

Options

The Council can resolve to:

1. support the officer recommendation;
2. support the boundary realignment with no conditions; or
3. not support the boundary realignment (giving reasons).

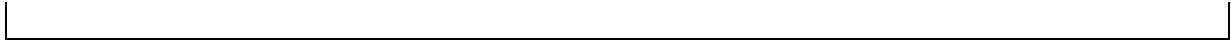
Voting Requirements - Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council support the boundary realignment application, of Lots 2 and 8 Springhill Road, Cuballing (WAPC 158358), subject to the following conditions:**

| No. | Code | Condition   |
|-----|------|---|
| 1   | F8   | <p>A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:</p> <p style="padding-left: 40px;">‘This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and may be subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land.’ (Western Australian Planning Commission)</p> |
| 2   | n/a  | <p>A notification, pursuant to Section 70A of the Transfer of Land Act 1893 is to be placed on the certificate of title of proposed Lot ‘A’. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:</p> <p style="padding-left: 40px;">‘The lot is situated in a rural area and may be impacted by primary production.’ (Local Government)</p>   |







# Subdivision

LOTS 2 & 8 SPRINGHILL ROAD  
CUBALLING





## DOCUMENT CONTROL

| Control Version | Date       | Status | Distribution | Comment       |
|-----------------|------------|--------|--------------|---------------|
| A               | 13/08/2019 | Draft  | HD           | For QA        |
| B               | 14/08/2019 | Final  | Client       | For Comment   |
| C               |            | Final  | WAPC         | For Lodgement |

Prepared for: William John Patmore  
 Prepared by: DL  
 Reviewed by: LB

Date: 14 August 2019  
 Job No: 21990  
 Ref: B

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## 1. PROPOSAL

This report forms part of the subdivision application for the proposed boundary realignment subdivision of Lots 2 and 8 Springhill Road, Cuballing (referred to within as 'the property').

The purpose of this report is to present the justification for the boundary realignment as proposed and to assist decision-makers and service authorities to consider this application.

This subdivision application aims to achieve the following outcomes:

1. Create one new title, 14.4453 Ha in size to accommodate the existing dwelling, sheds and associated dam which reflects existing farming boundaries; and
2. Create a balanced lot (225.2655 Ha) to continue to be used for rural farming purposes.

A copy of the Plan of Subdivision is attached as **APPENDIX B** to this report.

## 2. BACKGROUND & SITE CONTEXT

### 2.1. Land Details

Lots 2 & 8 are in the same ownership with the details of the current landholdings outlined as follows.

| LOT   | CERTIFICATE OF TITLE               | OWNERSHIP            |
|-------|------------------------------------|----------------------|
| Lot 2 | D 72792<br>Volume 1789, Folio 214  | William John Patmore |
| Lot 8 | DP 52749<br>Volume 2656, Folio 573 | William John Patmore |

A copy of the Certificate of Title for Lots 2 & 8 is attached as **APPENDIX A** to this report.

### 2.2. Zoning

The property is currently zoned 'General Agriculture' by Shire of Caballing's Local Planning Scheme No. 2.

### 2.3. Location

The property is located approximately 5km south west of the Cuballing townsite.

### 2.4. Surrounding Land Use

The property is situated in a rural area with all adjoining land being similarly zoned 'General Agriculture'. The surrounding landuses are all for the purposes of board acre farming typically found within the general agricultural zone.



## 2.5. Topography

The topography of each lot is demonstrated on the attached Plan of Subdivision attached as **APPENDIX B**. Generally, the land is undulating with the highest point of 410m AHD, north-east of the southern portion of Lot B.

## 2.6. Existing Buildings & Structures

All existing buildings and outbuildings are to be retained as part of this subdivision application. The location of each existing building and outbuildings, including dams, are shown on the attached Plan of subdivision at **APPENDIX B**.

# 3. SERVICING

## 3.1. Power

The existing dwelling and associated outbuildings are currently supplied with power from the existing aerial power line which transverses the property.

Clause 6.5.1 (B) & (C) of State Planning Policy 2.5 Rural Planning, states the following regarding a potential electrical condition:

*For rural and rural living subdivisions, WAPC policy is for electricity supply to be commensurate with the intended land use.*

*The policy measures are:*

(b) where lots created as a result of a subdivision for a homestead lot, a conservation lot or **boundary realignment** do not require a power connection to support the land use, an electricity supply condition may not be applied; and

(c) where an existing power connection to a lot is confirmed as meeting safety requirements, an electricity supply condition may not be applied, or may be cleared;

In light of this provision within SPP 2.5 Rural Planning we request no power conditions be imposed on this subdivision proposal.

# 4. PLANNING FRAMEWORK

## 4.1. Shire of Cuballing Local Planning Scheme No. 2 (LPS 2)

The property is currently zoned 'General Agriculture' under the Shire of Caballing's Local Planning Scheme No. 2.

The objectives of the General Agriculture Zone applicable to this subdivision application are as follows:

- *To preserve productive land suitable for grazing, cropping and other compatible productive rural uses in a sustainable manner;*
- *To ensure the preservation of the rural character and rural appearance of land within the zone;*



- *To protect the economic viability of rural zoned land through a presumption against subdivision except where such subdivision will enhance and/or promote the viability and diversity of general farming activity; and*
- *To preserve and protect the natural undeveloped land areas throughout the zone;*

Therefore, the proposed subdivision meets the intent of the General Agriculture Zone by rationalising the boundary of two existing lots to contain existing buildings/infrastructure on one lot (Lot A) while combining the remaining land parcels into an expanded lot area (Lot B) for continued agricultural purposes.

#### 4.2. WAPC DC Policy 3.4 'Subdivision of Rural Land'

WAPC Development Control Policy 3.4 Subdivision of Rural Land (DCP 3.4) and its parent State Planning Policy No. 2.5 provide guidance on the subdivision of rural land.

Section 6 of DCP 3.4 relates to circumstances under which rural subdivision may be considered and states the following:

*(a) To realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses.*

Further section 6.3 relates to the proposed boundary rationalisation as follows:

*Multiple lots in one ownership may be rationalised provided that:*

- (a) There is no increase in the number of lots;*
- (b) The new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use;*
- (c) No new roads are created, unless supported by the local government;*
- (d) New vehicle access points on State roads are minimised; and*
- (e) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.*

In relation to the above, the proposed subdivision meets the intent of DCP 3.4 clause 6.3 by seeking to:

- Rationalise two existing green title lots into two with no increase in lots;
- The realigned boundaries achieve greater land management opportunities by containing the existing arable land within a single title (Lot B);
- No new roads are to be created. Legal road frontage is provided from the existing road network;
- No access to state roads are proposed; and
- Proposed Lot A is to be 14.4453 Ha in size and appropriately separated from surrounding farming uses.

Finally, within DCP 3.4 it states the following regarding boundary realignment subdivision applications by stating:



*"In instances where a subdivision only proposes to realign existing lot boundaries, where no change to the land use and/or landform is proposed, and no additional development is proposed, applications for property rationalisation may be unconditionally approved".*

We therefore request that this proposed subdivision be approved unconditionally.

#### 4.3. WAPC SPP 3.7 'Planning in Bushfire Prone Areas'

The subject land is designated to be bushfire prone by the Department of Fire and Emergency Commissioner.

Planning Bulletin 111/2016 states that State Planning Policy 3.7 applies to applications for subdivision except for amalgamations or boundary realignments since no additional lot is to be created. Since this proposed boundary realignment will not result in an increased bushfire risk, no detailed fire assessment is required at this stage. Any potential future development on the site will require further assessment at the appropriate time.

#### 4.4 WAPC DC Policy 1.1 'Subdivision of Land – General Subdivision Principles'

The subdivision as proposed meets the general subdivision principles as outlined in DC 1.1. It is noted that in particular, the subdivision meets:

- Section 3.2 as this report sets out the site context;
- Section 3.5 as it is lawful development; and
- Section 3.7 as the proposed new lots will front constructed public roads.

## 5. CONCLUSION

The proposed subdivision represents a logical rationalisation of Lots 2 & 8 Springhill Road and is justified on the following grounds:

1. The proposal is for the existing two lots to be realigned. No additional lots are proposed;
2. The proposal new boundaries allow for improved land management;
3. The proposal is consistent with Shire of Cuballing's Local Planning Scheme No. 2 and WAPC Development Control Policy's 1.1 and 3.4 and State Planning Policy 3.7; and
4. The proposed subdivision will not result in any loss of agricultural land but will allow existing rural uses to continue.

Therefore, it is respectfully requested that the Commission unconditionally approve the proposed subdivision of Lots 2 & 8 Springhill Road, Cuballing.





## APPENDIX A | CERTIFICATE OF TITLE

WESTERN



AUSTRALIA

|                                    |                                     |
|------------------------------------|-------------------------------------|
| REGISTER NUMBER<br><b>2/D72792</b> |                                     |
| DUPLICATE EDITION<br><b>N/A</b>    | DATE DUPLICATE ISSUED<br><b>N/A</b> |

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

VOLUME **1789**      FOLIO **214**

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



REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 2 ON DIAGRAM 72792

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

WILLIAM JOHN PATMORE OF POST OFFICE BOX 166, NARROGIN

(T J237172 ) REGISTERED 5/4/2005

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

1. \*K472555 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD REGISTERED 11/1/2008.

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

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

**STATEMENTS:**

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

SKETCH OF LAND: 1789-214 (2/D72792)  
PREVIOUS TITLE: 1506-425  
PROPERTY STREET ADDRESS: 429 SPRINGHILL RD, CUBALLING.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CUBALLING

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING J237175

WESTERN



AUSTRALIA

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| REGISTER NUMBER<br><b>8/DP52749</b> |                                     |
| DUPLICATE EDITION<br><b>N/A</b>     | DATE DUPLICATE ISSUED<br><b>N/A</b> |

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

VOLUME **2656** FOLIO **573**

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

  
  
 REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 8 ON DEPOSITED PLAN 52749

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

WILLIAM JOHN PATMORE OF PO BOX 166, NARROGIN

(AF K178350) REGISTERED 3/5/2007

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

1. \*N664836 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD REGISTERED 3/7/2017.

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

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

**STATEMENTS:**

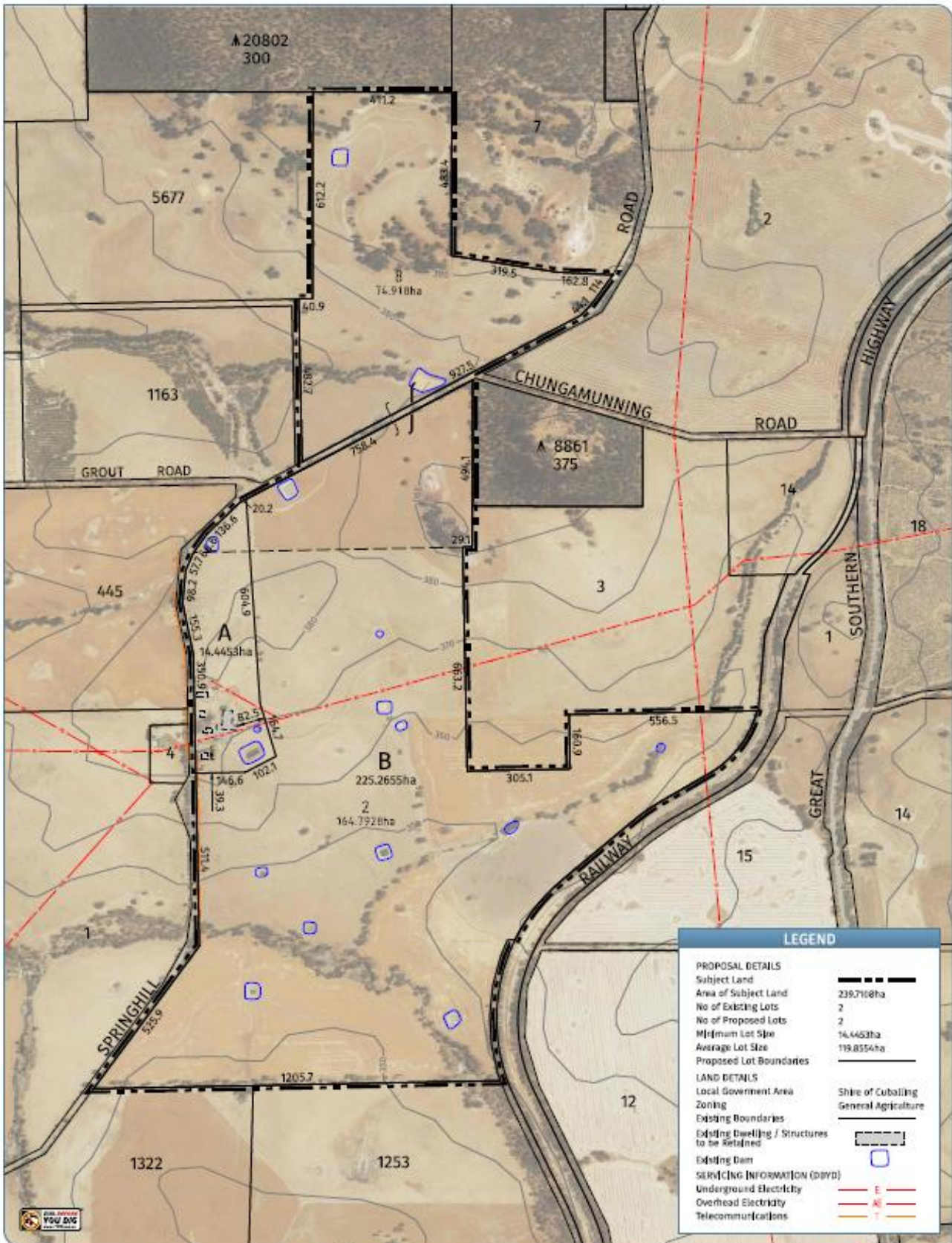
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP52749  
PREVIOUS TITLE: 2229-900, 2656-575  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CUBALLING

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING J237175.



## APPENDIX B | PLAN OF SUBDIVISION



**PLAN OF SUBDIVISION**

Lot 2 on D 72792 & Lot 8 on DP 52749  
429 Springhill Road, CUBALLING

Plan No. | 21990-01  
Date | 16/08/19  
Drawn | JW  
Checked | DL  
Revision | A

Scale | 1:10000@A3

**SUNBURY OFFICE:**  
22 Spence Street,  
SUNBURY VIC 3088  
T: 03 9762 8000  
E: [enquiries@harleydykstra.com.au](mailto:enquiries@harleydykstra.com.au)  
W: [www.harleydykstra.com.au](http://www.harleydykstra.com.au)  
ALDMAN | SURVIVOR | OUSSETON | TORRESVILLE | PERCH

**(DISCLAIMER):**  
This document is prepared for the sole use of the client. It is not to be used for any other purpose without the prior written consent of Harley Dykstra. The client is responsible for ensuring that the information provided is accurate and complete. Harley Dykstra is not liable for any loss or damage arising from the use of this document.

**LEGEND**

**PROPOSAL DETAILS**

- Subject Land
- Area of Subject Land: 239.7168ha
- No of Existing Lots: 2
- No of Proposed Lots: 2
- Minimum Lot Size: 14.4453ha
- Average Lot Size: 119.8584ha
- Proposed Lot Boundaries

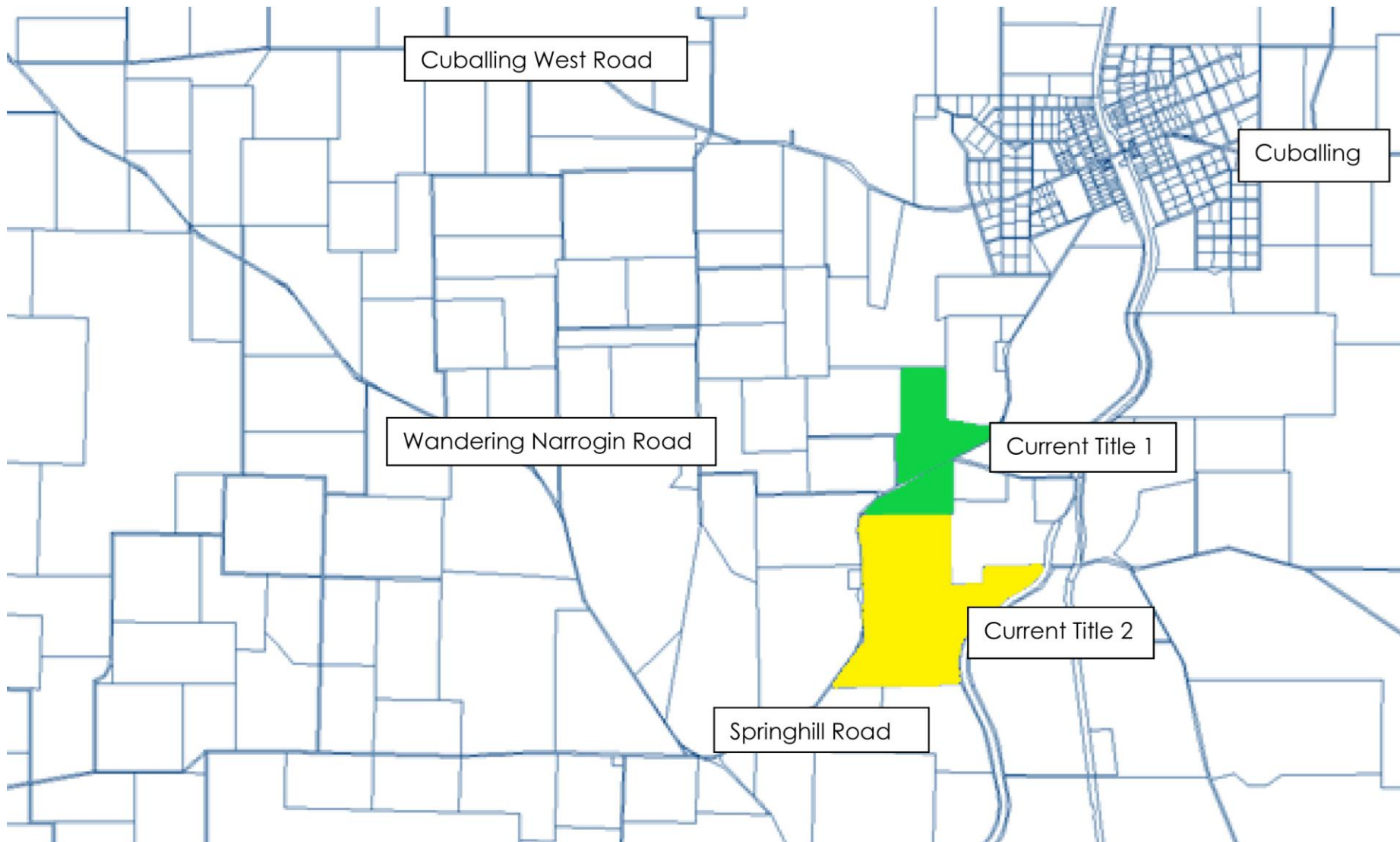
**LAND DETAILS**

- Local Government Area: Shire of Cuballing
- Zoning: General Agriculture
- Existing Boundaries
- Existing Dwelling / Structures to be Retained
- Existing Dam

**SERVICING INFORMATION (DBVD)**

- Underground Electricity: E
- Overhead Electricity: A
- Telecommunications: T

**Harley Dykstra**  
PLANNING & SURVEY SOLUTIONS



|       |  |
|-------|--|
| 9.2.2 | Partnering Agreement for the Provision of Mutual Aid for Recovery During Emergencies – Memorandum of Understanding (MOU) |
|-------|--|

Applicant: N/A  
File Ref. No: ADM233; ADM226  
Disclosure of Interest: Nil  
Date: 9<sup>th</sup> September 2019  
Author: Gary Sherry  
Attachments: 9.2.2A Draft MOU

### **Summary**

**Council is to consider entering into a Memorandum Of Understanding that will promote cooperation between the member local governments of the Central Country Zone of WALGA in large emergency events.**

### **Background**

At the Central Country Zone of WALGA meeting on 15<sup>th</sup> March 2019 discussion was held on the potential for a partnering agreement for the provision of mutual aid by local governments for recovery during emergencies.

The meeting agreed to refer the concept of a Memorandum of Understanding (MOU) for the Provision of Mutual Aid during Emergencies and Post Incident Recovery (MOU), to Member Councils for comment and the matter be listed for consideration at the in-person Zone meeting on Friday 30<sup>th</sup> August 2019. To assist in the consideration of this issue is the draft of an MOU prepared for the South West Country Zone.

The WALGA Central Country Zone meeting on 30<sup>th</sup> August 2019 in Beverley considered the draft MOU where it resolved:

‘That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing, subject to it being considered and endorsed by each local government’

A similar MOU has operates in the South West of WA by twelve local governments without any issues arising.

### **Comment**

The Officer has recommended that Council agree to be part of the cooperative approach of assisting other local governments in the Central Country Zone of WALGA in emergency events by endorsing the attached MOU. The draft MOU is included at Attachment 9.2.2A

The draft MOU sets out a basic framework for cooperation between the Local Governments named, to promote cooperation in a disaster event which affects one or more of the partnering local governments.

The guiding principle of this MOU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

Partners to this MOU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested;
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

The parties to the MOU acknowledge that the provisions of this document are not intended to create binding legal obligations between them. The parties acknowledge that:

1. nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

In the event of an emergency:

1. neighbouring local governments will look to provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed, this may be subject to further negotiation and agreement in writing between the partners concerned.
2. Where possible, and if appropriate, the affected local government must utilise internal resources and local contractors before requesting assistance from another local government. This will ensure local governments are not seen to be competing with local businesses or offers of assistance;
3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC);
4. All equipment provided must be covered by the parties own insurance and each local government is responsible for ensuring insurance policies allow for the provision of mutual aid;
5. Each individual local government will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event;
6. Each local government will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
7. The local government requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.

The West Australian National Disaster Relief and Recovery Arrangement (WANDRRA) guidelines provide for the reimbursement of expenditure incurred by partnering local governments during a disaster event. Each local government is responsible for maintaining an accurate record of its expenditure during an event.

### Strategic Implications

Shire of Cuballing Community Strategic Plan



## SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

### Goals

- A safe community where residents feel secure and comfortable at home, work and play.

|     | Strategy  | Outcome  |
|-----|---|--|
| 1.7 | Create and maintain a safe environment for the community. | A feeling of safety within our neighbourhoods and a sense of being looked out for. |

## GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.

### Goals

- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

|     | Strategy   | Outcome                           |
|-----|--|-----------------------------------|
| 4.1 | Councillors provide strong and visionary leadership. | A clear direction for the future. |

Statutory Environment – Nil

Policy Implications – Nil

### Financial Implications

Should Council respond to a request from a partnering local government, the cost impact to Council would relate to staff salary/wages whilst assisting in the emergency and any loss, damage or cost associated with the provision of support (i.e. plant, equipment, Protective clothing etc.), unless otherwise agreed in writing. In many instances the loss of plant and equipment would be covered under Council's insurance, however there may be an insurance excess on particular plant or equipment that the Shire may have to meet.

The local government requesting the assistance will be responsible for all incidental cost associated with the provider's personnel and equipment such as catering, accommodation, OHS, transport, fuel and storage.

### Economic Implication

Council's access to additional resources in the event of natural disaster in the Shire of Cuballing would have favourable economic impacts for the local economy.

### Social Implication

Council's access to additional resources in the event of natural disaster in the Shire of Cuballing would have favourable community impacts.

Environmental Considerations – Nil

### Consultation

The Central Country Zone of WALGA have discussed this matter and all anticipate agreeing to the MOU.

### Options

Council may resolve:

1. the Officer's Recommendation; or

2. the Officer's Recommendation with minor amendments to the MOU. Any amendments to the MOU would need to be negotiated with Central Country Zone of WALGA members Councils; or
3. to not participate in the MOU, giving reasons.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council endorse the Memorandum Of Understanding, as detailed in Attachment 9.2.2A, that will promote cooperation between the Central Country Zone local governments in emergency events.**

# Local Government MoU

This Memorandum of Understanding is made on the [date] day of [month] [year].

## Parties to the Agreement

Shire of Beverley,  
Shire of Brookton  
Shire of Corrigin  
Shire of Cuballing,  
Shire of Dumbleyung,  
Shire of Kulin,  
Shire of Lake Grace,  
Shire of Narrogin,  
Shire of Pingelly,  
Shire of Quairading,  
Shire of Wagin,  
Shire of Wandering,  
Shire of West Arthur,  
Shire of Wickepin,  
Shire of Williams

Hereinafter called the 'partnering LGs' 'parties' or 'partners'

## Aim

This Memorandum of Understanding (MOU) sets out a basic framework for cooperation between the Local Governments named, to promote cooperation in a disaster event which affects one or more of the partnering LGs.

The guiding principle of this MOU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

## Purpose

To facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery.

To enhance the capacity of our communities to cope in times of difficulty.

To demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

## Partnering Objectives

Partners to this MOU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested;
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

#### **Allocation of Resources**

1. This MOU acknowledges that the allocation of a partnering LG's personnel and plant resources is an operational issue, and as such is the responsibility of the CEO of the LG seeking to offer aid.
2. This MOU seeks to demonstrate that the CEO's commitment to supporting other LGs in need is supported by the Elected Members of each participating Council.

#### **Responsibilities**

The partners to this MOU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to non-natural and natural disasters.

This MOU recognizes that each LG will have its own LEMPs in place in accordance with the *Emergency Management Act 2005*. However, the intention of this MOU is to improve the efficiency of joint response to a disaster, share experiences, enhance cooperation between partnering LGs and improve regional resilience to disaster events.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

1. nothing in this document authorizes a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

#### **Partnering Expectations**

1. To provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed, this may be subject to further negotiation and agreement in writing between the partners concerned.
2. Where possible, and if appropriate, the affected LG must utilise internal resources and local contractors before requesting assistance from another LG. This will ensure LGs are not seen to be competing with local businesses or offers of assistance.

3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
4. All equipment provided must be covered by the partners own insurance, each LG is responsible for ensuring insurance policies allow for the provision of mutual aid.
5. Each individual Council will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event.
6. Each LG will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
7. The LG requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.

#### **Cost Recovery**

The West Australian National Disaster Relief and Recovery Arrangement (WANDRRA) guidelines provide for the reimbursement of expenditure incurred by partnering LGs during a disaster event. Each partnering LG is responsible for maintaining an accurate record of its expenditure during an event.

In the event the emergency is declared a Disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth Policies. The affected partnering LG area will claim these costs accordingly under the WANDRRA guidelines.

In the event a partnering LG's resources and/or equipment are required to assist another partnering LG, these costs would not be claimable via WANDRRA. Therefore, any intended claim for reimbursement is a matter between partnering LGs.

#### **Duration and Amendment**

The MOU will come into effect at the date which all parties have signed the agreement.

This MOU can be reviewed at any time but cannot be amended except with the written consent of all partners.

#### **Term**

Unless mutually extended, terminated or parties withdraw, this MOU will expire on [date to be inserted].

#### **Withdrawal**

Any partner may withdraw from this MOU by giving 90 days written notice to the partnering LG's and the State Emergency Management Committee.

#### **Notices**

Communications in relation to this MOU should be addressed to:

The Executive Officer, Central Country Zone of WALGA,

### 9.2.3 Firebreak Order 2019/20

|                         |  |
|-------------------------|--|
| Applicant:              | N/A  |
| File Ref. No:           | ADM213   |
| Disclosure of Interest: | Nil  |
| Date:                   | 10 <sup>th</sup> September 2019  |
| Author:                 | Gary Sherry  |
| Attachments:            | 9.2.3A Bush Fire Advisory Committee Minutes<br>9.2.3B draft Firebreak Notice 2018/19 |

#### **Summary**

**Council is to consider the recommendations of the Bushfire Advisory Committee to adopt the draft Firebreak Order 2019/20.**

#### **Background**

The Shire of Cuballing's Bush Fire Advisory Committee held a meeting on Wednesday 4<sup>th</sup> September 2019. Unconfirmed minutes of that meeting are included at Attachment 9.2.1A. This meeting endorsed the contents of an extended Firebreak Notice that will be considered by Council. .

#### **Comment**

The Firebreak Notice 2019/20 is Council's declaration of the conditions required for compliance by landowners for this forthcoming fire season.

The draft Firebreak Notice 2019/20, included at Attachment 9.2.3B, is very similar to that from previous years.

The Bush Fire Advisory Committee supported the draft Firebreak Notice 2019/20 and discussed:

- width of fire breaks. 2.5 metres is able to be sprayed by most bike mounted sprayers.
- the requirement to be within 20 metres of the boundary for rural land. There is the possibility of exemptions.
- the publication of the notice through a mailout.

In agreeing to keeping dates and requirements of the draft Firebreak Notice 2019/20 similar to previous years, the Bush Fire Advisory Committee felt that the publication and enforcement of the Notice by the Shire of Cuballing should reflect:

- the general desire for property owners to consider their fire risks;
- the ability to gain exemptions where the need could be reasonably justified;
- conducting fire break inspections at a time that allows property owners the opportunity to install suitable fire breaks.

Upon approval by Council the draft Firebreak Notice 2019/20 will be:

1. made publicly available on Council's website;
2. incorporated into a pamphlet with other fire prevention information. Council will provide this pamphlet:
  - a. to local residents by direct mail at Cuballing and Popanyinning Post Offices;
  - b. to absentee owners by addressed mail; and
  - c. from the Shire Office counter.

The Firebreak Notice 2019/20 pamphlet will look very similar to the those issued in previous years.

## Strategic Implications

Shire of Cuballing Strategic Community Plan 2017

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

### Goals

- A healthy and caring community which has strong support for all ages and abilities.
- A safe community where residents feel secure and comfortable at home, work and play.
- A healthy community engaging in positive and rewarding lifestyles with access to recreational and leisure opportunities.
- A vibrant community, enjoying access to a wide range of quality arts and cultural activities.

|     | <b>Strategy</b>   | <b>Outcome</b>   |
|-----|---|--|
| 1.3 | Encourage and support volunteers and community groups.    | Active and growing volunteer and community groups.                                 |
| 1.7 | Create and maintain a safe environment for the community. | A feeling of safety within our neighbourhoods and a sense of being looked out for. |

### Statutory Environment – Nil

Bush Fires Act 1954

33. Local government may require occupier of land to plough or clear fire break

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —
- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire breaks clear of inflammable matter;
- (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,
- and the notice may require the owner or occupier to do so —
- (c) as a separate operation, or in co ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
- (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.
- (2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices.
- (2a) The provisions of subsection (2) are in addition to and not in derogation of those of sections 75 and 76 of the Interpretation Act 1984.



- (3) The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.

Penalty: \$5 000.

- (4) Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice —

- (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and
- (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.

- (5) The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) —

- (a) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be prima facie evidence of the amount; and
- (b) may be recovered by the local government in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.

- (5a) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 —

- (a) requiring owners and occupiers of land in its district to clear fire breaks in such manner, at such places, at such times, of such dimensions and to such number, and whether in parallel or otherwise, as are specified in the local laws and to maintain the fire breaks clear of inflammable matter;
- (b) providing that things required by the local laws to be done shall be done to the satisfaction of the local government or its duly authorised officer.

- (5b) Where an owner or occupier of land fails or neglects in any respect to comply with the requirements of local laws made under subsection (5a) the provisions of subsections (3), (4) and (5) apply mutatis mutandis as if those requirements were the requisitions of a notice given under subsection (1).

- (5c) Nothing in subsection (5a) affects the power of a local government to give notice under subsection (1) nor its duty to do so if so required by the Minister.

- (5d) Where the provisions of local laws made under subsection (5a) are inconsistent with those of a notice given under subsection (1) or under section 34 or 35, the provisions of that notice shall, to the extent of the inconsistency, prevail.

- (6) A local government may, at the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier by the local government in a court of competent jurisdiction as a debt due from the owner or occupier to the local government.

- (7) Nothing in this section authorises a local government —

- (a) to set fire to the bush, or to require an owner or occupier of land to set fire to the bush, contrary to the provisions of section 17; or

- (b) to make local laws authorising or requiring bush to be set on fire contrary to the provisions of section 17.
- (8) Any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full —
  - (a) a debt due from each subsequent owner in succession; and
  - (b) a charge against the land with the same consequences as if it were a charge under the Local Government Act 1995 for unpaid rates; and
  - (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.
- (9) In this section —  
owner or occupier of land includes a prescribed department of the Public Service that occupies land or a prescribed State agency or instrumentality that owns or occupies land.

Policy Implications – Nil

Financial Implications

Council will develop the Fire Break Notice into a pamphlet with other fire prevention information. This information will be direct mailed to every resident receiving mail from a Shire of Cuballing post code and to every ratepayer with a mailing address outside the Shire of Cuballing.

Economic Implication – Nil

Social Implication

Fire is a significant community risk for local communities.

Environmental Considerations – Nil

Consultation

Shire of Cuballing Bush Fire Advisory Committee

Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended resolution with amended/alterd conditions included in the draft Firebreak Notice 2019/20.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council adopt the draft Firebreak Order 2019/20 as included at Attachment 9.2.3B.**

## MINUTES

### BUSH FIRE ADVISORY COMMITTEE MEETING Shire of Cuballing Council Chambers Wednesday 4<sup>th</sup> September 2019

1. OPENING

The meeting commenced at 7.32pm

2. ATTENDANCE AND APOLOGIES

2.1 Attendance

|                       |  |
|-----------------------|--|
| CHIEF BUSH FCO        | Anthony Mort   |
| DEPUTY CHIEF BUSH FCO | Graham Dent  |
| Cr Tim Haslam         | Shire of Cuballing                                       |
| Daniel Christensen    | FCO Cuballing Town                                       |
| Rob Harris            | FCO Cuballing East                                       |
| Mike Burges           | FCO Cuballing East                                       |
| Nelson Young          | FCO Cuballing West                                       |
| Justin Page           | FCO Popanyinning East                                    |
| Craig Cousins         | FCO Popanyinning West                                    |
| Barry Wood            | Popanyinning Bush Fire Brigade                           |
| Chris Stewart         | Department of Biodiversity, Conservation and Attractions |
| Paul Blechynden       | Department of Fire and Emergency Services                |
| Gary Sherry           | Chief Executive Officer                                  |
| Bruce Brennan         | Manager of Works & Services                              |

2.2 Apologies

Brayden Potts FCO Cuballing West

3. CONFIRMATION OF MINUTES – Wednesday 3<sup>rd</sup> April 2019

|  |                                |
|--|--------------------------------|
| <b>Moved: B Brennan</b>  | <b>Seconded: D Christensen</b> |
| <b>That the minutes of the BFAC meeting held on Wednesday 3<sup>rd</sup> April 2019 are a true and correct record.</b> |                                |
| <b>Carried</b>   |                                |

4. REPORTS

4.1 Chief Bush Fire Control Officer

The CBFCO noted the continued benefits of working closely with DFES who have now moved into their larger Regional Office. In particular the Shire had benefited from prescribed burning and mitigation work completed on government land.

4.2 Department of Fire and Emergency Services

Training

The winter training program has been busy, with new courses delivered to Bush Fire Brigades across the region including:

- AllMS Awareness (1.5-2 hrs)
- Sector Commander (2 day)
- Advance Bush Firefighting (1.5 days)
- Introduction to Structural Firefighting (1 day)

Upcoming courses include:

- Ground Controller (water bombers) scheduled for Tuesday 17 September 2019 in Narrogin.
- Fire Control Officer scheduled for Thursday 26 September 2019 in Narrogin.

Several local governments have asked about running an awareness session (about 2 – 2.5 hours – e.g. in an evening) focusing on structural and vehicle fires.

I would like to build into this awareness session a focus on road hazards that BFB members may be exposed to when they attend bushfires & vehicle fires. This will be supported by a locally produced fact-sheet that looks at these hazards.

Please let me know if you would like to run any of these sessions.

Pre-season

Please let me know if you want to go arrange a pre-bushfire season refresher, topics covered in the past include:

- Radios
- DFES support available
- Community Warnings
- Structuring up for larger fires
- Incident Weather Forecasts (previously known as spot forecasts)

Seasonal outlook

Australian Seasonal Bushfire Outlook: August 2019 has been released (attached). Although we are still quite early in the season, the report refers to the coming season:

- Having the potential of being active due to the very warm & dry start to 2019.
- January – July rainfall has been very much below average for much of Australia
- Spring rainfall outlook shows a much drier than average spring for much of mainland Aust.
- The outlook for spring is for above-average maximum daytime temps for nearly all of Aust.
- Regionally the recent rain has been welcomed, however the eastern parts remain very dry for this time of year.

Regional outlook

As mentioned at the end of last bushfire season, later this year I would like to develop an Upper Great Southern Region Seasonal outlook using the advice from shires / Chief Bush Fire Control Officers with their thoughts about the coming fire season (e.g. availability of water in dams, fuel concerns and so on). This will be put together and then shared with others to improve their awareness as we come into the next fire season.

4.3 Department of Biodiversity, Conservation and Attractions

Paul Stewart noted that DBCA were active in completing fuel reduction burns in the Wheatbelt Region including a 83ha burn in Dryandra.

DBCA staff have noted that the bush is very dry this season, particularly in the east of the Wheatbelt zone. There has already been a 200ha bushfire in Moora.

The meeting was reminded that DBCA are more than happy to consider requests from local VBFs. DBCA assistance can be arranged on 9881 9200. DBCA also have access to Water Bombers and maintain Narrogin Airstrip's water bomber facilities. DBCA had water bombers in the Wheatbelt region several times last year.

5. GENERAL BUSINESS

5.1 Review of the 2019/20 Bush Fire Notice

The CEO presented and explained the draft 2019/20 Bush Fire Notice.

Officers discussed the difficulties for installing fire breaks on Rural Land this year including:

- width of fire breaks. 2.5 metres is able to be sprayed by most bike mounted sprayers.
- The requirement to be within 20 metres of the boundary for rural land. There is the possibility of exemptions.
- The due date for firebreaks.
- the publication of the notice through a mailout.

**The meeting agreed with the conditions of the draft 2019/20 Bush Fire Notice.**

5.2 Restricted and Prohibited Burning Period Discussion

The meeting discussed the Restricted and Prohibited Burning Periods being:

Restricted

1<sup>st</sup> October 2019 to 31<sup>st</sup> October 2019

2<sup>nd</sup> March 2020 to 19<sup>th</sup> April 2020

Prohibited

1<sup>st</sup> November 2019 to 1<sup>st</sup> March 2020

**The meeting agreed with the dates of the Restricted and Prohibited Burning Periods.**

5.3 VHF Radio Repairs

DFES recommend annual maintenance check on radios. This cost is met by the Shire through the DFES provided grant to Shire of Cuballing funded by the ESL.

Radio checks are again scheduled for September this year and the CBFCA will organise these.

The Shire administration are also planning a radio exercise on 17<sup>th</sup> September 2019. Shire administration staff provide administrative support by using the radios during fires.

#### 5.4 Bushfire Risk Management Plan

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Cuballing.

Specifically, the objectives of the BRM Plan will:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities; and
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level

The program will provide grant funding to prepare plans for local governments in our region over the next three years. The program will fund the position of Bushfire Risk Management Officer to complete these plans. The Shires of Narrogin, Cuballing and Williams are the first three local governments selected with other neighbours to complete plans with the term of program.

The program will commence in July 2019 and the Shire of Cuballing can expect to complete the plan in about six months.

Mr Peter Cupitt has been appointed to complete the BRM program. Mr Cupitt held his first meeting with Shire staff and volunteer CBFCA on 30th July 2019.

As part of his inspections of fire risk on properties in the Shire of Cuballing Mr Cupitt has requested to be appointed as a Fire Control Officer. In Mr Cupitt's experience in preparing BRM's, this appointment adds gravitas to his discussions with members of the public and permits access under the Bush Fire's Act. While Mr Cupitt's role would be purely administrative, he does have an extensive history in bushfire response and bushfire risk management.

FCO's will have the opportunity to participate in the BRM Plan through the public consultation process.

#### 5.5 Popanyinning Fire Brigade

The Popanyinning Brigade have had a number of people seek to join the Brigade in the last month. These people are not happy with the way the Brigade has operated. Fred Chapman was elected by a majority of Brigade members to lead the Brigade.

The CEO advised that Council had not supported the nomination of Fred Chapman to be an FCO for the Popanyinning Town area. An FCO is important to provide services to the Popanyinning Town during the restricted burning period.

The CEO advised of an incident at a recent Popanyinning community event attended by the Popanyinning Fire Trucks where an off duty volunteer, dressed partly in fire brigade uniforms, was extremely intoxicated.

A well functioning Popanyinning Fire Brigade is seen as key to fire response efforts in the Shire. The large capacity fire vehicles are important tools in extinguishing a fire and the Popanyinning Brigade have a record of responding quickly.

Mr Barry Wood is seeking the endorsement of Council for the role of FCO for the Popanyinning Town.

#### 5.6 Bush Fire Local Laws

The CEO advised that the Council would be considering Bushfire Brigade Local Laws in the near future. These laws will serve as a defacto constitution for the operation of Bushfire brigades. The draft laws have sections that address:

- Roles of CBFCO and Captains;
- Requirements for training for FCO's;
- How memberships of bushfire brigades is implemented;
- The ability of CBFCO and Captain to refuse or accept a membership application in conjunction with the CEO and Shire President ;
- The ability of CBFCO and Captain to suspend or terminate membership in conjunction with the CEO and Shire President where grounds for such exist;
- A right to appeal to the Shire Council.

**The meeting supported the implementation of Bushfire Brigade Local Laws as explained.**

FCO's and the public will have the opportunity to participate in the preparation and adoption of the local laws through the consultation process.

#### 5.7 Bush Fire Brigade Code of Conduct

The CEO advised that the Shire of Cuballing would be implementing a Code of Conduct for Bushfire Brigade members. This code would set standards for the behaviour of members. It is expected that FCO's and the brigade members will have the opportunity to participate in the preparation and adoption of the code of conduct.

**The meeting supported the implementation of a Shire of Cuballing Bushfire Brigade Code of Conduct.**

#### 5.8 Fast Fill Standpipe Trailer

The Shire of Cuballing was successful in obtaining a new fast fill trailer through a DFES ESL capital grant in 2018/19. The Shire now has two newer trailers located in Cuballing and Popanyinning and an older trailer located in Commodine in the east of the Shire.

The Shire now has an older trailer that could be deployed in the west of the Shire. The CBFCO will liaise with Brayden Potts and Nelson Young of a suitable site for the trailer.

The Meeting discussed conducting annual checks of the fast fill trailers prior to the bushfire season.

6. NEXT MEETING

The next meeting of the Shire of Cuballing Bush Fire Advisory Committee is to be held Wednesday 1<sup>st</sup> April 2020, commencing at 7:30 pm at Shire Council Chambers

7. CLOSE

There being no further business, the meeting closed at 9.10pm.



## SHIRE OF CUBALLING

### Draft FIREBREAK ORDER 2019/20

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954 you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this Notice, to the satisfaction of Council or its duly authorised officers.

This work must be carried out by 31 October 2019 or within 14 days of becoming the owner or occupier, should this be after that date, and kept maintained throughout the summer months until 15 May 2020.

Persons who fail to comply with the requirements of this notice may be issued with an infringement notice or prosecuted. Where the owner fails to comply with the requisitions of the notice, council or its duly authorised officers will carry out the required work at the cost of the owner or occupier.

If it is considered for any reason to be impractical to clear firebreaks or remove flammable materials as required by this notice, or if natural features render firebreaks unnecessary, you may apply to the Council in writing not later than the 17 October for permission to provide firebreaks in alternative positions or to take alternative action to abate fire hazards on the land. If permission is not granted by Council, you shall comply with the requirements of this notice.

A FIREBREAK is a strip of land that has been cleared of all trees, bushes and grasses and any other object or thing or flammable material leaving clear earth. This includes the trimming back of all overhanging trees, bushes, shrubs and any other object or thing over the fire break area to the satisfaction of the Fire Control Officer.

### RURAL LANDS

Firebreak not less than 2.5 metres wide must be established along, inside and within 20 metres of the external boundary of each property (i.e. cleared/part cleared or uncleared land) and where the boundary is adjacent to or adjoins a used gazetted road.

In the interest of protection from soil erosion, firebreaks may be established on the land contours but only with prior approval of the Council or its duly authorised officer

An area 4 metres wide cleared of all flammable material shall be established immediately around the perimeter of all homesteads, buildings, haystacks and fuel storage areas.

#### **BUILDING AND HAYSTACKS:**

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

#### **BULLDOZED BUSH:**

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

#### **STATIONARY PUMPS/MOTORS:**

A firebreak 4 metres wide shall be cleared and maintained around all stationery pumps and motors.

**HARVESTING OPERATIONS:**

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

**HARVEST BANS AND OTHER BANS:**

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

**OPERATION OF PLANT AND MACHINERY:**

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

**PADDOCK BURNS:**

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

1. Firebreak 2.5 metres wide, clear of all inflammable material, completely surrounding the area to be burnt;
2. An operational fire fighting unit having a capacity of not less than 650 litres; and
3. Permits to burn may be required. Contact your Fire Control Officer for details.

**TOWNSITES AND RURAL RESIDENTIAL LAND**

All town lots under 2,024 m<sup>2</sup> (½acre) in area and all fuel depots within the Shire are required to be cleared of all debris and flammable material to a height not more than 50mm.

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

## 9.2.4 Appointment of Dual Fire Control Officers

Applicant: N/A  
File Ref. No: ADM81  
Disclosure of Interest: Nil  
Date: 10<sup>th</sup> September 2019  
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 (FCOs) recommended by the Bush Fire Advisory Committee.

Council has also appointed as FCOs for the Shire of Cuballing persons nominated by neighbouring local governments who are FCOs in those neighbouring local governments. Such appointments allow for an efficient response to a bushfire in locations close to the boundary between local governments by a FCO endorse by both local governments.

### **Comment**

The Shire of Cuballing has been advised of nominations by neighbouring local governments for appointment as Dual FCOs in the Shire of Cuballing.

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

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

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

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

- Richard Chadwick;
- Barry Hardie; and
- Tim Shepherd;

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

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

- Peter Monk;

is the Fire Control Officer of the Shire of Wandering who could serve as a Dual FCO in the Shire of Cuballing.

### **Strategic Implications**

Shire of Cuballing Strategic Community Plan 2017

SOCIAL – Our Community, Neighbourhoods, Recreation and Culture.

Goals

- A safe community where residents feel secure and comfortable at home, work and play.

|     | Strategy  | Outcome  |
|-----|---|--|
| 1.7 | Create and maintain a safe environment for the community. | A feeling of safety within our neighbourhoods and a sense of being looked out for. |

### Statutory Environment

#### Bush Fires Act 1954

#### 38. Local government may appoint Bush Fire Control Officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2)
  - (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
  - (b) [deleted]
  - (c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
  - (d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person to the vacant office.
  - (e) A bushfire control officer appointed under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bushfire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for
  - (a) carrying out normal brigade activities;
  - (b) [deleted]
  - (c) [deleted]
  - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
  - (e) procuring the due observance by all persons of the provision of Part III.
- (5)
  - (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.

- (b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.
- (c) The provisions of this subsection are not in derogation of those of subsection (4).

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation

The Shires of Wickepin, Pingelly, Narrogin, Wandering and Williams have provided their nominated Dual 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

**OFFICER’S RECOMMENDATION:**

**That Council appoint the following persons as Fire Control Officers for the Shire of Cuballing for the 2019/20 bush fire season:**

- |    |                    |                           |
|----|--------------------|---------------------------|
| 1. | Shire of Pingelly  | Rodney Leonard Shaddick;  |
| 2. | Shire of Pingelly  | Robert Alexander Kirk;    |
| 3. | Shire of Pingelly  | Simon Parsons;            |
| 4. | Shire of Pingelly  | Anthony Turton;           |
| 5. | Shire of Pingelly  | Andrew Augustin Marshall; |
| 6. | Shire of Narrogin  | Richard Chadwick;         |
| 7. | Shire of Narrogin  | Barry Hardie;             |
| 8. | Shire of Narrogin  | Tim Shepherd; and         |
| 9. | Shire of Wandering | Peter Monk.               |

## 9.2.5 Appointment of Popanyinning Town FCO

Applicant: N/A  
File Ref. No: ADM81  
Disclosure of Interest: Nil  
Date: 13<sup>th</sup> September 2019  
Author: Gary Sherry  
Attachments: Nil

### **Summary**

**Council is to consider appointing a Fire Control Officer for the Popanyinning Townsite area.**

### **Background**

Fire Control Officers (FCOs) are generally the most experienced, knowledgeable and respected local volunteer fire fighters.

With this experience and knowledge, FCOs appointed by a local government are given considerable authority under the Bushfires Act 1954 to:

1. respond to a fire emergency; and
2. to provide *Permits To Burn* to local residents during the Restricted Burning Period.

In exercising authority in response to fire emergency, FCOs most often operate as a team to direct a response from the larger number of volunteers attending. Their role is very much supervisory or a directing role using their skills and experience.

In providing *Permits To Burn* to local residents, this time consuming task sees an FCO using their experience to authorise lighting a fire during a period with a heightened fire risk.

Council considered the annual appointment of Fire Control Officers at their April 2019 Ordinary Meeting. Council decided in the following manner:

#### **COUNCIL DECISION – 2019/29:**

That Council, for the 2019/20 bush fire season:

1. appoint Anthony Mort as Chief Bush Fire Control Officer (CBFCO);
2. appoint Graeme Dent as Deputy Chief Bush Fire Control Officer (DCBFCO);
3. appoint the following persons as Fire Control Officers;

|                     |                                |
|---------------------|--------------------------------|
| CBFCO               | Anthony Mort                   |
| DCBFCO              | Graeme Dent                    |
| Popanyinning East:  | Justin Page                    |
| Popanyinning West:  | Craig Cousins                  |
| Cuballing East:     | Mike Burges and Rob Harris     |
| Cuballing Town:     | Daniel Christensen             |
| Cuballing West:     | Nelson Young and Brayden Potts |
| Shire of Cuballing: | Gary Sherry and Bruce Brennan  |
4. seek to have neighbouring Council's appoint the following persons as Dual Fire Control Officers;

|                     |               |
|---------------------|---------------|
| Shire of Narrogin:  | Rob Harris    |
| Shire of Wickepin:  | Mike Burges   |
| Shire of Pingelly:  | Graeme Dent   |
| Shire of Wandering: | Craig Cousins |
| Shire of Williams:  | Nelson Young  |
5. appoint Anthony Mort and Gary Sherry as Clover Burn Permit Officers for the Shire of Cuballing; and

6. cancel all previous appointments.

Moved: Cr Bradford

Seconded: Cr Newman

Carried 5/0

Council did not resolve the Officer's Recommendation because Council had concerns over the appointment of the recommended person meeting Council's expectations of a volunteer appointed to a position of authority.

With this decision Council did make an appoint of a fire control officer for the Popanyinning Townsite area.

### Comment

At the Bush Fire Advisory Committee Meeting held on meeting on Wednesday 4<sup>th</sup> September 2019 the BFAC considered an appointment of an FCO for the Popanyinning Town area.

A Popanyinning Town FCO has a significant role in completing *Permits To Burn* for residents within the Popanyinning town area. Given the number of residents and residences this role is time consuming and has a higher risk than FCO's for rural areas. Having a dedicated local FCO for the Popanyinning Town area is highly desirable.

Mr Barry Wood is an active and experienced member of the Popanyinning Bush Fire Brigade. Mr Wood has volunteered for the position of FCO for the Popanyinning Town area.

### Strategic Implications

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

Goals

- A safe community where residents feel secure and comfortable at home, work and play.

|     | Strategy  | Outcome  |
|-----|---|--|
| 1.7 | Create and maintain a safe environment for the community. | A feeling of safety within our neighbourhoods and a sense of being looked out for. |

### Statutory Environment

Bush Fires Act 1954

S 38. Local government may appoint Bush Fire Control Officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

39. Special powers of bush fire control officers

- (1) Subject to the provisions of this Act a bush fire control officer appointed under this Act by a local government may, in the exercise of his functions and the performance of his duties under this Act, do all or any of the following things —
- (a) exercise any of the appropriate powers of the FES Commissioner under the Fire Brigades Act 1942, in so far as the same may be necessary or expedient, for extinguishing a bush fire or for preventing the spread or extension of the fire; and
  - (b) enter any land or building, whether private property or not; and

- (c) pull down, cut, and remove fences on land, whether private property or not, if in his opinion it is necessary or expedient so to do for the purpose of taking effective measures for extinguishing a bush fire, or for preventing the spread or extension of the fire; and
- (d) cause fire breaks to be ploughed or cleared on land, whether private land or not, and take such other appropriate measures on the land as he may deem necessary for the purpose of controlling or extinguishing a bush fire or for preventing the spread or extension of the fire; and
- (e) take and use water, other than that for use at a school or the domestic supply of an occupier contained in a tank at his dwelling house, and other fire extinguishing material from any source whatever on land, whether private property or not; and
- (f) take charge of and give directions to any bush fire brigade present at a bush fire with respect to its operations or activities in connection with the extinguishment or control of the bush fire, or the prevention of the spread or extension of the fire; and
- (g) any other thing which in his opinion is incidental to the exercise of any of the foregoing powers; and
- (h) employ a person or use the voluntary services of a person to assist him, subject to his directions in the exercise of any of the foregoing powers; and
- (i) either alone or with others under his command or direction enter a building which he believes to be on fire and take such steps as he considers necessary to extinguish the fire or prevent it from spreading, but except as arranged with or requested by an officer in charge of a fire brigade under the Fire Brigades Act 1942, this power shall not be exercised in a townsite in an area which has been declared a fire district under that Act or in a townsite in which there is a fire brigade or volunteer fire brigade formed under the provisions of that Act.

#### Policy Implications

The Shire of Cuballing does not have policy relating to the appointment of FCO's.

Council Policy 6.11 Bush Fire Advisory Committee has all FCO's joining Council's BFAC.

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

#### Consultation

Council has received a recommendation on the appointment of FCO's from the Shire of Cuballing BFAC.

Staff have also consulted over this issue at a meeting of the Popanyinning Volunteer Bushfire Brigade Volunteers.

#### Options

Council may resolve:

1. the Officer's Recommendation;
2. to not make an appointment, giving reasons; or
3. to defer consideration at this time, giving direction to staff as to what further information is required to make a decision.



Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council appoint Mr Barry Wood as Fire Control Officer for the Popanyinning Town area.**

## 9.2.6 Proposed Boundary Realignment – Lot 1 Popanyinning East Road and Lot 3898 Daylesford Road, Popanyinning

|                         |   |
|-------------------------|---|
| Location:               | Lot 1 Popanyinning East Road and Lot 3898 Daylesford Road, Popanyinning   |
| Applicant:              | Scanlan Surveys for Jacoba & Oswald Francis                               |
| File Ref. No:           | 158399  |
| Disclosure of Interest: | Nil   |
| Date:                   | 10 <sup>th</sup> September 2019   |
| Author:                 | Gary Sherry   |
| Attachments             | 9.2.6A Plan of subdivision (boundary realignment)<br>9.2.6B Location plan |

### Summary

**A boundary realignment application, for Lot 1 Popanyinning East Road and Lot 3898 Daylesford Road, to create two realigned lots is supported.**

### Background

The Western Australian Planning Commission (WAPC) has referred a boundary realignment application to the Shire for comment. The application, proposing no additional lots, is set out in Attachment 9.2.6A.

The application site consists of 2 current titles (64.7902 hectares and 437.2487 hectares in area). The proposal is to:

- create one new title, 150.4374 hectares in area (Lot 300), to accommodate the existing homestead, various sheds and infrastructure; and
- create a balance lot, 351.6462 hectares in area (Lot 301), to continue to be used for rural farming purposes.

The site's location is outlined in Attachment 9.2.6B which is approximately 4 kms east of the Popanyinning townsite. The site is generally cleared and contains a dwelling, various sheds and dams. Daylesford Road, on the western boundary of Lot 3898, is not well constructed.

### *Planning framework*

In summary:

- the property is zoned 'General Agriculture' in the *Shire of Cuballing Local Planning Scheme No. 2 (LPS2)*;
- LPS2 objectives for the General Agriculture zone, which are applicable to this application, include 'to preserve productive land suitable for grazing, cropping and other compatible productive rural uses in a sustainable manner' and 'to protect the economic viability of rural zoned land through a presumption against subdivision except where such subdivision will enhance and/or promote the viability and diversity of general farming activity';
- the property is classified as 'Rural' in the *Shire of Cuballing Local Planning Strategy*. While the Strategy does not generally support additional lots in rural areas, it generally supports boundary realignments;
- the site is partly classified as a Bushfire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>;
- the WAPC's *Development Control Policy 3.4 Subdivision of Rural Land* (Policy DC3.4) outlines the WAPC will consider rural subdivision for a limited range of exceptional circumstances. One of these exceptional circumstances is 'to realign lot boundaries with

- no increase in the number of lots, where the resultant lots will not adversely affect rural land uses'; and
- section 6.3 of Policy DC3.4 is of relevance to this application. The Policy, in part, states:  
  
'Multiple lots in one ownership may be rationalised provided that:  
(f) there is no increase in the number of lots;  
(g) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use;  
(h) no new roads are created, unless supported by the local government;  
(i) new vehicle access points on State roads are minimised; and  
(j) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.'

### Comment

While noting the non-standard shape of proposed Lot 301, the boundary realignment application is supported. It is noted that the application:

- will not create any additional lots;
- is consistent with the planning framework;
- will not result in a loss of agricultural land but allows existing rural uses to continue;
- the realigned boundaries will support effective land management by containing the homestead, key infrastructure and the water bores within a single title (Lot 300); and
- vehicular access to the proposed lots are from the existing road network.

Based on WAPC policy, it is suggested that relevant conditions be recommended to the WAPC. In particular, to include a notification relating to the bushfire prone area (for Lots 300 and 301) and a notification to apply to Lot 300 that the lot is within a rural area and may be impacted by primary production (based on section 6.3 of Policy DC3.4).

Strategic Implications – Nil

Statutory Environment

*Planning and Development Act 2005* and LPS2.

Policy Implications

Nil. The application complies with LPS2 and the Local Planning Strategy.

Financial Implications – Nil

Economic Implications

The application does not create additional lots but seeks to improve current land management.

Social Implications – Nil

Environmental Considerations

There are minimal environmental considerations associated with the boundary realignment. While separate to the boundary realignment application, there appears to be opportunities for

the landowner to revegetate and fence near drainage lines/watercourses in line with the Local Planning Strategy.

### Consultation

The WAPC invites comments from the Shire, servicing agencies and relevant State Government departments on subdivision and boundary realignment applications.

### Options

The Council can resolve to:

1. support the officer recommendation;
2. support the boundary realignment with no conditions; or
3. not support the boundary realignment (giving reasons).

### Voting Requirements - Simple Majority

| <b>OFFICER'S RECOMMENDATION:</b>  |             |  |
|---|-------------|--|
| <b>That Council support the boundary realignment application, for Lot 1 Popanyinning East Road and Lot 3898 Daylesford Road, Popanyinning (WAPC 158399), subject to the following conditions:</b> |             |  |
| <b>No.</b>  | <b>Code</b> | <b>Condition</b>   |
| <b>1</b>  | <b>F8</b>   | <b>A notification, pursuant to Section 165 of the Planning and Development Act 2005, is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a hazard or other factor. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:</b><br><br><b>'This land is within a bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner and may be subject to a Bushfire Management Plan. Additional planning and building requirements may apply to development on this land.'</b> (Western Australian Planning Commission) |
| <b>2</b>  | <b>n/a</b>  | <b>A notification, pursuant to Section 70A of the Transfer of Land Act 1893 is to be placed on the certificate of title of proposed Lot 'A'. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:</b><br><br><b>'The lot is situated in a rural area and may be impacted by primary production.'</b> (Local Government)   |



## Form 1A Application for Approval of Freehold or Survey Strata Subdivision



### 2 Landowners

All the registered proprietors (landowners) as shown on the record of certificate/s of title for the subject lot/s must be provided. A change of name must be supported by relevant documentation such as a transfer of land document that incorporates a lodgement receipt, a company search from the Australian Securities and Investment Commission, a marriage certificate or a change of name certificate. If there are more than two landowners please provide the additional information on a separate page.

Full name OSWALD NEIL FRANCIS  
 Organisation/company (if applicable)  
 ACN/ABN (if applicable) 85 919 719 934  
 Postal address P.O. Box 6  
 Town/suburb POPANYINNING WA Postcode 6309

Full name JACOBA FOKJE FRANCIS  
 Organisation/company (if applicable)  
 ACN/ABN (if applicable) 85 919 719 934  
 Postal address P.O. Box 6  
 Town/suburb POPANYINNING WA Postcode 6309

### 3 Consent to apply

Registered proprietor/s (landowner/s) or the authorised agent's details **must** be provided in this section. If there are more than two landowners please provide all relevant information on a separate page. Signature/s must be provided by all registered proprietors or by an authorised agent. **Alternatively**, a letter of consent, which is signed by all registered proprietors or by the authorised agent, can be provided.

Full name OSWALD NEL FRANCIS  
 Organisation/company (if applicable)  
 ACN/ABN (if applicable) 85 919 719 934  
 Postal address P.O. Box 6  
 Town/suburb POPANYINNING WA Postcode 6309

The landowner/s or authorised agent consents to the applicant submitting this application

Applicant signature *OM Francis* Date 11-07-2019

Print name and position  
 (if signing on behalf of a company or agency)

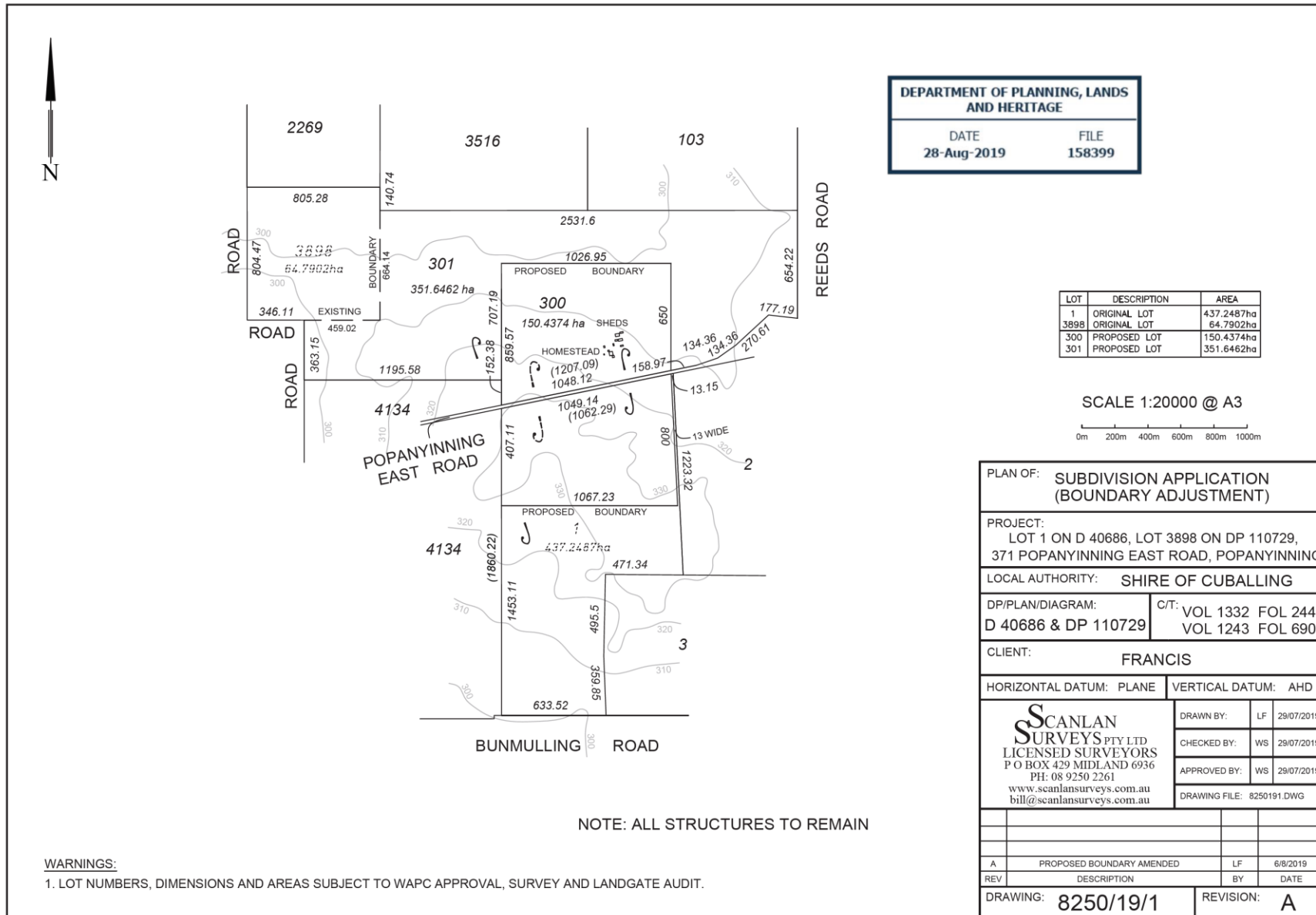
Full name JACOBA FOKJE FRANCIS  
 Organisation/company (if applicable)  
 ACN/ABN (if applicable) 85 919 719 934  
 Postal address P.O. Box 6  
 Town/suburb POPANYINNING WA Postcode 6309

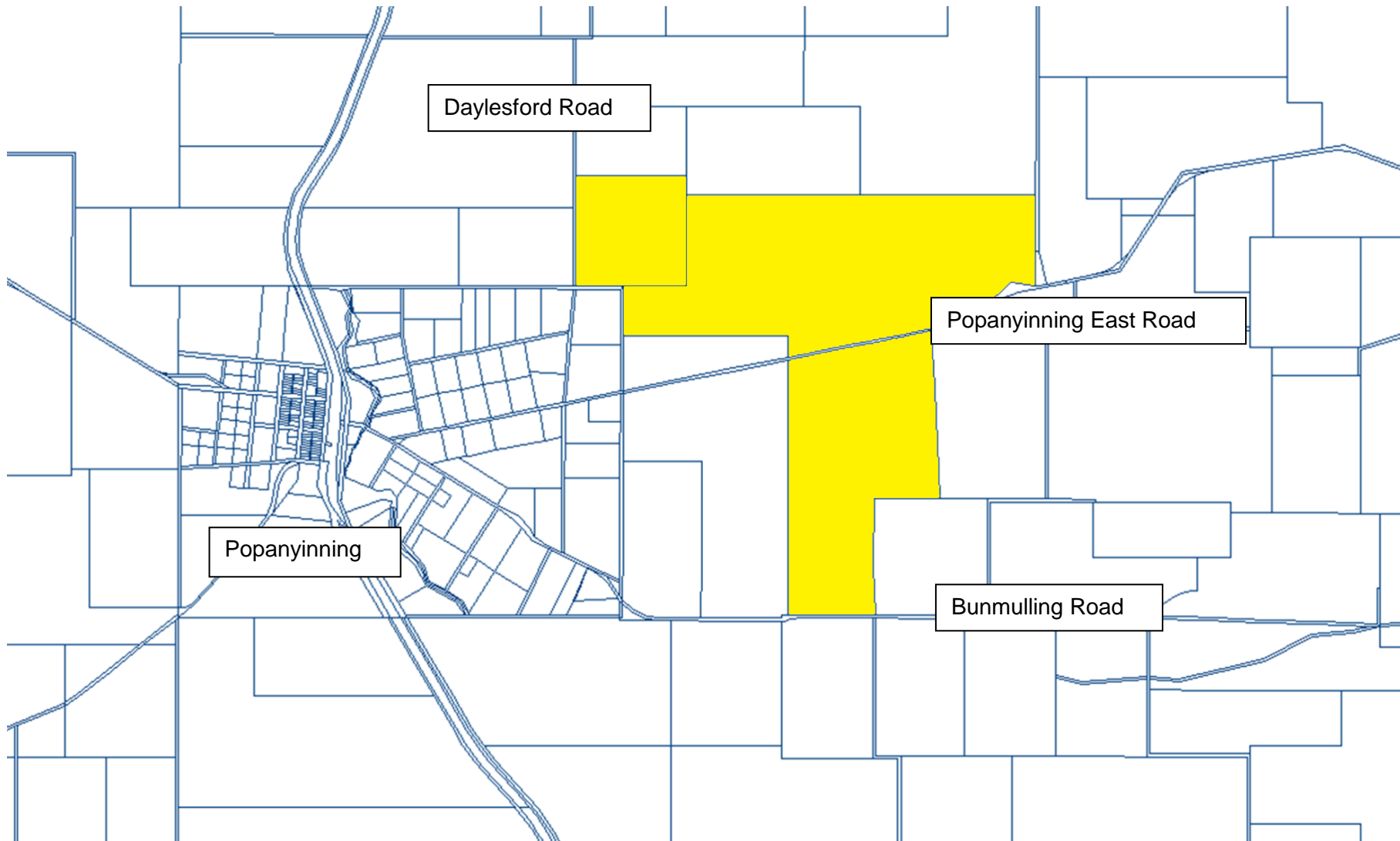
The landowner/s or authorised agent consents to the applicant submitting this application

Applicant signature *J. F. Francis* Date 09-07-2019

Print name and position  
 (if signing on behalf of a company or agency)

Version: 8.8 (December 2015)





## 9.2.7 Policy Manual Amendments

|                         |  |
|-------------------------|--|
| Applicant:              | N/A  |
| File Ref. No:           | ADM118   |
| Disclosure of Interest: | Nil  |
| Date:                   | 12 <sup>th</sup> September 2019  |
| Author:                 | Gary Sherry  |
| Attachments:            | 9.2.7A draft Policy 1.9 Provision of Refreshments<br>9.2.7B Amended Policy 3.10 Councillor Conference Expenses<br>9.2.7C Amended Policy 4.19 Conference Expenses - Staff |

### **Summary**

**Council is to consider a new policy and review of existing policies relating to the provision of meals and refreshments by Council.**

### **Background**

Council is continually seeking to review policies to ensure statutory compliance.

Council currently provides refreshments at a range of Council events. Such provision currently includes:

- Healthy meals provided to children at the Cuballing Kids Day;
- Breakfast at an annual Australia Day Function;
- meals and snacks provided as part of Ordinary Council Meetings;
- the Council Christmas function at the Cuballing Tavern including meals and drinks for staff and Councillors and their families;
- Meals and snacks provided as part of meetings, training and seminars held in the Shire of Cuballing.

### **Comment**

A staff initiated review of Council's current policies indicated one area where Council's ongoing and long standing activities may not have been backed by adequate policy.

Refreshments includes the provision of meals and drinks and refreshments may include alcohol where that is considered appropriate by the Shire President and Chief Executive Officer.

Proposed new policy and amendments to existing policy are included at Attachment 9.2.7A. The proposed new policy and amendments to existing policy are identified in red print.

The changes are not seeking to alter activities, but ensure that Council policy supports the activities of Council. It is open however for Council consider altering the activities that Council currently conducts.

### *New Policy - 1.9 Provision of Refreshments*

This policy seeks to define when and how Council will provide refreshments at Council functions. Three different types of events are identified including:

- Council Meetings of all types;
- Civic functions that Council may wish to hold to recognised visitors of importance or local residents who have achievements worthy of recognition; and
- Other ceremonies, functions and events held or hosted by Council. Such events would be expected to include:
  - Council's annual Christmas function;



- Council events such as Australia Day Breakfast, Biggest Morning Tea and Cuballing Kids Day.
- regional meetings of bodies in which Council participates that are held in the Shire of Cuballing;
- functions to recognise the staff or Councillors service; and
- staff or Councillor training or workshops.

The authority to provide refreshments at these functions is shared between the Shire President and Chief Executive Officer.

*Amended Policy 3.10 Councillor Conference Expenses*

This policy is amended to include authorising expenditure in attending a conference dinner or an alternative function that is organised as part of a conference or meeting attended by Councillors. Examples of this expenditure includes Councillors networking at events such as local government week or Council visits to another Council to review projects. In the past Councillors have dined with delegates of the Shires of Wickepin and Narrogin at Local Government Week and visited the Shires of Westonia, Bruce Rock and Kondinin to review projects in those local governments.

*Amended Policy 4.19 Conference Expenses - Staff*

This policy is amended to include authorising expenditure in attending a conference dinner or an alternative function that is organised as part of a conference or meeting attended by staff. Examples of this expenditure includes staff networking at events such as Supervisors Association Conference or Local Government Professionals Conference.

Strategic Implications

Shire of Cuballing Strategic Community Plan

GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.

- Governance structures that ensure accountable, transparent and ethical decision making.
- Building the organisation and managing its structure, finances and assets in a sustainable manner.

|     | Strategy   | Outcome  |
|-----|--|--|
| 4.2 | Maintain a clear, transparent and ethical decision making process.   | Openness and transparency in Council decisions.  |
| 4.3 | Ensure open and consistent communication between the Shire and the community.  | The community is aware of Council decisions and activities.  |
| 4.4 | Actively engage with the community to inform decision making and improve conversations within the community.                           | The community have a variety of opportunities to be involved and are able to make meaningful contributions to decision making. |
| 4.5 | Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire. | A Shire that is progressive, sustainable, resilient and adaptive to changes.   |

Statutory Environment – Nil

Policy Implications – Nil

Council is setting policy for future application. Any adopted amendments will be included in Council's Policy Manual.

Financial Implications

No additional expenditure other than that already included in Council's adopted budget is expected to be completed with this change of policy.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. defer consideration at this time, giving guidance to staff on an alternative policy direction that Council wish to consider.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council**

**That Council endorse the:**

1. **new policy 1.9 Provision of Refreshments as included at Attachment 9.2.7A;**
2. **amendments to policy 3.10 Councillor Conference Expenses included at Attachment 9.2.7B; and**
3. **amendments to policy 4.19 Conference Expenses - Staff included at Attachment 9.2.7C.**

## 1.9 Provision of Refreshments

Policy Statement:

Refreshments may be provided at:

- Ordinary and Special Meetings of Council and Special and Annual Electors Meetings of Council;
  - civic functions and receptions; and
  - ceremonies, functions and events held or hosted by Council;
- will be provided at the discretion of the Shire President and Chief Executive Officer.

The provision of alcohol should be complementary to the event and should only be available in moderate amounts.

Staff

Guidelines

Refreshments includes all food and drink provided in the course of a Council event. Food and drink may include the provision of alcohol where deemed appropriate.

1. Ordinary and Special Meetings of Council and Special and Annual Electors Meetings of Council

The President may authorise the provision of refreshments at Ordinary and Special Meetings of Council and Special and Annual Electors Meetings of Council at their discretion.

2. Civic functions and receptions

At the discretion of the President and Chief Executive Officer, the President may host civic functions and receptions with refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the Shire of Cuballing and for visitors from other local authorities from Australia. The date, time and invitation lists shall be determined by the President in conjunction with the Chief Executive Officer.

3. Ceremonies, functions and events held or hosted by Council

### 3.1 Annual Christmas Function

During December each year, Council will conduct Christmas Function attended by staff and Councillors and their partners and pre-school or school-age families. The Shire President may invite other people with links to Council.

### 3.2 Official Openings of Council Facilities

At the discretion of the President and Chief Executive Officer, the President may host receptions with refreshments to commemorate the official opening of Council facilities. The date, time and invitation lists shall be determined by the President in conjunction with the Chief Executive Officer.

### 3.3 General Entertainment and Hospitality

The provision of entertainment and hospitality, including refreshments, can only apply where the approval has been given by the President or the Chief Executive Officer.

Examples where approval is considered appropriate would include:

- Council public events including the Australia Day Breakfast, Cuballing Kids Day and the like;
- entertaining official visitors to the Shire of Cuballing;
- workshops, meetings or seminars held in the Shire of Cuballing that involve Councillors and/or staff; and
- employee farewell functions.

Resolution No:

Resolution Date:

### 3.10 Councillor Conference Expenses

#### Policy Statement:

1. Where a Councillor is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay for travel costs incurred in attendance. The costs of travel include:
  - in a Councillors vehicle can be reimbursed by Councillors through their quarterly meeting expense claim forms; **or**
  - will be paid directly by Council where specific bookings and/or reservation are required. Examples of this would be travel by airline.
  
2. Where a Councillor is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay for suitable accommodation. This accommodation:
  - will be at the conference venue where ever possible; and
  - may be jointly used by the partner and/or family of Councillor where there is to be no extra charge for doing so;

If a Councillor chooses to stay with relatives or friends in lieu of accommodation at a hotel or motel, an allowance of \$100 per night may be provided. Councillors shall claim this allowance in writing, in advance, if required.
  
3. Where a Councillor is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay expenses incurred at the Council provided accommodation venue up to \$150 per day. These expenses may include, but is not limited to including, but not limited to, meals, telephone expenses and parking.
  
4. **Where a Councillor is authorised to attend a legitimate conference, meeting, the Shire of Cuballing will pay expenses incurred for attending a conference dinner or an alternative function that is organised as part of the conference or meeting. The expense of such a conference dinner or alternative function may be directly paid by Council or a Councillor will provide written justification of the cost and/or necessity of the expense and a receipt of purchase of the expense.**
  
5. Where a Councillor is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay incidental expenses incurred as part of the attendance. These expenses may include but is not limited to expenses including taxi, train or bus fares or expenses incurred outside an accommodation venue. A Councillor will provide written justification of the cost and/or necessity of the expense and a receipt of purchase of the expense.

Resolution No: 2017/133  
 Resolution Date: 21<sup>st</sup> December 2017

## 4.19 Conference Expenses - Staff

### Policy Statement:

1. Where a Staff Member is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay for travel costs incurred in attendance. The costs of travel include:
  - in a private vehicle can be reimbursed by Staff through a written claim. Priority is to use a Council vehicle for such travel;
  - will be paid directly by Council where specific bookings and/or reservation are required. Examples of this would be travel by airline or booking a hire car.
  
2. Where a Staff Member is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay for suitable accommodation. This accommodation:
  - will be at the conference venue where ever possible; and
  - may be jointly used by the partner and/or family of Councillor where there is to be no extra charge for doing so;

If a Staff Member chooses to stay with relatives or friends in lieu of accommodation at a hotel or motel, an allowance of \$100 per night will be provided. Staff members can submit a written claim.
  
3. Where a Staff Member is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay expenses incurred at the Council provided accommodation venue up to \$150 per day. These expenses may include, but is not limited to meals, telephone expenses and parking;
  
4. Where a Staff Member is authorised to attend a legitimate conference, meeting, the Shire of Cuballing will pay expenses incurred for attending a conference dinner or an alternative function that is organised as part of the conference or meeting. The expense of such a conference dinner or alternative function may be directly paid by Council or a Staff Member will provide written justification of the cost and/or necessity of the expense and a receipt of purchase of the expense.
  
5. Where a Staff Member is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay incidental expenses incurred as part of the attendance. These expenses may include but is not limited to expenses including taxi, train or bus fares or expenses incurred outside an accommodation venue. A Staff Member will provide written justification of the cost and/or necessity of the expense and a receipt of purchase of the expense.

Resolution No: 2017/133  
 Resolution Date: 21<sup>st</sup> December 2017

## 9.2.8 Closure of Unnamed Road Reserve – West Popanyinning

|                         |  |
|-------------------------|--|
| Applicant:              | N/A                                      |
| File Ref. No:           | A250/A251/A814                           |
| Disclosure of Interest: | Nil                                      |
| Date:                   | 10 September 2019                        |
| Author:                 | Gary Sherry                              |
|                         | 9.2.8A Location                          |
| Attachments:            | 9.2.8B Plan of Road Reserve to be Closed |
|                         | 9.2.8C Public Comment Received           |

### **Summary**

**Council is to consider permanently close an unnamed road reserve in West Popanyinning.**

### **Background**

Council has received a request from three West Popanyinning land owners being Mr Kelvin Lange, Kelsie Grazing Company and Mr Nigel to close an unnamed road reserve running through or near their properties.

A location map is included at Attachment 9.2.8A and site plan at Attachment 9.2.8B.

Council considered the proposal at the July 2019 Ordinary Council Meeting where Council resolved:

COUNCIL DECISION 2019/69:

That Council consider closing the entire portion of unnamed road reserve from Williams Road to the southern boundary of Location 6286 as shown on the plan included at Attachment 9.2.1B.

Moved: Cr Newman

Seconded: Cr Haslam

Carried 6/0

The unnamed road reserve to be considered for closure is shown in red on the Location plan at Attachment 9.2.8B.

Council advertised the proposed closure of the road reserve by:

1. Locating notices on notice boards at the Shire Office in Cuballing and in central points in the communities of Cuballing and Popanyinning;
2. Including notices on the Shire of Cuballing website and Facebook page;
3. Writing to 15 owners of properties adjacent to the unnamed road reserve;
4. Writing to five service agencies including Water Corporation, Western Power, Telstra, the Dept. of Primary Industry and Regional Development and the Department of Planning, Land and Heritage; and
5. Advertising the proposed closure in the Narrogin Observer on Thursday 1<sup>st</sup> August 2019.

In all notices and correspondence it was clearly advertised that written submissions for consideration by Shire of Cuballing regarding the proposed closure of the road reserve would be received up to 4.30 pm on Thursday, 5 September 2019. Comment received is included at Attachment 9.2.8C. All correspondence is supportive of the proposed closure.

### **Comment**

The proposal is to close the northern portion of the unnamed road reserve, from Williams Road to the south boundary of Location 6286. The area to be closed is shown in red on Attachment 9.2.8B. The estimated area of land is up to 3 hectares. Closing this area of road reserve still

allows legal road access to location 6283 on the remaining road reserve from Popanyinning West Road.

The purpose of closing the road reserve is to allow construction of an approved structure in the road reserve associated with the nearby youth camp.

Should the closure of the road reserve be approved by the Minister for Lands, the applicants will then be able to purchase the land and amalgamate it with an existing lot before applying for approval to build a structure on the site.

### Strategic Implications

The proposal to amalgamation will indirectly assist a local social group bringing people to the Shire of Cuballing for activities. The closure of the road reserve has the potential to assist in retaining jobs in the local economy in the longer term.

### Shire of Cuballing Community Strategic Plan

#### SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

##### Goals

- A healthy community engaging in positive and rewarding lifestyles with access to recreational and leisure opportunities.

|     | Strategy   | Outcome  |
|-----|--|--|
| 1.3 | Encourage and support volunteers and community groups.                     | Active and growing volunteer and community groups.                         |
| 1.5 | Provide and promote sport, recreation and leisure facilities and programs. | A variety of accessible sport and recreation opportunities and activities. |

#### ECONOMY - Our Economy, Infrastructure, Systems and Services.

##### Goals

- Managing community assets in a whole of life and economically sustainable manner.
- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

|     | Strategy  | Outcome   |
|-----|---|---|
| 3.4 | Create and strengthen partnerships to advocate for and deliver community facilities, and services and major infrastructure. | The community has access to a range of education, health, cultural, recreational and transport opportunities to maximise their potential. |
| 3.7 | Advocate and plan for local economic development in a sustainable manner.   | A growing community supported by improved job opportunities and diversity in our industries, businesses and housing.                      |

### Statutory Environment

Section 58 of the Land Administration Act (1997) applies to this matter.

The process for a local government to close a road reserve is:

1. Council decides at Council meeting to consider closing a road – completed 17<sup>th</sup> July 2019
2. Advertises intention to consider closing a road in local publication, such as the Narrogin Observer, giving a period of notice to provide submissions – completed 1<sup>st</sup> August 2019



3. Council would write to advise service agencies of the road closure. This included Water Corporation, Western Power, Alinta Gas, Telstra, the Dept. of Primary Industry and Industries and Regional Development, Minister and the Department of Land. Notice would normally also be provided to adjacent or nearby local land owners as well – Notice to agencies and local residents completed 29<sup>th</sup> July 2019.
4. Council make decision to close road. This must be at least 35 days after the notice was publicised in the local newspaper. Any objections must be considered by the local government.
5. Write to Minister (with plans of road to be closed, copies of advice to service agencies, copy of the Council minutes, copies of any submissions, any other relevant information) requesting closure of road.

Policy Implications – Nil

Financial Implications

Amalgamation of the closed road reserve with existing freehold land is unlikely to alter the UV valuation of the combined property or therefore result in any meaningful change in Council rate revenue.

Economic Implication

If approved and implemented, the amalgamation of the closed road reserve into adjacent property will assist a locally operating social group attracting visitors to the Shire of Cuballing and assist with local job creation.

Social Implication

If approved and implemented, the amalgamation of the road reserve will assist a locally operating social group to provide activities for the group members.

Environmental Considerations

There are now environmental considerations given the area is currently used for agricultural purposes.

Consultation

Council conducted wide spread consultation in keeping with the requirements of the Land Administration Act.

Options

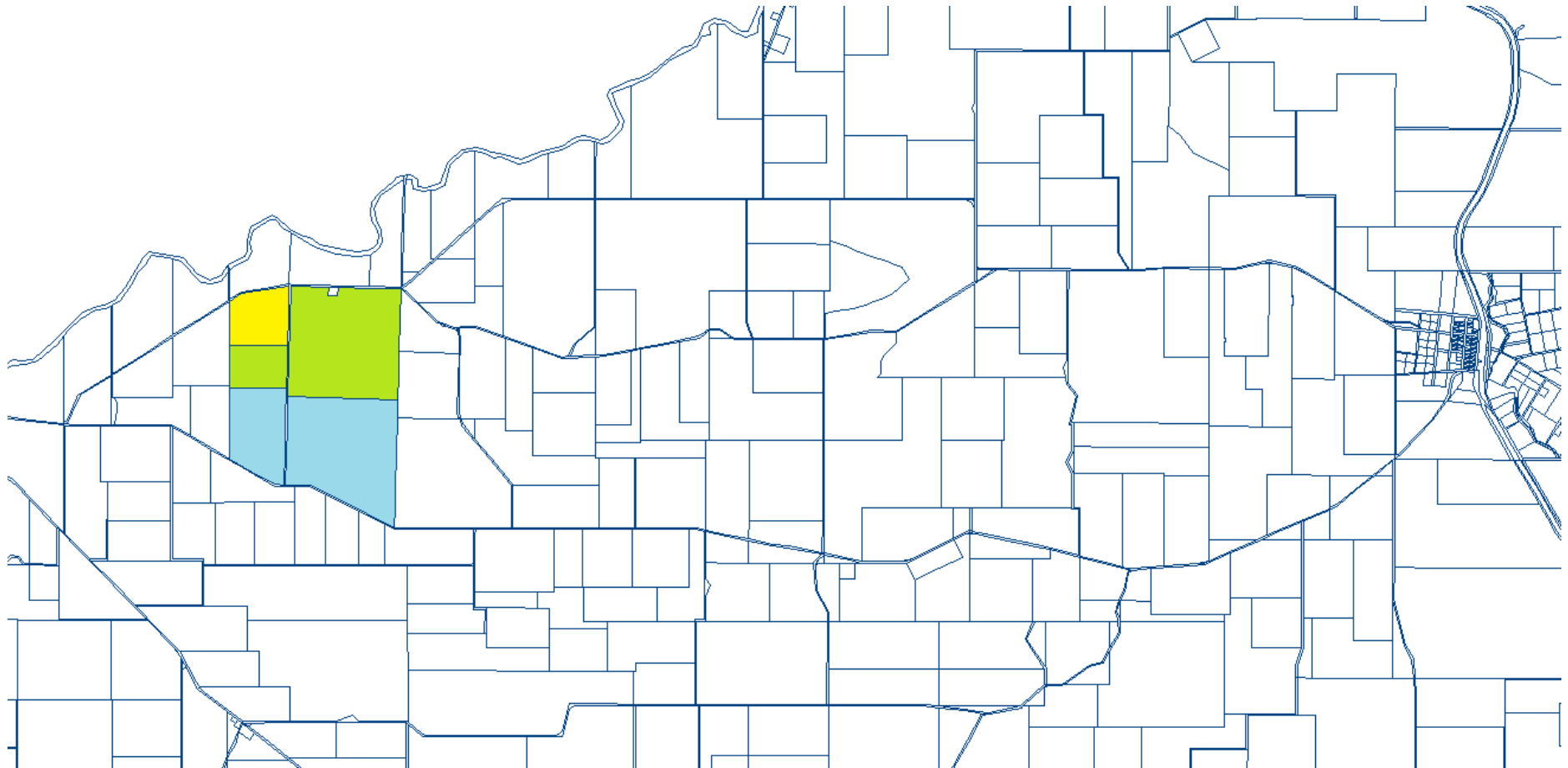
Council may resolve:

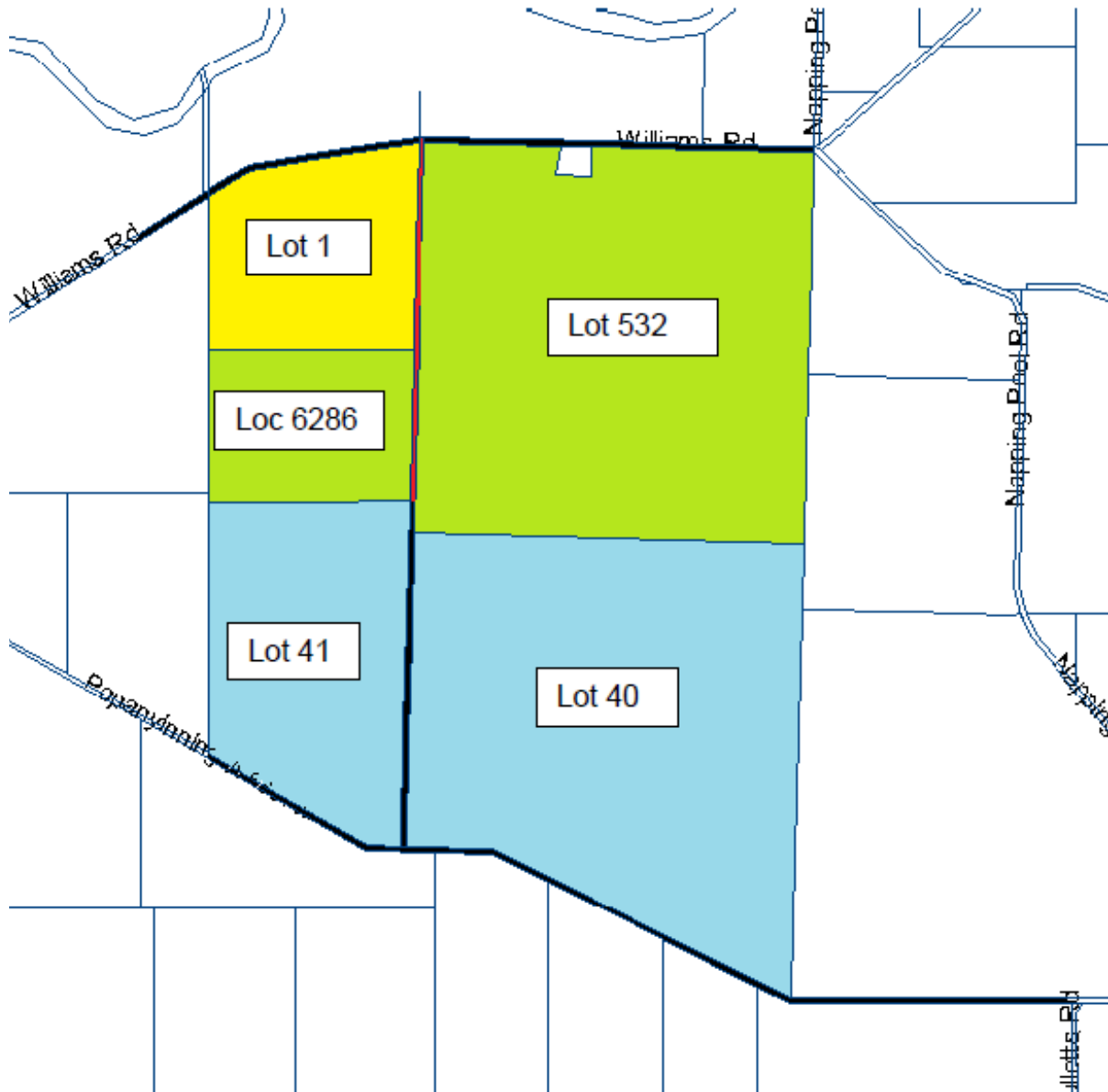
1. the Officer's Recommendation;
2. to close a smaller area of the unnamed road reserve; or
3. to not close any of the unnamed road reserve.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council closing the section of the unnamed road reserve from Williams Road to the southern boundary of Location 6286 as shown on the plan included at Attachment 9.2.8B.**





Our ref: EDM# 49919418  
Contact: Saeedeh Noori

12/08/2019

Shire of Cuballing  
Gary Sherry  
PO Box 13  
Cuballing WA 6311

363 Wellington Street  
Perth WA 6000  
GPO Box L921 Perth WA 6842  
T: 13 10 87 | Fax: 08 9225 2660  
TTY 1800 13 13 51 | TIS 13 14 50  
Electricity Networks Corporation  
ABN 18 540 492 861  
enquiry@westernpower.com.au  
westernpower.com.au

Dear Sir/ Madam

**Proposed Road Closure – Unnamed Road Reserve between Williams Road and Popanyinning West Road in West Popanyinning**

Western Power does not have any objection at this time to the above proposal, however we would appreciate being kept informed of developments. As there are overhead powerlines and/or underground cables adjacent to or traversing the property the following should be considered, prior to any works commencing at the site above site/development/property or if any alignments, easements or clearances are encroached or breached.

**Working in proximity to Western Power Distribution Lines**

All work must comply with Worksafe Regulations 3.64 – Guidelines for work in the vicinity of overhead powerlines. If any work is to breach the minimum safe working distances a Request to Work in Vicinity of Powerlines form must be submitted.

It is important to know what level of energy you're dealing with so you can be sure you choose the right application form should you require more information.

Low voltage - 240V to 415V

High voltage - 1kV – 33kV

Transmission - >33kV

For more information on the type and locations of assets please submit a Dial Before You Dig enquiry at [www.1100.com.au](http://www.1100.com.au).

**For more information on this please visit the website links below**

<http://www.westernpower.com.au/safety-working-near-electricity.html>

[www.commerce.wa.gov.au/worksafe](http://www.commerce.wa.gov.au/worksafe)

If you require further information on our infrastructure in a digital format please complete the request for Spatial Data. For a copy of the form please email [djit@westernpower.com.au](mailto:djit@westernpower.com.au).

**Remove or Relocate our Assets**

There are many reasons why our infrastructure may need to be removed or relocated. If your project is particularly complex or requires electrical engineering expertise, we can assist you by completing a [feasibility study](#) or technical evaluation. For more information on our feasibility studies and technical evaluations please see the link below. From here you will be able to fill out the appropriate form to ensure the right person in Western Power can assist you further.

<https://westernpower.com.au/services/feasibility-study/>

Please note that Western Power must be contacted on **13 10 87**, if the proposed works involve:

- (a) Any changes to existing ground levels around poles and structures.
- (b) Working under overhead powerlines and/or over underground cables.

Western Power is obligated to point out that any change to the existing (power) system, if required, is the responsibility of the individual developer.

Please see the Western Power website should you have any further enquiries about Western Power. <https://westernpower.com.au/>.

Kind Regards

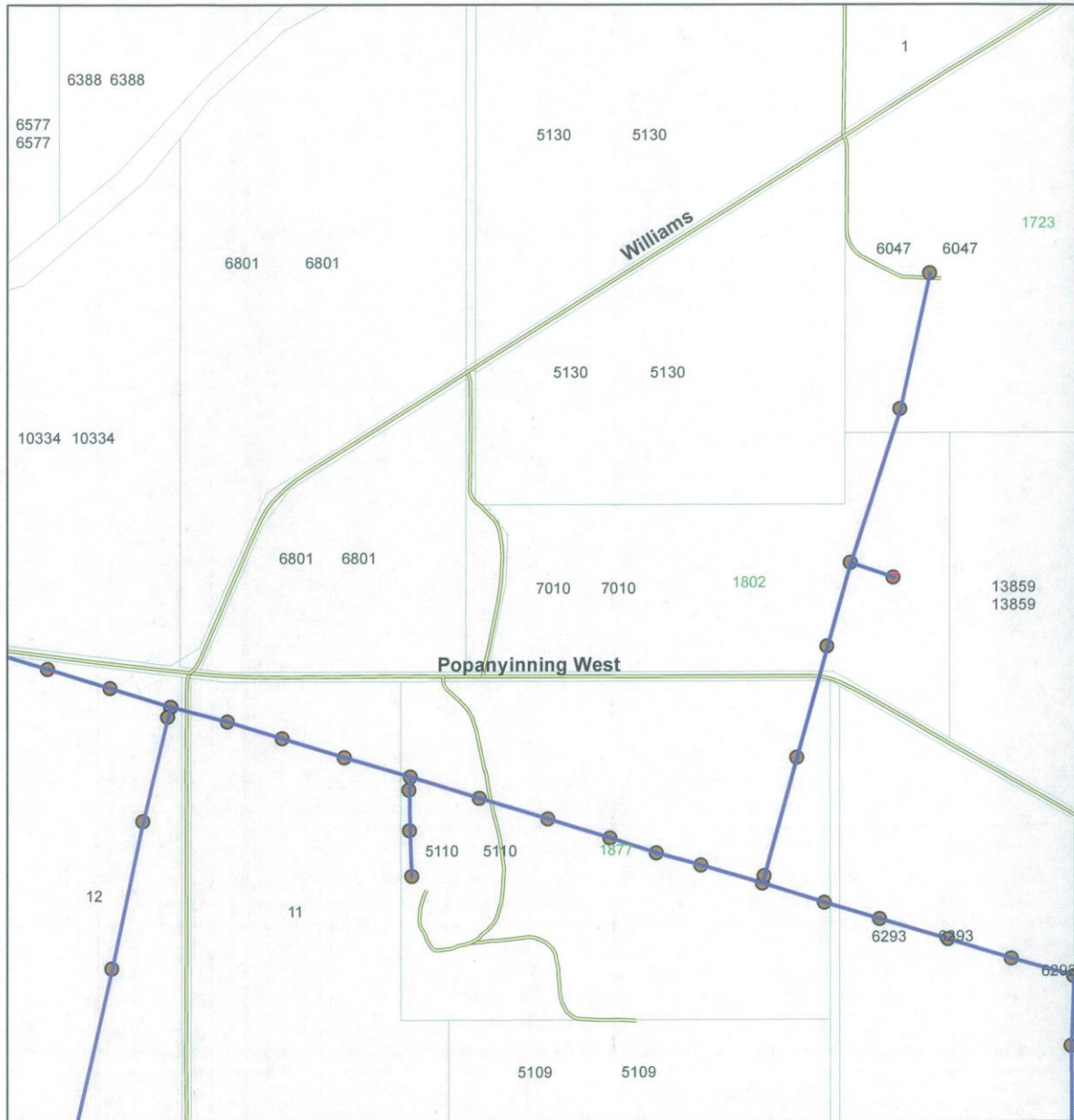


**Saeedeh Noori**

**Asset & Works Information Team**



# Proposed Road Closure



| Legend                     |  |
|----------------------------|--|
| 66kV Cable *               | Street Light Circuit OH                    |
| Transmission overhead      | Street Light Pilot OH                      |
| HV Cable Pole Termination  | Pole                                       |
| High Voltage Cable         | Pillar                                     |
| Distribution HV Overhead   | Transformer Site                           |
| LV Cable Pole Termination  | Ring Main Unit                             |
| Low Voltage Cable          | Duct                                       |
| Distribution LV Overhead   | Road                                       |
| Street Light Circuit Cable | Design Boundary *                          |
| Street Light Pilot Cable   | State Underground Power Project COMPLETE * |

Scale 1:11,861

Privately owned cables NOT SHOWN  
(including house services)

This map is INDICATIVE ONLY.  
Hand exposure via pothole  
method is MANDATORY.



Date: 9/08/2019



Department of  
**Primary Industries and  
Regional Development**

Your reference: A250/A251/A814  
Our reference: LUP 652  
Enquiries: Greg Doncon

2 August 2019

Gary Sherry  
Chief Executive Officer  
Shire of Cuballing  
PO Box 13  
CUBALLING WA 6311

[enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)

Dear Gary,

**PROPOSED PERMANENT CLOSURE OF A RIGHT OF WAY, WEST  
POPANYINNING**

Thank you for the opportunity to comment on the proposed closure of a right of way, West Popanyinning.

The Department of Primary Industries and Regional Development (DPIRD) does not object to the permanent closure of this unnamed road reserve between Williams Road and Popanyinning West Road. A review of aerial photography show that this reserve is used for agricultural purposes and the inclusion of this reserve into neighbouring properties would formalise its current land use.

I trust these comments inform your decision on this matter. If you have any queries regarding the comments, please contact Greg Doncon at (08) 9081 3117 or [greg.doncon@dpird.wa.gov.au](mailto:greg.doncon@dpird.wa.gov.au).

Yours sincerely

A handwritten signature in black ink that reads 'P. l'Anson'.

Pamela l'Anson  
**Director Central Region**

75 York Road (PO Box 483) NORTHAM WA 6401  
Telephone: +61 (0)8 9690 2200 [enquiries@dpird.wa.gov.au](mailto:enquiries@dpird.wa.gov.au)

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ABN: 18 951 343 745



## 9.2.9 Wheatbelt Secondary Freight Network Program – formalisation of commitment

|                         |   |
|-------------------------|---|
| Applicant:              | N/A   |
| File Ref. No:           | ADM008  |
| Disclosure of Interest: | Nil   |
| Date:                   | 13 September 2019   |
| Author:                 | Gary Sherry   |
| Attachments:            | 9.2.9A draft WSNF Project Governance Plan<br>9.2.9B draft WSNF Program Delivery Plan<br>9.2.9C draft WSNF Multi Criteria Analysis Methodology |

### Summary

#### **Council is to consider**

- 1. continuing commitment to the Wheatbelt Secondary Freight Route Program; and**
- 2. endorse the processes and procedures outlined in the Wheatbelt Secondary Freight Route Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSNF Steering Committee to make decisions in accordance with in the Program Governance Plan.**

### Background

Sustainably funding the road network to meet the needs of industry and the community is a key issue for rural Local Governments in Western Australia.

Wheatbelt local governments have identified a network of secondary freight routes, which provide the infrastructure necessary to enable transport the majority of road freight within (as opposed to through) the region.

The Wheatbelt Secondary Freight Network (WSFN) network in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost effective access to business.

At the May 2019 Ordinary Meeting Council resolved:

COUNCIL DECISION – 2019/44:

That Council:

1. continues to support the strategic intent of the Wheatbelt Secondary Freight Network Project; and
2. endorses the allocation of \$6,000 in Council's 2019/20 Budget to co-fund the project management of the Wheatbelt Secondary Freight Network Project in combination with the WA State Government's \$100,000 of Regional Economic Development Grant funding, as part of the delivery of its Stage 1 Priority Works.

Moved: Cr Dowling

Seconded: Cr Bradford

Carried 6/0

The WSNF Program has successfully been allocated \$70 million of Federal Roads of Strategic Importance (ROSI) funding and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding

### Comment

Included at Attachment 9.2.9A is a draft WSNF Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure

successful delivery of the program. The PGP will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP provides a framework and guidelines for all members of the WSNF Program to operate within and will be used to communicate to all stakeholders how the program will be governed.

The PGP should be read in conjunction with the draft WSNF Program Delivery Plan, included at Attachment 9.2.9B, and the draft WSNF Multi-criteria Analysis (MCA) Methodology document, included at Attachment 9.2.9C. These two documents provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

With the confirmation of the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 wheatbelt local governments formalise their commitment to WSNF Program to be eligible for future funding and project consideration.

The commitment of the 42 wheatbelt local governments will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

| Data Set       | Description  |
|----------------|--|
| ROSMA KSI Rate | ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.   |
| Seal Width     | The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road. |
| Road Condition | Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition  |
| ADT Counts     | Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.                                     |
| ESA Counts     | An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.          |

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WSNF have identified 2 pilot projects to begin on-ground works and refine project delivery methodologies and processes. These projects will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North - Shire of Victoria Plains
  - Lancelin to Meckering Route
  - Mogumber - Yarawindah Road
  - Project value \$1Million
- Wheatbelt South - Shire of Quairading
  - Cunderdin to Kweda Route

- Cunderdin - Quairading Road
- Project Value \$1Million

### Strategic Implications

#### Shire of Cuballing Community Strategic Plan

#### ECONOMY – Our Economy, Infrastructure, Systems and Services.

##### Goals

- Transport systems that are functional, efficient, economical and safe, coupled with continuous improvement to meet the safety and amenity needs of the community.
- Managing community assets in a whole of life and economically sustainable manner.
- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

|     | Strategy  | Outcome   |
|-----|---|---|
| 3.1 | Deliver a diverse range of affordable services and infrastructure across the Shire.   | A range of services, facilities and programs that the broadest community can access.  |
| 3.2 | Ensure essential services and infrastructure are aligned to community needs now and in the future.                          | Services and infrastructure which meets the needs of the broadest community and responds to changing priorities.  |
| 3.3 | Deliver and advocate for a diverse and safe transport system which is efficient and meets the needs of all users.           | A diverse and safe transport system that balances the needs of all users including pedestrians, cyclists, private vehicles, public transport and freight. |
| 3.4 | Create and strengthen partnerships to advocate for and deliver community facilities, and services and major infrastructure. | The community has access to a range of education, health, cultural, recreational and transport opportunities to maximise their potential.                 |
| 3.5 | Maintain a robust asset management practices and maintenance programs.  | Assets which meet the expectations of the community.  |

#### GOVERNANCE & ORGANISATION – Our Council, Services, Policies and Engagement.

##### Goals

- Building the organisation and managing its structure, finances and assets in a sustainable manner.
- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

|     | Strategy   | Outcome  |
|-----|--|--|
| 4.5 | Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire. | A Shire that is progressive, sustainable, resilient and adaptive to changes. |

#### Statutory Environment – Nil

#### Policy Implications – Nil

#### Financial Implications

The Shire of Cuballing is considering a contribution of \$6,000 to leverage significant additional funding.

Local Governments with projects approved over the course of the WSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

#### Economic Implication

The secondary freight network, comprising local government roads, is a key economic asset in the wheatbelt region.

#### Social Implication

The secondary freight network are also key transport links for all passenger and other traffic between wheatbelt communities.

#### Environmental Considerations – Nil

#### Consultation

With regard to WSFN issues, staff continue to consult with:

- Wheatbelt South Regional Road Group
- WALGA
- Wheatbelt RDA
- Wheatbelt Development Commission
- Main Roads WA

#### Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation that still supports the WSFN project. Such a resolution would slightly weaken the intent of similar positions of support by all 42 Wheatbelt local governments to present a united front;
3. to not continue to participate in the WSFN project; or
4. defer consideration at this time to receive additional information.

#### Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council:**

- 1. formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration;**
- 2. receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:**
  - a. Program Governance Plan included at Attachment 9.2.9A;**
  - b. Program Delivery Plan included at Attachment 9.2.9B; and**
  - c. Multi Criteria Analysis Methodology included at Attachment 9.2.9C; and**
- 3. endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with in the Program Governance Plan.**



**WSFN**  
WHEATBELT SECONDARY  
FREIGHT NETWORK

PROGRAM  
GOVERNANCE  
PLAN

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## 1 Program Governance Outline

### 1.1 Program Overview

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

### 1.2 Goals

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an "IA Stage 4 Business Case" submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

### 1.3 Background

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.



In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

#### **1.4 Purpose of the Program Governance Plan**

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSNF program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

#### **1.5 Governance and Delivery**

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
  - Provide sound governance
  - Overall program management
  - Administration
- Management
  - Design and scoping of projects.
  - Delivery of individual identified projects
- Administration
  - Funding breakdown.
  - Funding acquittal.
  - Program agreements.

#### **1.6 Formal Agreement**

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan

- Program Delivery Plan
- MCA Methodology.

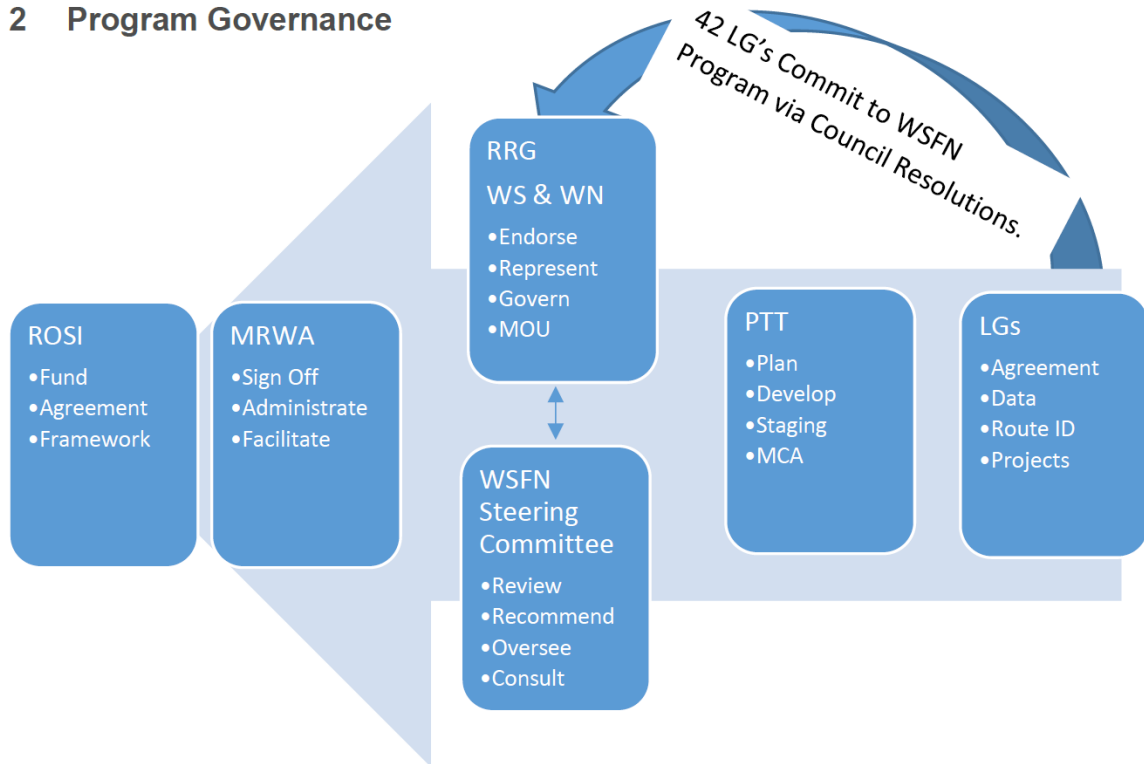
The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSFN program formalising the ongoing commitment to the program.

The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSFN program governance and delivery.

| Document                     | WSFN<br>Steering Committee | LG      | RRG     | MRWA     |
|------------------------------|----------------------------|---------|---------|----------|
| <b>Formal Agreement</b>      | Prepare & Submit           | Commit  | Approve | Sign Off |
| <b>Governance Plan</b>       | Prepare & Submit           | Receive | Approve | Sign Off |
| <b>Program Delivery Plan</b> | Prepare & Submit           | Receive | Endorse | Sign Off |
| <b>Preliminary MCA</b>       | Prepare & Submit           | Receive | Approve | Sign Off |
| <b>Annual Report</b>         | Prepare & Submit           | Receive | Receive | Receive  |
| <b>Staging Plan</b>          | Prepare & Submit           | Receive | Endorse | Approve  |
| <b>Annual Program Budget</b> | Prepare & Submit           | Receive | Endorse | Sign Off |
| <b>Specific Projects</b>     | Approve                    | Commit  | Receive | Sign Off |

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

## 2 Program Governance



### 2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

### 2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSN and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

### **2.3 Wheatbelt North and Wheatbelt South Regional Road Groups**

The WSN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions and endorse commitment of funds in accordance with agreed processes and procedures based upon advice from WSN Steering Committee and its Governance Plan. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a joint Agreement / Memorandum of Understanding (MOU) [specific terminology to be confirmed] representing all 42 LGs confirming their inclusion in WSN program.
- Receive and acknowledge Steering Committee decisions
- Endorse Governance Plan under which the Steering Committee will operate.
- Endorse Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Approve the program including back up projects (Staging plan).
- Approve the Annual program budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

### **2.4 WSN Steering Committee**

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

#### **Voting Delegates**

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
  - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
  - Chairperson plus 1 other delegate

#### **Non-Voting Delegates**

- WSN Program Technical Director

- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)
- Wheatbelt Development Commission (WDC)

*The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSNF Steering Committee meeting following the LG elections.*

*Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.*

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions and the commitment of funds to RRG in accordance with agreed processes and procedures outlined in WSNF Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
  - proposed routes within each sub-group.
  - approved Multiple Criteria Analysis process.
  - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
  - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

## **2.5 Program Technical Team**

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **2.5.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for a period an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **2.5.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.

- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of "approved" and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## 2.6 LGs

- 42 Local Governments are to formalise their commitment to WSN Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSN program documents:
  - Program Governance Plan
  - Program Delivery Plan
  - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSN program.



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

## PROGRAM DELIVERY PLAN



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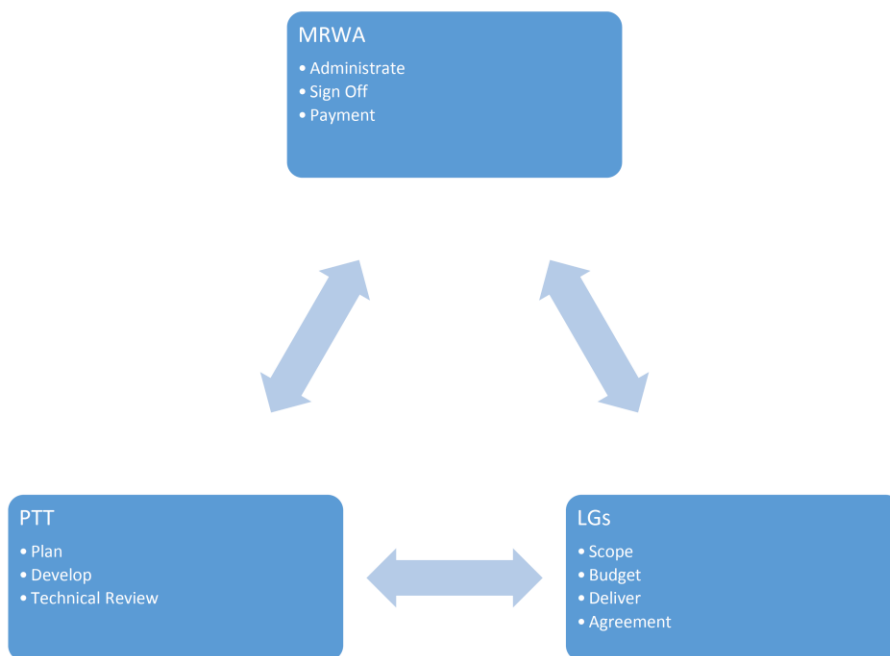
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## 1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSFN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



### 1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensure the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - First 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

## **1.2 Program Technical Team**

The PTT would be a technical working group consisting of the WSFN Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **1.2.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **1.2.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

### **1.3 LGs**

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

## 2 Project Administration

As the WSNF Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

| Funding Source                             | Funding Amount                                       | Stage         |
|--|--|---------------|
| <b>Regional Economic Development Grant</b> | \$100K   | Management    |
| <b>Local Government Co-contribution</b>    | \$252K<br>42 LGs x \$6K each                         | Management    |
| <b>Federal Government</b>                  | \$70M  | Capital Works |
| <b>WA State Government</b>                 | \$11.7M  | Capital Works |
| <b>Local Government</b>                    | \$5.8M<br>Individual LGs on project by project basis | Capital Works |

### 2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSNF project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

| Funding Source                              | Funding Amount |
|---|----------------|
| <b>RED Grant</b>                            | \$100,000      |
| <b>Local Government Co-contribution</b>     | \$252,000      |
| <b>In Kind Contribution (approximately)</b> | \$100,000      |
| <b>Project Management Total</b>             | \$452,000      |

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

- Provide framework and guidelines for funding WSNF program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSNF.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

**2.2.2 Funding Acquittal**

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - First 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

**2.3 Project Delivery**

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

| Stage                                  | Details  |
|--|--|
| <b>1. Program Staging Plan</b>         | <ul style="list-style-type: none"> <li>▪ PTT will develop a staging plan for program delivery.</li> <li>▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery.</li> <li>▪ Identification of Funds required for a 4 year program set in advance by project priority lists.</li> <li>▪ Funding to be limited according to individual LG ability to deliver works.</li> </ul> |
| <b>2. Project Scoping and Approval</b> | <ul style="list-style-type: none"> <li>▪ Stage 1 priority projects will be determined via the MCA process.</li> <li>▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.</li> </ul>   |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>▪ Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required.</li> <li>▪ PTT will make recommendations to the Steering Committee for endorsement.</li> <li>▪ The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.</li> </ul>   |
| <p><b>3. Detailed Scoping, Design and Budget Development</b></p> | <ul style="list-style-type: none"> <li>▪ LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects.</li> <li>▪ LGs are to include projects in their annual budget for the proposed year.</li> <li>▪ LGs to be responsible for all relevant approvals.</li> <li>▪ PTT to work with LGs to verify budgets.</li> </ul>  |
| <p><b>4. Delivery</b></p>  | <ul style="list-style-type: none"> <li>▪ LGs will be responsible for tendering, project management and delivery of each project in the proposed year.</li> <li>▪ PTT to work with LGs to provide technical assistance and advice during delivery.</li> <li>▪ Incorporate into annual capital works program.</li> <li>▪ Works already funded from other sources are not eligible for funding under this program.</li> <li>▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)</li> </ul> |



**WBSFN**  
WHEATBELT SECONDARY  
FREIGHT NETWORK

**MULTI-CRITERIA  
ANALYSIS  
METHODOLOGY**



In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSNF team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSNF Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSNF program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Seal Width
  - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
  - ROSMA as per RARF data
  - KSI
- Road Condition Data
  - as submitted by LGAs
  - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

### **Input Data**

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):

| Category    | Data Set       | Description  |
|-------------|----------------|--|
| Condition   | ROSMA KSI Rate | ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.   |
| Condition   | Seal Width     | The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road. |
| Condition   | Road Condition | Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition  |
| Utilisation | ADT Counts     | Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.                                     |
| Utilisation | ESA Counts     | An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.          |

### MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (example only):

| ADT Range | ESA Range | Seal Width (m) | ROSMA (KSI) | Road Condition   | Score |
|-----------|-----------|----------------|-------------|--|-------|
| 100 – 199 | 0 - 25    | > 8            | 0           | Excellent: only planned maintenance required               | 1     |
| 200 – 299 | 25 – 50   | 7 - 8          | 0.2         | Good: minor maintenance required plus planned maintenance  | 2     |
| 300 – 399 | 50 - 75   | 6 - 7          | 1           | Fair: significant maintenance required                     | 3     |
| 400 – 499 | 75 – 100  | 5 - 6          | 1.5         | Poor: significant renewal/rehabilitation required          | 4     |
| 500 - 600 | > 100     | < 5            | 2           | Very Poor: physically unsound and/or beyond rehabilitation | 5     |

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

| Data Set     | Example Score | Weighting   | Final Score         |
|--------------|---------------|-------------|---------------------|
| A            | 2             | 10%         | 0.2                 |
| B            | 3             | 20%         | 0.6                 |
| C            | 4             | 30%         | 1.2                 |
| D            | 1             | 40%         | 0.4                 |
| <b>Total</b> |               | <b>100%</b> | <b>2.4 out of 5</b> |

3. The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

### Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

1. The current condition of the route and how far this is from an ideal standard
2. How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

| Category    | Suggested Category Weighting | Data Sets                                | Individual Weighting            |
|-------------|------------------------------|--|---------------------------------|
| Condition   | 50%                          | KSI Rate<br>Seal Width<br>Road Condition | To be developed<br>(sum to 50%) |
| Utilisation | 50%                          | ADT<br>ESA                               | To be developed<br>(sum to 50%) |

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

**Project Funding**

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

**Additional Pavement Condition Data**

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

|           |                        |  |
|-----------|------------------------|--|
| Condition | TSD Pavement Condition | The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs. |
|-----------|------------------------|--|

Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.

**9.3 MANAGER OF WORKS AND SERVICES:**

Nil

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

Nil

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

Nil at this time.

**12. CONFIDENTIAL MATTERS:**

|        |  |
|--------|--|
| 12.1.1 | Chief Executive Officer – 2019 Performance and Salary Review |
|--------|--|

|                         |   |
|-------------------------|---|
| Applicant:              | N/A   |
| File Ref. No:           | Personal  |
| Disclosure of Interest: | Direct Financial Interest in that the author is the Officer being reviewed  |
| Date:                   | 9 <sup>th</sup> September 2019  |
| Author:                 | Gary Sherry   |
| Attachments:            | 12.1.1A 2019 Draft Performance Review Report<br>12.1.1B CEO Remuneration Information<br>12.1.1C 2020 Draft CEO KPIs |

**13. NEXT MEETING**

Ordinary Council Meeting, 2.00pm, Wednesday 16<sup>th</sup> October 2019 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

Special Council Meeting, 5.30pm, Monday 21<sup>st</sup> October 2019 at the shire of Cuballing Council Chambers, Campbell Street, Cuballing.

**14. CLOSURE OF MEETING:**