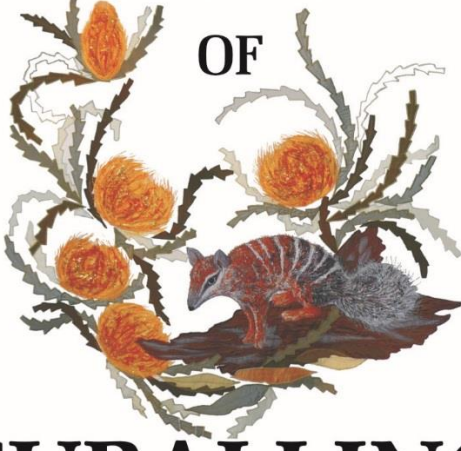


SHIRE OF CUBALLING



*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 20th NOVEMBER 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 Dawson Bradford
Cr Rob Harris
Cr Deb Hopper

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

Nil

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 16th October 2019

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 16th October 2019 be confirmed as a true record of proceedings.

6.1.2 Special Meeting of Council held on Monday 21st October 2019

OFFICER'S RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on Monday 21st October 2019 be confirmed as a true record of proceedings.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

Nil at this time.

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 – October 2019

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	14 th November 2019
Author:	Nichole Gould
Attachments:	9.1.1A List of October 2019 Trust Accounts 9.1.1B List of October 2019 Municipal Accounts

Summary

Council is to review payments made under delegation in October 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 October 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 October 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 \$14,608.50 included at Attachment 9.1.1A; and**
- 2. Municipal Fund totalling \$375,457.73 included at Attachment 9.1.1B.**

LIST OF OCTOBER 2019 TRUST FUND ACCOUNTS

Chq/EFT	Description	Amount
20191001	Police Licensing Payments	119.50
20191002	Police Licensing Payments	1,686.10
20191003	Police Licensing Payments	1,381.15
20191004	Police Licensing Payments	2,496.10
20191004	Return of Bond - Auction Held 4 October 2019	100.00
20191007	Police Licensing Payments	4,642.75
20191009	Police Licensing Payments	3,407.90
20191010	Police Licensing Payments	775.00
		14,608.50

LIST OF OCTOBER 2019 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Description	Amount
DD2065.1	Superannuation contributions	235.60
DD2065.2	Payroll deductions	5,872.61
DD2065.3	Superannuation contributions	450.28
DD2065.4	Superannuation contributions	170.58
DD2065.5	Superannuation contributions	450.28
DD2065.6	Superannuation contributions	230.87
DD2065.7	Superannuation contributions	202.75
EFT4660	Service Air Compressor on Hino	319.00
EFT4661	7 x rural road signs 2 x 1615 1 x 1613 2 x 1611 2 x 1609	184.40
EFT4662	Council Meeting Meal	165.00
EFT4663	320mc gravel pushed and supplied \$3/mc	1,056.00
EFT4664	1 x New 2019 MY20 Z71 Colorado Dual Cab	47,590.00
EFT4665	20 x 165mm Gal Pickets for Rural Road Numbers	152.90
EFT4666	Hire of 27 Tone Excavator	4,235.00
EFT4667	120 pairs rigger gloves sml-2xl	2,972.64
EFT4668	Freight Charges - Asphalt in a Bag	801.24
EFT4669	Cuballing Kids Day 2019 2nd October Amusement Hire	2,856.00
EFT4670	ISRI Seats as per quote	7,008.10
EFT4671	Test and Tag all Electrical equipment in shire buildings	957.00
EFT4672	Purchase of 900 native trees	1,370.00
EFT4673	Ranger Services - Labour 21/08/19 1hr	141.00
EFT4674	4 x Mickey Thompson tyres 245/70/16	1,442.25
EFT4675	Tree Mulching various road throughout shire	55,192.50
EFT4676	Local Government Week 2019	9,888.00
EFT4677	Use of Weighbridge for waste management	181.50
14777	Electricity Charge - U 3 22 Campbell St Cuballing	3,439.15
14778	Water Charges - Standpipe Francis Street	814.30
EFT4678	Install under ground power to new septics	1,172.49
EFT4679	Purchase of Ricoh IM C6000	9,592.00
EFT4680	Replace Tarp at Cuballing Skate Park	3,714.70
EFT4681	6 x Bus stop signs	473.00
EFT4682	1 x Hose reel for ute mounted tank	82.50
EFT4683	Delegate Registration - Annual State Conference 6-8 November 2019	1,490.00
EFT4684	Monthly Computer Licenses & Backup Charges	1,096.35
EFT4685	Advertising: Tender RFT2/2019 Supply of Tri Axle Side Tipper	1,162.13

Chq/EFT	Description	Amount
EFT4686	Remove and refit phone cradle to CNO	511.16
EFT4687	Equipment for sprayer on CN2 - Spraying Trees	59.39
EFT4688	Repair power point in CWA hall	99.00
EFT4689	Old mac's Travelling Farms Cuballing Kid's Day October 2nd 2019 9.30am to 12.30pm	880.00
EFT4690	Steel Blue Algyle boots	178.50
EFT4691	Ranger Services - Travel 30/08/19 88kms	258.00
14779	Building Services September 2019 - Labour 26hrs & Travel 165km	3,359.95
DD2075.1	Superannuation contributions	231.08
DD2075.2	Payroll deductions	5,758.64
DD2075.3	Superannuation contributions	352.46
DD2075.4	Superannuation contributions	228.15
DD2075.5	Superannuation contributions	450.28
DD2075.6	Superannuation contributions	241.40
DD2075.7	Superannuation contributions	206.53
DD2078.1	Monthly Internet Wireless Limitless Inc Calls	89.99
14780	Monthly Electricity Charge Street Lightning x 42 Lights	768.80
14781	Standpipe Water July - September 19 - Cuballing Fire Brigade	132.50
14782	Service Charge - Shire Office	595.97
14783	Water Charges - Park Ridley St Cuballing	366.18
DD2084.1	Credit Card Payment	5,954.84
EFT4692	10000m3 of dozer hire to push gravel \$1.21inc per m3 as per quote	15,730.00
EFT4693	1 x Emergency stop button for Generator 25KVA	50.00
EFT4694	Carry out service to office air conditioning system - 6 monthly	381.08
EFT4695	Repair Roller Tyre	114.82
EFT4696	Phone lines to admin office	165.00
EFT4697	Service of 4.4 Fire truck CN 1993	8,198.30
EFT4698	September 2019 Building Forms	140.70
EFT4699	BCITF Forms September 2019	121.75
EFT4700	Water Charges for War Memorial 26/07/19 to 1/10/19	199.97
EFT4701	50% Reimbursement of Internet as per contract	55.00
EFT4702	Bridge Maintenance treatments to bridge 3173; Bridge Maintenance treatments to bridge 3172	33,682.00
EFT4703	12 x Traffic Cones	244.20
EFT4704	Postage / Freight	864.58
EFT4705	Cr Retirement Function Dinner	1,289.50

Chq/EFT	Description	Amount
EFT4706	Install of 600mm pipes and head walls on Stratherne road and culvert clean-up	3,217.50
EFT4707	2019/20 ESL Levy	1,512.00
EFT4708	Pump out 2 x Portable toilets	269.40
EFT4709	Town Planning - General September 2019	1,443.20
EFT4710	Fuel Card July 2019	525.02
EFT4711	Rubbish Removal - Household Service	6,178.20
EFT4712	Freight Charges - Sunny Brushware	404.47
EFT4713	1 x Mirror	113.63
EFT4714	UV Schedule No R2016/4 Dated 13/04/19 to 30/08/19	67.85
EFT4715	Prepare budget review template	990.00
EFT4716	Bushfire Hazard Plan to support Recoding of 74 Austral Street	1,650.00
EFT4717	Account for September - Tek Bits	38.80
EFT4718	Monthly Computer Support Charges	270.88
EFT4719	30 x 5 m Black flat bar / 25x25x16 Galv sms and 4 castors for grease tub holders	242.10
EFT4720	1 x New 24v isolation switch for Keverek on Hino	176.16
EFT4721	Soft Faced Hammer	85.80
EFT4722	2x Bouquets of flowers - Mrs E Newman & Mrs S Haslam	160.00
EFT4723	540 tonne 300 x 300 class 1 rock for spill way	1,702.14
EFT4724	Embroidery logos on 2 x Jackets	44.00
EFT4725	fitting of rear window grader and travel time	165.00
EFT4726	3 X 15 Degree Elbows 225 PVC Plastic	641.75
EFT4727	Organic , Bio Degradable Chemicals For ATU Toilet System	78.80
EFT4728	Freight to bring Culverts back from RCPA	3,400.00
EFT4729	12 x Round up ultra max 6 x 500gm Metsulfuron 3 x Simazine	2,983.86
EFT4730	Staff Uniform	186.95
EFT4731	28 x 750mm x 2.4 class 2 pipes 10 x 450mm x2.4 class2 pipes 2 x 450mm headwalls	11,272.25
EFT4732	Ranger Services - Labour 6/09/19 1hr	145.50
EFT4733	Monthly Charges for Photocopies	1,040.32
EFT4734	2 x Bobbins for road broom	2,009.70
EFT4735	1/3 cost of I'M ALERT food safety program shared with Beverley, Cuballing and Pingelly	110.00
EFT4736	Freight Charges - SOS Office Equipment	43.73

Chq/EFT	Description	Amount
EFT4737	6 Monthly Standpipe Remote Access Charge for Cuballing & Popanyinning 1/07/19 to 31/12/19	897.05
EFT4738	8 boxes of Copy Paper	575.19
EFT4739	Supply and Install 19.5 kw solar system to Shire Office as per Quote on 25th Sep 2019	14,960.00
EFT4740	Replace damaged backhoe window	492.04
14784	Water Charges - Depot 10 Austral St Cuballing	565.10
14785	Groceries	318.46
14786	Fuel	229.05
DD2087.1	Superannuation contributions	253.69
DD2087.2	Payroll deductions	5,593.19
DD2087.3	Superannuation contributions	450.28
DD2087.4	Superannuation contributions	173.42
DD2087.5	Superannuation contributions	450.28
DD2087.6	Superannuation contributions	254.69
DD2087.7	Superannuation contributions	198.96
20191002	Rent for Grader Driver House	360.00
20191007	Interest on Graders	374.83
20191007	Loan Repayment No. 63 Graders	3,339.45
20191011	Police Licensing Payments	1,038.75
20191014	Police Licensing Payments	2,713.10
20191015	Police Licensing Payments	676.10
20191016	Rent for Grader Driver House	360.00
20191016	Police Licensing Payments	679.85
20191018	Police Licensing Payments	953.25
20191021	Police Licensing Payments	16,682.70
20191021	ATO Clearing Account BAS	17,769.00
20191022	Police Licensing Payments	844.65
20191022	Police Licensing Payments	968.65
20191023	Police Licensing Payments	5,253.50
20191024	Police Licensing Payments	4,127.50
20191028	Police Licensing Payments	2,758.95
20191029	Police Licensing Payments	388.25
20191030	Police Licensing Payments	79.25
20191030	Rent for Grader Driver House	360.00
20191031	Police Licensing Payments	27.70
		375,457.73

9.1.2 2019/20 Adoption – The Cuby News Advertising Fees and Charges

Applicant:	N/A
File Ref. No:	ADM250
Disclosure of Interest:	N/A
Date:	13 th November 2019
Author:	Bronwyn Dew, Deputy CEO
Attachments:	9.1.2A Schedule of Fees and Charges

Summary

Council is to consider adopting the Fees and Charges for advertising in The Cuby News for the 2019/20.

Background

Several local business's advertise in The Cuby News, a Council funded newspaper that is printed monthly and distributed locally.

In the past those wanting to advertise in colour have not been able to do so as Council's printer/copier system did not have the capacity to print some parts of The Cuby News in colour and other parts black & white. Those who wished to advertise in colour were charged for the printing of the advertisement in colour plus the advertising fee for black & white advertising. Staff then needed to manually staple the colour page to the back of The Cuby News.

Comment

Council has purchased a new printer/copier that has the capacity to print The Cuby News with a mixture of black & white and colour pages within the staple function. This means The Cuby News can now be printed and stapled automatically by the copier.

The 2019/20 Fees and Charges Schedule adopted by Council in July 2019 did not include advertising rates for The Cuby News. Proposed advertising rates for adoption are included at Attachment 9.1.2A.

Strategic Implications – Nil

Statutory Environment

Local Government Act (1995)

6.16. Imposition of fees and charges Local Government Act (1995)

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

* Absolute majority required.

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

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

* Absolute majority required.

6.19. Local government to give notice of fees and charges

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

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

Policy Implications – Nil

Financial Implications

Council expends approximately \$2,000 in direct printing costs in preparing The Cuby News. Staff time in preparation, collating and delivery are additional.

Council anticipates to receive approximately \$2,000 in advertising income in 2019/20.

Economic Implication

The ability of local businesses to be able to cost effectively advertise their services in The Cuby News has the potential to improve the viability of the local businesses within the Shire of Cuballing.

Social Implications

Local businesses advertising services in The Cuby News will improve the liability of communities within the Shire of Cuballing.

Environmental Considerations – Nil

Consultation – Nil at this time

Options

Council may resolve:

1. the Officer's Recommendation;
2. not to adopt the proposed fees and charges for advertising in The Cuby News.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council adopt the Fees and Charges for the 2019/20 financial year, included at Attachment 9.1.2A effective as of 28th November 2019.

ADMINISTRATION	Rate	GST	Total Charge
CUBY NEWS ADVERTISING			
1/4 Page black & white	\$7.27	Y	\$8.00
1/2 page black & white	\$13.63	Y	\$15.00
Full page black & white	\$27.27	Y	\$30.00
Full page colour	\$54.54	Y	\$60.00

9.1.3 Review of Banking Services

Applicant:	N/A
File Ref. No:	ADM112
Disclosure of Interest:	Author is NAB customer
Date:	11 th November 2019
Author:	Bronwyn Dew
Attachments:	9.1.3A Summary Report on Banking Services

Summary

Council is to review the Shire's banking provider.

Background

Council has been utilising the services of Commonwealth Bank of Australia (CBA) for many years.

The level of customer service provided by CBA has been a growing issue and has included:

- Council had difficulty obtaining banking log on and credit card provision for the DCEO. For 3 months the DCEO was unable to conduct any banking activities on behalf of Council including making payments or even review of accounts. This caused issues with paying creditors in a timely manner.
- amendments to the Shire's Credit Card statement to include the CEO's credit card on the same statement still have not been completed despite numerous requests.
- delays in the upgrading of the Shire of Cuballing the EFTPOS terminal. This upgrade has been arranged on three occasions over 9 months and remains incomplete; and
- information sought to improve the Shire of Cuballing's management of investment funds continues to not be provided.

The DCEO met with Councils account manager from CBA on 15th April 2019 and addressed these issues. Despite this meeting all these issues remain unresolved.

Without resolution of these issues the DCEO contacted Australia and New Zealand Bank (ANZ), Bankwest and National Australia Bank (NAB) who were invited to provide alternative options for the provision of banking services to the Shire of Cuballing. The ANZ responded with a generic type email and have not been considered further.

Both NAB and Bankwest responded by seeking to discuss the Shire's banking requirements with staff and providing written offer documents detailing the services that each could provide.

On 3rd September 2019 the DCEO offered the CBA an opportunity to revise the services provided to Council and to again discuss the unresolved issues that the Shire had with the banking services of the CBA. The CBA have responded with an offer but to date have not addressed any of the issues raised by that discussion.

Comment

A comparison summary of the offers provided by CBA, NAB and Bankwest are outlined in Attachment 9.1.3A.

NAB & Bankwest Advantages:

- Both NAB & Bankwest offer a higher interest rate and lower fee structure than CBA for operating and investments accounts;
- NAB has lower internet banking fees than both Bankwest & CBA;
- Council can deposit cash and cheques via the local NAB and Bankwest branches located in Narrogin; and
- Both NAB & Bankwest have dedicated account managers and one point of contact that is via phone, email or in person;
 - NAB offers a local service, with the proposed account managers being based in the Narrogin NAB Agribusiness office, Fortune Street Narrogin; and
 - Bankwest offers a local service, with the proposed account manager being based in the Perth CBD, making regular visits to Narrogin.

NAB & Bankwest Disadvantages:

- The fee structure for the use of NAB credit cards is slightly higher than CBA, while Bankwest did not provide the fees for credit card facilities; and
- The Shire of Cuballing have banked with CBA for a considerable time and receive payments directly to these accounts from many local residents and businesses. The change in Shire banking will disrupt these payments. It is expected that should the Shire shift to another bank the Shire will need to maintain the CBA account for some time as these local residents and businesses shift their systems to the new Shire bank account.

On review the Officer believes the proposals offered to the Shire of Cuballing by both NAB and Bankwest are very similar, but both are significantly better than the proposal offered by CBA.

The Officer's Recommendation to transfer the Shire of Cuballing's banking from CBA to the NAB was based on the availability of the NAB's local account managers, based in Narrogin. Having access local account managers, with an understanding of the local people and conditions within the region, would be a valuable asset to Shire staff solving banking issues.

Strategic Implications – Nil

Statutory Environment

There are no statutory implications for this matter, however a change in banking may be considered as significant by the community and an area that should at least be endorsed by Council.

Policy Implications

Council has policies relating to the banking issues including:

Policy 2.6 – Investment Policy

Policy 2.9 – Credit Card Policy

The service provided by NAB and Bankwest would assist with the implementation of Policy 2.9 – Credit Card Policy by having all of Council's credit cards on a single statement.

Financial Implications

Based on the comparison of banking options, the Shire will have a financial advantage with either NAB or Bankwest over CBA, of between \$2,000 and \$4,000 per annum by accessing:

- lower fees; and
- higher interest rates.

Economic Implication – Nil
Environmental Considerations – Nil
Social Implications – Nil

Consultation

Staff held discussions with representatives of CBA, NAB and Bankwest.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to authorise the Chief Executive Officer to transfer all of the Shire of Cuballing bank accounts from Commonwealth Bank of Australia to Bankwest, Narrogin; or
3. to continue to hold the Shire of Cuballing funds in the existing Commonwealth Bank of Australia.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council authorise the Chief Executive Officer to transfer all of the Shire of Cuballing bank accounts from Commonwealth Bank of Australia to National Australia Bank, Narrogin.

	NAB	Bankwest	CBA
Municipal Account			
Credit Interest Rate	0.00%	0.30%	0.00%
Account Maintenance Fee	\$10 per month	\$10 per month	\$16.25 per month
Electronic Transaction Fee	\$0.25 per item	\$0.20 per item	\$0.22 per item
Paper Based Transaction Fee	0	\$0.20 per item	\$2.50 per item
Over the Counter fee	0	\$0.20 per item	\$0.90 per item
Investment Account (Municipal Funds)			
Credit Interest Rate	0.50% under \$500K	0.55%	0.30% under \$999,999.99
	0.85% over \$500K		0.50% over \$1 Million
Account Maintenance Fee	0	0	0
Electronic Transaction Fee	0	0	0
Paper Based Transaction Fee	0	0	\$2.50 per item
Over the Counter fee	0	0	0.90 per item
Trust Account			
Credit Interest Rate	0.00%	0.00%	0.00%
Account Maintenance Fee	0	0	0
Electronic Transaction Fee	0	0	0
Paper Based Transaction Fee	0	0	0
Over the Counter fee	0	0	0
Other			
Internet banking fees	\$180 per annum	\$320 per annum	\$300 per annum
Visa Credit Card	\$180 per annum	Info not Provided	\$120 per annum
Visa Debit Card	NIL		
EFTPOS Facility	\$20 per month	Info not Provided	\$24.50 per month
EFTPOS Merchant fee	0.20 per transaction	Info not Provided	0.24 per transaction
Service fee	0.20%	Info not Provided	0.17%

9.1.4 Out of Budget Expense – Service of Defibrillator Units

Applicant: N/A
File Ref. No: ADM000
Disclosure of Interest: Nil
Date: 14th November 2019
Author: Bronwyn Dew
Attachments: Nil

Summary

Council is to approve of out of Budget expenditure for the servicing and maintenance of defibrillator units situated in various buildings within the Shire of Cuballing.

Background

Key elements in surviving cardiac arrest are timely, quality CPR and defibrillation. Only one in 10 people will survive if there is no intervention from a bystander but this number is increased to close to six in 10 when the recipient receives good CPR and defibrillation.

Defibrillators are having a huge impact in the community and are a core part of the St John strategy to save more lives. There are currently in excess of 2700 defibrillators across Western Australia linked in to the triple zero (000) call centre, making them available for members of the public to use in cases of sudden cardiac arrest.

In February 2019 Council considered the siting of defibrillators in the Shire of Cuballing and decided:

COUNCIL DECISION – 2019/10:

That Council generally supports locating additional defibrillators in the Shire of Cuballing and specifically supports:

1. the Cuballing Tennis Club and Popanyinning Progress Association in funding applications to locate defibrillators at the Cuballing Recreation Centre and Popanyinning Hall; and
2. providing ongoing maintenance of defibrillators located at the Cuballing Roadhouse, Cuballing Recreation Centre, Dryandra Regional Equestrian Centre and Popanyinning Hall.

Moved: Cr Bradford Seconded: Cr Haslam

There are now 5 defibrillation units located in the Shire of Cuballing at:

- the Cuballing Roadhouse,
- the Cuballing Recreation Centre
- the Popanyinning General Store
- the Dryandra Regional Equestrian Centre; and
- the Cuballing Men's Shed.

Recently the unit situated at the Cuballing Roadhouse began emitting a service alarm. The Manager of Works and Services has now contacted a service provider for St John Ambulance who advises that defibrillators should be checked 6 monthly and the batteries replaced as required, generally every 6 -12 months.

The staff time cost in organising the maintenance of the defibrillators is also going to be significant.

The cost of the replacement battery is \$250 per unit and the cost to have the units serviced is dependent on the servicing is required.

Comment

The defibrillator units are a valuable asset to residents and visitors of the Shire of Cuballing and as such need to be in good working order.

At the time of preparing the Shire budget Council did not allocate specific funds to the ongoing maintenance of these defibrillators. Shire staff may have underestimated the ongoing maintenance requirements of defibrillators and separately accounting for these costs would be prudent.

The Officer's Recommendation allows the creation of a separate ledger account in the Health and Welfare program.

Strategic Implications

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

Goals

- A healthy and caring community which has strong support for all ages and abilities.

	Strategy	Outcome
1.4	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.
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

Local Government Act)1995)

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications – Nil

Financial Implications

Council expended 864.45 in November 2018 to service the Cuballing Roadhouse defibrillator with new pads and new battery and to purchase the new cabinet for the Roadhouse wall.

The cost to service the defibrillator units for the remainder of the 2019/20 year is anticipated to be between \$1,000 - \$2,500. This cost will largely be dependent on the requirement to replace batteries.

Council has allocated \$1,000 to the Other Law and Order and Public Safety Program. This allocation of funds is now unlikely to be expended.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation

St John Ambulance Service provider

Options

Council may resolve:

1. the Officer's Recommendation;
2. to not authorise the Out of Budget Expenditure.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council approve out of Budget expenditure of up to \$2,500 (GST Exclusive) to service and maintain the defibrillator units located with the Shire of Cuballing.

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Updated 2017 - 2027 Community Strategic Plan,

Applicant:	N/A
File Ref. No:	ADM81
Disclosure of Interest:	Nil
Date:	5 th November 2019
Author:	Gary Sherry
Attachments:	9.2.1A updated 2017 - 2027 Community Strategic Plan

Summary

Council is to consider completing minor review of Council's 2017-2027 Community Strategic Plan and undertaking a major revision of the Council's Community Strategic Plan, including community involvement, in 2021.

Background

The Strategic Community Plan outlines the visions, values, aspirations and priorities of the communities of the Shire of Cuballing in the longer term.

The plan is just one part of a suite of documents that form the Integrated Planning and Reporting Framework. The Strategic Community Plan, with input from the supporting Long Term Financial Plan, Asset Management Plan and Workforce Plan, will guide the presentation of the Corporate Business Plan and ultimately annual Council budget.

Council's 2017-2027 Community Strategic Plan was adopted by Council in September 2017. To ensure that community priorities and aspirations are kept up to date and remain relevant the *Integrated Planning And Reporting Framework And Guidelines* outline that at a minimum, a desk-top review of a Strategic Community Plan should be undertaken every two years (following councillor elections), and a full review and renewed long term visioning process be conducted every four years.

Comment

Staff are recommending that Council complete a minor review of the 2017-2027 Community Strategic Plan. This desktop review has included updated statistic tables, providing comment relating to the updated statistics and clarifying and modifying text.

The updated 2017 - 2027 Community Strategic Plan, included at Attachment 9.2.1A, has minor modifications from the 2017-2027 Community Strategic Plan in the format required for completion of further stages of Council's IPR requirements. The version of the plan included at Attachment 9.2.1A is marked to show modifications from the 2017-2027 Community Strategic Plan

The Officer's Recommendation does not include community consultation but it is open for Council to include community consultation. It is suggested that any require consultation would be minimal community consultation on the updated 2017 - 2027 Community Strategic Plan, Community Strategic Plan would include

- Advertising the updated 2017 – 2027 Community Strategic Plan, in the *The Cuby News* newsletter and Facebook and the opportunity to review and comment on the Plan;
- Include the updated document on the Shire of Cuballing website with notice of the opportunity to review and comment on the Plan;

With consideration of any public comment received through the public consultation process, Council would then finalise their minor review of the updated 2017 - 2027 Community Strategic Plan at their December 2019 or February 2020 Meeting.

In line *Integrated Planning And Reporting Framework And Guidelines* Council would undertake a complete visioning process, including community involvement, and prepare a new Community Strategic Plan in 2021. Council will need to allocate resources to this process accordingly.

Strategic Implications

The Strategic Community Plan 2017-2027 is the foundation strategic document for Shire of Cuballing that articulates community long term vision, values, and aspirations. It establishes the community's vision for the Shire's future, and its aspirations and service expectations. It drives the development of other informing strategies such as workforce, asset management, operations and service plans and supporting strategies.

Statutory Environment

Whilst there are no statutory requirements for a minor review, there is advice that a minor desktop review of the Community Strategic Plan should be undertaken every two years in line with the Council Elections.

Local Government (Administration) Regulations (1996)

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Policy Implications – Nil at this time

Financial Implications

Formal adoption of the Strategic Community Plan will be the basis from which the Corporate Business Plan and the Long Term Financial Plan are developed, and from which the annual budget will be derived.

Economic Implication

An updated 2017 - 2027 Community Strategic Plan, will continue the community's vision for the Shire of Cuballing's economic future

Social Implication

An updated 2017 - 2027 Community Strategic Plan, will continue the community's vision for the Shire of Cuballing's future and articulate community aspirations and service expectations.

Environmental Considerations

An updated 2017 - 2027 Community Strategic Plan, will continue the community's vision for the Shire of Cuballing's role in preserving and protection the local environment.

Consultation

Council has completed extensive consultation in the past that appears to remain relevant. The Officer's Recommendation includes reference to future consultation, prior to formal adoption of an updated 2017 - 2027 Community Strategic Plan.

Options

Council may resolve:

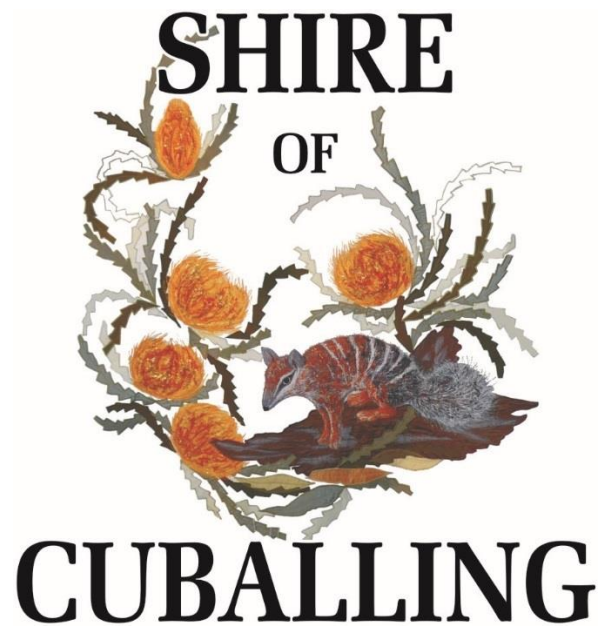
1. the Officer's Recommendation;
2. to advertise the updated Community Strategic Plan 2017-2027, included at Attachment 9.2.1A, for public comment until Monday 16th December 2019 and after this consultation period consider submissions received for and possible inclusion into the Plan prior to formal adoption; or
3. defer consideration of this matter and request staff to prepare options for alternative action.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council:

1. **determine the amendments included in the updated 2017- 2027 Community Strategic Plan, included at Attachment 9.2.1A, to be minor in nature and adopt this plan updated 2017- 2027 Community Strategic Plan; and**
2. **undertakes a major revision of the Council's Community Strategic Plan, including community involvement, in 2021.**



Strategic Community Plan 2017-2027

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

THE INTEGRATED PLANNING AND REPORTING FRAMEWORK

There has been a major paradigm shift in the way that Local Government will go about its business in the future. The Integrated Planning and Report Framework, legislated in late 2011, has been established to allow Local Governments to plan for the future and to equip their organisations to respond to short, medium and long term community requirements.

The three major components of this framework include the:

Strategic Community Plan;

An overarching plan that will guide the future direction of Council's policies, plans, projects and decision making over the next ten years to 2027.

Corporate Business Plan;

A plan for the Shire as an organisation to activate the strategies identified in the Strategic Community Plan and drive Shire operations to 2020.

Annual Budget;

The allocation of resources required to deliver the Strategic Community Plan and the Corporate Business Plan. The annual budget will be derived from an annual review of the Corporate Business Plan.

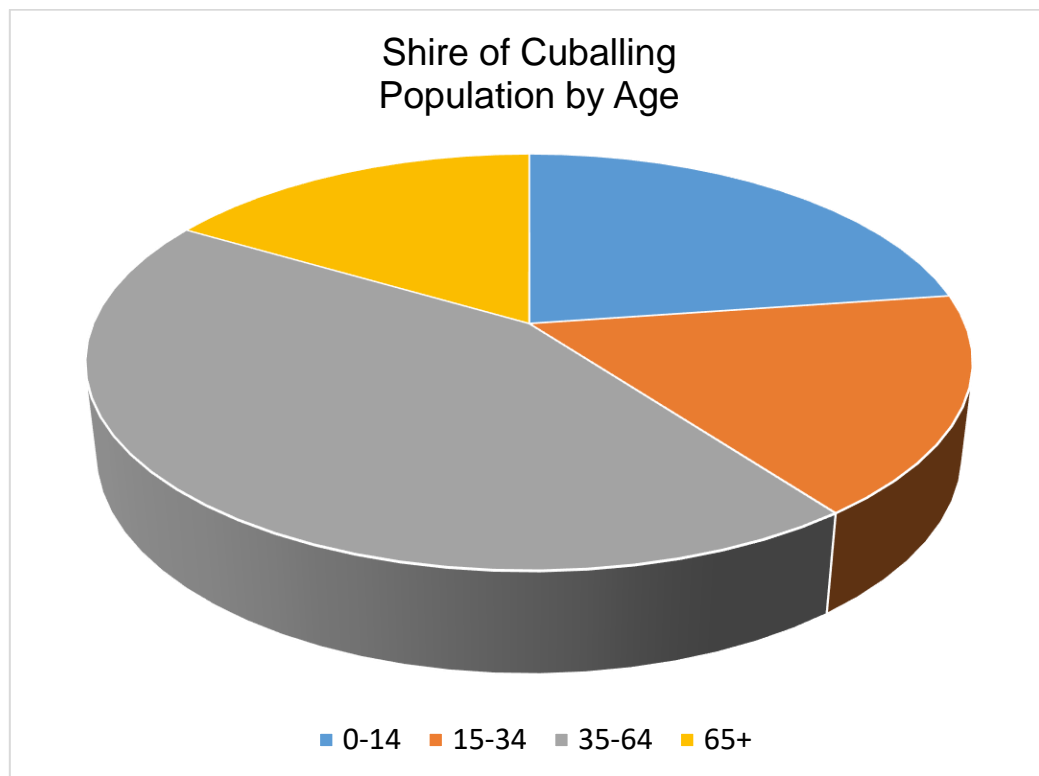
THE SHIRE OF CUBALLING COMMUNITY

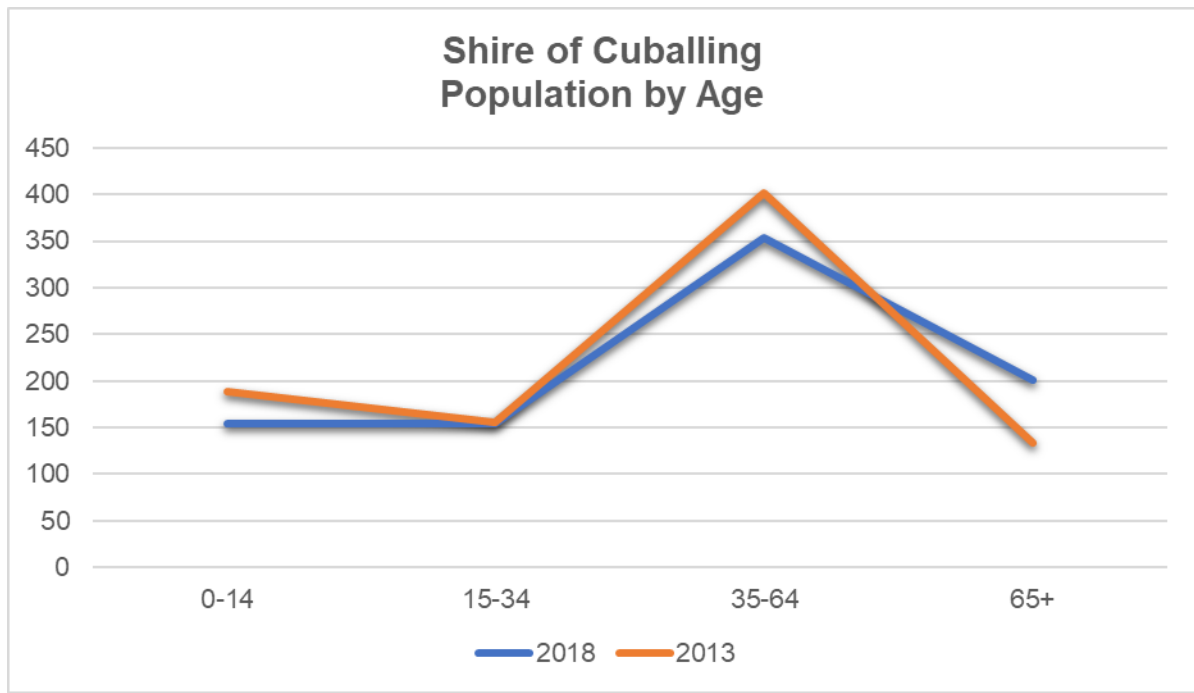
The Shire of Cuballing is primarily an agricultural shire that incorporates the small towns sites of Popanyinning, Cuballing and Yornaning in the Wheatbelt Region of Western Australia.

The Shire of Cuballing has an estimated population of around 897-862 (ABS- 3218.0 Regional Population Growth, Australia) and is located 190 kilometres south east of Perth on the Great Southern Highway.

Unlike much of the wheatbelt, the Shire of Cuballing has ~~had a growing population~~ largely maintained a population that increased by (22% in the last decade), ~~with an~~ increasingly number of people are seeking the benefits that a small, friendly community, like the towns of Cuballing and Popanyinning, can offer. Cuballing has a population of about 350. Popanyinning has a smaller population of about 250. The remainder of the Shire population lives outside the townsite boundaries on farming ~~and or~~ lifestyle properties.

While ~~the~~ population of the Shire of Cuballing ~~is largely~~ has a significant number of families with children, the number of residents aged over 64 has increased. The most numerous age demographics are now people aged between 35 and 64 and ~~under 20~~ over 64.





Living in Cuballing, there is access to a comprehensive suite of sporting facilities, community service organisations and amenities. The larger centres of Narrogin, to the south, and Pingelly, to the north, provide schools, shopping, banking and medical facilities.

OUR NATURAL LANDSCAPE

The Shire of Cuballing is in the Hotham River catchment. The Hotham joins the Williams River to form the Murray River which flows into the Peel Harvey Inlet. The Hotham River starts at the southern and eastern boundaries of the shire and provides its northern boundary.

Of the 28,000 ha of Dryandra State Forest, 17,500 ha is in the Shire of Cuballing. The Dryandra State Forest is a rare remnant of the open eucalyptus woodlands that covered the area before clearing for agriculture.

The Lions Village at Dryandra provides a great place for groups and families to explore the woodland and learn more about the unique wildlife of the area, with the endangered animals breeding centre at Barna Mia providing a unique experience.

The Dryandra State Forest is linked through roadside vegetation and wildlife corridors on private property and to the Shire of Cuballing's Yornaning Dam. Yornaning Dam is a freshwater dam built to supply railway steam engines with fresh water in the early 1900's. It is home to a large amount of bird life and has a recreation area and nature trails.

OUR ECONOMY

The economy of the Shire of Cuballing is based around the agricultural industry. In addition to the broad acre farming enterprises the main employers in the Shire of Cuballing are Birds Silos and Shelters, McDougall Weldments, Whitfords Fertilisers and Whangagin Grains. A number of more intensive agricultural enterprises, including cattle feedlots and piggeries, have developed in the Shire. The CBH Receival Site in Yornaning ~~currently that once provided~~s seasonal employment ~~has now, but is expected to closed, by 2026.~~

Increasingly transport links are key economic driver of agricultural industries. The Shire of Cuballing has the tier 2 railway line and Great Southern Highway running north-south through the centre of the Shire. The Cuballing East Road has been identified as a Grain Freight Route linking grain growing areas to the east with the Great Southern Highway through to delivery centres in Brookton.

The close proximity of the towns of Narrogin and Pingelly allows local residents to work in these larger towns and enjoy the semi-rural lifestyle of the two towns of Cuballing and Popanyinning. Cuballing is served by the Cuballing Tavern and the Cuballing Road House. Popanyinning has the Popanyinning General Store and Café.

~~The potential for economic growth in Cuballing is good.~~ Tourism is also a growing industry in Cuballing with the Dryandra State Forest and the Dryandra Regional Equestrian Centre as major draw cards. Nature and heritage trails in Popanyinning provide an avenue for tourists to experience the local history and wildflowers. Local accommodation includes Lazeaway Holiday Park, the Cuballing Tavern, the Lions Dryandra Village and privately owned various Bed & Breakfasts.

RECREATIONAL AND SPORTING FACILITIES

The Shire of Cuballing prides itself on its sporting facilities. The Dryandra Regional Equestrian Centre is the base for the Dryandra Pony Club and Dryandra Regional Equestrian Association. This venue attracts large numbers of riders from around the state with regular equestrian events.

~~The picturesque Cuballing Recreation Centre hosts the Cuballing Cricket Club and the Cuballing Tennis Club during the warm summer months. The Cuballing Golf Club hold weekly events during their winter season. The Ducks Nuts Motorbike Park attracts off-road motor bike riders with their four maintained tracks. Other recreational resources include the Cuballing Recreation Centre hosting Cricket and Tennis facilities, the Cuballing Golf Course, the Popanyinning Tennis Courts, the Cuballing Skateboard Park and playgrounds. New recreational activities include the Ducks Nuts Motorbike Park.~~

In February ~~the Shire of Cuballing hold~~ the annual Cuballing Music Festival at the Cuballing Recreation Centre features local musicians in a family friendly environment. This event features local musicians and is a family orientated event. The Popanyinning Bonfire at the Popanyinning Recreation Ground in August features includes family activities, music and camping. The Cuballing Craft Group meet weekly in the heritage CWA Hall in Cuballing.

RESOURCE CAPACITY

The table below highlights the trend in the population and resourcing position of the Shire of Cuballing over the 5 year period between the last two Census', 2006 and 2011 through to 2016.

Resource Profile	2006 (05/06 where applicable)	2011 (11/12 where applicable)	2016 (15/16 where applicable)	<u>2019</u>
Population	817	891	897 (estimated)	<u>862</u>
Number of Electors		567	624	<u>645</u>
Employees			14 Full Time	<u>15 Full Time</u>
			5 Part Time/Casual	<u>3 Part Time Casual</u>
	15 FTE	14 FTE	15.4 FTE	<u>16.1 FTE</u>
Rates	521,614	698,309	993,139	<u>1,125,792</u>
Other Grants	1,240,688	3,635,876	1,736,981	<u>1,647,517</u>
Capital Expenditure	905,889	1,914,767	1,500,980	<u>1,351,088</u>
Operational Expenditure	1,635,408	3,249,967	3,354,244	<u>3,663,557</u>
Value of Assets	15,556,439	19,548,195	50,388,085	<u>70,055,219</u>

The Shire continues to be in a strong financial position. ~~In 2015 the Shire of Cuballing was ranked 2nd of all the 141 Western Australian local governments in the Financial Health Indicator published by the Department of Local Government.~~

The Shire of Cuballing's Corporate Business Plan 20~~19~~~~16~~-20~~24~~~~24~~ will detail the actions and projects aligned to the strategies of the Strategic Community Plan 201~~7~~~~6~~-2027.

The associated operational and capital expenses have been identified over the four year period of the Corporate Business Plan and the 10 year period of the Long Term Financial Plan, and reconciled against the Shire's revenue streams for the same period. This verifies that the Strategic Community Plan can be appropriately actioned and funded through the Corporate Business Plan and the Long Term Financial Plan. Both these Plans reference the Shire's Asset Management Plan and the Workforce Plan.

THE STRUCTURE OF THE PLAN

The Strategic Community Plan is structured around four themes. Each theme has associated goals, strategies and outcomes which success will be measured against.

Social: Our community, neighbourhoods, recreation and culture.

Environment: Our environment, resource management and services.

Economic: Our economy, infrastructure, systems, services and management.

Civic Leadership: Our Council, services, policies and engagement.

The Strategic Community Plan is set out in the following manner.

Vision An overarching statement that describes the future desires of the community.

Themes Four key themes which underpin the development of goals and strategies.

Goals Statements that describe what the community wants to achieve.

Strategies What we will do to meet the goals.

Actions Activities and initiatives required to deliver the Strategies will be identified in the Corporate Business Plan.

Outcomes The end result for the community once the strategies have been implemented and goals achieved.

Performance Indicators The indicators of progress toward achieving implementation.

VISION

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

MISSION

To provide the leadership, facilities, infrastructure and services that will serve the needs of our community.

CORE VALUES

- Transparency – by being open and accountable.
- Honesty – by acting with integrity and building trust.
- Respect – by being tolerant, helpful and showing empathy and care for others.
- Dedication – in the continual pursuit of excellence.
- Proactivity – through forward thinking and being positive.
- Cohesiveness – through teamwork, unity and shared ownership.

STRATEGIC DRIVERS

The following key drivers of population, community and economic development for the 10 years to 2026 have been identified for the Shire of Cuballing:

- Agriculture – key employment and economic generation industry.
- Lifestyle – rural living is attractive to families and retirees.
- Recreation – access to a range of quality facilities and programs for children, youth and adults.
- Access – better transport links to accommodate increased economic and population growth.
- Tourism – leverage off existing visitors to Dryandra and for local recreation events.
- Housing – availability and affordability of housing to attract more people to the Shire.
- Health – access to hospital, aged care, medical and specialist services.
- Education – access to primary and high school facilities, childcare services and further education programs.

STRATEGIC PLAN FRAMEWORK

The table below provides an overview of the Shire of Cuballing's Strategic Goals.

Community - Our Community, Neighbourhoods, Recreation and Culture			
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.
Environment - Our Environment, Resource Management and Services			
Valuing our unique environment and ensuring the natural resources within the Shire are recognised as an important asset and managed in a sustainable manner.	Recognising the environmental and recreational value of Council reserves, and managing them in a way that will preserve them for future generations to enjoy.	Aiming for the equitable and sustainable development of land within the Shire of Cuballing that provides a genuinely desirable lifestyle.	Managing waste and recycling in a manner that is environmentally sustainable and meets the expectations of the community.
Economy - Our Economy, Infrastructure, Systems and Services			
Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.	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.
Governance & Organisation - Our Council, Services, Policies and Engagement			
An independent Council that is supported by an excellent organisation.	Governance structures that ensure accountable, transparent and ethical decision making.	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 in order to make decisions that reflect positively on the future of Cuballing.

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.

	Strategy	Outcome
1.1	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.
1.2	Create a vibrant built environment that is accessible and inclusive and reflects the Shire's identity and local heritage.	Active, attractive and affordable towns which the community are proud of and engaged in.
1.3	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.
1.4	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals
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.
1.8	Manage environmental health risks in the Shire.	A Shire which seeks to mitigate environmental health risks to ensure a healthy and safe community.

ENVIRONMENT - Our Environment, Resource Management and Services

Goals

- Valuing our unique environment and ensuring the natural resources within the Shire are recognised as an important asset and managed in a sustainable manner.
- Recognising the environmental and recreational value of Council reserves, and managing them in a way that will preserve them for future generations to enjoy.
- Aiming for the equitable and sustainable development of land within the Shire of Cuballing that provides a genuinely desirable lifestyle.
- Managing waste and recycling in a manner that is environmentally sustainable and meets the expectations of the community.

	Strategy	Outcome
2.1	Protect, restore and enhance the Shire's natural assets.	An environment which is effectively managed for future generations and for the intrinsic value of its biodiversity.
2.2	Educate the community on ways to use our environment responsibly and build environmental awareness.	A community which values and respects the environment.
2.3	Provide equitable access for all users to our environment while balancing the protection of natural assets.	A range of parks, reserves and trails which the broadest community can access.
2.4	Sustainably manage our waste, water, energy use and facilities and investigate opportunities to reduce their impacts on our environment.	A sustainable and progressive approach to managing the impacts of waste, water and energy use on the environment.
2.5	Plan for and adapt to changes in our climate and the impacts of increased water and energy vulnerability.	A Shire which address the challenges and opportunities presented by climate change and water and energy vulnerability.

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

- Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.
- 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.
3.6	Facilitate and guide high quality and efficient building and development across the Shire.	A community with high quality and efficient buildings and development.
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.

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

Goals

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.
- 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
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.
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.
4.6	Employees actively contribute to improved operational service delivery and ensure excellent customer service.	Employees continually improve the operational service delivery and the community receives excellent customer service.

PERFORMANCE MEASUREMENT

The following strategic measures or key performance indicators will be monitored and reported annually, to track the Shire's progress in achieving the outcomes identified in the Strategic Community Plan.

Strategy		Outcome	Performance Indicators
SOCIAL - Our Community, Neighbourhoods, Recreation and Culture			
1.1	Create a social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.	Completion of Disability Access and Inclusion Plan objectives.
1.2	Create a vibrant built environment that is accessible and inclusive and reflects the Shire's identity and local heritage.	Active, attractive and affordable towns which the community are proud of and engaged in.	Community satisfaction with townscape streetscapes and appearances. Community satisfaction with Council's conservation of heritage buildings and sites.
1.3	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	Assist or conduct events that allow the community to come together.	Conduct four community events each year. Community satisfaction with community events.
1.4	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.	Rate of community volunteering. Conduct one volunteer recognition event year.
1.5	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.	Community satisfaction with access to adequate health and medical facilities. Construct four independent aged living units in Cuballing. Operate at full capacity four independent aged living units in Cuballing. Community satisfaction access to adequate educational facilities.
1.6	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.	Complete <u>Support the</u> KidsSport program. Community satisfaction with recreation facilities.

Strategy		Outcome	Performance Indicators
			Community satisfaction with recreation pathways.
1.7	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals.	Conduct a cultural event such as the Cuballing Music festival. Conduct a children's cultural event such as the Cuballing Movie night. Support the Regional Library in Narrogin.
1.8	Create and maintain a safe environment for the community.	A feeling of safety within our neighbourhoods and a sense of being looked out for.	Number of offences against public property. Community perception of safety and security in public places.
1.9	Manage environmental health risks in the Shire.	A Shire which seeks to mitigate environmental health risks to ensure a healthy and safe community.	Percentage of scheduled inspections of health food premises undertaken.
ENVIRONMENT - Our Environment, Resource Management and Services			
2.1	Protect, restore and enhance the Shire's natural assets.	An environment which is effectively managed for future generations and for the intrinsic value of its biodiversity.	Community satisfaction with management of biodiversity of Shire reserves.
2.2	Educate the community on ways to use our environment responsibly and build environmental awareness.	A community which values and respects the environment.	Community satisfaction with Shire support of local community environmental initiatives.
2.3	Provide equitable access for all users to our environment while balancing the protection of natural assets.	A range of parks, reserves and trails which the broadest community can access.	Community satisfaction with access to Yornaning Dam, Shire Popanyinning walk trails and other Shire natural reserves.
2.4	Sustainably manage our waste, water, energy use and facilities and investigate opportunities to reduce their impacts on our environment.	A sustainable and progressive approach to managing the impacts of waste, water and energy use on the environment.	Reduction of waste entering landfill. Community satisfaction with kerbside waste and recycling collection.
2.5			Percentage change in the Shire's water consumption.

Strategy		Outcome	Performance Indicators
	Plan for and adapt to changes in our climate and the impacts of increased water and energy vulnerability.	A Shire which address the challenges and opportunities presented by climate change and water and energy vulnerability.	Community satisfaction with the Shire's advocacy for water reuse projects.
ECONOMIC - Our Economy, Infrastructure, Systems and Services			
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.	Community satisfaction with Cuballing and Popanyinning cemeteries. Community satisfaction with gravel road maintenance services.
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.	Community satisfaction with road construction activities.
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.	Completion of two road safety activities or initiatives each year.
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.	Community satisfaction with parks, gardens and public spaces.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.	<u>Improving A</u> asset consumption ratio. <u>Improving a</u> Asset sustainability ratio. <u>Improving a</u> Asset renewal funding ratio.
3.6	Facilitate and guide high quality and efficient building and development across the Shire.	A community with high quality and efficient buildings and development.	Community satisfaction with public buildings.
3.7	Advocate and plan for local economic development in a sustainable manner.	A growing community supported by improved job opportunities and diversity	Support and participate in the Dryandra Regional Visitors Centre.

Strategy		Outcome	Performance Indicators
		in our industries, businesses and housing.	Community satisfaction with Council's tourism strategy.
GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement			
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.	Community satisfaction with Council's support and advocacy for the community.
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.	Hold the Annual Electors Meeting before 31 st December each year.
4.3	Ensure open and consistent communication between the Shire and the community.	The community is aware of Council decisions and activities.	Community satisfaction with Council's communication with the community.
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.	Community satisfaction with Council's engagement with the community.
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.	Improving Operating surplus/(debt) ratio.
			Improving Rates Coverage Ratio.
			Compliance with legislative requirements of Local Government Act.
			Compliance with the State Records Act.
			Increased revenue from the Shire's commercial services including Building Services and Private works.
			Improving performance in the Shire's OSH activities.
4.6	Employees actively contribute to improved operational service delivery and ensure excellent customer service.	Employees continually improve the operational service delivery and the community receives excellent customer service.	Reduction in Staff turnover.
			Community satisfaction with customer services.

STRATEGIC PLAN IMPLEMENTATION AND REVIEW

The Strategic Community Plan drives the development of the Corporate Business Plan and both are integrated with and informed by the Council's Asset Management, Workforce and Long Term Financial Plans. Together they form the Local Government Integrated Planning and Reporting Framework.

The integration of strategic, business, asset, service and financial plans means the Shire's resources are aligned to the strategic directions and aspirations of the Shire of Cuballing and its community.

Implementation of this Strategic Plan is achieved through the corporate and service level actions and projects that are identified through the Corporate Business Planning process.

Key performance indicators at the strategic and operational levels provide valuable information on how efficiently the Shire is delivering its services, actions and projects and how successful it is in achieving its outcomes and goals set out in the Strategic Community Plan.

~~A strategic review of the Strategic Community Plan is scheduled for completion in June 2019 ie two years from adoption by Council.~~

A full review of the Strategic Community Plan with community ~~consultation~~ involvement is scheduled for completion in June 2021 ie four years from adoption by Council.

9.2.2 CATS Stakeholder Reference Group – Council Delegate

Applicant: N/A
File Ref. No: ADM236
Disclosure of Interest: Nil
Date: 13th November 2019
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider delegates to the CATS (Community Assisted Transport Service) Stakeholder Reference Group operated by the Shire of Narrogin.

Background

The Narrogin CATS offers a valuable transport service to people without private transport and who require specialist medical treatment in Bunbury, Busselton, Mandurah and Perth. The service is managed by the Town of Narrogin and has operated successfully since late 2007.

CATS relies wholly on volunteers as drivers and the vehicle is in use on an average of three days a week with sometimes two or three patients being transported to various hospitals and facilities.

Patients transported by CATS, can access WA Country Health Service's Patient Assisted Travel Scheme (PATS) to contribute towards vehicle operating costs including fuel or privately pay \$75. \$15 of this payment can be claimed back from the volunteer drivers for lunch and refreshment expenses.

Apart from PATS there is no government support on offer for this highly valued community service.

The Shire of Narrogin have set up a CATS stakeholders group to advise on the strategic direction of CATS. The board is made up of representatives from the Shire of Narrogin, Shire of Wagin and community groups who provide a significant contribution including the Narrogin Lions Club, the Narrogin RevHeads group, the Narrogin and District Senior Citizens and a representative of the volunteer drivers.

Comment

At the Special Meeting of Council held on Monday 21st October 2019, Council appointed the following delegates to committees:

No	Committee/Service	Delegate	Proxy
1	Audit Committee	All Councillors	N/A
2	Cemeteries Advisory Committee	Cr Dowling	Cr Hopper
3	Bush Fire Advisory Committee	Cr Harris	Cr Bradford
4	Dryandra Regional Equestrian Park Management Committee	Cr Conley	Cr Ballantyne
5	Dryandra Voluntary Regional Organisation of Councils (DVROC)	Cr Conley	Cr Dowling CEO
6	Education (School Awards, etc)	Cr Hopper	Cr Bradford
7	Cuballing Wickepin Local Emergency Management Committee	Cr Conley	Cr Ballantyne
8	Popanyinning Progress Association	Cr Hopper	Cr Dowling

No	Committee/Service	Delegate	Proxy
9	Wheatbelt South Regional Road Group	Cr Ballantyne	Cr Harris
10	Great Southern Regional Waste Alliance	Cr Conley	Cr Hopper
11	Dryandra Country Visitors Centre	Cr Bradford	Cr Ballantyne Deputy CEO
12	Central Country Zone of WALGA	Cr Conley Cr Dowling	Cr Hopper CEO
13	Development Assessment Panel	Cr Conley Cr Dowling	Cr Ballantyne Cr Bradford
14	Plant Management Review Group	Cr Bradford Cr Harris	
15	Wheatbelt South Aged Housing Alliance	Cr Dowling	Cr Conley
16	Cuballing Volunteer Action Group	Cr Ballantyne	Cr Harris

In making these appointments, the appointment of a delegate to the CATS Stakeholder Reference Group operated by the Shire of Narrogin was overlooked.

The purpose of this report is to confirm appointment of a delegate and proxy delegate to the CATS Stakeholder Group. The Shire of Narrogin will be advised of these delegates and they will be invited to future meetings of the Group.

Strategic Implications - Nil

Statutory Environment - Nil

Policy Implications - Nil

Financial Implications - Nil

Council has budgeted to contribute \$1,000 to the Shire of Narrogin to assist in the operation of their CATS service in 2019/20.

Economic Implications - Nil

Social Implications

The CATS provide a valuable service for aged people in our region. This service allows aged people to stay in our region, when they might have to shift away to be closer to required medical services.

Environmental Considerations - Nil

Consultation

Shire of Narrogin

Options

The Council can resolve:

1. the Officer's Recommendation selecting delegates;
2. to decline to participate in the Shire to the Town of Narrogin's CATS expenses; or
3. to defer and seek additional information.

Voting Requirements - Simple Majority

OFFICER'S RECOMMENDATION:

That Council select Cr _____ as Council's delegate and Cr _____ as Council's proxy delegate to the Shire of Narrogin's CATS Stakeholder Reference Group.

9.2.3	Minutes of July 2019 Ordinary Council Meeting - Cuballing War Memorial Redevelopment
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Applicant: N/A
File Ref. No: ADM203
Disclosure of Interest: Nil
Date: 8th May 2019
Author: Gary Sherry
Attachments: 9.2.3A Extract of July Ordinary Council Meeting – Item 9.2.3

Summary

Council is to consider clarifying a decision incorrectly recorded in the minutes of the July 2019 Ordinary Council Meeting relating to the Cuballing War Memorial Redevelopment.

Background

The Cuballing War Memorial is located on rail reserve on the corner of Campbell and Alton Streets. This site is currently leased from the Public Transport Authority.

The Cuballing War Memorial was unveiled on Saturday 19th November 1921.

Council allocated funds to the redevelopment the Cuballing War Memorial in the 2018/19 Budget and the Shire administration has unsuccessfully sought to reduce the cost to Council through seeking grant funding.

Local residents and interested community groups have indicated their willingness to provide input into Council's plans for this redevelopment. This input was considered at the June and July 2019 meetings of Council.

An extract of the minutes of the July 2019 Ordinary Council Meeting is included at Attachment 9.2.3A.

Comment

The minutes of the July 2019 Ordinary Council Meeting record the decision of Council relating to the schedule of works for the Memorial Park was:

COUNCIL DECISION 2019/66:

That Council

That Council adopt the proposed schedule of works for the Memorial Park in Cuballing including:

1. Connecting electricity to the site;
2. Installing bollards to define the area;
3. Removing trip hazards and increase the lawn area;
4. Installing automatic lawn reticulation;
5. Expanding the paving around the memorial monuments;
6. Replacing the flag pole;
7. Install seating; and
8. installing artwork in conjunction with a hedge along the eastern side of the memorial.
9. construct a cruciform shelter south of the war memorial between the memorial and carpark; and
10. installing artwork in conjunction with a hedge along the eastern side of the memorial.

Moved: Cr Dowling

Seconded: Cr Haslam

Carried 5/0

Council did not resolve the Officer's Recommendation because Council preferred the alternatives identified through the public consultation process.

Cr Newman returned to the Council Chamber at 2.39pm.
Ms Elliott left the left the Council Chamber at 2.39pm.

Staff believe that with review of the decision included the minutes that the recorded decision clearly does not reflect the actual decision made by Council at the meeting. It is believed that staff have incorrectly recorded the decision in the minutes preparation process and this error was not discovered prior to the conformation process at the August 2019 Meeting.

Staff believe that the actual decision of Council was a derivation of the Alternative Resolution included in the Officer's Report under the *Options* heading. The decision that staff believe that Council made was

That Council adopt the proposed schedule of works for the Memorial Park in Cuballing including:

1. connecting electricity to the site;
2. installing avenues of prunus trees to define the area;
3. removing trip hazards and increase the lawn area;
4. installing automatic lawn reticulation;
5. expand the paving around the memorial monuments;
6. replacing the flag pole;
7. install seating;
8. construct a cruciform shelter south of the war memorial between the memorial and the car park; and
9. installing artwork in conjunction with a hedge along the eastern side of the memorial.

Staff believe that Council did decide to include the constructing drainage to reduce the impact of the existing drainage swale on the eastern side of the memorial.

Given the public interest in this matter, it is proposed that Council clarify the scope of works required for the Memorial. Council's approved budget has the ability to complete all alternative considered by Council.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

Council has made allocation in their 2019/20 Budget to expend the following:

Wages	19,238
O/Heads	27,125
Plant	16,096
Materials	58,647
Contract	32,104
TOTAL	153,209

Council is funding these works with a transfer from Council's Recreation and Community Reserve.

The cost of the proposed scope of works and by extensions to the scope of work proposed in the community consultation are listed below. Each component only includes the expenditure on contracts and materials, with the Shire labour and plant costs totalled at the bottom.

Component	Cost
Connecting electricity to the site.	5,000
Installing bollards	1,566
Removing trip hazards and increase lawn area	5,520
Installing automatic lawn reticulation	3,000
Expand the paving around the memorial monuments	3,600
Replace the flag pole	2,000
Install seating	3,000
Art work	15,000
Install Kerbing rather than bollards	27,608
Hedge between the Memorial and Railway Line	0
Install underground drainage in existing drainage swale beside railway	10150
Build a shelter and include history exhibits and seating.	14231
Council Plant	15,500
Council Labour	47,035
TOTALS	153,210

Economic Implication – Nil

Social Implication

The Memorial Park in Cuballing is a site of significant community heritage and interest.

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. an alternative decision.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council confirm that schedule of works for the Memorial Park in Cuballing includes:

- 1. connecting electricity to the site;**
- 2. installing avenues of prunus trees to define the area;**
- 3. removing trip hazards and increase the lawn area;**
- 4. installing automatic lawn reticulation;**
- 5. expand the paving around the memorial monuments;**
- 6. replacing the flag pole;**
- 7. install seating;**
- 8. construct a cruciform shelter south of the war memorial between the memorial and the car park; and**
- 9. installing artwork in conjunction with a hedge along the eastern side of the memorial.**

9. REPORTS OF OFFICERS AND COMMITTEES:

The Shire President, Cr Conley, requested a change in the order of business to consider 9.2.3 Cuballing War Memorial Redevelopment at this time.

9.2.3	Cuballing War Memorial Redevelopment
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Applicant:	N/A
File Ref. No:	ADM203
Disclosure of Interest:	Nil
Date:	9 th July 2019
Author:	Gary Sherry
Attachments:	9.2.3A Photo depictions of Memorial Redevelopment 9.2.3B Public Comments Received 9.2.3C Possible Shade Shelter Design

Summary

Council is to consider public comment on the proposal to redevelop the Cuballing War Memorial.

Background

The Cuballing War Memorial is located on rail reserve on the corner of Campbell and Alton Streets. This site is currently leased from the Public Transport Authority.

The Cuballing War Memorial was unveiled on Saturday 19th November 1921.

A plinth dedicated to local volunteers who served in the Second World War was added in front of the original memorial in 2006.



Council allocated \$49,350 to the redevelopment the Cuballing War Memorial in the 2018/19 Budget. Shire administration has unsuccessfully sought to reduce the cost to Council through seeking grant funding.

Local residents and interested community groups have indicated their willingness to provide input into Council's plans for this redevelopment.

Staff have prepared a schedule of works to complete the redevelopment of the Cuballing War Memorial. This includes:

1. Connecting electricity to the site.

Electricity at the memorial would improve the ability to run services at the Memorial and allow efficient irrigation of the gardens and lawn. Automatic garden and lawn reticulation allows the most efficient watering regime to manage the ongoing cost to Council. The recent service as part of the War Histories of the Shire of Cuballing book launch required a vehicle to be placed beside the memorial to provide power to the public address system. The memorial or associated art at the sight could be lit to provide increased impact.

2. Installing bollards

The Memorial Park is currently defined by plants and pine pole barriers. The pine logs are deteriorating and will become a hazard. Hardy recycled plastic bollards would define the memorial area and will improve access.

3. Removing trip hazards and increase lawn area

The lawn at the memorial is currently at two levels, retained by low concrete kerbing. Removing the kerbing, building the lawn up to the level of brick paving will remove trip hazards and improve access. The area immediately south of the Memorial is to be planted to lawn to connect the area to the adjacent car park and seating area.

4. Installing automatic lawn reticulation

Reticulation of the gardens and lawn will reduce ongoing gardening costs to Council while improving the ability to maintain the area in the best condition.

5. Expand the paving around the memorial monuments

The existing paving around the memorial would be expanded to be larger in area to provide a larger area for services and to remove the rosemary growing beside the memorial foundation. The connection between the pavers and lawn would not involve a change in height.

New paving would be installed because the existing concrete pavers have faded and would be difficult to match. Lighter shade pavers are favoured and constructing an ANZAC motif into the pavers has been discussed. The motif would be difficult given the paved area, although slightly larger, would still require a small motif.

6. Replace the flag pole

The existing flag pole has been recently refurbished in 2015 by the Cuballing Men's Shed and is already showing signs of rust. A purchased flag pole would include flag rope that would be easier to use.

7. Install seating

Two recycled park benches are planned for the eastern side of the memorial park, under trees. The benches would be the same colour as the bollards on the west side of the memorial.

8. Art work

An artwork on the east side of the memorial is planned but not yet finalised. A relatively flat work, that fits in line with park benches and slightly in front of nearby trees, would define the boundary of the memorial. Such an art work would be easily from passing traffic and pedestrians on Alton Street.

The planned works did not include a permanent shelter. Currently the park is not used for picnics or long events. The functions held at the site are mostly very short and associated with functions held at the Cuballing Hall or Cuballing Tavern. A large shelter was also thought to have the ability to overshadow the War Memorial itself.

Shire staff have completed a number of basic photograph depictions of the planned works at Attachment 9.2.3A. These depictions sought to assist the community consultation process.

The proposed works, including the photographs, were advertised in two editions of the Cuballing News inviting public comment.

Council received 5 individual comments on the proposed works at Memorial Park. The comments are included at Attachment 9.2.3B. For clarity of publication, some of the emailed comments have been rewritten rather than directly copied. Councillors are welcome to review the original comments if they wish.

No.	Proposal	Feedback
1	Connecting electricity to the site.	1 comment suggested making the meter box vandal proof
2	Installing bollards	1 comment really liked the bollards defining the area. 2 comments preferred kerbing to bollards
3	Removing trip hazards and increase lawn area	2 comments supported levelling the lawn area. Both these comments preferred to raise the level behind kerbing. Expanding the lawn area south of the memorial was supported by 2 comments with the removal of dead or poor trees
4	Installing automatic lawn reticulation	No direct comment
5	Expand the paving around the memorial monuments	No direct comment
6	Replace the flag pole	No direct comment
7	Install seating	No direct comment
8	Art work	2 comments referenced artwork in remembrance of the WWI light horse 1 commented liked the glass example art shown in the photo
New	Hedge between the Memorial and Railway Line	Supported by 3 comments
New	Footpath from Memorial to Car Park	Supported by 1 comment. This comment had the path bordered by memorial places
New	Install underground drainage in existing drainage swale beside railway	Supported by 2 comments. The open drainage swale is seen as an eyesore.

No.	Proposal	Feedback
New	Install Kerbing rather than bollards	Supported by 2 comments. The kerbing would allow the lawned area to be built up.
New	Relocate the WWII memorial	Supported by 1 comment as a future project
New	Build a shelter and include history exhibits and seating.	Supported by 1 comment. The Shelter was proposed for the area south of the memorial.

Council considered this matter at their June 2019 Ordinary Council Meeting and resolved the following:

COUNCIL DECISION – 2019/50:

That Council defer this matter to the July 2019 Ordinary Meeting of Council with a site meeting to be held at 12.30pm on Wednesday 26 June 2019.

Moved: Cr Haslam
Carried 6/0

Seconded: Cr Ballantyne

Most Councillors attended the site meeting on 12.30pm on Wednesday 26th June 2019 which was also attended by Mr John Robertson and Ms Helen Elliott.

Comment

In reviewing comment several areas of difference from the original design have been identified.

Bollards versus Kerbing

The use of bollards in the advertised works schedule of works sought to replace the decaying pine logs that currently define the boundary of the Memorial Park. The red asphalt footpath along the east side of the Alton Street is at the road level. This allows water to drain off the road but does not define the park area and provide a boundary for parking cars and the like.

The installation of kerbing on the site could improve the amenity of the design by removing interruptions to the site line to the memorial park that bollards create.

In considering installing kerbing, beside the footpath will control the flow of water and will require drainage to be installed to remove water in the low spots. Installing the kerbing on the roadside edge of the footpath will require construction of a new footpath. Drainage infrastructure will also be needed to transfer water from low points of Austral Street to the

Filling behind the kerb/footpath will also require additional fill to raise the level of the memorial lawn.

Shire staff have estimated the cash cost of installing kerbing and footpath rather than bollards at \$27,608. Installing kerbing would not require expenditure of \$1,556 to purchase bollards. The kerbing would plus Shire plant and labour costs.

Hedge between the Memorial and Railway Line

The planting of a hedge can be included in the design. The proposed artwork was envisaged as a relatively flat work, that sits slightly in front of the existing trees.

The artwork and seats could still fit in front of the proposed hedge, of rosemary or shrubs, that replaces the trees. Additional, replacement, larger trees could be planted further east towards the railway line.

Shire staff have estimated the cost of installing the hedge could be incorporated into the costs of extending the lawn area and installing reticulation.

Drainage versus Drainage Swale

The existing drainage swale allows for flows of water from a drain crossing Alton Street, along the eastern edge of the Memorial Park, into a drainage sump in the north east corner of the park. Water then is piped along and then under Campbell Street and flowing under the railway line. This infrastructure collects water from Austral Street and from drainage infrastructure on Austral Street and the west of Cuballing.

All the drainage infrastructure is aged and the swale serves as a compensation basin to allow high flows to sit in the swale before flowing across Campbell Street and under the Railway.

Currently the access to the drainage pit is silted up and water sits in the swale for some time after rain events without being able to reach the drainage pit. This silt build up can be removed from time to time to return the swale to the correct levels.

Drainage infrastructure can be built from the existing drain crossing Alton Street to the drainage sump in the north east corner of the park. Given the age and size of some of the existing drainage pipes, these will need to be replaced as well. There will still need to be some type of swale to allow for overflow from the new drainage sump in times of high flow.

The cost of the drainage infrastructure is estimated at \$10,150

Relocate the WWII memorial.

The WWII memorial was constructed in 2006 immediately in front of the 1921 WWI memorial. It is constructed of similar stone with a brass name plate. One name was missed from the original engraving and a name was added soon after construction. Similarly, with the completion of the recent local WWI history book, there are a number of names of local veteran's names missing from the WWI memorial.

Given the significant sentimental attachment of to WWII veterans, should Council wish to alter the WWII memorial, Council should at least conduct a separate community consultation to advise the families of WWII veterans of the proposal.

Build a shelter and include history exhibits and seating

Council has received an indicative costing to construct a cruciform shelter at the Memorial Park of \$14,231. This generous quotation by a local builder was largely for purchase of materials with the supply of skilled labour donated. Indicative designs are included at Attachment 9.2.3C.

The initial design was for a significant structure located near to the war memorial that had the potential to overshadow the relatively diminutive war memorial. Such a structure, if constructed, would be better placed behind the war memorial, towards the car park.

Strategic Implications

Shire of Cuballing Community Strategic Plan 2017-2027

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.

	Strategy	Outcome
1.1	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.
1.2	Create a vibrant built environment that is accessible and inclusive and reflects the Shire's identity and local heritage.	Active, attractive and affordable towns which the community are proud of and engaged in.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

- Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.
- Managing community assets in a whole of life and economically sustainable manner.

	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.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.
3.6	Facilitate and guide high quality and efficient building and development across the Shire.	A community with high quality and efficient buildings and development.

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

- 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
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
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.

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

Council has made allocation in their 2018/19 Budget to expend the following:

Wages	5,450
O/Heads	7,685
Plant	2,478
Materials	21,317
Contract	12,600
TOTAL	49,530

Council was funding these works with a transfer from Council's Recreation and Community Reserve.

The cost of the proposed scope of works and by extensions to the scope of work proposed in the community consultation are listed below. Each component only includes the expenditure on contracts and materials, with the Shire labour and plant costs totalled at the bottom.

No	Component	Cost	Cost
1	Connecting electricity to the site.	5,000	
2	Installing bollards	1,566	
3	Removing trip hazards and increase lawn area	5,520	
4	Installing automatic lawn reticulation	3,000	
5	Expand the paving around the memorial monuments	3,600	
6	Replace the flag pole	2,000	
7	Install seating	3,000	
8	Art work	15,000	
New	Install Kerbing rather than bollards		27,608
New	Hedge between the Memorial and Railway Line		
New	Install underground drainage in existing drainage swale beside railway		10,150
New	Build a shelter and include history exhibits and seating.		14,231
	Council Plant	2,478	13,022
	Council Labour	13,135	33,900
	TOTALS	54,299	98,910

Economic Implication – Nil

Social Implication

The Memorial Park in Cuballing is a site of significant community heritage and interest.

Environmental Considerations – Nil

Consultation

The proposed works, including the photographs, were advertised in The Cuballing News inviting public comment. 5 written comments were received.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Alternative Resolution;
2. an amended Officer's Recommendation or Alternative Resolution; or
3. to have staff consider amendments to the proposed works schedule for Council to consider at a future Council Meeting.

An alternative resolution that Council could make could be:

That Council adopt the proposed schedule of works for the Memorial Park in Cuballing including:

1. connecting electricity to the site;
2. installing avenues of prunus trees to define the area;
3. removing trip hazards and increase the lawn area;
4. installing automatic lawn reticulation;
5. expand the paving around the memorial monuments;
6. replacing the flag pole;
7. install seating;
8. constructing drainage to reduce the impact of the existing drainage swale on the eastern side of the memorial;
9. construct a cruciform shelter south of the war memorial between the memorial and the car park; and
10. installing artwork in conjunction with a hedge along the eastern side of the memorial.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council

That Council adopt the proposed schedule of works for the Memorial Park in Cuballing including:

1. Connecting electricity to the site;
2. Installing bollards to define the area;
3. Removing trip hazards and increase the lawn area;
4. Installing automatic lawn reticulation;
5. Expanding the paving around the memorial monuments;
6. Replacing the flag pole;
7. Install seating; and
8. installing artwork in conjunction with a hedge along the eastern side of the memorial.

Cr Newman left the Council Chamber at 2.36pm

COUNCIL DECISION 2019/66:

That Council

That Council adopt the proposed schedule of works for the Memorial Park in Cuballing including:

1. Connecting electricity to the site;
2. Installing bollards to define the area;
3. Removing trip hazards and increase the lawn area;
4. Installing automatic lawn reticulation;
5. Expanding the paving around the memorial monuments;
6. Replacing the flag pole;
7. Install seating; and
8. installing artwork in conjunction with a hedge along the eastern side of the memorial.
9. construct a cruciform shelter south of the war memorial between the memorial and carpark; and
10. installing artwork in conjunction with a hedge along the eastern side of the memorial.

Moved: Cr Dowling

Seconded: Cr Haslam

Carried 5/0

Council did not resolve the Officer's Recommendation because Council preferred the alternatives identified through the public consultation process.

Cr Newman returned to the Council Chamber at 2.39pm.
Ms Elliott left the left the Council Chamber at 2.39pm.









Cuballing war memorial

I write on behalf of myself and my family about the proposed changes to the Cuballing War Memorial.

The improvements stated in the Cuballing News are professional, elegant and respectful. We really like the glass and bollards defining the area.

Please forward our support to the Shire.

Regards

Anika Bricknell

Hi

I think the redevelopment of the memorial park is a good idea.

I would also like to see rosemary planted as a hedge between the railway line and park as this plant represents remembrance once established needs only trimming.

I think the art work should go with the theme of our entrances and have at least one light horse represented and a soldier.

A memorial foot path could weave from the memorial to the car park and perhaps sell plaques to be placed at intervals for family members to purchase. The first could be by the shire. The odd tree could also be planted by the children as a look to the future and remember the past.

Thank you

Robin Western

Attachment 9.2.3B

Paul Lewis
 28 Beeston Street
 CUBALLING, 6311
 Ph. 9883 6284
 Mobile. 0429 412 402
 Email: paullewis2@aapt.net.au
 21/5/2019

22 MAY 2019

POSTAL ADDRESS
 P.O. Box 12
 CUBALLING, 6311

Mr Gary Sherry C.E.O.
 Cuballing Shire.

Re: Memorial Park Cuballing

I with 4 others had a look over the Memorial Park and discussed many things that need to be done to improve the park.

Looking at the landscape of the area there are things that need to be done in my view and I think the others have similar ideas but also may differ.

1. The majority of the trees need to be removed especially those along the back near the rail line as they do nothing to enhance the area and are scraggly looking by doing this will create a blank space to work on so that a complete picture can be looked at for now and the future, so as not to be working around obstacles that can put this out of perspective.
2. The drainage needs to be fixed and pipes connected to the drainage there and placed underground to remove any surface water coming from the drain in the N.W. corner either connected to the drain on the eastern side or direct into the S.W. corner near the rail line where the other drain is flowing.
3. Curbing needs to be around the park to increase the height so that it can make the level over the back near the rail line for the area to be filled in covering the drainage pipes and make the area reasonably level so that the plan of what needs to be done is clear.
4. The grass around the memorial etc is very spongy and I found myself it was unstable to walk on so that will need to be completely removed (can be used as some of the fill) and once the area is levelled new lawn placed there to cover the whole area giving it a nice open space. This would be the best time to put in reticulation.
5. Over the back near the rail line thinking of maybe a hedge their defining the area and obscure the rail line which will mark the area and make it clear where the boundaries are. This will make a clear cut line of the area making it easier to add other things such as seating and maybe some covered areas and bushes that can be easily maintained to be shaped and

not let to grow out of control like the gum trees and other trees that are their now.

6. The pine log boarder that is their now can be removed because the curbing will stop vehicles going onto the area and there be no need for bollards or any other devices needed for that purpose. This will produce a clean and open space for all, not the cluttered mess it is now.
7. Connecting power to the sight seems will be easy so I am presuming that there will have to be a meter box placed there so approval will have to come from Western Power and a meter installed by them cost I would predict to be around \$1,000.00 or maybe more. The meter box would have to be vandal proof as it is in an open space which could be tempting for people to tamper with.

The clearing of trees will cause irritation to some but they need to be cleared and with the ground being so soggy could be a danger later on if they fall over or drop branches, well managed shrubs and hedges will add to the area where as the trees there at the moment take away from the area and are a future danger.

Please do not hesitate to contact me if you wish to talk about this further as I am always available.

Yours faithfully



Paul Lewis.

Hi Mark

Here are the suggestions for the Memorial upgrade

Cheers Helen Elliott

CUBALLING WAR MEMORIAL

Suggestions in order of priority:

Stage 1:

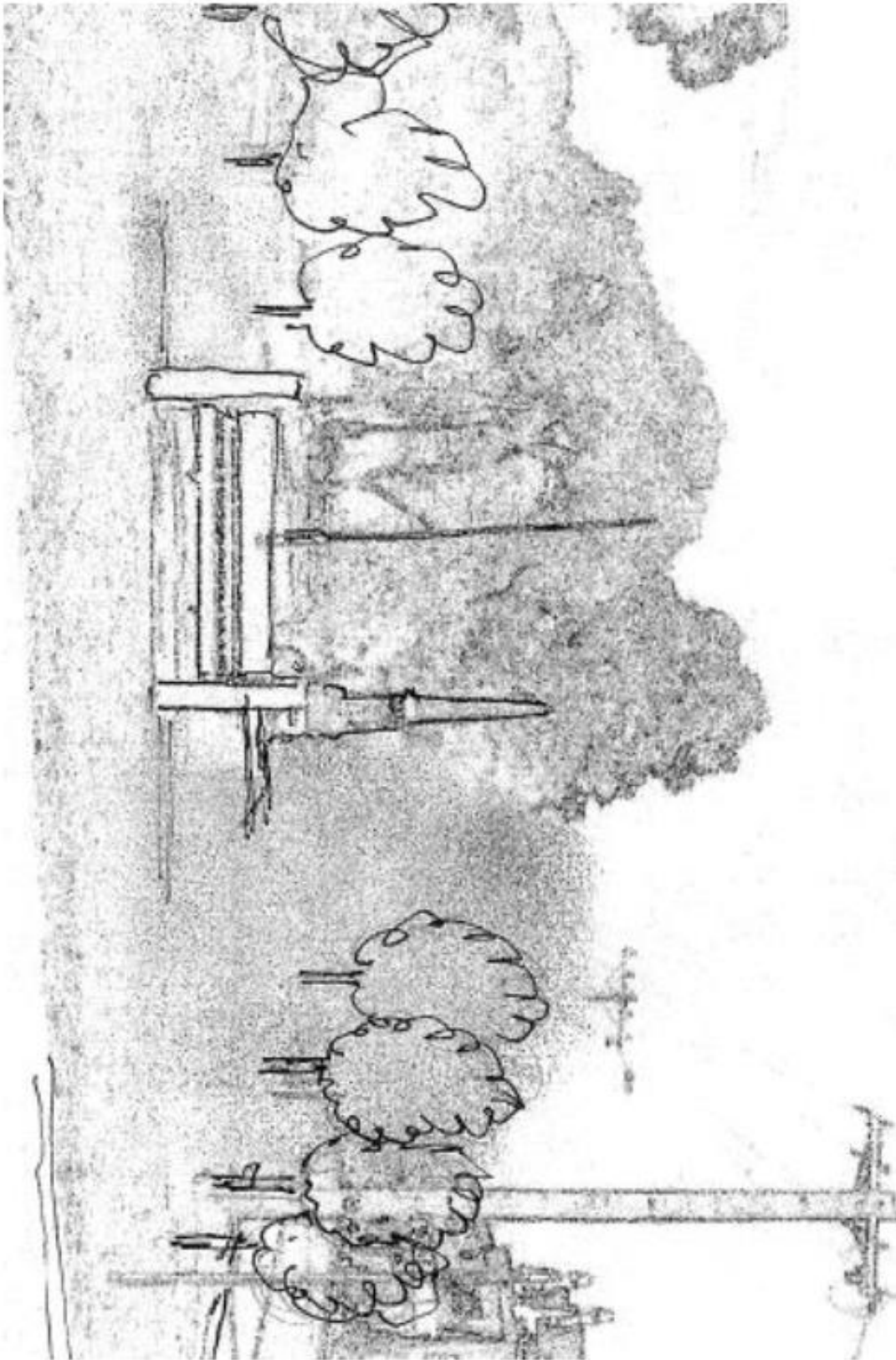
- Construct proper drainage
- Level the site
- Remove wooden railings
- Remove trees. The Marri and the Prunus (termite infested) behind the Memorial -this will give a large open space. Remove the large overgrown Melaleuca (left of the seat as you face the Memorial) as this blocks off the view from the main highway. Remove the Grevillea beside the seat and the shrub next to it. Consider removal of other self-germinated natives between the railway line and Memorial.
- Put in kerbing alongside the footpath to serve as a barrier to vehicles

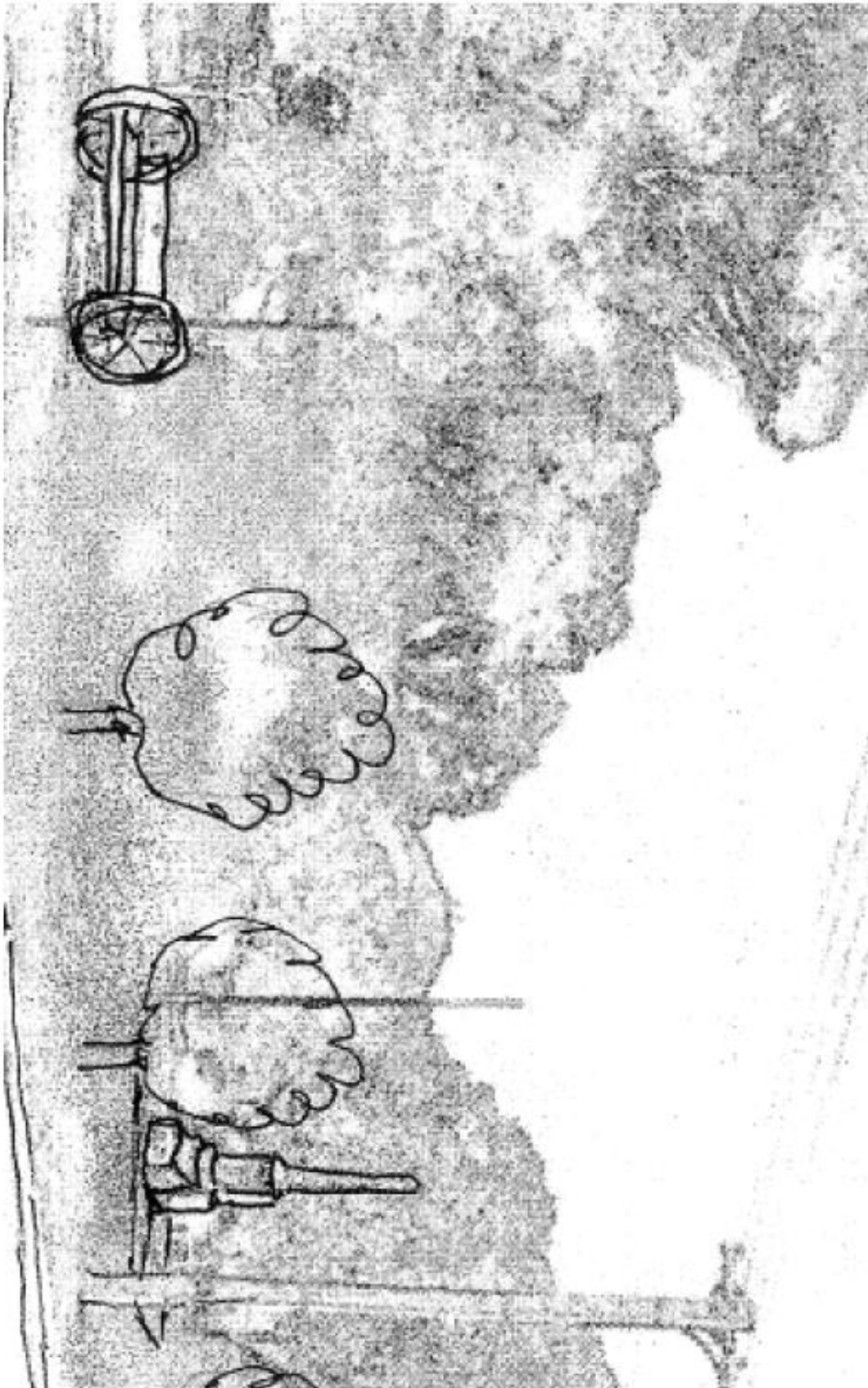
Stage 2:

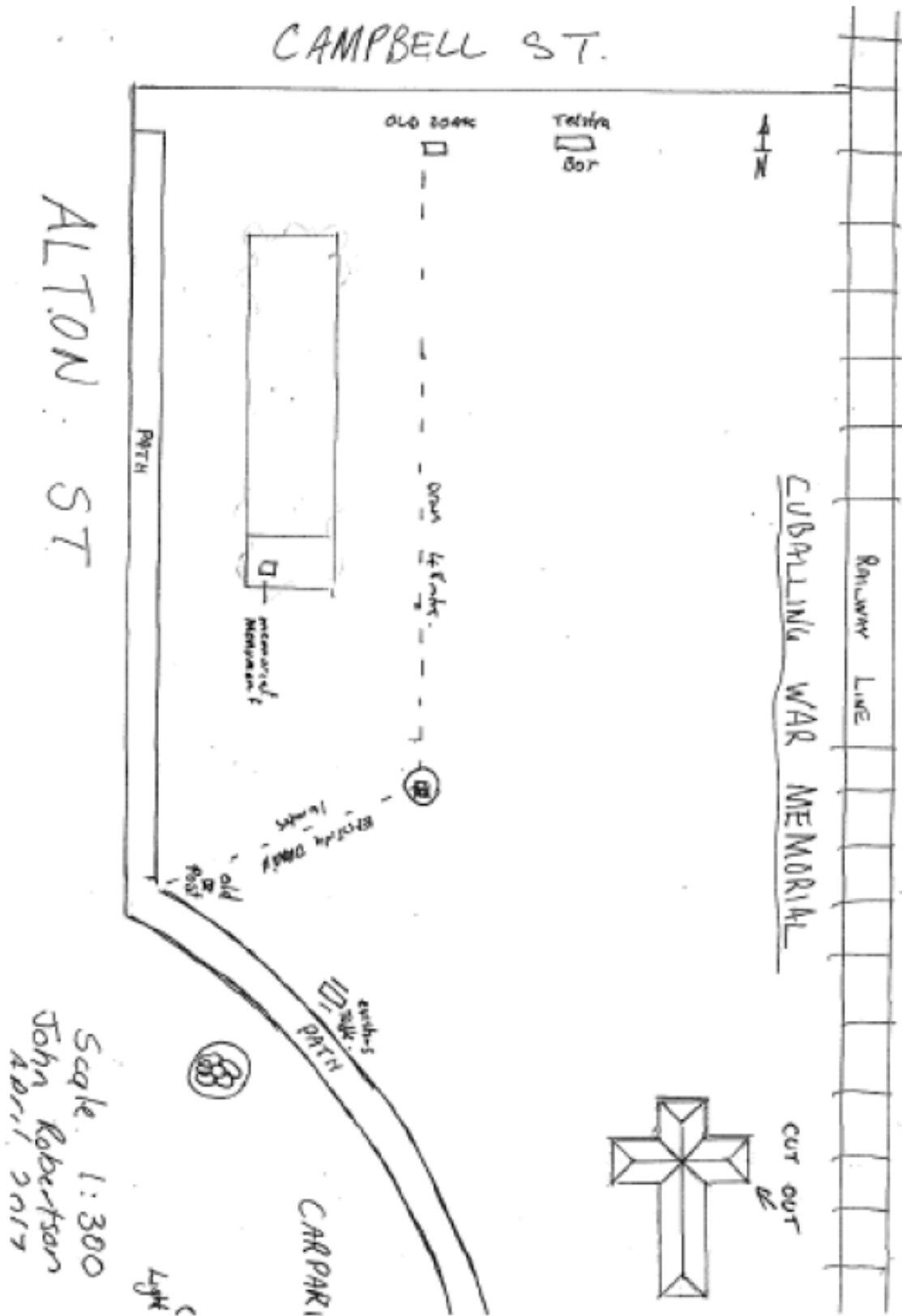
- Consider planting Prunus trees between the power poles to maintain continuity- the existing street trees were chosen to tie in with the Prunus trees at the Memorial site, with the removal of the last one that continuity will be broken. This will also help to define the area. The Jack Martin plaque could be moved and put at the base of one of the trees and the Rosemary removed
- Consider planting a hedge of shrubs as a screen between the railway and memorial

Stage 3:

- Consider relocating the WW2 memorial as it detracts from the WW1 Memorial – the relocation to take into consideration other conflicts as well. Maybe on the left-hand side as you face the memorial?
- Consider building a shelter behind the memorial. This could have excerpts from the 'Great War Histories' book displayed on panels and seating for visitors
- Consider re-doing the plaque on the WW2 Memorial as it currently has an 'add-on'







Good Afternoon

I would like to make comment on the proposed changes to be made around the area of the War Memorial. I understand that the deadline for comment has passed, however I would like to comment anyway as I feel that it is a very iconic part of the heritage of our local government.

After reading the article in the Cuby news which has provided a good overview and rationale of the proposed changes I write in support of the plan to make these changes. I have also taken the time to go to the memorial, to see first hand what the changes could look like.

I think the project is definitely worthwhile, the only addition I would make is perhaps 3 images, one to reflect the light horse -they were pivotal in the scheme of things.

As access is so very important for our ageing population, the surface around the memorial really does need to be upgraded and expanded. there is a very emotional attachment to this icon in every community so really should be as accessible as possible, clean and professional. It's the least we can do to respect the fallen and the survivors.

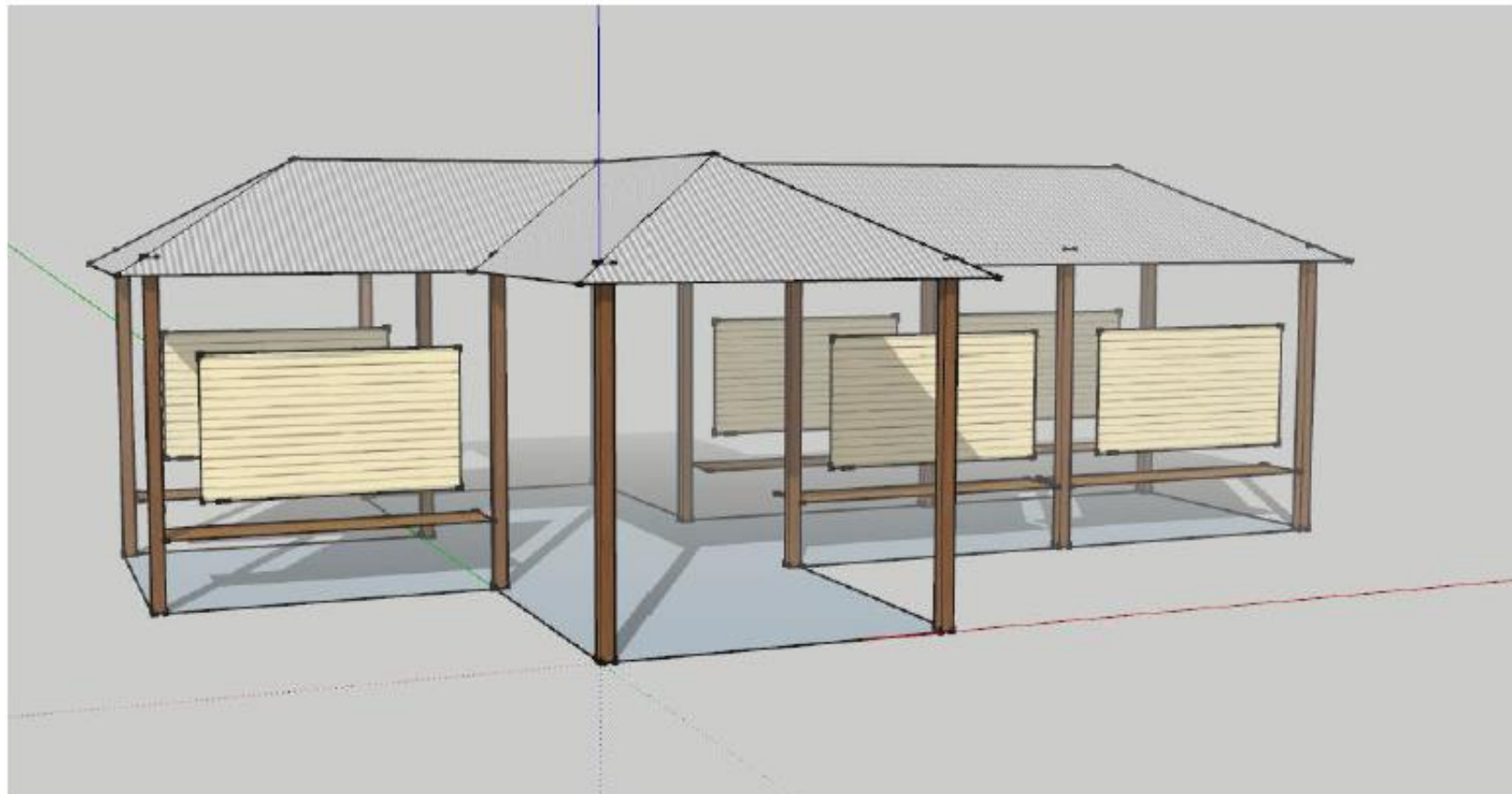
please feel free to contact me on this email if you would like any further comment or information.

kind regards

Chris Eales



Attachment 9.2.3C



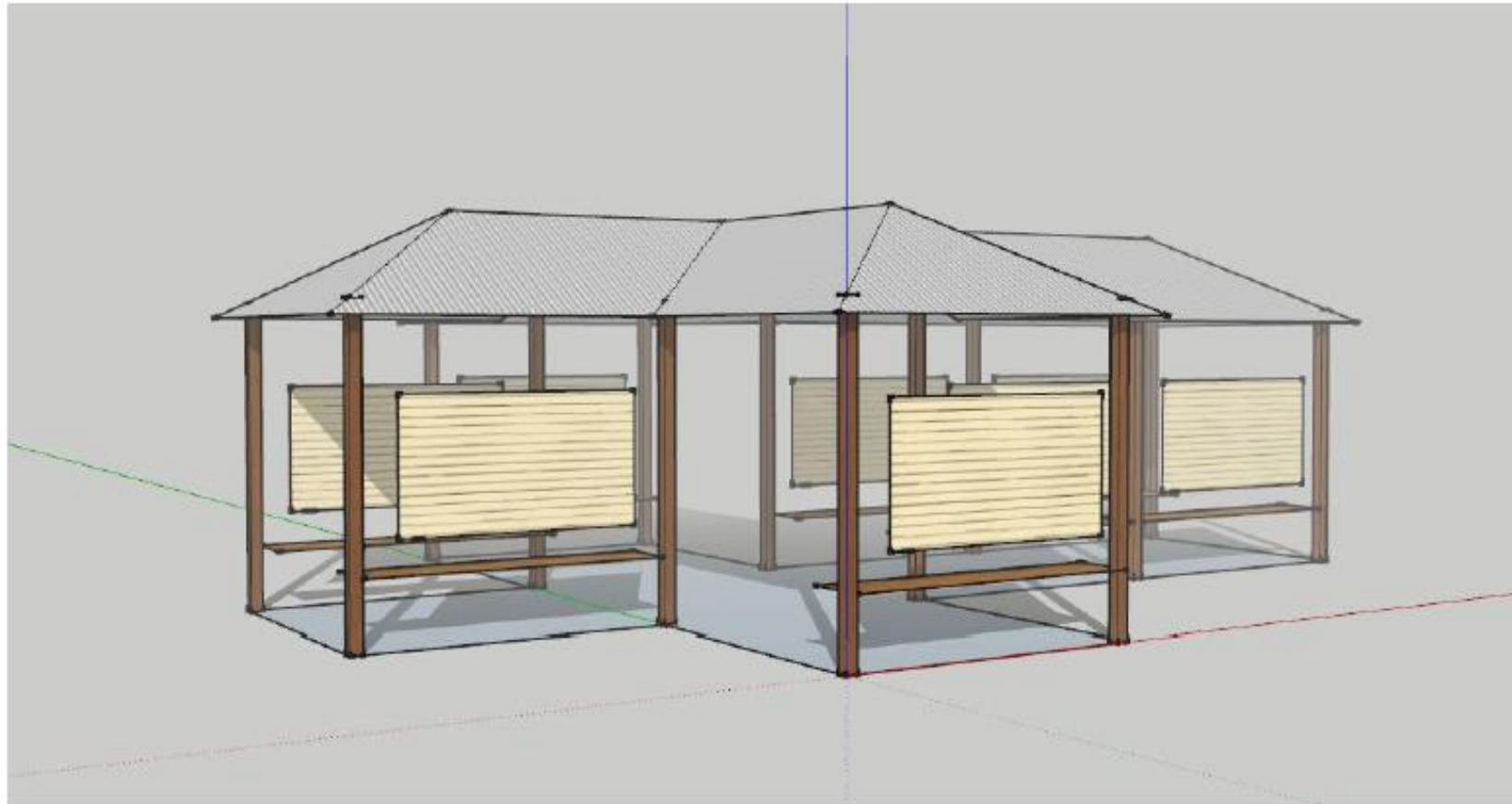






Attachment 9.2.3C





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 RFT 3/2019 – Supply of a Semi-Trailer Water Tanker

OFFICER'S RECOMMENDATION:

That Council:

- 1. accepts the tender of Haulmore Trailer Sales for Request For Tender RFT 3/2019 Supply of Semi – Water Tanker: Option Disc Braking System for \$110,500 (GST Exclusive);**
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.**

OFFICER'S RECOMMENDATION:

That Council:

- 1. accepts the tender of Haulmore Trailer Sales for Request For Tender RFT 4/2019 Supply of Tri-axle Side Tipping Trailer: Option Disc Braking System \$111,945 (GST Exclusive); and**
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.**

13. NEXT MEETING

Ordinary Council Meeting, 2.00pm, Thursday 19th December 2019 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

14. CLOSURE OF MEETING: