

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

MINUTES

of the

Ordinary Meeting of Council

held

WEDNESDAY 20th JULY 2022

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 Matters”.
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:**

The Shire President, Cr Dowling declared the meeting open at 2.00pm

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

2.1.1 Attendance

Cr Eliza Dowling	President	
Cr Robert Harris	Deputy President	(Via MS Teams)
Cr Dawson Bradford		
Cr Julie Christensen		
Cr Adrian Kowald		
Cr Pete Dowdell		
Mr Stan Scott	Chief Executive Officer	
Mr Fred Steer	Deputy Chief Executive Officer	
Mr Bruce Brennan	Manager of Works and Services	

***NOTE:** Cr Dowling authorised Cr Harris to attend by electronic means in accordance with the provisions of Regulation 14C of the Local Government (Administration) Regulations 1996 as Cr Harris was unable to attend in person due to State government COVID protocols.*

2.1.2 Apologies

Nil

2.1.3 Leave of Absence

Nil

3. **STANDING ORDERS:**

COUNCIL DECISION 2022/67:

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

Moved: Cr Kowald

Seconded: Cr Dowdell

Carried 6/0

4. **PUBLIC QUESTION TIME:**

4.1 **RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:**

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Cr Dowling requested Leave of Absence from the August 2022 Ordinary Meeting of Council.

COUNCIL DECISION – 2022/68:

That Council grant Cr Dowling Leave of Absence from 17 August 2022 to 17 August 2022

Moved: Cr Bradford

Seconded: Cr Christensen

Carried 6/0

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Wednesday 15th June 2022

COUNCIL DECISION 2022/69:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 15th June 2022 be confirmed as a true record of proceedings.

Moved: Cr Bradford

Seconded: Cr Dowdell

Carried 6/0

6.1.2 Special Meeting of Council held on Wednesday 22nd June 2022

COUNCIL DECISION 2022/70:

That the Minutes of the Special Meeting of Council held on Wednesday 22nd June 2022 be confirmed as a true record of proceedings.

Moved: Cr Kowald

Seconded: Cr Bradford

Carried 6/0

6.1.3 Additional Special Meeting of Council held on Wednesday 22nd June 2022

COUNCIL DECISION 2022/71:

That the Minutes of the Additional Special Meeting of Council held on Wednesday 22nd June 2022 be confirmed as a true record of proceedings.

Moved: Cr Kowald

Seconded: Cr Bradford

Carried 6/0

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

Nil

8. DISCLOSURE OF FINANCIAL INTEREST:

Cr Harris Declared a proximity interest in relation to Item 9.3.1

Dr Bradford Declared a financial interest in relation to Item 11.1

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1	List of Payments – June 2022
-------	------------------------------

File Ref. No: NA
Disclosure of Interest: Nil
Date: 7th July 2022
Author: Nichole Gould
Attachments: 9.1.1A List of June Municipal Accounts
9.1.1B Credit Card Transactions
9.1.1C Petty Cash & Coles Card Transactions

Summary

Council is to review payments made under delegation in June 2022.

Background – Nil

Comment

Council is provided at Attachments 9.1.1A with a list of payments made from Council's bank account during the month of June 2022.

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

COUNCIL DECISION 2022/72:

That Council receives:

- 1. the List of Accounts paid in June 2022 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's Municipal Fund totalling \$230,909.53 included at Attachment 9.1.1A; and**
- 2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 4th June 2022 included at Attachment 9.1.1B**
- 3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 9th June 2022**

Moved: Cr Kowald

Seconded: Cr Dowdell

Carried 6/0

LIST OF JUNE 2022 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Name	Description	Amount
01/06/2022	Police Licensing	Police Licensing Payments	15,008.70
02/06/2022	Police Licensing	Police Licensing Payments	294.00
03/06/2022	Police Licensing	Police Licensing Payments	692.75
06/06/2022	ATO Clearing Account BAS	ATO Clearing Account BAS	-1,129.00
07/06/2022	Police Licensing	Police Licensing Payments	1,042.50
08/06/2022	Police Licensing	Police Licensing Payments	246.55
09/06/2022	Police Licensing	Police Licensing Payments	393.85
13/06/2022	Police Licensing	Police Licensing Payments	14,494.25
14/06/2022	Police Licensing	Police Licensing Payments	1,344.35
15/06/2022	Police Licensing	Police Licensing Payments	843.95
16/06/2022	Police Licensing	Police Licensing Payments	293.55
17/06/2022	Police Licensing	Police Licensing Payments	284.70
20/06/2022	Police Licensing	Police Licensing Payments	833.00
21/06/2022	Police Licensing	Police Licensing Payments	954.85
22/06/2022	Police Licensing	Police Licensing Payments	147.75
23/06/2022	Police Licensing	Police Licensing Payments	1,038.65
24/06/2022	ATO Clearing Account BAS	ATO Clearing Account BAS	10,225.00
24/06/2022	Police Licensing	Police Licensing Payments	1,356.10
27/06/2022	Police Licensing	Police Licensing Payments	4,361.70
29/06/2022	Police Licensing	Police Licensing Payments	3,149.50
30/06/2022	Police Licensing	Police Licensing Payments	18,592.55
EFT7093	BKS Electrical	Change light fittings - CEO house. End of January as per discussion	1,897.52
EFT7094	Bruce Brennan	Reimbursement For Electricity 50%	305.69
EFT7095	Best Office Systems	Monthly Copier Charges	703.37
EFT7096	Cloud Payment Group	Debt Collection	1,234.75
EFT7097	Cuballing Building Company	Repairs to ceiling and paint	693.00
EFT7098	Cuby Roadhouse	Monthly Account – Fuel, Postage and Catering	2,298.96
EFT7099	Cuby Tavern	Catering	120.00
EFT7100	Cutting Edges Equipment Parts	14 x Teeth for Tree Rake 7 x pin and retainers to suit	391.16
EFT7101	Eco-Edge Environmental Services	Fauna Expert to inspect hollow trees and report	3,630.00
EFT7102	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	5,930.71
EFT7103	John Parry Medical Centre	Pre-Employment Medical	126.00
EFT7104	Kalexpress & Quality Transport	Monthly Freight Charges	384.65

Chq/EFT	Name	Description	Amount
EFT7105	Landgate	Certificate of Title - Lot 32 Shaddicks Road, East Popanyinning 2944/892	27.20
EFT7106	Major Motors Pty Ltd	2 x air filters	168.64
EFT7107	Stallion Homes	Excavate and cart away extra areas at Age care accommodation	2,662.00
EFT7108	Winc Australia Pty Limited	Stationery	76.49
EFT7109	Ace Bookkeeping Solutions	Administration support for DCEO	3,036.00
EFT7110	Builders Registration Board Building Commission	May 2022 Building Forms	394.15
EFT7111	Building & Construction Industry Training	BCITF Forms May 2022	491.75
EFT7112	Careese Ranieri	Training Expenses Reimbursement	85.02
EFT7113	Cuby Roadhouse	Fire awareness course Catering	549.80
EFT7114	Dews Mini Excavations	Excavator and Bobcat Hire for drainage install	5,852.00
EFT7115	Gerrard Hydraulics	1x New Hydraulic Motor for road broom 1 x New seal kit	1,212.20
EFT7116	Hancocks Home Hardware	Monthly account - Bitumen Membrane Water based & Paint Brush	22.25
EFT7117	Ipec Pty Ltd (Toll)	Monthly Freight Charges - Fire & Safety WA	81.70
EFT7118	IT Vision	End of Year Rates - 18 May 2022 Fred Steer	825.00
EFT7119	Kalexpress & Quality Transport	Freight Charges	85.10
EFT7120	Landgate	Rural UV General Revaluation 2021/2022	6,743.10
EFT7121	Makit Narrogin Hardware	Monthly Account - Dyna Bolts, Drill Bits, Tape Measure	173.60
EFT7122	McDougall Weldments	Repair to rake attachment	4,404.61
EFT7123	Melchiorre Plumbing and Gas	Fuji clean Cuballing Fire shed	350.00
EFT7124	Narrogin Auto Electrics	2 x 33AH Batteries for Gas BBQ	648.35
EFT7125	Narrogin Packaging and Motorcycles & Accessories	1 x carton large nitrate gloves	332.00
EFT7126	Cuby Windscreens & Cuby Agricultural Windscreens	Supply and fit 1 x new windscreen to OCN recalibration	996.49
EFT7127	Narrogin Toyota & Mazda	10,00km Service CN0 Toyota SR5	345.40
EFT7128	Narrogin Hire Service and Reticulation	Reticulation materials for Shire office	1,549.57
EFT7129	Narrogin Stihl	2 x BG-86Z blowers	831.18

Chq/EFT	Name	Description	Amount
EFT7130	Parrys Narrogin	4 x long sleeve shirts hi vis/ 2x pants (Works Supervisor)	573.70
EFT7131	Wilson's Sign Solutions	1x Header - white Chief Executive Officer" honour board update & freight"	49.50
EFT7132	Whitford Fertilisers Narrogin	Weighbridge - Waste Management May 2022	49.50
EFT7133	Belvedere Nursery	3 x bags of Dynamic Lifter Roses and plants for Shire office gardens	500.00
EFT7134	BMR Mechanical Pty Ltd	240,000km service UD Nissan 6 wheel truck	1,694.99
EFT7135	Farmworks Narrogin	1 x 15kg Bromakil mice bait	182.60
EFT7136	Great Southern Waste Disposal	Rubbish Removal - Recycling Service x 255 @ \$3.42 each	6,721.94
EFT7137	Kalexpress & Quality Transport	Freight Charges	81.40
EFT7138	Narrogin Earthmoving and Concrete	Excavator and grab hire for tree removal Cuballing East Road	17,902.50
EFT7139	Narrogin Packaging and Motorcycles & Accessories	1 x 20 Lt Revive Disinfectant 2 x Boxes Slim line Towels 1 x 5lt Appraise Hand Cleaner 2 x Boxes Urinal; Pads 4 x Boxes Toilet Rolls	570.25
EFT7140	Narrogin Country Fresh Meats	Catering	139.64
EFT7141	Narrogin Embroidery	Embroidery to Staff Uniforms	84.00
EFT7142	R Munns Engineering Consulting Services	Assist works crew with drainage at Cuballing War Memorial	5,908.82
EFT7143	Shire of Narrogin	Disposal of kerbside collection waste	2,520.32
EFT7144	Builders Registration Board Building Commission	Building Forms April 2022	555.45
EFT7145	BMR Mechanical Pty Ltd	45 000 km service	1,454.26
EFT7146	Corsign (WA) Pty Ltd	4 x Wheatbelt Secondary Freight Network Signs	552.20
EFT7147	Cuby Tavern	Catering	302.00
EFT7148	DX Print Group Pty Ltd	2022-2023 A5 Tip Pass Token Sheets	726.00
EFT7149	Ipec Pty Ltd (Toll)	Freight Charges - Fire and Safety	18.19
EFT7150	Landgate	Valuation Services - GRV Gen Vals Country Gross Rental Value Revaluation 2021/2022	10,758.00
EFT7151	LGIS Risk Management	Regional Risk Coordinator - 2 instalments @ \$2636.20	2,688.93
EFT7152	Moore Stephens (WA) Pty Ltd	2022 Nuts and Bolts Workshop	1,980.00

Chq/EFT	Name	Description	Amount
EFT7153	R Munns Engineering Consulting Services	Engineering services on WSFN Cuballing East Breakdown 21/22 carryover and breakdown 22/23 year RCN sections Resource work load breakdown	6,143.39
EFT7154	Stallion Homes	Progress Claim for Works Complete at Cuballing Independent Living Units	215,188.35
EFT7155	Security Man Pty Ltd	Security Monitoring	110.00
EFT7156	Tutt Bryant Equipment	1 x 05726615 wiper blade and arm	203.87
EFT7157	WA Local Government Association (WALGA)	Council Member Essentials modules - Cr Dawson Bradford Understanding Financial Reports & Budgets	429.00
20142	Synergy	Electricity Charges - Lot 18 Austral Street Cuballing	271.39
20143	Shire of Cuballing	Coles Card Reconciliation	314.60
20144	Synergy	Electricity Charges - Lot 468 Brundell Street	1,524.65
20145	Water Corporation	Water Charges - Park at Ridley Street Cuballing	1,672.73
20146	Shire of Cuballing	Petty Cash Reconciliation	211.45
20147	Synergy	Electricity Charges - Street Lights	661.16
20148	Water Corporation	Water Charges - Standpipe at Ridley Street Cuballing Lot 301	2,514.13
DD3080.1	Hostplus Super	Payroll deductions	768.09
DD3080.2	Aware Super Pty Ltd	Payroll deductions	4,368.94
DD3080.3	Matrix Superannuation	Superannuation contributions	160.70
DD3080.4	Australian Super	Payroll deductions	1,511.77
DD3080.5	CBUS	Superannuation contributions	490.41
DD3080.6	Colonial First State	Superannuation contributions	534.50
DD3087.1	Telstra	Mobile Charge - Rates Officer Mobile Hand Set	1,584.09
DD3088.1	inet Limited	Monthly NBN Internet Service CEO Residence	89.99
DD3092.1	Telstra	Phone Charges - Shire Office (Landlines)	295.17
DD3101.1	Hostplus Super	Payroll deductions	759.51
DD3101.2	Matrix Superannuation	Superannuation contributions	181.93
DD3101.3	Australian Super	Payroll deductions	1,618.08
DD3101.4	Aware Super Pty Ltd	Payroll deductions	3,638.24
DD3101.5	CBUS	Superannuation contributions	437.11
DD3101.6	Colonial First State	Superannuation contributions	535.89
			426,361.99

CREDIT CARD TRANSACTIONS

SUPPLIER	DETAIL OF PURCHASE	TOTAL
Bill and Bens Hot Bread Shop	Bread Rolls for the Tool Box Meeting	\$8.00
Narrogin Country Fresh Meats	Sausages for the Tool Box Meeting	\$16.65
Coles Narrogin	Other Food for the Tool Box Meeting	\$20.00
WA Hino	Cap and Key Set	\$152.00
Coles Narrogin	Espresso Pods and Milk	\$13.60
Total Tools	Laser Measuring Universal Detector	\$428.00
Coles Narrogin	Espresso pods and Milk	\$26.50
X-Car Auto Supply	Car Mats for DCEO Vehicle	\$109.45
Coles Narrogin	Boxes of Tissues	\$6.20
Coles Narrogin	Boxes of Tissues	\$8.20
Department of Racing, Gaming and Liquor	Liquor Permit for the Winter Ball	\$54.50
Tradies Workwear & Safety	Jacket for MWS	\$61.70
Shire of Cuballing	Vehicle Renewals for	\$111.95
Bunnings Warehouse	Picture Hanger for Rug	\$101.20
NAB	Annual Fees	\$50.00
Aussie Broadband	Monthly Internet Services	\$79.00

COLES CARD

Item details	Covid-19	Refreshments	Office Main	Stationery	Events Biggest Morning Tea	Events Youth Day	GST10%	Total
	1078000	04105	J4114	1042310				
Groceries		156.40			11.50	46.35	7.74	214.25
Misc (Cleaning supplies)			74.35				6.76	74.35
Stationery/Postage				26.00			2.36	26.00
	0.00	156.40	74.35	26.00	11.50	36.35	16.86	314.60

PETTY CASH

Item details	Refreshments	Office Maintenance	Vehicle Maintenance	Vehicle Maintenance	GST10%	Total
	04105	J4114	P105	Ford Ranger Plant No. TBA		
Groceries	79.45				7.22	79.45
Misc (Cleaning supplies)		35.55			3.23	35.55
Stationery/Postage		35.75			3.25	35.75
Licensing			42.40	18.30	0.00	60.70
	79.45	71.30	42.40	18.30	13.70	211.45

9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	15 ^h July 2022
Author:	Fred Steer
Attachments:	9.1.2 A Statement of Financial Activity

Summary

Council is to consider the Statement of Financial Activity for June 2022.

Background

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

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

Comment

Operating Revenue key points include.

- General Purpose Funding – Rates were raised on 28th July 2021;
- Transport – MRWA Direct Grant amount received \$87,145;
- Transport – Regional Road Group claims up to date;
- Transport – 100% of Roads to Recovery funding for 2021/22 has been received;
- Financial Assistance Grants – early payment of 2022/23 funding has been received;
- FESA – ESL grant funding – final quarterly payment has been received;
- CBH Grass Roots grant funding received;
- DVA grant funding for war memorial received;
- Standpipe income less than budgeted, possibly due to wet winter;
- Fire Mitigation – 2nd claim has been received; and
- Youth Traineeship Grant Funding for 2021/22 has been refunded.
- Received early payment of FAGS grant for 2022/2023;

Operating Expenses – The key items of variance include:

- Plant repairs overbudget due to repairs to fire vehicles annual service;
- Fire Mitigation expenses less than budgeted, offset by less grant income claimed;
- Both Refuse sites expenses running under budget;
- Loss on disposal on assets under budget due to higher return on sale of assets than anticipated; and
- Capital acquisitions are underbudget – due to timing of major projects & plant purchases.

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

Administration Allocations have been calculated to 30th June 2022.

Depreciation expense is calculated to 30th June 2022.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

COUNCIL DECISION 2022/73:

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

Moved: Cr Kowald

Seconded: Cr Bradford

Carried 6/0

SHIRE OF CUBALLING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 June 2022

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

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2022

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2022
Prepared by: Fred Steer, Deputy Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

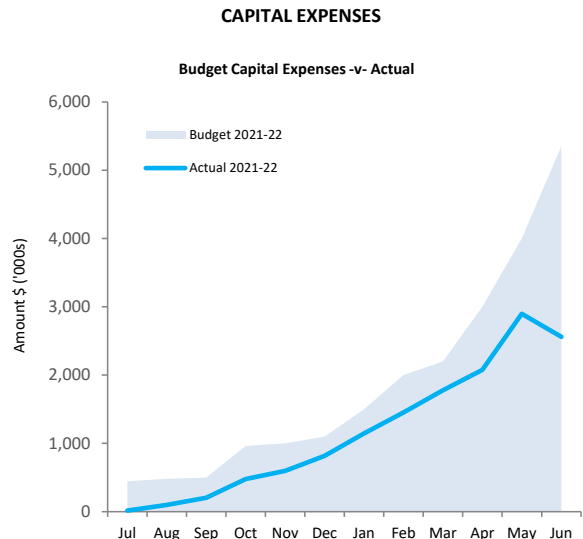
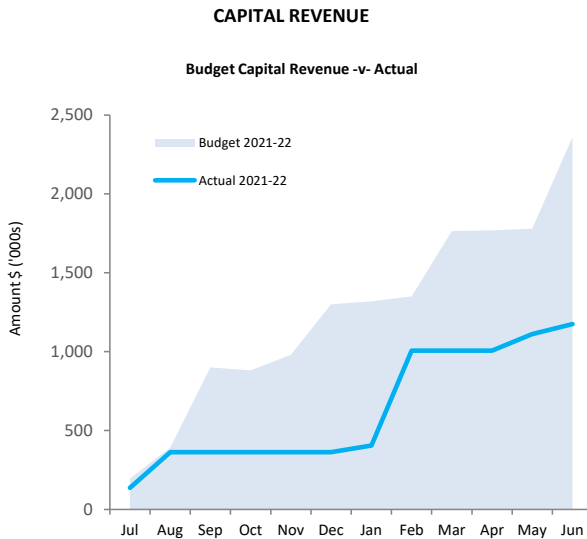
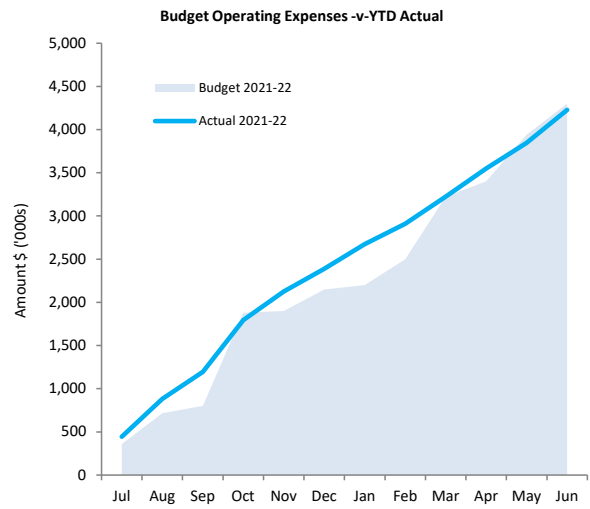
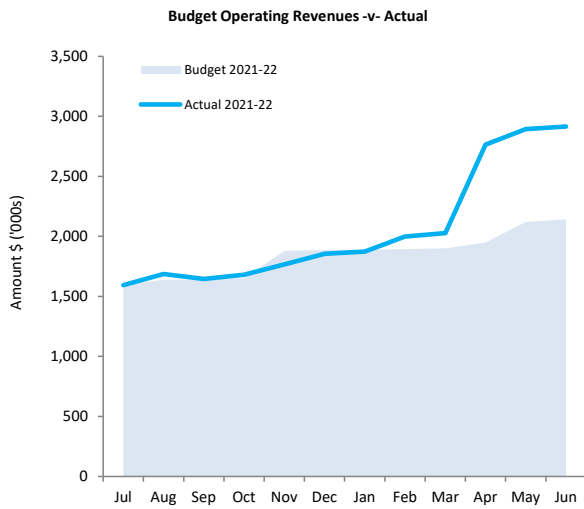
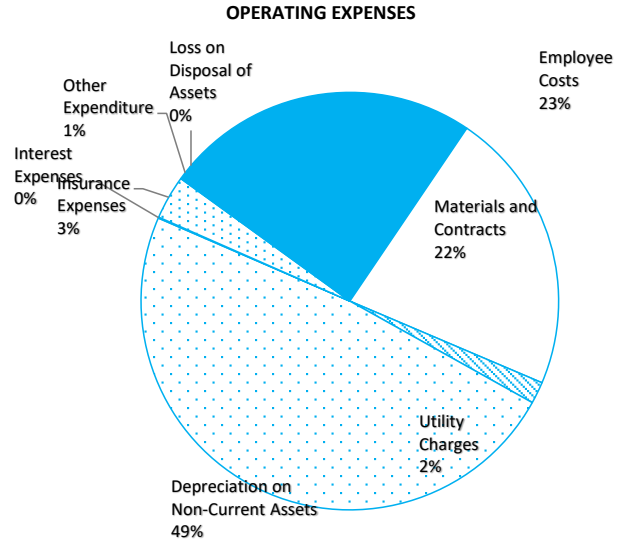
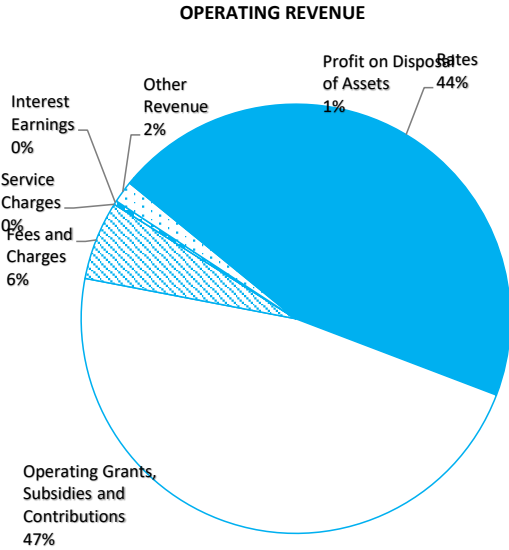
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2022**

SUMMARY GRAPHS



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2022**

STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,904,205	1,904,205	1,934,871	30,666	2%	
Revenue from operating activities							
General Purpose Funding	5	1,540,427	1,540,427	1,989,072	448,645	29%	▲
Governance		44,950	44,950	31,097	(13,853)	(31%)	▼
Law, Order and Public Safety		133,112	133,112	108,408	(24,704)	(19%)	▼
Health		800	800	967	167	21%	
Education and Welfare		2,500	2,500	0	(2,500)	(100%)	
Housing		0	0	0	0		
Community Amenities		75,516	75,516	80,990	5,474	7%	
Recreation and Culture		12,773	12,773	13,720	948	7%	
Transport		249,755	249,755	586,054	336,299	135%	▲
Economic Services		38,700	38,700	34,913	(3,787)	(10%)	
Other Property and Services		45,000	45,000	69,816	24,816	55%	▲
		2,143,533	2,143,533	2,915,037			
Expenditure from operating activities							
General Purpose Funding		(88,500)	(88,500)	(91,250)	(2,750)	(3%)	
Governance		(138,957)	(138,957)	(198,940)	(59,982)	(43%)	▼
Law, Order and Public Safety		(298,263)	(298,263)	(311,589)	(13,326)	(4%)	
Health		(45,907)	(45,907)	(42,813)	3,095	7%	
Education and Welfare		(45,708)	(45,708)	(17,338)	28,370	62%	▲
Housing		(40,711)	(40,711)	(44,494)	(3,783)	(9%)	
Community Amenities		(353,068)	(353,068)	(346,298)	6,771	2%	
Recreation and Culture		(378,844)	(378,844)	(365,401)	13,442	4%	
Transport		(2,715,046)	(2,715,046)	(2,645,676)	69,370	3%	
Economic Services		(162,367)	(162,367)	(153,213)	9,155	6%	
Other Property and Services		(34,500)	(34,500)	(11,280)	23,220	67%	▲
		(4,301,871)	(4,301,871)	(4,228,290)			
Operating activities excluded from budget							
Add Back Depreciation		2,060,628	2,060,628	2,047,840	(12,788)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	42,073	42,073	(1,639)	(43,712)	(104%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(55,636)	(55,636)	732,948			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	2,360,758	2,360,758	1,175,096	(1,185,662)	(50%)	▼
Proceeds from Disposal of Assets	6	115,000	115,000	119,303	4,303	4%	
Land Held for Resale		0	0	0	0		
Capital Acquisitions	7	(5,353,726)	(4,152,891)	(2,560,779)	1,592,111	38%	▲
Amount attributable to investing activities		(2,877,968)	(1,677,133)	(1,266,380)			
Financing Activities							
Proceeds from New Debentures		850,000	850,000	850,000	0	0%	
Repayment of Debentures	8	(77,812)	(44,359)	(44,359)	0	0%	
Transfer from Reserves	9	353,507	83,139	83,139	0	0%	
Transfer to Reserves	9	(93,911)	(84,051)	(84,051)	0	0%	
Amount attributable to financing activities		1,031,784	804,729	804,729			
Closing Funding Surplus(Deficit)	1(b)	2,385	976,165	2,206,168			

KEY INFORMATION

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

The material variance adopted by Council for the 2021/22 year is \$5,000 or 10% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2022

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

BY NATURE OR TYPE

	Ref Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Variance (\$) \$	Variance (%) %	
Opening Funding Surplus (Deficit)	1(b)	1,904,205	1,904,205	1,934,871	30,666	2%	
Revenue from operating activities							
Rates	5	1,241,862	1,241,862	1,294,246	52,384	4%	
Operating Grants, Subsidies and Contributions	10	702,067	702,067	1,376,719	674,652	96%	▲
Fees and Charges		143,279	143,279	173,131	29,853	21%	▲
Interest Earnings		10,575	10,575	8,409	(2,166)	(20%)	
Other Revenue		45,750	45,750	48,259	2,509	5%	
Profit on Disposal of Assets	6	0	0	14,272	14,272		▲
		2,143,533	2,143,533	2,915,037			
Expenditure from operating activities							
Employee Costs		(1,027,922)	(1,027,922)	(975,843)	52,079	5%	
Materials and Contracts		(865,829)	(865,829)	(927,148)	(61,319)	(7%)	
Utility Charges		(62,565)	(62,565)	(71,315)	(8,750)	(14%)	▼
Depreciation on Non-Current Assets		(2,060,628)	(2,060,628)	(2,047,840)	12,788	1%	
Interest Expenses		(23,708)	(23,708)	(3,240)	20,468	86%	▲
Insurance Expenses		(159,902)	(159,902)	(143,575)	16,327	10%	▲
Other Expenditure		(59,245)	(59,245)	(46,696)	12,549	21%	▲
Loss on Disposal of Assets	6	(42,073)	(42,073)	(12,633)	29,440		
		(4,301,871)	(4,301,871)	(4,228,290)			
Operating activities excluded from budget							
Add back Depreciation		2,060,628	2,060,628	2,047,840	(12,788)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	42,073	42,073	(1,639)	(43,712)	(104%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(55,636)	(55,636)	732,948			
Investing activities							
Non-operating grants, subsidies and contributions	10	2,360,758	2,360,758	1,175,096	(1,185,662)	(50%)	▼
Proceeds from Disposal of Assets	6	115,000	115,000	119,303	4,303	4%	
Land held for resale		0	0	0	0		
Capital acquisitions	7	(5,353,726)	(4,152,891)	(2,560,779)	1,592,111	38%	▲
Amount attributable to investing activities		(2,877,968)	(1,677,133)	(1,266,380)			
Financing Activities							
Proceeds from New Debentures		850,000	850,000	850,000	0	0%	
Repayment of Debentures	8	(77,812)	(44,359)	(44,359)	0	0%	
Transfer from Reserves	9	353,507	83,139	83,139	0	0%	
Transfer to Reserves	9	(93,911)	(84,051)	(84,051)	0	0%	
Amount attributable to financing activities		1,031,784	804,729	804,729			
Closing Funding Surplus (Deficit)	1(b)	2,385	976,165	2,206,168			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 1(a)
NET CURRENT ASSETS**

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

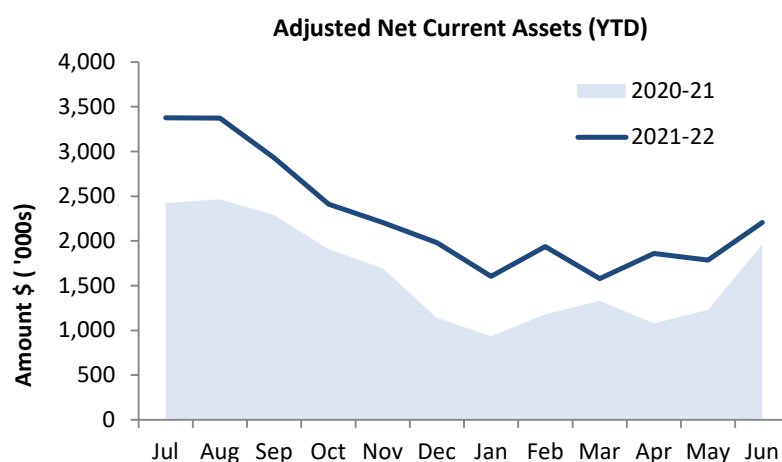
	Ref Note	Last Years Closing 30 June 2021	This Time Last Year 30 Jun 2021	Year to Date Actual 30 Jun 2022
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,831,039	1,831,039	1,935,401
Cash Restricted	3	1,076,895	1,076,895	1,077,807
Receivables - Rates	4	122,255	122,255	143,316
Receivables - Other	4	92,407	92,407	126,456
Loans receivable		0	0	0
ATO Receivable		0	0	36,680
Inventories		5,613	5,613	5,613
		3,128,210	3,128,210	3,325,274
Less: Current Liabilities				
Payables		(116,110)	(116,110)	(19,902)
ATO Payables		0	0	(20,814)
Provisions - employee		(260,765)	(260,765)	(260,765)
Long term borrowings		(44,358)	(44,358)	1
Bonds & Deposits		(334)	(334)	(858)
		(421,566)	(421,233)	(302,338)
Unadjusted Net Current Assets		2,706,643	2,706,977	3,022,936
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,076,895)	(1,076,895)	(1,077,807)
Less: Loans receivable		0	0	0
Add: Provisions - employee		260,765	260,765	260,765
Add: Long term borrowings		44,358	44,358	(1)
Adjusted Net Current Assets		1,934,871	1,935,204	2,205,892

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$2.21 M

Last Year YTD

Surplus(Deficit)

\$1.94 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021/22 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	(13,853)	(31%)	▼	Permanent	Profit on disposal of assets
General Purpose Funding	448,645	29%	▲	Permanent	Early payment of 22/23 FAGS grant
Law, Order and Public Safety	(24,704)	(19%)	▼	Permanent	Fire Mitigation Grant income lower than budgeted
Health	167	21%		Timing	Not Material
Education and Welfare	(2,500)	(100%)		Timing	Grant funding not received (Seniors)
Housing	0			Timing	Not Material
Community Amenities	5,474	7%		Permanent	Cemetery income & waste income higher than budgeted
Recreation and Culture	948	7%		Timing	Income from Yornaning Bike track not received
Transport	336,299	135%	▲	Permanent	Early payment of 2022/23 Local road grant
Economic Services	(3,787)	(10%)		Timing	Standpipe charges lower than budgeted
Other Property and Services	24,816	55%	▲	Permanent	Workers Compensation Claims higher than budgeted
Expenditure from operating activities					
Governance	(59,982)	(43%)	▼	Timing	
General Purpose Funding	(2,750)	(3%)		Timing	Not Material
Law, Order and Public Safety	(13,326)	(4%)		Permanent	Repairs to fire vehicles (claimable)
Health	3,095	7%		Timing	Training for EHO not undertaken yet
Education and Welfare	28,370	62%	▲	Permanent	Aged persons accommodation loan not drawn down so no repayments made for 2021/22.
Housing	(3,783)	(9%)		Timing	CEO housing maintenance
Community Amenities	6,771	2%		Timing	Refuse site & public toilet maintenance expenses below budget
Recreation and Culture	13,442	4%		Timing	Halls maintenance under budget
Transport	69,370	3%		Timing	Loss on disposal of assets less than expected.
Economic Services	9,155	6%		Timing	Noxious weeds control & Area Promotion
Other Property and Services	23,220	67%	▲	Timing	Fuels & oils over budget
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(1,185,662)	(50%)	▼	Timing	Timing of project progress - unable to claim grants as per Note 10
Proceeds from Disposal of Assets	4,303	4%		Timing	Assets sold for more than budgeted
Land Held for Resale	0				
Capital Acquisitions	1,592,111	38%	▲	Timing	Timing of capital works program. Mostly Aged Persons Accommodation & Cuballing East Road
Financing Activities					
Proceeds from New Debentures	0	0%		Timing	Aged Persons Accommodation
Transfer from Reserves	0	0%		Timing	Not material
Repayment of Debentures	0	0%		Timing	Not material
Transfer to Reserves	0	0%		Timing	Not material

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	700			700	NAB	0.00%	At Call
At Call Deposits							
Municipal Fund	1,934,701			1,934,701	NAB	0.00%	At Call
Term Deposits							
Reserve Funds		1,077,807		1,077,807	NAB	0.20%	08-Feb-22
Total	1,935,401	1,077,807	0	3,013,208			

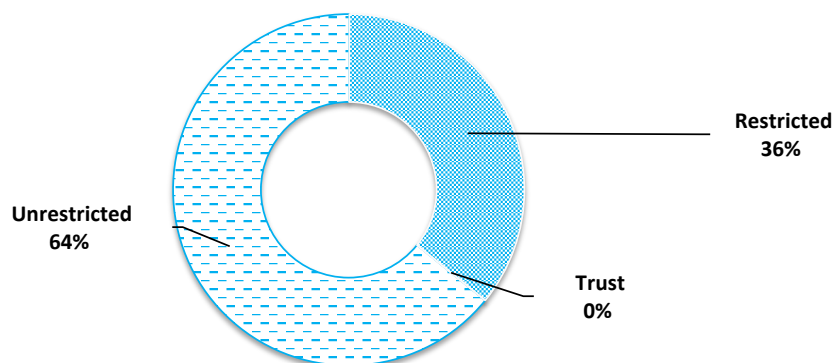
SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Total Cash	Unrestricted
\$3.01 M	\$1.94 M



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	30 Jun 22
	\$	\$
Opening Arrears Previous Years	84,880	122,255
Levied this year	1,258,745	1,386,062
Less Collections to date	(1,221,370)	1,365,001
Equals Current Outstanding	122,255	143,316
Net Rates Collectable	122,255	143,316
% Collected	90.29%	89.66%

KEY INFORMATION

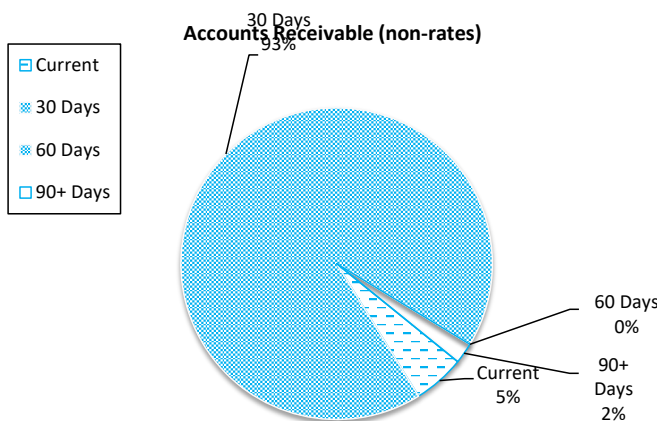
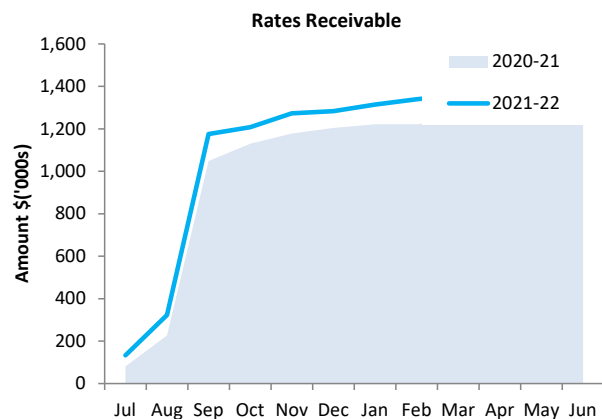
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	6,760	116,947	0	2,747	126,453
Percentage	5%	92%	0%	2%	
Balance per Trial Balance					
Sundry debtors					126,456
GST receivable					36,680
Total Receivables General Outstanding					163,137

Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$163,137
Over 30 Days
95%
Over 90 Days
2%

Collected	Rates Due
90%	\$143,316

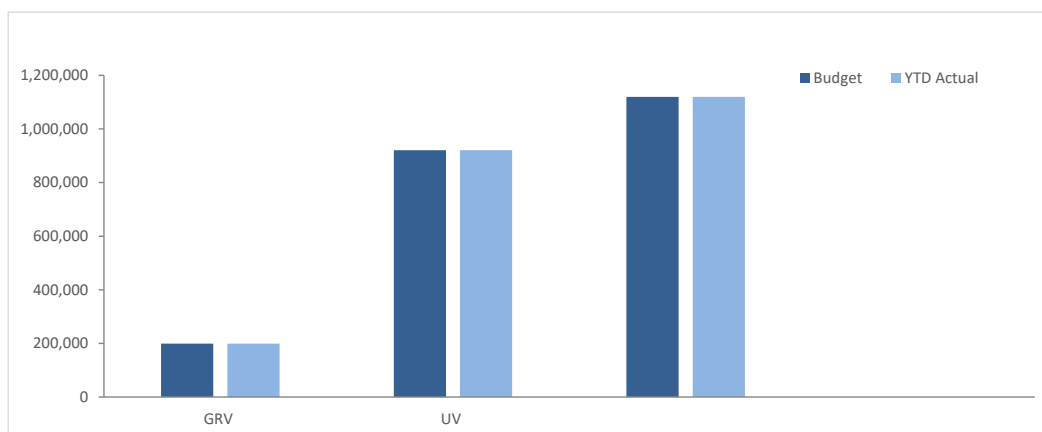
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

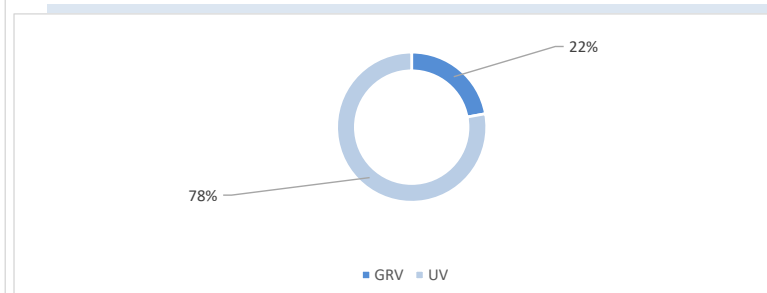
General Rate Revenue	Annual Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	0.083965	188	2,369,718	198,973	0	0	198,973	198,973	0	0	198,973
UV	0.006846	182	134,494,000	920,746	0	0	920,746	920,746	0	0	920,746
Sub-total		370	136,863,718	1,119,719	0	0	1,119,719	1,119,719	0	0	1,119,719
Minimum \$											0
GRV	759	142		107,778	0	0	107,778	107,778	0	0	107,778
UV	1,023.00	155		158,565	0	0	158,565	158,565	0	0	158,565
		297	0	266,343	0	0	266,343	266,343	0	0	266,343
Sub-Totals		667	136,863,718	1,386,062	0	0	1,386,062	1,386,062	0	0	1,386,062
Discount							(85,000)				(90,799)
Concession / Write Offs							(58,450)				(349)
COVID Subsidy							(1,000)				(681)
Interim Rates							250				12
Ex-Gratia Rates							490				0
Amount from General Rates							1,241,862				1,294,246
Ex-Gratia Rates											0
Total General Rates							1,241,862				1,294,246

SIGNIFICANT ACCOUNTING POLICIES

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



General Rates		
Budget	YTD Actual	%
\$1.24 M	\$1.29 M	104%

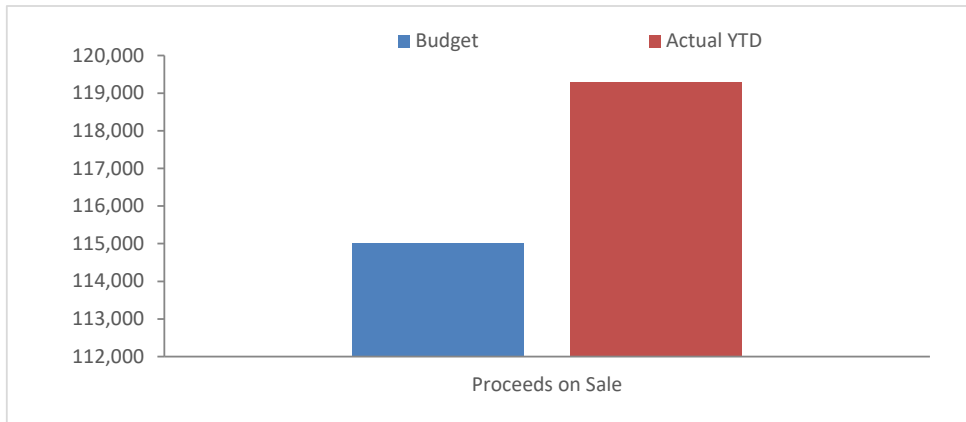


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				Net Book Value	YTD Actual		
		Net Book Value	Proceeds	Profit	(Loss)		Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	
10089	Isuzu Giga	60,000	35,000		(25,000)		56,422	1,415	
10051	Bomag Roller	40,000	30,000		(10,000)	39,151	26,518	(12,633)	
16	CN0 Dual Cab Utility	27,058	25,000		(2,058)		36,364	12,857	
103	CN1 Dual Cab Utility	30,015	25,000		(5,015)				
		157,073	115,000	0	(42,073)	39,151	119,303	14,272	(12,633)

KEY INFORMATION



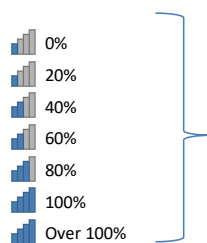
Proceeds on Sale		
Budget	YTD Actual	%
\$115,000	\$119,303	104%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total

Level of Completion Indicators



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

% of Completion	Level of completion indicator	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance
	Capital Expenditure					
	Land					
0.02	Cuballing Railway Reserve Business Case	C201	35,000	14,580	625	13,955
	Buildings					
1.14	Administration Building Disabled Access	J4114C	62,833	62,833	71,528	(8,695)
0.56	Building Renewal - Cuballing Memorial Park	C203	85,368	28,444	47,549	(19,105)
0.67	Cuballing Transfer Station Shed Floor	C160	9,960	9,960	6,700	3,260
1.05	Administration Building Refurbishment	J4114D	73,211	73,211	76,739	(3,528)
1.22	Popanyinning Main Street Refurbishment	C204	200,465	83,510	244,999	(161,489)
0.28	Aged Persons Accommodation	C084	1,587,188	1,587,188	438,124	1,149,064
0.00	LRCI Phase 3 Projects	C300	495,536	495,536	0	495,536
	Total Land & Buildings		2,549,561	1,859,726	886,265	973,461

% of Completion	Level of completion indicator	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance
Plant & Equipment						
1.02	Prime Mover	12407	200,000	0	203,973	(203,973)
0.94	Bomag Roller	12426	170,000	0	159,490	(159,490)
0.07	Two Way System	12411	15,000	0	1,000	(1,000)
1.04	MWS Vehicle	12406	53,000	0	54,992	(54,992)
0.98	WS Vehicle	12417	48,000	0	47,196	(47,196)
1.00	DCEO Vehicle	4267	0	0	32,545	(32,545)
Total Plant & Equipment			486,000	0	499,196	(499,196)
Furniture & Equipment						
1.00	Nil		0	0	0	0
Total Furniture & Equipment			0	0	0	0
Infrastructure - Roads						
1.22	RRG - Narrogin Wandering Road	R129E	352,151	352,151	428,152	(76,001)
1.39	RRG - Stratherne Road 20/21	R001C	103,604	103,604	144,296	(40,692)
1.20	RRG - Wandering Narrogin Road	R001D	160,343	160,343	191,748	(31,405)
1.00	RTR - Popanyinning East Road Gravel Sheeting	R004B	0	0	17,537	(17,537)
1.23	RTR - Popanyinning East Road Gravel Sheeting	RTR004	35,113	35,113	43,039	(7,927)
0.39	RTR - Popanyinning West Widening	RTR002	215,044	215,044	83,893	131,151
0.37	BS - Narrogin Wandering Road Black Spot	BS129	7,000	7,000	2,600	4,400
0.11	WSFN - Cuballing East Road	WSF006	1,317,624	1,317,624	141,739	1,175,885
1.00	WSFN - Cuballing East Road	WSF007	0	0	21,412	(21,412)
1.00	WSFN - Cuballing East Road	WSF129	0	0	5,804	(5,804)
Total Road Infrastructure			2,190,879	2,190,879	1,080,221	(38,011)
Recreation						
1.00	Nil		0	0	0	0
Total Recreation			0	0	0	0
Parks, Ovals & Playgrounds						
0.95	Yornaning Dam - Stage 3	C189	66,079	66,079	62,612	3,467
1.00	Yornaning Dam - Stage 4	C186	0	0	6,118	(6,118)
	Yornaning Dam - Mountain Bike Track	C197	6,207	6,207	2,779	3,428
Total Parks, Ovals & Playgrounds			72,286	72,286	71,509	777
Other Infrastructure						
0.79	Bridge Improvements - Capital Upgrade	11214	30,000	30,000	23,587	6,413
1.00	Transfer Station Bin Lids	C163	0	0	0	0
0.00	Depot Fencing & Gates - Eastern Boundary	10744	25,000	25,000	0	25,000
Total Other Infrastructure			55,000	30,000	23,587	6,413
0.48	TOTAL CAPITAL EXPENDITURE		5,353,726	4,152,891	2,560,779	443,443

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

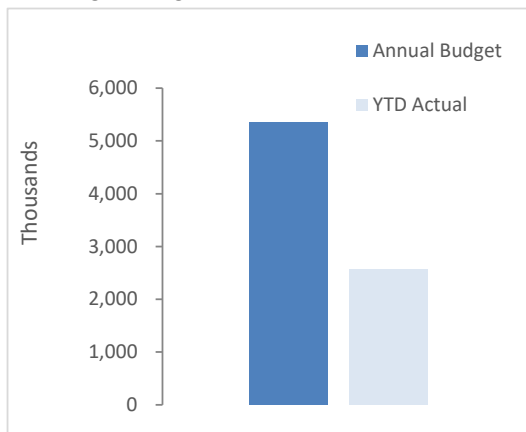
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual	YTD Budget
	Annual Budget	YTD Budget	Total	Variance
	\$	\$	\$	\$
Land & Buildings	2,549,561	1,859,726	886,265	973,461
Plant & Equipment	486,000	0	499,196	(499,196)
Furniture & Equipment	0	0	0	0
Roads	2,190,879	2,190,879	1,080,221	1,110,657
Recreation	0	0	0	0
Parks, Gardens, Recreation Facilities	72,286	72,286	71,509	777
Other Infrastructure	55,000	30,000	23,587	6,413
Capital Expenditure Totals	5,353,726	4,152,891	2,560,779	1,592,111
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	2,360,758	2,360,758	1,175,096	(1,185,662)
Borrowings	850,000	850,000	850,000	0
Other (Disposals & C/Fwd)	115,000	115,000	119,303	4,303
Cash Backed Reserves				
Infrastructure Reserve	121,000	0	0	0
Pensioner Unit Maintenance Reserve	0	0	0	0
Plant Replacement Reserve	40,000	0	0	0
Contribution - operations	1,866,968	827,133	416,380	(410,753)
Capital Funding Total	5,353,726	4,152,891	2,560,779	(1,592,111)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.35 M	\$2.56 M	48%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.36 M	\$1.18 M	50%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2020/21	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 63 - Graders	29,228	0	0	29,228	29,228	(0)	29,228	485	485
							0		
Economic Services									
Loan 64 - Lot 74 Austral St	130,702			15,130	15,130	115,572	130,702	2,755	2,755
Education and Welfare									
Loan 65 - Aged Persons Housing		850,000	850,000	0	33,454	0	850,000	0	20,468
Total	159,930	850,000	850,000	44,359	77,812	115,571	1,009,930	3,240	23,708

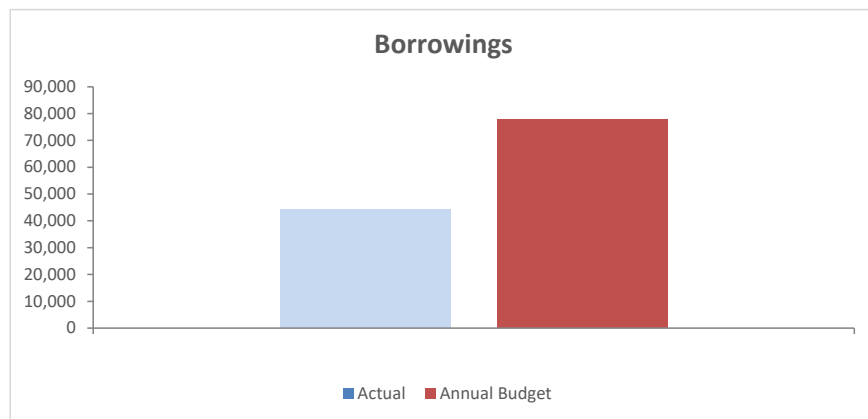
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments	\$44,359
Interest Earned	\$8,409
Interest Expense	\$3,240
Reserves Bal	\$1.08 M
Loans Due	\$0.12 M

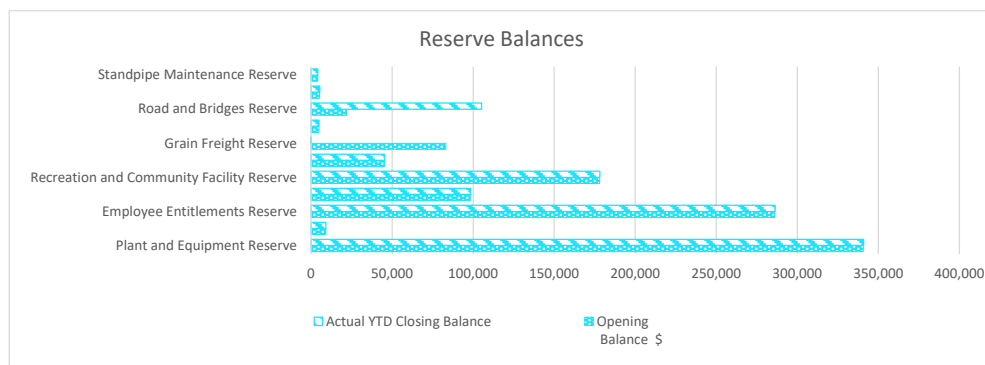
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	340,654	1,960	288		288	(121,000)	0	221,614	340,942
IT and Office Equipment Reserve	9,149	32	8		8	0	0	9,181	9,157
Employee Entitlements Reserve	286,072	1,067	242		242	(20,000)	0	267,139	286,314
Housing Reserve	98,208	367	83		83	(40,000)	0	58,575	98,291
Recreation and Community Facility Reserve	178,046	792	151		151	(85,368)	0	93,470	178,197
Refuse Site Reserve	45,422	205	38		38		0	45,627	45,460
Grain Freight Reserve	83,139	0	0		0	(83,139)	(83,139)	0	0
Equestrian Reserve	4,910	50	4	4,772	4	0	0	9,732	4,914
Road and Bridges Reserve	21,883	486	89	83,139	83,228		0	188,736	105,111
Community & Sporting Club Reserve	5,316	21	5	1,000	5	(4,000)	0	2,337	5,321
Standpipe Maintenance Reserve	4,096	20	3		3	0	0	4,116	4,099
	1,076,895	5,000	912	88,911	84,051	(353,507)	(83,139)	900,527	1,077,807

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

Description	Annual Budget	YTD Budget	YTD Actual	Variance
Operating grants, subsidies and contributions				
General Purpose Funding				
Grants Commission - General Purpose	276,000	276,000	648,893	372,893
CBH - Grass Roots Funding	0	0	15,000	15,000
Governance				
Insurance & Other Reimbursements	0	0	0	0
Department Primary Industries & Regional Development	35,000	35,000	0	(35,000)
Law, Order & Public Safety				
DFES - Bush Fire Brigades	31,547	31,547	35,547	4,000
Fire Mitigation Grant	84,825	84,825	68,373	(16,452)
Fire Prevention	12,990	12,990	0	(12,990)
Education & Welfare				
Stay on your feet	2,500	2,500	0	(2,500)
Community Amenities				
Other Income - Reimbursements	0	0	0	0
Recreation & Culture				
Mountain Bike Track Income	4,000	4,000	3,677	(323)
Youth Week Funding	1,000	1,000	500	(500)
Transport				
Main Roads - Direct Grant	87,145	87,145	87,145	0
Grants Commission - Roads Component	152,360	152,360	482,430	330,070
Economic Services				
Community Events	4,700	4,700	3,500	(1,200)
Other Property & Services				
Workers Compensation	10,000	10,000	31,654	21,654
Operating grants, subsidies and contributions Total	702,067	702,067	1,376,719	674,652
Non-operating grants, subsidies and contributions				
Education & Welfare				
Recreation & Culture				
Yornaning Dam Stage 4	15,156	15,156	15,156	0
Transport				
Main Roads - RRG	361,790	361,790	361,790	0
Roads to Recovery (RTR)	210,951	210,951	210,952	1
Black Spot (BS)	0	0	0	0
Wheatbelt Secondary Freight Network	1,171,254	1,171,254	524,656	(646,598)
Other Infrastructure				
Community Infrastructure Grants	49,815	49,815	0	(49,815)
Community Infrastructure Grants Phase 2	56,256	56,256	62,542	6,286
Community Infrastructure Grants Phase 3	495,536	495,536	0	(495,536)
Non-operating grants, subsidies and contributions Total	2,360,758	2,360,758	1,175,096	(696,412)
Grand Total	3,062,825	3,062,825	2,551,815	(21,760)

KEY INFORMATION

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

9.1.3 Adoption of the 2022/23 Budget

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	13 th July 2022
Author:	Fred Steer, Deputy CEO
Attachments:	9.1.4A Draft 2021/22 Budget – Included separately

Summary

The Draft 2022/23 Budget for the financial year ending 30th June 2023 is presented for Council consideration.

Background

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

Council resolved at the Special Meeting of Council on Wednesday 22nd June 2022 to:

COUNCIL DECISION 2022/66

That Council adopt the priority ranking, from highest to lowest priority, of discretionary activities for possible inclusion of these discretionary activities in Council's 2022/23 Budget as follows:

	Details	Cost
1.	Works Crew Communications System	20,000
2.	Upgrade Eastern Fence & Gates at Shire Depot	25,000
3.	Upgrade to Depot Crib Room	10,000
4.	Gazebo & seating to the Cuballing Skate Park	15,000
5.	Reserve Transfer Plant & Equipment Reserve	(\$350,000)
6.	Reserve Transfer War Memorial	(\$84,887)
	Moved Cr Bradford	Seconded Cr Kowald
		Carried 4/0

Comment

This Draft 2022/23 Budget incorporates a total operating expenditure of \$4,608,776 an increase from 2021/22's budgeted expenditure of \$4,301,871.

1. Major Capital Expenditure

The following capital works and purchases, are included in the Draft 2022/23 Budget:

LRCI Funded Projects

Cuballing Town Hall Upgrade	\$250,000
Cuballing CWA Hall Upgrade	\$293,300
Popanyinning Hall Toilets	\$100,000
Shire Office Back Area	\$100,000

Other Capital Projects

Cuballing Memorial Park Upgrade	\$99,887
Aged Persons Accommodation	\$1,151,579
Shire Depot – Crib Room Upgrade	\$10,000
CCTV Camera's	\$30,000
Skate Park Gazebo	\$15,000
CEO Residence – Replace Air Conditioner	\$15,000

2. Road Construction

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

Road	Expenditure	Associated Grant Income
Wandering Narrogin Road	\$269,400	\$321,225
Stratherne Road	\$200,600	
Dents Road Floodway	37,424	\$210,000
Youngs Road Floodway	40,660	
Continue Siding Floodway	41,750	
Lol Gray Soak Road Floodway	74,927	
Narrogin Wandering Road Final Seal	40,050	
Cuballing East Road – 21/22 balance of works	\$1,114,868	\$2,527,348
Narrogin Wandering Road	258,660	
Cuballing East Road – 22/23 works	1,521,588	

3. Plant Replacement

The following capital plant and equipment purchases are included in the Draft 2022/23 budget:

- Road Grader - \$440,000 and a trade in of \$100,000;
- Loader - \$350,000 and a trade in of \$100,000;
- CEO Vehicle - \$57,716 and a trade in of \$50,000;
- Works Crew Communication System - \$20,000; and
- Mey Mower - \$6,500.

4. Capital Project Grant Income

The Shire of Cuballing has budgeted to receive \$3,801,877 in grants towards capital projects within the Shire.

5. Property Rates

The Draft 2022/23 Budget has an average of 10% increase to property rates. With increasing costs of materials, utilities, insurance, contractors and staff wages, this increase was unavoidable.

An 8% Early Payment Discount is offered to ratepayers who choose to pay their rates in full by Thursday 8th September 2022, being within 35 days of the date of issue of Council's rate notice.

Minimum rates for GRV valued properties and UV valued properties have increased by 10% in the 2022/23 budget with the minimum rates for GRV properties increasing to \$834 and UV Properties to \$1,125.

6. Fees and Charges

Fees and charges have been reviewed and have increased by 10% in line with increased costs.

In 2022/23 Council is continuing to impose charges under the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) including:

- a \$299 charge for the collection of Kerbside Waste and Recycling within the Shire of Cuballing with a reduced charge of \$231 for eligible pensioners; and
- a Waste Management Charge on all Unimproved Value rateable properties of \$40.00 per rates assessment. This charge will offset the cost of Waste Transfer Stations within the Shire of Cuballing.

7. Conclusion

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

Strategic Implications - Nil

Statutory Environment

The Draft 2022/23 Budget document contains a number of items that require adoption by Council under the Local Government Act. They are that in accordance with:

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

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	7.985	834
Unimproved Value	0.6560	1125

2. Section 6.35 (5) of the Local Government Act 1995 requires that the Minister for Local Government's approval be sought for the imposing of a minimum payment where the number of separately rated properties in the district on which a minimum payment is imposed is greater than 50%. This is not applicable to the Shire of Cuballing in 2022/23;

3. Section 6.46 of the Local Government Act allows a discount of 8% be allowed for payment of rates in full within 35 days of the date of issue of the rate notice;
4. Section 6.45 of the Local Government Act a 5.5% interest charge be levied on rates installments, Deferred Pensioners Rates' excluded;
5. Section 6.45 of the Local Government Act an administration charge of \$10 be levied for the second and each of the subsequent rates installments;
6. Section 6.51 of the Local Government Act an 7% interest charge be levied on all overdue rates outstanding, Deferred Pensioners' Rates excluded;
7. Section 6.32 (1) of the Local Government Act 1995 the Schedule of Rents, Leases and Charges as detailed in the budget document;
8. Section 67 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) provides for a local government to arrange for the proper disposal of waste, by making an annual charge per waste receptacle.
9. Section 66 of the of the WARR Act 2007 provides for a local government to impose on rateable land an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides. Revenue raised from this charge is used to cover running costs of the Shire of Cuballing's Transfer Stations.
10. Section 64 (2) of the Local Government (Financial Management) Regulations 1996 that the due date for installments be set as follows:
 - 1st Instalment due not before 8th September 2022; and
 - 2nd Instalment due not before 8th November 2022; and
 - 3rd Instalment due not before 9th January 2023; and
 - 4th Instalment due not before 9th March 2023.
11. Section 6.19 of the Local Government Act 1995 requires a local government to give local public notice of any fees or charges it wishes to impose after adoption of the annual budget; and
12. Section 6.1 of the Local Government (Financial Management) Regulations 1996 requires that Council is required to adopt a percentage or value, to be used in statements of financial activity for reporting material variances against the adopted Budget

Policy Implications – Nil

Financial Implications

The Draft 2022/23 Budget sets the Council approved revenue and expenditure for the 2022/23 financial year.

Economic Implication - Nil

Environmental Considerations - Ni

Social Implications

Many projects contained within the 2022/23 Budget are focused on improving facilities within the general community.

Consultation

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

Options

Council may resolve:

1. the Officer's Recommendation;
2. that the Draft 2022/23 Budget be adopted with minor amendments;
3. that the Draft 2022/23 Budget be deferred for further deliberations.

Voting Requirements – Absolute Majority

COUNCIL DECISION 2022/74

That Council, as detailed in the Draft 2022/23 Budget included at Attachment 9.1.1A, adopt:

1. the Rates and Minimum Rates to be levied in 2022/23 on all rateable property be as follows:

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	7.985	834
Unimproved Value	0.656	1125

2. a due date for the payment of rates being Thursday 8th September 2022, being within 35 days from the date of issue of Council's rate notice;
3. an Early Payment Rates Discount of 8% for payment of annual rates paid in full, including all arrears, by Thursday 8th September 2022, being within 35 days of the date of issue of Council's rate notice;
4. a 5% interest charge be levied on rates instalments, eligible and deferred pensioners rates excluded;
5. an 5% interest charge be levied on all overdue rates, deferred pensioners rates excluded;
6. an administration charge of \$10 be levied for the second and each of any subsequent rates instalments;
7. due dates for instalments of rates payments as follows:
- a. 1st Instalment due on 8th September 2022; and
 - b. 2nd Instalment due on 8th November 2022; and
 - c. 3rd Instalment due on 9th January 2023; and
 - d. 4th Instalment due on 9th March 2023;
8. a Kerbside Rubbish Collection Fee \$299.00 and Kerbside Rubbish Collection Fee Pensioner \$231.00;
9. a Waste Management Charge on all Unimproved Value rateable properties of \$40.00 per rates assessment;
10. the Schedule of Fees and Charges as detailed in the Draft 2022/23 Budget;
11. the Revenue and Expenditure as detailed in the Draft 2022/23 Budget; and
12. the Significant Accounting Policies, as detailed in the Draft 2022/23 Budget, including a materiality threshold of +/- 10% of the budget allocation unless the dollar value of any variance is less than \$5,000 in the Statement of Financial Activity for 2022/23.

Moved: Cr Kowald

Seconded: Cr Christensen

Carried by Absolute Majority 6/0

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Winding up of Regional Waste Group

Applicant: CEO – Stan Scott
File Ref. No: ADM 217
Disclosure of Interest: Nil
Date: 8 July 2022
Author: CEO- Stan Scott

Attachments: 9.2.1A – Correspondence from Shire of Wagin
9.2.1B – Shire of Wagin Agenda Item
9.2.1C – Extract from the Minutes of the December 2015 OCM

Summary

Council is requested to agree to the winding up of the Great Southern Regional Waste Group (previously called the Wagin Voluntary Group of Councils) and the distribution of remaining funds to member Councils.

Background

The Shire of Wagin resolved at its June 2022 OCM as follows:

That subject to the concurrence of the Local Authorities who are the remaining signatories to the Regional Waste Site Agreement (Wagin Group of Councils) the Agreement be wound up and the funds being held for this project be distributed back to member Councils accordingly.

Comment

The Great Southern Regional Waste site agreement was developed in 2011 to advance regional waste solutions. One of the initiatives of the group was identifying and developing a regional land fill site. A site was identified about 7 Kilometres South West of Cuballing close to the Narrogin Shire Boundary. A planning application was lodged with the Shire of Cuballing by the Shire of Wagin as the lead Local Government for the group. The Shire put the application out for public comment and also referred the application to the EPA.

The EPA took the decision to not assess the proposal. Landfills are already subject to assessment through the DWER works approval process. The decision by the EPA was Appealed and the appeal was upheld by the Minister requiring the EPA to assess the proposal. The EPA had yet to make a decision on the level of assessment when the group decided not to pursue the proposal. The planning application was withdrawn in 2015.

In 2018 the group commissioned a Strategic Waste Management Plan produced by Bowman and Associates, Environmental Engineering consultants.

The Shire's efforts to improve waste management have included:

- Replacing Popanyinning and Cuballing Landfills with Waste Transfer Stations
- Introducing kerbside collection of household waste and recyclables.

Cuballing's waste is collected by Great Southern Waste Management (unrelated to the group of Councils) and recycled or deposited at the Narrogin Landfill site.

It no longer appears likely that a new regional landfill site will be developed, so it may be time to disband the group.

Strategic Implications - Nil
Statutory Environment – Nil
Policy Implications - Nil

Financial Implications

The Shire of Cuballing would be entitled to a one seventh share of the remaining funds held for the group by the Shire of Wagin, presently \$37,071. Our share would be approximately \$5,295.

Economic Implication - Nil
Environmental Considerations - Nil

Consultation

The Shire of Wagin Consulted with the Shire of Narrogin to gather background information.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. Seek a final meeting the Great Southern Regional Waste Group to discuss its future.

Voting Requirements – Simple Majority

COUNCIL DECISION 2022/75:

That Council agrees to the winding up of the Great Southern Regional Waste Group (previously called the Wagin Voluntary Group of Councils) and the distribution of remaining funds to member Councils.

Moved: Cr Bradford

Seconded: Cr Kowald

Carried 6/0

ADMINISTRATION CENTRE
2 Arthur Road, WAGIN W.A
PO Box 200, WAGIN 6315



Telephone: (08) 9861 1177
Facsimile: (08) 9861 1204
Website: www.wagin.wa.gov.au
Email: shire@wagin.wa.gov.au

WTA:KLS WM.SP.3

ADM217

30 June 2022

04 JUL 2022

Mr Stan Scott
Chief Executive Officer
Shire of Cuballing
PO Box 13
CUBALLING WA 6311

Dear Stan

PROPOSED WINDING UP OF REGIONAL WASTE GROUP (WAGIN GROUP OF COUNCILS)

Council at its meeting of the 28th June 2022 resolved:

That subject to the concurrence of the Local Authorities who are the remaining signatories to the Regional Waste Site Agreement (Wagin Group of Councils) the Agreement be wound up and the funds being held for this project, be distributed back to member Councils accordingly.

The agenda report which provides the background to this matter is attached along with a copy of the Regional Waste Site Agreement referred to.

In order for this agreement to be wound up and the funds held on behalf of the group to be distributed back to participating Councils, the consent of all remaining Councils is required.

It would be appreciated therefore if you would place this matter before your Council at its next meeting for consideration and to advise of its decision on this matter.

Yours sincerely


BILL ATKINSON
CHIEF EXECUTIVE OFFICER

Heart of the Great Southern

12.1.2 PROPOSED WINDING UP OF REGIONAL WASTE GROUP (WAGIN GROUP OF COUNCILS)

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 June 2022
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	WM.SP.3
ATTACHMENTS:	<i>Regional Waste Site Agreement (Copy)</i>

OFFICER RECOMMENDATION/4803 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That subject to the concurrence of the Local Authorities who are the remaining signatories to the *Regional Waste Site Agreement* (Wagin Group of Councils) the Agreement be wound up and the funds being held for this project, be distributed back to member Councils accordingly.

Carried 8/0

BRIEF SUMMARY

This report recommends that the *Regional Waste Site Agreement* (Wagin Group of Councils) to which the Shire was a signatory and the lead agency, be wound up. This will enable the distribution of funds held by the Shire of Wagin to the remaining current member Shires in accordance with the provisions of the agreement.

BACKGROUND/COMMENT

In response to an enquiry from one of the current member Shires, some work has been done on determining the state of play with respect to the *Regional Waste Site Agreement* previously referred to. An (unsigned) copy of the agreement is attached. There is no in-house knowledge of the existence of any other agreement which may have encompassed a wider regional approach of the disposal of waste in the region, rather than being waste site specific.

Due to very limited documentation available which relates to this project, has been difficult to ascertain exactly where this has landed with respect to participant contributions. A number of assumptions will have to prevail unless one of the other participating local governments has kept some more accurate records. The understanding of the situation at present is as follows:

- 2011 – Eleven Councils became signatory to a *Regional Waste Site Agreement* with Wagin being the lead agency. (Wagin has an unsigned copy of the agreement without any record of it having been executed).
- All Councils (presumably) contributed funding towards the project.
- October 2011 – Woodanilling withdrew from the agreement.

- 2014? – It seems that Dumbleyung, Wandering and West Arthur withdrew from the agreement.
- It is assumed that in accordance with the provisions of clause 6 of the agreement, the Councils which withdrew did not receive (nor were entitled to) a rebate from any contributions that they might have made.
- This left seven remaining members. There does not appear to have been any redrawing or amendment of the *Regional Waste Site Agreement* reflecting the reduced membership to seven.
- 1st July 2016 The former Town and Shire of Narrogin commenced as a single entity as the new *Shire of Narrogin*, leaving six members. There does not appear to have been any redrawing or amendment of the *Regional Waste Site Agreement* reflecting the reduced membership to six.
- It would seem that in accordance with Clause 9 of the agreement (“Winding up”) that all participant Councils need to agree in writing for the group to be wound up. This would allow the residual funds to be equally distributed.
- The Shire of Wagin is holding \$37,071 on behalf of the group.
- There are currently six remaining members, however, given that there is no record of the former Town of Narrogin withdrawing from the agreement prior to the amalgamation of the former Town and Shire of Narrogin, it would seem that Narrogin should receive a double allocation of funds on disbursement.

The proposal to wind up the agreement will be forwarded to other member Councils and on receipt of their concurrence, the funds held by the Shire of Wagin on behalf of the group will be disbursed accordingly.

CONSULTATION/COMMUNICATION

CEO – Shire of Narrogin

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

SHIRE OF CUBALLING
AND
SHIRE OF DUMBLEYUNG
AND
SHIRE OF NARROGIN
AND
SHIRE OF PINGELLY
AND
SHIRE OF WAGIN
AND
SHIRE OF WANDERING
AND
SHIRE OF WEST ARTHUR
AND
SHIRE OF WICKEPIN
AND
SHIRE OF WILLIAMS
AND
SHIRE OF WOODANILLING
AND
TOWN OF NARROGIN

Unconfirmed

Regional Waste Site Agreement

RECITALS

- A. The Group is comprised of local governments each constituted pursuant to the provisions of the Local Government Act 1995 and is located in the Wheatbelt and Great Southern regions of Western Australia.
- B. The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickepin, Shire of Williams, and Shire of Woodanilling have formed a voluntary organization of councils known as the Wagin Group of Councils ("WGOC"), to collectively carry out certain local government functions.
- C. The Group purchased, as tenants in common in equal shares, Lot 8 on Deposited Plan xxx being the whole of the land comprised in Certificate of Title Volume xxxx Folio XXX for the purpose of a regional refuse site ("the Land").
- D. The Land comprises of approximately 153 hectares, and the refuse site is located on a 16 hectare portion of the Land ("the Waste Site").
- E. The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickepin, Shire of Williams, and Shire of Woodanilling enter into this Deed to record the terms, conditions of ownership and management of the Land and the Waste Site.

1. OBJECTIVES

The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickepin, Shire of Williams, and Shire of Woodanilling ACKNOWLEDGE AND AGREE that the objectives of the Group in relation to the Waste Site and the Land are to:

- a) provide effective and cost efficient waste disposal consistent with legislative requirements and environmental standards for residents of the parties;
- b) operate programs to dispose of waste at the Waste Site in accordance with best practice;
- c) encourage upon a commercial basis and in accordance with agreed processes, other local governments in the region to deposit their refuse at the Waste Site; and
- d) establish and maintain the appropriate level of physical and financial resources, for the proper operation and management of the Waste Site.

2. MANAGEMENT OF WASTE SITE

Unless otherwise agreed by the parties in writing, The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickepin, Shire of Williams, and Shire of Woodanilling COVENANT AND AGREE with each other that the Shire of Narrogin will be responsible for the day-to-day management of the Waste Site, such responsibilities to include the:

- a) supervision of the Contractor and other users of the Waste Site;
- b) establishment and maintenance of a separate account for the Waste Site and the Land identifying all transactions in relation to the Waste Site and make available annual copies to the other parties;
- c) compliance with any protocols, guidelines, rules and regulations determined by the Working Group for the Waste Site and the Land; and
- d) maintenance of adequate public liability insurance for the Land and the Waste Site in the name of each party jointly and severally.

3. PAYMENT OF COSTS AND SHARING OF INCOME

The parties AGREE that:

- a) all outgoings related to the Waste Site and the Land, including capital infrastructure, are to be shared equally by the Group, unless such outgoing is attributable to one particular party or parties in which case that outgoing is payable by that party or those parties;
- b) each party is responsible to pay the Contractor for transportation of waste to the Waste Site based on the tonnage measured at the Waste Site weighbridge pursuant to the contract with the Contractor; and
- c) any income or revenue received from the Waste Site or the Land is to be shared equally between the Group.

4. RESTRICTIONS ON DISPOSAL

The parties COVENANT AND AGREE with each other that no party may sell, transfer, assign or otherwise dispose of or encumber its share of the Land, the Waste Site or the Waste Site assets.

5. WORKING PARTY

The parties each COVENANT AND AGREE with each other:

- a) to each allocate at least one senior officer of its staff to form a Working Group;
- b) the members of the Working Group shall elect a chairman and deputy chairman;
- c) if the office of chairman or deputy chairman becomes vacant then members of the WGOC shall elect a new chairman or deputy chairman as the case requires;
- d) the members of the Working Group are to meet on a regular basis to facilitate the purpose and terms of this Agreement ("the Working Party");
- e) such meetings are to be held at each Shire/Town on a rotational basis in accordance with the meetings for the WGOC and the WGOC Chairman shall chair the meetings; and
- f) each member Shire/Town shall have one vote in the decision making process.

6. WITHDRAWAL FROM AGREEMENT

- a) Notwithstanding clause 4, a party may withdraw from this Agreement by giving twelve months notice to the other parties of its intention to withdraw from this Agreement.
- b) A withdrawing party is not entitled to any rebate for any fees or costs paid in advance.

7. LODGEMENT OF CAVEAT

Each member of the Group CHARGES the Land in favour of each other member of the Group with the performance of its obligations undertaken hereunder and with the payment of all or any moneys payable or which may become payable by the Group to any other member of the Group and for the purpose of securing the same authorizes each member of the Group to lodge an absolute caveat at Landgate against the Certificate of Title to the Land in order to protect the rights and interests of each member under this Deed.

8. ADDITIONAL LOCAL GOVERNMENTS

Where another local government or similar body wishes to utilise the Waste Site, it may do so only with the consent in writing of all of the parties to this Agreement and on the terms and conditions agreed.

9. WINDING UP

- a) The Shire of Cuballing, Shire of Dumbleyung, Shire of Narrogin, Town of Narrogin, Shire of Pingelly, Shire of Wandering, Shire of West Arthur, Shire of Wickopin, Shire of Williams, and Shire of Woodanilling may, by agreement of all councils in writing, wind up the WGOC;
- b) If the WGOC is to be wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of the WGOC then the property and assets shall be realized and the proceeds along with any surplus funds shall be divided among the Participants in equal proportions;
- c) If the WGOC is to be wound up and there remains any liability or debt in excess of the realized property and assets of the WGOC then the liability or debt is to be met by the Participants in equal proportions.

10. DISPUTE RESOLUTION

- a) Subject to subclause (e) before resorting to external dispute resolution mechanisms, the parties to this Agreement shall attempt to settle by negotiation any dispute in relation to this Agreement.
- b) If a dispute is not settled by the parties within ten (10) days of one party first sending to the other parties written notice that they are in dispute, the dispute shall be submitted to external dispute resolution mechanism.
- c) For the purpose of this clause "external dispute resolution mechanism" means dispute resolution in accordance with the following provisions:

- i. A dispute may be referred by any of the parties to a single arbitrator in accordance with and under the provisions of the Commercial Arbitration Act 1985 and costs of the arbitration are to be paid in accordance with the award of the arbitrator; and
 - ii. In any arbitration each party shall be entitled to be represented by a duly qualified legal practitioner. This clause shall be deemed to be the agreement in writing referred to in Section 20 of the Commercial Arbitration Act 1985 in respect of the representation.
- d) Notwithstanding the existence of a dispute each party shall continue to perform its obligations under this Agreement.
 - e) A party may commence court proceedings relating to any dispute arising from this Agreement at any time where that party seeks urgent interlocutory relief.

11. CONFIDENTIALITY

- a) Subject to compliance with any other provisions of this Agreement dealing with confidentiality, each party undertakes and agrees not to use in any way confidential information of another party without the prior written approval of the other party except for the purposes contemplated by this Agreement;
- b) Except as required by law, each party agrees not to disclose to any person (other than a party's employees, directors, Councilors, consultants or advisors) or allow or assist to make it possible for any person to observe or copy any confidential information of another party, without the prior written approval of the other parties; and
- c) Each party agrees not to do any act, matter or thing which constitutes a breach of obligations pursuant to the Privacy Act, Local Government Act 1995, Freedom of Information Act 1992 or any other written law.

12. RELATIONSHIP BETWEEN PARTIES

Nothing contained or implied in this Agreement constitutes any party the partner, agent or representative of any other party or creates any partnership, agency or trust and no party has the authority to bind any other party in any way.

13. GOVERNING LAW

This Agreement is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

14. DEFINITIONS

In this Agreement, unless otherwise required by the context of the subject matter;

Contractor means xxxx contracted upon an individual basis with each Shire/Town for the transportation of rubbish from each Shires/Towns Transfer Station to the Waste Site.

Costs for the avoidance of doubt, includes establishment and capital costs as well as operating costs.

Party means Shires of Cuballing, Dumbleyung, Narrogin, Pingelly, Wagin, Wandering, West Arthur, Wickepin, Williams, Woodanilling and Town of Narrogin

15. INTERPRETATION

In this Agreement:

- a) a reference to the parties means the parties to this Deed;
- b) The single includes the plural and vice versa;
- c) A reference to a matter connected with the Claim includes a reference to all matters alleged in, connected with or arising out of the Claim and all matters connected with matters alleged in the Claim;
- d) A reference to a party includes a reference to that party's successors and permitted assigns and any person claiming under or through the party;
- e) Every agreement or obligation expressed or implied in this Deed by which two or more persons agree or are bound shall bind such persons jointly and each of them severally and any provision expressed or implied in this Deed which applies to two or more persons shall apply to such persons jointly and each of them severally; and
- f) headings used in this Deed are for convenience only and shall not affect its construction, interpretation or meaning and do not form part of this Deed.

PARTIES TO INITIAL

PARTICIPANT	DATE OF RESOLUTION TO ENTER INTO THIS ESTABLISHMENT AGREEMENT
Shire of Cuballing	2011
Shire of Dumbleyung	2011
Shire of Narrogin	2011
Shire of Pingelly	2011
Shire of Wagin	2011
Shire of Wandering	2011
Shire of West Arthur	2011
Shire of Wickelup	2011
Shire of Williams	2011
Shire of Woodanilling	2011
Town of Narrogin	2011

EXECUTED BY THE PARTIES as a Deed:

THE COMMON SEAL of the SHIRE OF
CUBALLING was hereunto affixed in
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF
DUMBLEYUNG was hereunto affixed in
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF
NARROGIN was hereunto affixed in
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF
PINGELLY was hereunto affixed in
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF
WAGIN was hereunto affixed in
the presence of:

SHIRE PRESIDENT

Print name

Unconfirmed

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF
WANDERING was hereunto affixed in
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF
WEST ARTHUR was hereunto affixed in
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF
WICKEPIN was hereunto affixed in
the presence of:

SHIRE PRESIDENT

Print name

CHIEF EXECUTIVE OFFICER

Print name

THE COMMON SEAL of the SHIRE OF

Unconfirmed

WILLIAMS was hereunto affixed in
the presence of:

SHIRE PRESIDENT Print name

CHIEF EXECUTIVE OFFICER Print name

THE COMMON SEAL of the SHIRE OF
WOODANILLING was hereunto affixed in
the presence of:

SHIRE PRESIDENT Print name

CHIEF EXECUTIVE OFFICER Print name

THE COMMON SEAL of the TOWN OF
NARROGIN was hereunto affixed in
the presence of:

SHIRE PRESIDENT Print name

CHIEF EXECUTIVE OFFICER Print name

(Referred to collectively as the "Group")

Unconfirmed

9. REPORTS OF OFFICERS AND COMMITTEES:

Cr Conley advised of a change in the order of proceedings and requested that Council consider Agenda Item 9.2.2 at this time.

Cr Bradford declared a Proximity Interest in Agenda Item 9.2.2 in that Cr Bradford leases property adjoining the parcel of land to be considered in this item and left the Council Chamber at 3.14pm.

9.2.2	Great Southern Regional Waste Group - Proposed Regional Waste Disposal Site - Nebrikinning Road
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Applicant:	NA
File Ref. No:	ADM145
Disclosure of Interest:	Nil
Date:	9 th November 2015
Author:	Gary Sherry
Attachments:	Nil

Summary

Council is to consider the recommendation of the Great Southern Regional Waste Group to withdraw the Development Application to have the proposed Nebrikinning Road, Cuballing, site approved for the purpose of a Regional Refuse Site.

Background

Council will be aware that the Great Southern Regional Waste Group (GSRWG) has for a considerable time been trying to establish a Regional Refuse Site, with previous efforts in the Shire of Wagin, Shire of Narrogin and now the Shire of Cuballing.

The GSRWG members met on Thursday 3rd December 2015 to consider the endeavours of the proposal to establish a Regional Refuse Site on Nebrikinning Road in the Shire of Cuballing.

The GSRWG have had two Memorandums of Understanding (MOU) with the landowners to purchase approximately 75 hectares to the GSRWG for the purpose of establishing a regional refuse site. The MOU's allowed the GSRWG to purchase this property, subject to certain things happening, including:

- A Works Approval being issued by the Department of Environment Regulation
- A subdivision approval being granted for excision of the land and
- Planning Approval being granted by the Shire of Cuballing

The original MOU was renewed for an additional 12 months and expired on 31st August 2015.

Drilling and geotechnical examination indicated that the site would be acceptable, and as a consequence, a Development Application was submitted to the Shire of Cuballing in November 2015 to have the land approved for a refuse site.

Comment

When the Development Application was submitted to the Shire of Cuballing, the Shire referred the application to all relevant stakeholders, including the Environmental Protection Agency (EPA). In considering this referral, the EPA considered the information provided and designated a Level of Assessment as "not assessed". This level of assessment was appealed by 6 members of the public including a Greens Member of the Legislative Council.

The Minister for the Environment upheld the appeals and referred the matter back to the EPA with instructions for them to review the Level of Assessment.

The Chairman and officers of the EPA also met with the GSRWG to discuss the process and progress of the proposal.

During the 24 months the MOU was in place, none of the conditions of the MOU have been met, with only one (Development Application to Cuballing Shire) being submitted, with no approval being granted. The MOU has not been extended for a third term.

The Shire of Cuballing is unable to consider the Development Application before it until the EPA process has concluded.

The EPA can request a level of Assessment of the proposal as either "Assessment on Proponent Information" (API) or a "Public Environmental Review" (PER). The API is a lesser requirement than a PER and would take less time to conduct. The EPA has not yet determined which will be applied and in fact has not as yet determined whether they will automatically apply a Level of Assessment, or that the Group should apply for a Level of Assessment.

Whichever will eventually apply, both Levels of Assessment are appealable so it is conceivable that if the lesser is applied (API), this will again be appealed and the process could start over again, or at least be delayed considerably.

It is not known how much more information would need to be completed by the GSRWG to satisfy an API. It is also not known what would need to be shown to complete a PER, however anecdotally, a PER could cost in the vicinity of \$500,000.

At a meeting of the members of the GSRWG on 3rd December 2015 above, it was resolved by the Group –

That the Great Southern Regional Waste Group:

1. Does not proceed with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road because of the expected high cost and uncertain outcome of meeting the EPA's determined Level of Assessment for this site and formally withdraws the Development Application with the Cuballing Shire
2. advises the landowners, Peter and Heather Dowdell that the Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road and therefore will be withdrawing the development application with the Cuballing Shire and from any action to purchase part of their property;
3. Gratefully thanks Peter and Heather Dowdell for their patience and perseverance in their dealings with the GSRWG in this process;
4. Advises the EPA, other interested authorities and stakeholders that the Development Application is to be withdrawn and the Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road
5. Proceeds with investigations into alternative short and long term regional options to improve waste management within this region.

As per previous recommendations of the members of the GSRWG, the recommendation requires ratification by each of the individual Councils that comprise the GSRWG.

Essentially the GSRWG believes that despite the Nebrikinning Road site being able to meet the current regulatory requirements, due to the expected cost of meeting EPA requirements and that there is no guaranteed outcome for this expenditure, it recommended that the GSRWG's efforts and resources should be concentrated in other areas.

Strategic Implications

Regardless of any decision with the proposed Regional Waste Disposal Site at Nebrikinning Road, the driving long term strategic requirement to have cost effective waste management operations in the region remains. The GSRWG have recommended that the GSRWG continue with investigations into alternative long and short term solutions. For the Shire of Cuballing a short term solution is becoming a priority given the planned move to waste transfer stations.

Statutory Environment – Nil at this time

Policy Implications – Nil at this time

Financial Implications

Since July 2012 the GSRWG has expended in the region of \$56,000 on developing the proposed Regional Waste Disposal Site at Nebrikinning Road. This expenditure included:

• Hydrological Survey	\$ 27,630
• Town Planning Consultant	\$ 8,017
• Environmental and Technical Consultant	\$ 14,159
• Survey Costs	\$ 4,000
• Drilling costs	\$ 1,600
• Legal costs	\$ 682

The Shire of Cuballing has effectively contributed a seventh of this cost. This equates to about \$8,013.

To continue the development of the proposed Regional Waste Disposal Site at Nebrikinning Road would require significant further expenditure. The upper estimates of such expenditure to gain EPA approval are \$500,000.

Economic Implications

Local business may reduce costs or improve productivity by using waste collection services provided by Council.

Social Implications

While the proposed Regional Waste Disposal Site at Nebrikinning Road did create significant community opposition from within and from outside the Shire of Cuballing, waste management remains an important local government provided community service to residents across the GSRWG region. Council provision of efficient, environmentally sustainable and cost effective waste management services is a high priority for the community of the Shire of Cuballing and for communities across the GSRWG region.

Environmental Considerations

It is anticipated that improved waste management practices will assist in the protection human health and the environment.

Consultation

Landform Research
Environmental Protection Agency
Members of the Great Southern Regional Waste Group

Options

The Council can resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation;
3. to propose an alternative course of action to the members of the Great Southern Regional Waste Group.

Voting Requirements

Simple Majority

COUNCIL DECISION:

That Council endorses the recommendation of the Great Southern Regional Waste Group to:

- 1. not proceed with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road because of the expected high cost and uncertain outcome of meeting the EPA's determined Level of Assessment for this site and formally withdraws the Development Application with the Cuballing Shire**
- 2. advise the landowners, Peter and Heather Dowdell that the Great Southern Regional Waste Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road and therefore will be withdrawing the development application with the Cuballing Shire and from any action to purchase part of their property;**
- 3. gratefully thank Peter and Heather Dowdell for their patience and perseverance in their dealings with the Great Southern Regional Waste Group in this process;**
- 4. advise the EPA, other interested authorities and stakeholders that the Development Application is to be withdrawn and the Great Southern Regional Waste Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road**
- 5. proceed with investigations into alternative short and long term regional options to improve waste management within this region.**

Moved: Cr Dowling

Seconded: Cr Newman

Carried 5/0

Cr Bradford returned to the Council Chamber at 3.17pm.

Mr Hawksley, Ms Walmsley and Mr Lawson left the Council Chamber at 3.17pm.

9.2.2 Speed Limits in Popanyinning

Applicant: Cr Kowald
File Ref. No: ADM 218
Disclosure of Interest: Nil
Date: 11 July 2022
Author: CEO- Stan Scott
Attachments: Nil

Summary

The Council request that Main Roads WA impose a reduced speed limit on the significant roads entering the Popanyinning Townsite.

Background

Cr Kowald made the following submission:

I would like some consideration given to the installation off traffic speed limit signs placed on the approach roads to the Popanyinning townsite. Over the past months I have receive numerous requests for residents about their concerns about this. I also share their concerns that traffic in rural residential areas can legally travel at 110kmh past their driveways and thru local intersections. These roads are not controlled by Main Roads and although they are important link roads thru the district, and carry a wide variety small and large vehicles and slow moving farm machinery.

Popanyinning West Road.

When enter Popanyinning on this road, there is no requirement to reduce speed from 110kmh until a vehicle reaches the “give way” at Great Southern Highway. By this time the vehicle has passed the intersection of Forrest St, as well as the entries to the Popo tennis courts and oval. There is an “advisory” speed limit and a “give way” warning sign in place, but nothing to indicate the town site around the bend.

Consideration is asked for a reduction in the speed limit 80 in the vicinity of Boundary Rd.

Popanyinning East Road.

This road should have a speed reduction in place before the Popanyinning Cemetery on the approach to Popanyinning. The exit from this location would not be obvious to a fast approaching vehicle. Furthermore, once past the cemetery there is the entrance to the rubbish tip, two other streets that meet this road, and eight private driveways onto it. Then finally there is the crossroad intersection of East Popanyinning Rd, Bunmulling Rd & Hotham St.

Consideration is asked for a reduction in the speed limit to 80kmh prior to the Popanyinning Cemetery.

Bunmulling Road.

This road should have a speed reduction in place, at least before the intersection of Duke Street. From this point there is traffic entering from York St, Lord St and Hotham St, plus four private driveways. Then there is the single lane Hotham River bridge, followed by the rail crossing. Effectively the speed limit is 110kmh until the rail crossing stop sign.

Bunmulling Road also has oversize slow moving large farm machinery entering from the river crossing bypass road onto it with nothing to warn drivers of this potential hazard.

Consideration is asked for a reduction in the speed limit to 80kmh prior Duke St and a warning sign of large vehicles entering from the river crossing bypass road.

I look forward to your response once you have had time to review this matter.

I discussed the matter with Main Roads WA and they indicated that they are happy to consider any submission from the Shire in relation to speed limits.

Comment

In addition to Great Southern Highway (also known as Northam – Cranbrook Road) which is already speed limited, there are 4 through roads that enter the Popanyinning Townsite from the east and west. These Roads approach Popanyinning through rural and rural residential property. Without warning signage and speed limits, the built-up areas can be unexpected.

To provide a consistent treatment for approaches to the Popanyinning Townsite the following appropriate treatments would be to apply speed limits with signs on the 4 approaches to Popanyinning. These approaches are:

- Popanyinning West Road before the intersection with Boundary Road;
- Williams Road before the intersection with Boundary Road;
- Popanyinning East Road and Bunmulling Road near the townsite boundary.

Presently there is a 70kph speed limit applying on Great Southern Highway through the Popanyinning townsite. This is accompanied by an intermediate speed limit of 90kph on the town approaches. Ideally the other roads would also have a 70kph speed limit

Cuballing Road East and Cuballing Road West each have stepped speed limits from 80kph down to 60kph. In the 80 kph zone on each of the roads there is also a warning sign:



It is likely that these are bespoke signs and not a standard sign. Both of the roads entering Cuballing would have significantly higher traffic volumes than the roads entering Popanyinning. Main Roads will have a view on what speed limits if any to impose.

Strategic Implications - Nil

Statutory Environment – Nil

Policy Implications - Nil

Financial Implications Nil

Economic Implication - Nil
Environmental Considerations - Nil

Consultation

The CEO consulted with Main Roads WA.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. Decide not to pursue changes to speed limits.

Voting Requirements – Simple Majority

COUNCIL DECISION 2022/76:

The Council request that Main Roads WA impose a reduced speed limit on the significant roads entering the Popanyinning Townsite.

Moved: Cr Bradford

Seconded: Cr Dowdell

Carried 6/0

9.2.3	Application for Development Approval for the storage and sale of firewood, sand, gravel and mulch at Lot 120 (No. 1) Ridley Street, Cuballing
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Location: Lot 120 (No. 1) Ridley Street, Cuballing
Applicant: Brian & June Harwood
File Ref. No: A123
Disclosure of Nil
Interest:
Date: 13th July 2022
Author: Stan Scott - CEO
Attachments: 9.2.3A Application for Planning Approval
9.2.3B Site Plan as approved and as constructed
9.2.3C BAL Site Plan and Notes

Summary

In September 2018 Council approved a development application for Brian and June Harwood for two Sheds, one sea container and the storage and sale of firewood, sand, gravel and mulch, with the business component limited to a 3 year period which expired in September 2021.

To continue to operate the business the applicants require a further planning approval.

Background

The original application was approved in 2018 subject to a number of conditions. The CEO has sought information from the applicant to ensure that the conditions have been satisfied.

The conditions, and assessment of compliance are set out below:

1. The development approval, for the storage and sale of firewood, sand, gravel and mulch, is granted for a 3 year approval period only (to 21 September 2021). To continue operating after 21 September 2021, there is a need to lodge a new development application to the Shire;

While late, this application satisfies the requirement for a new application.

2. A clear site development plan, is submitted and approved by the local government, prior to the commencement of operations;

The applicant has provided as constructed plans for the site.

3. The development hereby approved must be carried out in accordance with the plans and specifications submitted with the application (addressing all conditions) or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government;

Apart from the addition of an emergency egress onto Ridley Street to satisfy the requirements of the subsequent BAL assessment the plans are in accord with the approval.

4. This approval for the sheds and sea container shall expire if the development hereby approved has not been substantially commenced within a period of three years from

the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the development approval has lapsed, no further development is to be carried out;

Development completed

5. The provision of details prior to occupation as to how stormwater will be addressed for the proposed development to the satisfaction of the local government. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government;

Water Tanks in place

6. The applicant/operator is to ensure that noise levels are considerate of adjoining and nearby properties at all times which comply with the Environmental Protection (Noise) Regulations 1997 (and any associated amendments);

There was a single noise complaint relating to the reversing of the skid steer which was subsequently resolved. There has been no breach of noise regulations.

7. The use hereby approved must not create community safety concerns, or otherwise adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, vibration, odour, vapour, dust, waste water, waste products or other pollutants;

There has been a petition, led by the applicants, requesting that Corrie Street be sealed. This is not on Council's long term plans and there are numerous other town streets that would have higher justification for sealing.

It is open to Council to apply a planning condition requiring the applicant to seal all or part of Corrie Street. It is the CEO's view that such a condition would be out of proportion to the development.

8. The hours of operation are limited to between 7.30am to 5.30pm Monday to Friday and 8.30am to 5.30pm Saturday, not including any public holidays;

This condition remains appropriate

9. The landowner/operator shall maintain the site in a tidy condition so as not to prejudicially affect the amenity of the area;

The location does seem tidy and well laid out.

10. prior to the commencement of operations, the landowner/operator is to provide details of how waste material (including bark) will be appropriately disposed to the satisfaction of the local government;

Apart from normal household waste the only significant waste is bark from firewood. Small amounts are sold as mulch, the remainder is disposed of as green waste at the Cuballing Waste Transfer Station.

11. The applicant/operator is to implement dust control measures to the satisfaction of local government on an on-going basis;

Trees have been planted and reticulated on property boundaries.

Existing advice requires the applicant to drive responsibly on Corrie Street and encourage customers to do likewise

12. The applicant is required to submit a Landscape and Planting Plan to the satisfaction of local government prior to the commencement of site works, which is implemented prior to 21 September 2019;

The applicant has implemented landscaping in accordance with the Advice Note in relation to this condition, and this is reflected in the supplied site plan. *In relation to Condition 12, this includes the planting of a minimum 5 metre wide landscaping strip adjoining the western boundary and a minimum 3 metre wide landscaping strip adjoining the northern boundary to screen the firewood, sand, gravel and mulch storage.*

13. the landscaped and planted area shall be maintained to the satisfaction of the local government at all times;

Trees and shrubs are serviced by a drip irrigation system.

14. A Bushfire Management Plan to be prepared and implemented to the satisfaction of the local government prior to occupation. Thereafter, the approved Bushfire Management Plan shall be subsequently maintained to the satisfaction of the local government;

Completed for house construction. Extract of BAL assessment provided.

15. The vehicular crossover onto Corrie Street is to be designed, constructed and drained to the satisfaction of the local government prior to occupation and thereafter suitably maintained by the applicant/operator;

Corrie Street is not constructed beyond the boundary of the applicant's property. Currently the balance of the Corrie Street road reserve has been fenced and incorporated into the applicant's property. The present arrangement is satisfactory, so long as it is clear that the road reserve will remain Council property.

In Western Australia, s. 76 of the Limitation Act 2005 prevents any person from acquiring Crown land by adverse possession.

16. The external walls and roof of the sheds are clad in Colourbond colours to the satisfaction of the local government; and

Shed is clad in white or cream Colourbond.

17. The sheds are not used for habitable purposes.

There is no evidence of Shed being used for habitation.

Previous Approval

The September 2018 approval was limited to a 3-year period. The reasons for a temporary rather than a permanent approval were set out in the Officer's Report as follows:

3 year approval for the business component – this will provide the opportunity to monitor the on-going appropriateness of the business and to ensure that relevant conditions have been suitably met including a dwelling being finalised. Should the landowner/operator wish to continue operating the business after 3 years, there is a need to lodge another development application to the Shire. At that point, the Council can determine whether or not it will approve the application. If it chooses to approve, it can determine whether the approval is again time limited or has no time limit;

Planning context

Prior to the initial approval the planning context was examined, and public consultation conducted. Given that we are now dealing with an existing approved business it is clear that it is capable of approval. However the following information, largely from the original Officers Report, is provided for context.

Shire of Cuballing Town Planning Scheme No. 2

The site is zoned “Rural Residential” in the *Shire of Cuballing Town Planning Scheme No. 2* (TPS2). The range of proposed uses do not fit neatly into existing land use categories in TPS2 and accordingly the development is suggested to be a “use not listed” and was accordingly advertised for public comment. The proposed uses have elements of a rural home business and agriculture-intensive (which includes plant nurseries).

Clause 4.2(c) of TPS2 sets out the following objectives for the Rural Residential Zone:

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

Shire of Cuballing Local Planning Strategy (endorsed in June 2019)

The Local Planning Strategy was adopted after this application was dealt with but was in draft at that time. In relation to Rural Residential zoned land it includes the following Strategy (s16):
Promote appropriate employment uses where compatible with existing uses and nearby development.

Planning and Development (Local Planning Schemes) Regulations 2015

Attachment 9.2.1D sets out an extract from the *Planning and Development (Local Planning Schemes) Regulations 2015* relating to matters to be considered by the local government in determining Development Application and options in determining applications. The Regulations include deemed provisions for local planning schemes which replace relevant clauses in local planning schemes in Western Australia including TPS2.

Bush Fire Prone Area

Like most of the Cuballing townsite, the site is classified as a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. A compliant BAL assessment was completed by the applicant prior to construction of the dwelling.

New Approval

As noted earlier, it is clear that most conditions have been satisfied. Council must now decide from the following options:

1. To provide a permanent approval for the applicant to operate the business from that site

Is Council satisfied that offsite impacts are and can be appropriately managed into the future? Council may impose conditions similar to those imposed on the original approval which would require ongoing compliance by the applicant.

2. To provide a further temporary approval for the business

A temporary approval would allow the impacts to be monitored for a further period. It appears unlikely that there would be any significant change.

3. To refuse development approval based on unacceptable dust impacts.

There has been a recent petition requesting Council to seal Corrie Street as a result of dust concerns. This would be a substantial cost for the community as a result of the operation of this business.

4. Approve the application subject the applicant contributing to the cost of sealing Corrie Street.

This would be a substantial imposition and would likely make the business unviable.

Comment

When the applicant first sought development approval the site was vacant land. The applicant has completed the development including:

- Building a residence
- Building of Sheds, installation of a sea container;
- Installation of Water Tanks,
- Construction of hard stands and material bays
- Landscaping and reticulation.

The applicant has been operating a successful firewood and garden supply business from the site. Apart from one complaint which was resolved there have been no significant issues. The petition to seal the road was promoted by the applicant and was not as a result of generalised dust complaints.

There seems little point in a further temporary approval. The almost 4 years since the first approval seems sufficient to assess the impacts and to satisfy Council that the applicant will seek to comply with conditions of approval.

Strategic Implications - Nil

Statutory Environment

Planning and Development Act 2005, TPS2 and Planning and Development (Local Planning Schemes) Regulations 2015.

Policy Implications – Nil

Financial Implications

All costs associated with the development will be borne by the applicant. Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

Economic Implications

The applicant is operating a viable local business from the property.

Social Implications - Nil

Environmental Considerations

Provided the operator effectively manages noise and dust, on an on-going basis, the development should have minimal off-site impacts. The applicant has maintained the drainage line and appropriately revegetated parts of the property.

Consultation

The only consultation has been with the applicant to ensure that conditions has been satisfied.

Options

The Council can resolve:

1. the Officer's Recommendation:
2. to approve the Development Application with amended conditions (providing reasons);
3. to refuse the Development Application (providing reasons); or
4. defer and seek additional information.

Voting Requirements - Simple Majority

COUNCIL DECISION 2022/77

That Council approve the continued operation of a business including storage and sale of firewood, sand, gravel and mulch at Lot 120 on Plan 104400 (No. 1) Ridley Street, Cuballing subject to the following conditions:

- 1. the development hereby approved must be carried out in accordance with the plans and specifications submitted with the application (addressing all conditions) or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government;**
- 2. the applicant/operator is to ensure that noise levels are considerate of adjoining and nearby properties at all times which comply with the Environmental Protection (Noise) Regulations 1997 (and any associated amendments);**
- 3. the use hereby approved must not adversely affect the amenity of the subject locality by reason of (or the appearance or emission of) smoke, fumes, vibration, odour, vapour, dust, waste water, waste products or other pollutants;**
- 4. the hours of operation are limited to between 7.30am to 5.30pm Monday to Friday and 8.30am to 5.30pm Saturday, not including any public holidays;**
- 5. the landowner/operator shall maintain the site in a tidy condition so as not to prejudicially affect the amenity of the area;**
- 6. the applicant/operator is to maintain dust control measures to the satisfaction of local government on an on-going basis;**
- 7. the approved Bushfire Management Plan continue to applied and maintained to the satisfaction of the local government;**
- 8. the existing vehicular access arrangements, including the use of the unconstructed portion of Corrie Street may continue at the discretion of the local government.**
- 9. the sheds are not used for habitable purposes.**

ADVICE:

- A) The applicant should ensure they drive responsibly on Corrie Street and encourage their customers to likewise drive responsibly on Corrie Street.**
- B) Advertising signs that are visible from the Great Southern Highway/Ridley Street may need approval from Main Roads WA. Further information is available from Main Roads WA.**
- C) The applicant is advised that it is unlikely that Corrie Street will be sealed or upgraded in the foreseeable future. If at some time Corrie Street is upgraded the applicant may be required to construct a formal crossover at the applicant's expense.**
- D) The unconstructed portion of Corrie Street that is presently fenced as part of the applicant's property is used with the permission of the Local Government, subject to the applicant maintaining the area in a clean and tidy condition and not used**

for any construction. The applicant should be aware that s. 76 of the *Limitation Act 2005* prevents any person from acquiring Crown land by adverse possession.

- E) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

Moved: Cr Kowald


Seconded: Cr Christensen

Carried 6/0

FORM OF APPLICATION FOR PLANNING APPROVAL

Shire of Cuballing
Town Planning Scheme No. 2

Application for Planning Approval

Owner details:		
Name: BRIAN & JUNE HARWOOD		
Address: 1 RIDLEY STREET CUBALLING 6311		
		Postcode:
Phone:		FAX: NA
Home: NA	Work: NA	Email: BGHARWOOD
Mobile: 0412722219		& HOTMAIL.COM
Contact Person: BRIAN HARWOOD		
Signature: B Harwood		Date: 30/4/2022
Signature: 		Date: 30/4/2022
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.		

Applicant details:		
Name: BRIAN & JUNE HARWOOD		
Address: 1 RIDLEY STREET CUBALLING 6311		
		Postcode:
Phone:		FAX: N/A
Home: NA	Work: NA	Email: BGHARWOOD
Mobile: 0412722219		& HOTMAIL.COM
Contact Person for Correspondence: BRIAN HARWOOD		
Signature: B Harwood		Date: 30/4/2022

Part 2

Property details:		
Lot No. 120	House/Street No: 1	Location No:
Diagram or Plan No: 104400	Certificate of Title Vol. No: 1630	Folio: 402
Diagram or Plan No: _____	Certificate of Title Vol. No: _____	Folio: _____
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: RIDLEY	Suburb: CUBALLING	
Nearest Street Intersection:	CUBALLING STREET	

Existing building/land use:
Description of proposed development and/or use: STORAGE OF SOILS, GRAVEL, SAND, FIREWOOD.
Nature of any existing buildings and/or use: SHED, CONTAINER, HOUSE,
Approximate cost of proposed development: NIL
Estimated time of completion: APPROVAL DATED ALL DONE AS PER PLANNING 21/SEPTEMBER 2018.

Office Use Only
Acceptance Officer's initials: _____ Date Received: _____
Local Government Reference No: _____



ASIC

Australian Securities & Investments Commission

Record of Registration for Business Name

Business name information for:

Harwood Contracting Services

This Record of Registration contains information recorded on the Australian Securities and Investments Commission's (ASIC) register under section 33(8) of the Business Names Registration Act 2011.

Date: 24 July 2018

Next renewal date: 24 July 2024

Record of registration issued by the Australian Securities and Investments Commission on 27 June 2021

Rosanne Bell
Senior Executive Leader
Registry

RECORD OF REGISTRATION



ASIC

Australian Securities & Investments Commission

Summary of business name details

Business name: Harwood Contracting Services

Registration date: 24 July 2018

Status: Registered

Period of registration: 3 Years

Next renewal date: 24 July 2024

Business name holder details

Business name holder: B.G HARWOOD & J.A HARWOOD

Holder type: Partnership

ABN: 14602349260

Partner name: Brian Harwood

Date of birth: 18 November 1955

Place of birth: United Kingdom

Residential address: 73 Ridley St Cuballing WA 6311 Australia

Email address: bgharwood@hotmail.com

Partner name: June Harwood

Date of birth: 25 November 1952

Place of birth: United Kingdom

Residential address: 73 Ridley St Cuballing WA 6311 Australia

Email address: bgharwood@hotmail.com

Addresses

Address for service of documents

73 Ridley St
Cuballing WA 6311
Australia

Principal place of business

RECORD OF REGISTRATION



ASIC

Australian Securities & Investments Commission

Record of Registration for Business Name

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Status: Registered

Period of registration: 3 Years

Next renewal date: 24 July 2024

Business name holder details

Business name holder: B.G HARWOOD & J.A HARWOOD

Holder type: Partnership

ABN: 14602349260

Partner name: Brian Harwood

Date of birth: 18 November 1955

Place of birth: United Kingdom

Residential address: 73 Ridley St Cuballing WA 6311 Australia

Email address: bgharwood@hotmail.com

Partner name: June Harwood

Date of birth: 25 November 1952

Place of birth: United Kingdom

Residential address: 73 Ridley St Cuballing WA 6311 Australia

Email address: bgharwood@hotmail.com

Addresses

Address for service of documents

73 Ridley St
Cuballing WA 6311
Australia

Principal place of business

RECORD OF REGISTRATION

SHIRE OF CUBALLING
PLANNING APPROVAL

CEO *[Signature]*
DATE: 21st September 2018

NOTE: BUILDING LICENCE IS REQUIRED

RIDLEY STREET

(W)

102 mtrs

3 mtrs

SIGN

FIRE BREAK

15,546 m²
3.89 ACRES

JARRAH
FIRE
WOOD

HARD STANDING
GRAVEL

12 mtrs

ENCLOSED
SHED

12 mtrs

Open
front
Shed

12 mtrs

FENCE LINE

DOUBLE
GATE

FENCE LINE

15 mtrs

CONTAINER

WATER
TANK

GRAVEL
DRIVE WAY

23 mtrs

HOUSE

14 mtrs

37 mtrs

WATER
TANK

FIRE BREAK

TREE LINE

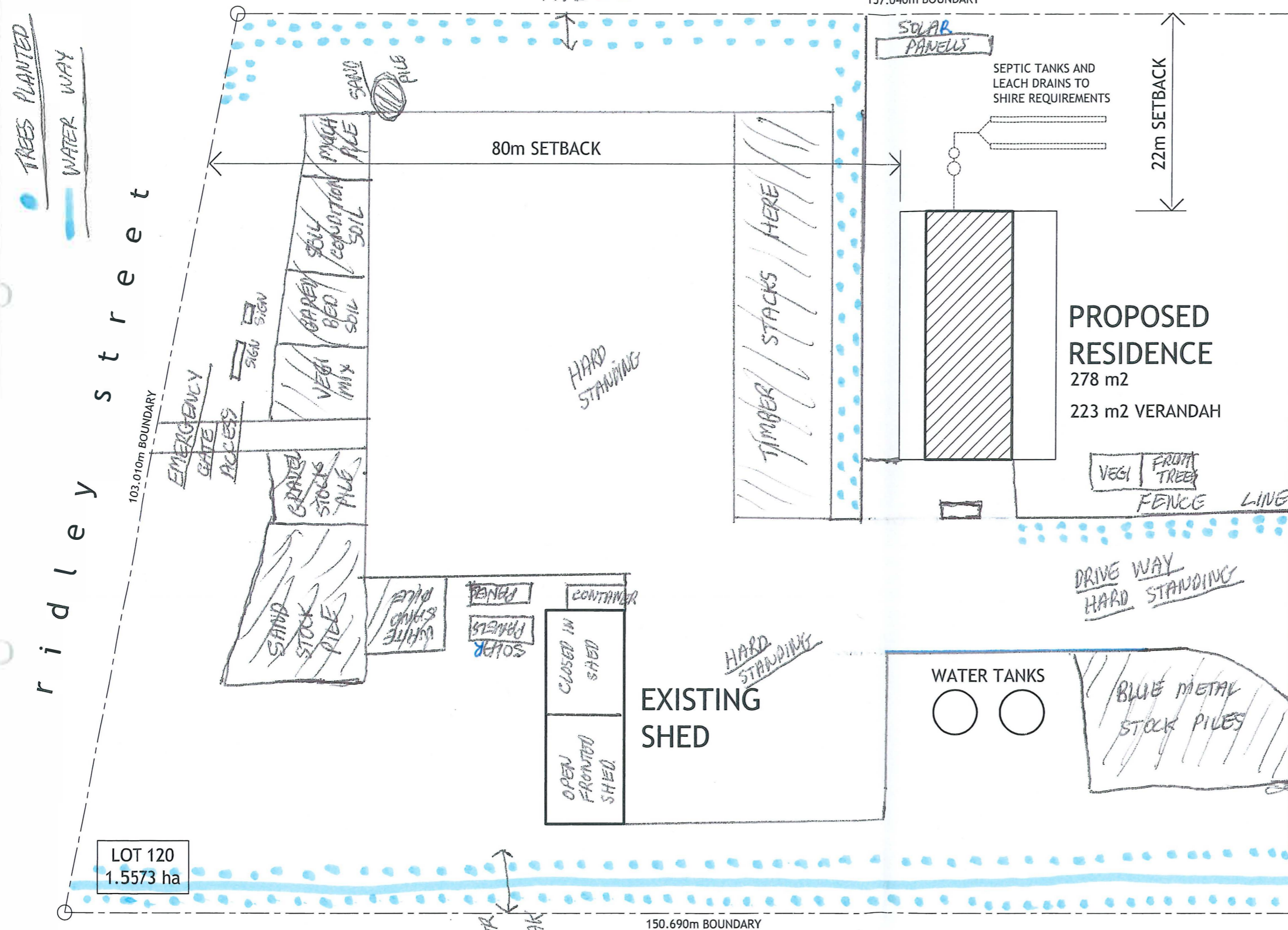
TREE LINE. 5 mtrs FIRE BREAK.

(S) 150 mtrs

(N) 156 mtrs

(E)

CORRIE ROAD



- ### BAL 12.5 CHECKLIST
- ALL CONSTRUCTION TO COMPLY WITH AS3959:2018 SECTION 3 (GENERAL CONSTRUCTION) AND SECTION 5 (CONSTRUCTION FOR BUSHFIRE ATTACK LEVEL 12.5).
 - THE EXPOSED COMPONENTS OF EXTERNAL WALLS LESS THAN 400mm ABOVE GROUND, OR SURFACE HAVING A PITCH LESS THAN 18°, SHALL BE A NON-COMBUSTIBLE MATERIAL. (Ground floor: Insert wall type. Upper Floor: Insert Wall type)
 - VENTS AND WEEP HOLES IN EXTERNAL WALLS SHALL BE SCREENED WITH A MESH WITH A MAXIMUM APERTURE OF 2mm MADE OF CORROSION RESISTANT STEEL, BRONZE OR ALUMINIUM.
 - ALL GLAZING LESS THAN 400mm ABOVE GROUND, OR SURFACE HAVING A PITCH LESS THAN 18°, SHALL BE GRADE A SAFETY GLASS MINIMUM 4mm. FRAME MATERIAL: Insert Frame Material.
 - THE OPENABLE PORTIONS OF WINDOWS SHALL BE SCREENED WITH A MESH WITH A MAXIMUM APERTURE OF 2mm MADE OF CORROSION RESISTANT STEEL, BRONZE OR ALUMINIUM AND BE TIGHT FITTING.
 - SOLID DOORS MINIMUM 35MM THICK.
 - GLAZING IN DOORS TO BE GRADE A SAFETY GLASS MINIMUM 4mm THICK.
 - SLIDING DOORS INCORPORATING GLAZING SHALL BE GRADE A SAFETY GLASS MINIMUM 4mm THICK.
 - GARAGE DOOR SHALL BE NON-COMBUSTIBLE AND HAVE WEATHER STRIPS, SEALS OR BRUSHES.
 - THE ROOF SHALL BE FULLY SARKED COVERING THE ENTIRE ROOF AREA, INCLUDING RIDGES AND HIPPS AND EXTEND INTO THE GUTTERS AND VALLEYS.
 - OPTION FOR STEEL ROOF COVER ONLY. DELETE ABOVE LINE AND INCLUDE: ALL GAPS TO BE SEALED AT THE FASCIA OR WALL LINE, HIPPS AND RIDGES WITH A COMPLIANT MESH, MINERAL WOOL, OR NON-COMBUSTIBLE MATERIAL.
 - ROOF PENETRATIONS SHALL BE SEALED.
 - ROOF VENTILATION OPENINGS SHALL BE FITTED WITH EMBER GUARDS MADE FROM MESH OR PERFORATED SHEET WITH A MAXIMUM APERTURE OF 2mm, MADE OF CORROSION-RESISTANT STEEL, BRONZE OR ALUMINIUM.
 - OVERHEAD GLAZING TO BE GRADE A SAFETY GLASS.
 - EVAPORATIVE COOLER TO BE FITTED WITH NON-COMBUSTIBLE BUTTERFLY CLOSERS OR NON-COMBUSTIBLE COVER. EAVES TO BE SEALED.
 - JOINTS IN EAVES LININGS, FASCIAS AND GABLES MAY BE SEALED WITH PLASTIC JOINING STRIPS OR TIMBER STORM MOULDS.
 - DECKING, STAIR TREADS AND TRAFFICABLE RAMPS AND LANDINGS WITHIN 300MM OF GLAZING TO BE NON-COMBUSTIBLE OR TIMBER SPECIFIED IN AS3959 APPENDIX E OR F.
 - TIMBER VERANDAH POSTS TO BE MOUNTED ON GALVANISED STIRRUPS MIN. 75MM ABOVE F.G.L. OR BE A TIMBER SPECIFIED IN AS3959 APPENDIX E OR F.
 - ABOVE GROUND EXPOSED WATER SUPPLY PIPES TO BE METAL..
 - EXTERNAL, ABOVE GROUND GAS PIPES AND FITTINGS TO BE STEEL OR COPPER MIN. WALL THICKNESS OF 0.9MM EXTENDING A MIN. 400MM WITHIN THE BUILDING AND 100MM BELOW GROUND.

LOT 120
1.5573 ha



SITE PLAN

SCALE 1:500

APPENDIX (B)

HARWOOD RESIDENCE
Minutes of the Ordinary Meeting of the Shire of Cuballing held
1 (LOT 120) RIDLEY STREET CUBALLING
Wednesday 22nd June 2022

HARRIS design

DATE 10-06-20
SCALE 1:500
CAD HARWOOD.DWG 79

DRAWING
A1
REV

9.3 MANAGER OF WORKS AND SERVICES:

Cr Harris Declared a Proximity interest as he resides on Cuballing East Road

Cr Harris left the meeting at 2.45 pm

9.3.1 Delivery of Stabilisation Services for WSNF Projects

Applicant:	Shire of Cuballing
File Ref. No:	ADM 121
Disclosure of Interest:	Nil
Date:	8 July 2022
Author:	Bruce Brennan/Stan Scott
Attachments:	

Summary

That Council authorise the CEO to extend the contract with Western Stabilisers to include further work on the Cuballing East Road under the Wheatbelt Secondary Freight Network (WSFN) Program.

Background

In March 2022 the Shire of Cuballing issued a Request for Quotation to WALGA Preferred Suppliers offering stabiliser services. The scope of works in the RFQ was the 2021-22 stage of the WSNF Program. This work will all be completed in 2022-23. The successful proponent was Western Stabilisers.

At the time of inviting quotations the scope of work for the 2022-23 Financial Year – the next stage of the of the WSNF works – had not been determined. It is now clear that both stages will be delivered in the current financial year. It is proposed to extend the existing contract with WA Stabiliser to include the additional works.

Wheatbelt Secondary Freight Network

This collaboration between 42 Local Governments, the State Government (through WDC, Main Roads WA) and the Commonwealth is delivering \$170 million in funding, with potentially up to \$500 million if the present work is delivered effectively.

Cuballing has two roads that form part of a route between Wickepin and Albany Highway. That is Cuballing East Road (priority 1) and Wandering Narrogin Road (priority 2). Funding allocated to these roads over the next 5 years totals over \$15 million. For 2022-23 the allocation is \$2.85 million including a carry over of almost over \$1 million for the present year.

Discussion

The justification for the proposed course of action is set out below:

1. Under regulation 11 of the Local Government (Functions and General) Regulations 1996 tenders do not have to be publicly invited *if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program*. That is the case with this contract.
2. Under the Shire of Cuballing Purchasing Policy even though a tender exemption applies staff are required to obtain 3 written quotes from preferred suppliers. That is

what happened on this occasion. Quotations closed on 15 March 2022 and Western Stabilisers was clearly the best quote. There is no reason to believe that a new process would produce a different result.

3. The delivery of the works will not be linear 2021-22 followed by 2022-23. Some of the 2021-22 works are in low lying areas and works will need to wait till summer. Some of the 2022-23 works are at a higher elevation and can be started earlier. To complete the entire program it will be necessary to schedule the works to take advantage of an extended construction season. There are considerable practical and logistical advantages involved in having a single contractor to deliver stabilisation works.

Comment

Council has been informed previously about the challenge in achieving such an extensive road program. It is not for a single year – we will be operating at 3 to 4 times our long term average roads program for the next 5 years.

This will require:

- Developing our project management skills including contracted engineering expertise;
- Contracting out significant parts of projects including stabilisation works, replacement culverts and asphalt seal widening;
- Supplementing work crews with contractors;
- Recruiting additional staff to provide back up and redundancy; and
- Ensuring that mission critical equipment is fit for purpose.

Senior staff have worked with our contract engineer to map out staff and machine hours to ensure that the program is capable of being delivered. They have also mapped out the additional quantities of stabilisation required for the additional works required for the next stage of works on Cuballing East Road.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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.

	Strategy	Outcome
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.

Statutory Environment

Western Stablisers is a WALGA preferred supplier. The contract is exempt from tendering under the provisions of Regulation 11 (2) (b) the Local government Functions and General Regulations 1996.

Policy Implications

Western Stablisers was contracted under the provisions of Council's Policy 2.2 - Purchasing Policy. The Request for Quotations closed on 15 March 2022. The policy is silent on how long we can rely on a formal request for quotations process before a further process would be required.

The Objectives of the purchasing policy include:

- 1 Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors
- 3 Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements
- 7 Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Cuballing

It is the CEO's view that the proposed contract extension satisfies these objectives.

Financial Implications

There is no direct financial impact from this proposal. Given the volatility of supply contracts it is relatively low risk.

Economic Implication Nil
Social Implication Nil
Environmental Considerations Nil

Consultation

Rod Munns, Contract Engineer.

Options

The Council can resolve:

1. the Officer's Recommendation; or
2. direct staff to repeat the RFQ process for the additional scope of stabilisation works

Voting Requirements – Simple Majority

COUNCIL DECISION 2022/78:

That Council authorise the CEO to extend the contract with Western Stablisers to include further work on the Cuballing East Road under the Wheatbelt Secondary Freight Network (WSFN) Program

Moved: Cr Bradford

Seconded: Cr Christensen

Carried 5/0

Cr Harris returned at 2.50pm

9.3.2 Purchase of Front End Loader and Grader, Apply for Loan

Applicant:	Shire of Cuballing
File Ref. No:	ADM081
Disclosure of Interest:	Nil
Date:	12 th July 2022
Author:	Stan Scott - CEO
Attachments:	9.3.2A Front End Loader Comparisons
	9.3.2B Grader Comparisons
	9.3.2C WA Treasury Corporation Indicative Loan Repayment
	Schedule for \$440,000 over 5 years

Summary

We have received quotations for replacement equipment and Council is asked to:

- **Proceed with the purchase of the preferred replacement equipment.**
- **Proceed with the application for an additional debenture from WA Treasury Corporation.**

Background

The Shire of Cuballing's anticipated road construction program for the 2022/23 financial year will include \$2.7 million in funding under the Wheatbelt Secondary Freight Network for work on the Cuballing East Road. Much of that work will be completed by Shire of Cuballing works crew supported by contractors. The biggest risks to the successful completion of such an ambitious program is the reliability of plant and capacity of staff.

These risks are proposed to be addressed through replacement of two machines that have been very unreliable in the past and increasing staffing both to increase capacity and prepare for some impending retirements.

Council resolved at its May 2022 Ordinary Meeting:

1. *That Council **adopt** the attached Plant Replacement Program for 2022 -23 to 2032-33;*
2. *Authorise the CEO to:*
 - A. *Commence the Request for Quotation (RFQ) process for a replacement Grader and Front End Loader;*
 - B. *Seek quotations for a loan for \$440,000 over 4 to 6 years for the purchase of the new Grader; and*
 - C. *Note that final decisions on these matters will be part of budget deliberations.*
3. *Authorise the CEO to:*
 - A. *Retain the Colorado Dual Cab Utility that was scheduled for trade in;*
 - B. *Order the replacement Toyota Prado.*

This item is predicated on the adoption of the Council budget at this meeting of Council.

Replacement Front End Loader

This is to replace the Komatsu WA320PZ9 Front End Loader– this machine was purchased in 2015 and has proved unreliable and expensive to maintain. This downtime impacts on the productivity of the construction crew. Anticipated changeover cost in the Plant Replacement Program was \$250,000.

The Summary of Quotations are as follows:

Supplier	AFGRI Aust	AFGRI Aust	AFGRI Aust	Hitachi Aust	Hitachi Aust	Komatsu Aust	Westrac	Westrac
Manufacturer	John Deere	John Deere	John Deere	Hitachi	Hitachi	Komatsu	Caterpillar	Caterpillar
Model	544P	624P	624K-11	ZW180-5	ZW150-5	WA320-8	938K	930K
Buy	327,000	344,500	328,500	305,000	248,500	329,700	347,772	319,255
Sale	105,000	105,000	105,000	-	-	-	125,250	125,250
Total	222,000	239,500	223,500	305,000	248,500	329,700	222,522	194,005

Full details of the offer can be found at 9.3.2A.

The preferred offer is the Caterpillar 938K from Westrac.

The Manager of Works and Services and key operators visited locations where the John Deere and Cat are in use. The Hitachi's are underpowered compared the preferred loader. The Cat is competitively priced and offers a better trade. It has the advantage of having parts in common with the existing Cat Grader.

The anticipated auction value for the trade in is between \$110,000 and \$130,000. The trade in value offered by Westrac is highly competitive and it is proposed that the trade in offer be accepted.

The changeover cost is \$27,500 less than anticipated.

Replacement Grader

This is to replace the Komatsu GD555-5 Grader – This machine has also had regular breakdown issues and downtime. Despite several attempted repairs it continues to run hot with temperatures in the red zone. The anticipated changeover cost set out in the Plant Replacement Program was \$340,000.

The Summary of quotations is set out below. The preferred offer is the Caterpillar 140 from Westrac. This is the same model as our other grader and would allow for some interchangeable replacement parts with the existing grader and the proposed new Cat Loader.

Westrac has offered to provide a second bucket for the Front End Loader if we purchase both machines from Westrac. While this is a worthwhile incentive and it is proposed to take advantage of the offer, the decision to purchase the CAT grader stands alone.

It is proposed to NOT accept the trade in offer and instead put the Komatsu grader up for auction. We are confident that it will achieve a higher price at auction. The proceeds from the sale of the grader would be placed in the plant replacement reserve. The anticipated changeover cost is in the order of \$275,000.

Supplier	AFGRI Aust	Komatsu Aust	Westrac
Manufacturer	John Deere	Komatsu	Caterpillar
Model	620GP	GD555-5	140
Buy	420,000	372,100	407,025
Sale	70,000	-	111,000
Total	350,000	372,100	296,025

Full details of the offers can be found at 9.3.2B

Borrowings

The proposal adopted by Council at the May 2022 OCM was to borrow the full cost of the Grader, expected to be \$440,000. In light of better than expected trade values and lower than anticipated purchase prices, it is proposed instead to borrow \$400,000. The quote for the \$440,000 loan is at attachment 9.2.3C. Given the volatility of interest rates at the moment the final interest rate may be marginally higher. It is expected the proceeds of the loan would be available in September in line with the likely delivery time.

Comment

The proposed resolutions are in line with Council's decisions at the May 2022 Council meetings. Feedback from suppliers suggests that most Local Governments have not yet placed orders for 2022-23 acquisitions which means we will be unlikely to experience any significant delays if we move now.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027 includes the following:

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

- Transport systems that are functional, efficient, economical and safe, coupled with continuous improvement to meet the safety and amenity needs of the community.
- Managing community assets in a whole of life and economically sustainable manner.

	Strategy	Outcome
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.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.

A well-considered and realistic plant replacement program supports these strategies.

Statutory Environment

The proposed purchases are in line with the Act, the Functions and General Regulations and Council's Purchasing Policy. Each of the suppliers invited to quote are WALGA preferred suppliers.

Policy Implications - Nil

Financial Implications

Acquisitions are in line with the plant replacement program adopted in May 2022. The final changeover costs for the two machines are likely to be in the order of \$90,000 less than anticipated. As a result, it is proposed to reduce borrowings, and top up the plant replacement reserve.

Based on the indicative cost schedule at attachment 9.3.2C the \$400,000 loan will cost in the order of \$87,300 per annum over the next 5 years.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation

The recommended program has been developed in consultation with the leadership team and discussed at the Plant Committee meeting on 12 July 2022. The Cat and John Deere Loaders were test driven on site and discussed with owners.

Options

Council may resolve to:

1. Support the officer's recommendation in whole or in part.
2. Make a different choice from the available options.

Voting Requirements – Absolute Majority

COUNCIL DECISION 2022/79:

That Council

- 1. Purchase the Caterpillar 938K Front End Loader from Westrac for \$347,772;**
- 2. Accept the Trade in offer of \$125,250 from Westrac for the Komatsu WA320PZ9 Front End Loader;**
- 3. Purchase the Caterpillar 140 Grader from Westrac for \$407,025;**
- 4. Not accept the trade in offer of \$111,000 from Westrac for the Komatsu GD555-5 Grader;**
- 5. Place the Komatsu GD555-5 Grader with Pickles Auctioneers for sale by public auction when the replacement grader arrives; and**
- 6. Proceed with the application for a \$400,000 loan from WA Treasury Corporation for the purchase of the Caterpillar 140 Grader.**

Moved: Cr Dowdell

Seconded: Cr Kowald

Carried by Absolute Majority 6/0

Supplier		AFGRI Aust	AFGRI Aust	AFGRI Aust	Hitachi Aust	Hitachi Aust	Komatsu Aust	Westrac	Westrac
Manufacturer	Budget	John Deere	John Deere	John Deere	Hitachi	Hitachi	Komatsu	Caterpillar	Caterpillar
Model		544P	624P	6246-11	ZW180-5	ZW150-5	WA320-8	938K	930K
Buy	350,000	327,000	344,500	328,500	305,000	248,500	329,700	347,772	319,255
GST	35,000	32,700	34,450	32,850	30,500	24,850	32,970	34,777	31,925
Buy (GST Inclusive)	385,000	359,700	378,950	361,350	335,500	273,350	362,670	382,549	351,180
Sale	60,000	105,000	105,000	105,000	-	-	-	125,250	125,250
GST	6,000	10,500	10,500	10,500	-	-	-	12,525	12,525
Sell (GST Inclusive)	66,000	115,500	115,500	115,500	-	-	-	137,775	137,775
Total	290,000	222,000	239,500	223,500	305,000	248,500	329,700	222,522	194,005
Total (GST Inclusive)	319,000	244,200	263,450	245,850	335,500	273,350	362,670	244,774	213,405
Budget Less Cost	-	68,000	50,500	66,500	15,000	41,500	39,700	67,478	95,995
warranty		5000hrs or 36 Months	5000hrs or 36 Months	5000hrs or 36 Months	unlimited hours / 12 Months	unlimited hours / 12 Months	6000hrs or 36 Months	2000hrs or 36 Months	2000hrs or 36 Months
Fit Spec		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Options Included								Auto lube	Auto lube
Service Offers									
Service Manuals		Yes Included	Yes Included	Yes Included	Yes Included	Yes Included	Yes Included	Yes Included	Yes Included
Offers		No	No	No	No	No	No	No	No
Standard Options				5 Speed trans				Hydrostatic	
Additional Warranty					\$1,565	\$2,458			
Operator Training									
Notes		Tier 4 - Ad Blue	Tier 4 - Ad Blue	Tier 3 - no Ad Blue			2.7 cm³ bucket	2.9 cm³ bucket	2.5 cm³ bucket
		3 - 6 weeks for delivery	3 - 6 weeks for delivery	3 - 6 weeks for delivery	Delivery October 2022	Delivery October 2022		Delivery October 2022	Delivery October 2022
		152 HP		188 HP	173 HP	154 HP		190 HP	162 HP

Supplier		AFGRI Aust	Komatsu Aust	Westrac
Manufacturer	Budget	John Deere	Komatsu	Caterpillar
Model		620GP	GD555-5	140
Buy	350,000	420,000	372,100	407,025
GST	35,000	42,000	37,210	40,702
Buy (GST Inclusive)	385,000	462,000	409,310	447,727
Sale	70,000	70,000	-	111,000
GST	7,000	7,000	-	11,100
Sell (GST Inclusive)	77,000	77,000	-	122,100
Total	280,000	350,000	372,100	296,025
Total (GST Inclusive)	308,000	385,000	409,310	325,627
Budget Less Cost	-	70,000	92,100	16,025
Warranty		5000hrs or 36 Months	6000hrs or 36 Months	Unlimited or 36 Months
Fit Spec		Yes	Yes	Yes
Options Included				7000hrs or 60 Months @ \$5,951.14
Service Offers				
Service Manuals		Yes Included	Yes Included	Yes Included
Offers		No	No	No
Standard Options				
Additional Warranty				
Operator Training				
Notes		3 - 6 weeks for delivery	Delivery February 2023	Delivery September 2022
		175 HP	193 HP	183 HP

Indicative Loan Repayment Schedule

Shire of Cuballing

Facility:	Annuity Lending
Client Account:	General
Client Reference:	
WATC Reference:	296511

This Indicative Rate Quote for Advance is based on rates applying at 13 May 2022.

Terms of Advance

Amount of Advance:	\$440,000.00
Date of Advance:	01 August 2022
Maturity Date:	01 August 2027
Interest Rate ¹ :	3.4722% p.a. (Semi Annual Compounding)
Schedule Basis:	10 Semi Annual repayments

Repayment Schedule

Payment Date	Balance of Advance Outstanding	Capital Repayment	Interest Repayment	Total Fixed Payment
01 Feb 2023	399,329.06	40,670.94	7,638.84	48,309.78
01 Aug 2023	357,952.03	41,377.03	6,932.75	48,309.78
01 Feb 2024	315,856.66	42,095.37	6,214.41	48,309.78
01 Aug 2024	273,030.47	42,826.19	5,483.59	48,309.78
03 Feb 2025	229,460.77	43,569.70	4,740.08	48,309.78
01 Aug 2025	185,134.66	44,326.11	3,983.67	48,309.78
02 Feb 2026	140,039.00	45,095.66	3,214.12	48,309.78
03 Aug 2026	94,160.44	45,878.56	2,431.22	48,309.78
01 Feb 2027	47,485.38	46,675.06	1,634.72	48,309.78
02 Aug 2027	0.00	47,485.38	824.39	48,309.77
	Totals:	440,000.00	43,097.79	483,097.79

Note

- (1) The Interest Rate does not include Government Guarantee Fee, which is invoiced separately by WATC on behalf of the Treasurer of the State of Western Australia and is subject to change in accordance with government policy

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:

COUNCIL DECISION 2022/80:

That Council consider new business of an urgent nature.

Moved: Cr Christensen

Seconded: Cr Dowdell

Carried 6/0

Cr Bradford Declared an interest in this item as he is a participant in the land swap arrangement.

Cr Bradford left the meeting at 2.55 pm

11.1 LATE ITEM – Proposed Land Exchange

Applicant: DBCA – Parks and Wildlife Service
File Ref. No: A989
Disclosure of Interest: Cr Bradford – Financial Interest
Date: 20 July 2022
Author: CEO- Stan Scott
Attachments: Correspondence from DBCA – Parks and Wildlife

Purpose

Council is requested to comment on a proposed land exchange between Mr Bradford and the Department of Biodiversity Conservation and attractions.

Background

The entry to the Hillcroft Farms Piggery is adjacent to State Forest no 51. Present access to the piggery is via a track on the boundary of the state forest. To improve access and biosecurity for the piggery it has been proposed that 4-10 hectares of land be excised from State Forest 51. In exchange 2 portions of undisturbed bush on land owned by Mr Bradford and presently fenced into the adjoining Dryandra Woodland National Park would be formally incorporated into the national park.

To quote from the letter:

The proposed exchange will formalise the use of the access track and ensure Bradford's operations meet their relevant biosecurity requirements, whilst allowing areas of natural bushland to be included in the adjacent Dryandra Woodland National Park.

Discussion

The proposed land exchange appears to be a win-win situation, and there is no obvious downside for Council or the community.

This item has been presented as a late item because it is uncontroversial and would normally have been included in this month's agenda but for the impact of COVID absences.

Strategic Implications

The Shire's Strategic Community plan includes the following goal:

Valuing our unique environment and ensuring the natural resources within the Shire are recognised as an important asset and managed in a sustainable manner

The proposal contributes to the conservation estate while supporting the operations of a local business.

Statutory Environment

DBCA is meeting its statutory obligation to consult with stakeholders.

Policy Implications - Nil

Financial Implications - Nil

Economic Implication – Nil

Environmental Considerations - Nil

Consultation

This request for comment is part of the DBCA consultation process.

Options

Council may resolve whether or not to support the Officer's Recommendation.

Voting Requirements – Simple Majority

COUNCIL DECISION 2022/81:

That Council advise DBCA that it considers the proposed land exchange to be a both sensible and appropriate and that it has the support of the Shire of Cuballing.

Moved: Cr Christensen

Seconded: Cr Dowdell

Carried 5/0

Cr Bradford returned to the meeting at 2.58 pm



Department of **Biodiversity,
Conservation and Attractions**



Your ref:
Our ref: 2022/000671
Enquiries: Nicola Mincham
Phone: 9219 8777
Email: Nicola.Mincham@dbca.wa.gov.au

Chief Executive Officer
Shire of Cuballing
PO BOX 13
CUBALLING WA 6311

Emailed: enquiries@cuballing.wa.gov.au

PROPOSED LAND EXCHANGE – PART STATE FOREST NO. 51 AND PART FREEHOLD LOT 13204 ON PLAN 14781 AND PARK 10034 ON PLAN 14146.

Mr Dawson Bradford (Bradford), owner of freehold property adjacent to State Forest No 51 and the newly created Dryandra Woodland National Park, has entered into discussions with the Department of Biodiversity, Conservation and Attractions (DBCA) to acquire a portion of State forest adjacent to a large piggery on his property.

The piggery, established for over two decades includes feed mills and other associated infrastructure was constructed towards the western boundary of Bradford's properties, near State forest. Increasing biosecurity requirements associated with the piggery's operations will require Bradford to improve the quarantine arrangements of his current operations. Bradford's staff access the piggery via the Department's boundary track within State forest. The Department uses this boundary infrequently for our operations.

It is proposed that between 4-10 hectares will be excised from State Forest No. 51 for inclusion into Bradford's property. The narrow linear parcel proposed for excision will include the existing access track and adjacent areas. The adjacent areas are brown mallet overstorey with little or no natural understory. The area proposed for excision will be finalised through on-ground survey between DBCA and Bradford.

Bradford has identified two portions of undisturbed natural bushland within his freehold properties. These bushland areas are already fenced into and adjoining the Dryandra Woodland National Park. The subdivision and then transfer of these two parcels from Bradford to the State would add 21.7 hectares to the national park. These areas meet the requirements of the Commonwealth listed TEC (Wheatbelt Woodlands) and State Priority listed ecological communities. No clearing is required to establish fencelines or access tracks as these already exist, survey will follow the existing fenceline. The remaining areas of cleared freehold will be retained by Bradford.

The proposed exchange will formalise the use of the access track and ensure Bradford's operations meet their relevant biosecurity requirements, whilst allowing areas of natural bushland to be included into the adjacent Dryandra Woodland National Park.

A map of the proposed exchange is attached.

To facilitate this land exchange DBCA are seeking comment from the relevant stakeholders for the proposed excision from State forest and the proposed addition to Dryandra Woodland National Park.

We kindly request that the Shire of Cuballing provide comment on the proposed excision and transfer of State forest to Bradford and the proposed addition of freehold into Dryandra Woodland National Park (class A reserve 53976).

If you require further information, please contact Land Services Coordinator Nicola Mincham on 9219 8777.

Yours sincerely



Nicola Mincham
Land Services Coordinator

7 July 2022

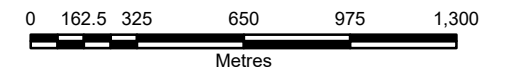
Proposed land exchange Excision from State Forest No. 51 Shire of Cuballing

Legend

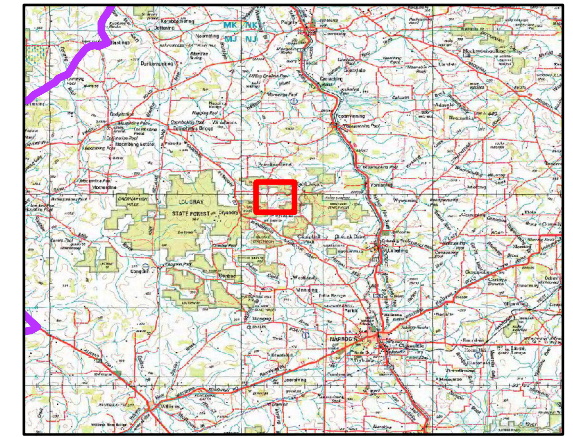
- Proposed addition to Dryandra Woodland National Park
- Excision from State Forest
- National Park
- State Forest
- Cadastral SCDB - State**
- Freehold
- Public Roads/Other Public Lands



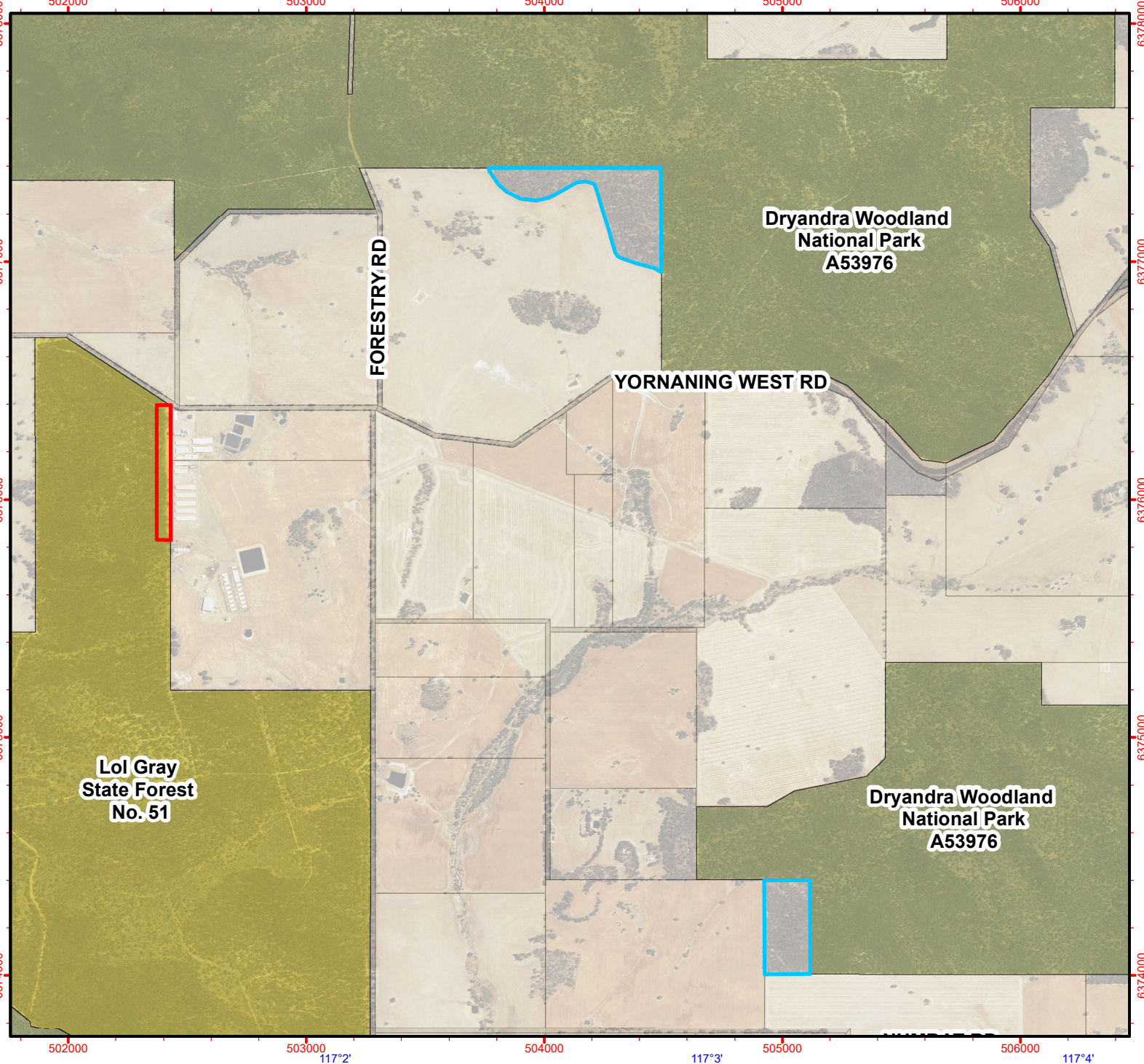
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GDA2020 MGA Zone 50



Produced by the
**Department of
Biodiversity, Conservation
and Attractions**



Graticule shown at 1 minute intervals
Grid shown at 1000 metre intervals

The Dept. of Biodiversity, Conservation and Attractions does not warrant that this map is free of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.
Minutes of the Ordinary Meeting of the Shire of Cuballing held Wednesday 22nd June 2022

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

11.2 LATE ITEM - Wheatbelt Secondary Freight Network (WSFN) Governance Plan

Applicant: WSFN Steering Committee
File Ref. No: ADM 121
Disclosure of Interest: Nil
Date: 20th June 2022
Author: Stan Scott - CEO
Attachments: 11.2A WSFN Governance Plan – June 2022 Draft

Summary

The revised WSFN Governance Plan has been drafted by Nova Corsus Consulting following a workshop at the end of May. The revised draft has been distributed for comment. No comment will be treated as concurrence.

Background

The Wheatbelt Secondary Freight Network project has attracted substantial Federal and State funding. Presently the Wheatbelt Secondary Freight Network program is funded to the tune of \$187 million. If it is delivered successfully the figure could be closer to \$500 Million.

Local Governments when they have a funded project have to contribute 6.7% of the project value. For comparison Roads to recovery and federal Blackspot projects are fully funded, while Regional Road Group Projects on roads of regional significance are funded 2/3 by the State and 1/3 by the Shire. The Shire of Cuballing is a significant beneficiary of the program and has substantial funding earmarked over the next 4 years.

The original Governance plan was endorsed by all 42 Local Governments as part of the process to gain funding. The revised draft has been informed by some experience delivering the program.

Discussion

This report will not attempt to redraft the plan or suggest better wording. The comment will focus on whether the plan is fit for purpose for the delivery of the program, and the issues that are still subject to discussion.

Issue 1 – Should there be an independent chair

The proposed Steering Committee arrangement consists of 8 members and equal representation from the two Regional Road Groups, with a chairperson elected by the steering committee. An independent chairperson was a make of break issue for RDA Wheatbelt and was a significant factor in them withdrawing interest in hosting the Project Management Team.

There is less likely to be conflict or a stalemate as a result of an equally split steering committee. The two RRGs operate with different rules and a different culture and an independent chair would help defuse any potential conflicts.

Proposed Resolution:

That the Shire of Cuballing supports the appointment of an independent chairperson.

Issue 2 – Contractor engineers on Technical Advisory Committee.

RRGs have nominated engineering contractors who provide technical advice to Local Governments as members of the Technical Advisory Group. There has been some discussion about whether or not contractors can be voting members or only observers.

Proposed Resolution

If a contract engineer is nominated by one of the Regional Road Groups as one of their delegates to the Technical Advisory Group they should be entitled to vote. They would be subject to the same rules around declaration of interest as any other member. If they are invited by the Technical Advisory Group to attend and provide advice, not as a RRG delegate they should not be entitled to vote.

Issue 3 – Project Variations

The governance plan says in effect that if a project is delivered under budget the balance of funds is to be returned. If a project is over budget the responsible Local Government can be responsible for the entire cost of the overrun, subject to the largesse of the steering committee.

This is not sustainable. With a program of this size there are no shortage of reasons why project costs may vary, not least of which is the cost of diesel and bitumen. There need to be a documented process for seeking and adjudicating project variations.

Proposed Resolution

There needs to be a well documented process for seeking and adjudicating project variations. There is significant financial risk to participating Local Governments if they are potentially responsible for the full impact of any cost overrun.

Issue 4 – Host Local Government

The Host Local Government would become the employer of record for the 3 staff responsible for the delivery of WSFN

This would include payment of salary, superannuation insurance etc. We would also be responsible for motor vehicle expenses, issue of credit cards, purchasing etc.

In addition to the payroll function the host local government becomes responsible for all human resource functions including managing leave, long service leave, WHS, purchasing oversight, performance review and management.

Even though this will not be a traditional local government employment arrangement the host cannot contract out our legal and legislative obligations.

Section 5.36 (3) of the Local Government Act

- (3) *A person is not to be employed by a local government in any other position unless the CEO —*
- (a) *believes that the person is suitably qualified for the position; and*
 - (b) *is satisfied with the proposed arrangements relating to the person's employment.*

This means that the CEO of the host Local Government will have hiring and firing responsibility for WSFN staff. The act goes on to say:

5.37. Senior employees

- (1) *A local government may designate employees or persons belonging to a class of employee to be senior employees.*
- (2) *The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.*
- (3) *Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.*
- (4A) *Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.*
- (4) *For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.*

These provisions are a double edged sword. They give Council some say in the hiring or firing of designated Senior Employees, but not the WSFN committee. They also create obligation on how these positions are recruited.

5.38. Annual review of employees' performance

- (1) *A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (2) *The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.*
- (3) *A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.*

The hosting agreement would address these issues. However, some of the responsibilities attributed to the Steering Committee will as a matter of law be the responsibility of the CEO of the Host Local Government.

Proposed Resolution

There need to be more recognition in the Governance Plan of the role of the Host Local Government. The CEO of the Host Local Government will become legally responsible for the hiring, firing and the WHS of the PMT and any legal consequences flowing from those responsibilities.

Strategic Implications - Nil

Statutory Environment

This is discussed in some detail in the item.

Policy Implications

Financial Implications

The Shire of Cuballing is a substantial beneficiary of the WSFN program.

Economic Implication – Nil

Environmental Considerations - Nil

Consultation

The CEO has had extensive discussions with Mandy Walker from RDA Wheatbelt and Peter Hall the present Program Manager. He also participated in workshop to review the Governance Plan.

Options

Council may choose to provide the proposed feedback or other feedback.

COUNCIL DECISION 2022/82

That Council provide the following feedback on the Governance Plan

- 1. The appointment of an independent chairperson is preferred.**
- 2. If a contract engineer is nominated by one of the Regional Road Groups as one of their delegates to the Technical Advisory Group they should be entitled to vote. They would be subject to the same rules around declaration of interest as any other member. If they are invited by the Technical Advisory Group to attend and provide advice, not as a RRG delegate they should not be entitled to vote.**
- 3. There needs to be a well documented process for seeking and adjudicating project variations. The current process in the governance plan is inadequate. There is significant financial risk to participating Local Governments if they are potentially responsible for the full impact of any cost overrun.**
- 4. There needs to be more recognition in the Governance Plan of the role of the Host Local Government. The CEO of the Host Local Government will become legally responsible for the hiring, firing and the WHS of the PMT and any legal consequences flowing from those responsibilities. Some of the responsibilities attributed to the Steering Committee in fact legal responsibilities of the host Local Government.**

Moved: Cr Dowdell

Seconded: Cr Harris

Carried 6/0



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

WHEATBELT SECONDARY FREIGHT NETWORK GOVERNANCE PLAN

Doc No. ####
Date: June, 2022

Document Control

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Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.

Operational Definitions of Key Terms

Term	Definition
EO	Executive Officer
IPP	Indigenous Participation Plan
LGA	Local Government Authority
MRWA	Main Roads Western Australia
PD	Program Director
PM	Program Manager
PMT	Program Management Team
RDA-W	Regional Development Australia - Wheatbelt
RRG	Regional Road Group
SRRG	Sub-Regional Road Group
SC	Steering Committee
TC	Technical Committee
WALGA	Western Australian Local Government Association
WDC	Wheatbelt Development Commission
WSFN	Wheatbelt Secondary Freight Network
GP	Governance Plan
PPR	Project Proposal Report
WNRRG	Wheatbelt North Regional Road Group
WSRRG	Wheatbelt South Regional Road Group
MCA	Multi-Criteria Analysis

References and Related Documents

Procedures outlined in this plan are to be read in conjunction with the following documents:

Document Number	Description
	Multi Criteria Analysis Methodology
	Basis of Design
	Indigenous Participation Plan
	Program Delivery Plan
	Program Management Host Memorandum of Understanding

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1 BACKGROUND

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

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

The 42 Local Governments in the Wheatbelt region have worked collaboratively to identify the secondary freight network routes on Local Government roads in the Wheatbelt.

The Commonwealth and State Governments have committed funding to develop and deliver the WSFN improvements. The funding split is 80/20 respectively. Two thirds of the 20% State matching funding is provided by the State Government and one third from the Wheatbelt Local Governments whose assets are being upgraded.

2 PURPOSE

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

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

The process and procedures outlined in this GP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with the GP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

This Governance Plan:

1. Provides for strategic leadership and direction for the WSFN program;
2. Ensures that timely, fully informed decisions concerning the implementation of work are made at the most appropriate level;
3. Ensures that the project maintains on-going funding support;
4. Provides oversight and guidance; and
5. Fosters accountability and transparency.

3 SCOPE

The funding for the WSNF improvements are on Local Government assets within the Wheatbelt Region and, as such, it is appropriate that the Local Governments determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

This document proposed to outline how Local Government responsibilities for this program will be managed under the guidance of WSNF Steering Committee and its member organisations, with input from a WSNF Technical Committee, coordination via the Program Management Team and project delivery by the 42 Local Governments.

Specific delivery responsibilities for these groups are broadly considered across three areas:

- Governance
 - Provide sound governance
 - Overall program management
- Management
 - Project Development including design, and scoping and detailed budgets of projects.
 - Delivery of individual identified projects
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

Formal Agreement

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

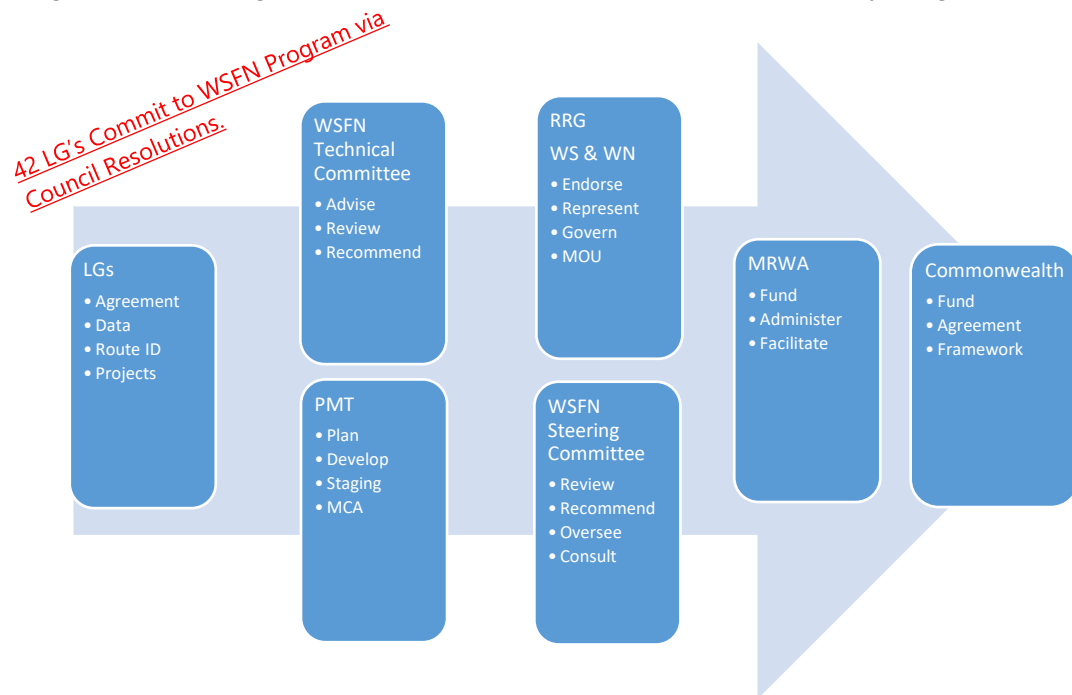
All 42 Local Governments have formalised their commitment to WSNF Program, to be eligible for funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology.

The 42 Council resolutions have been collated as addendums to a formal agreement in the form of a Memorandum of Understanding that the Regional Road Group will sign with the Commonwealth and State Governments on behalf of all 42 LGs associated with the WSNF program. This formalises the ongoing commitment to the program.

4 GOVERNANCE STRUCTURE

The figure shows the governance structure for the Wheatbelt Secondary Freight Network.



The Minister for Transport is the overall funding approving authority for the WSFN. However, in a practical sense, the determination of projects and distribution of funding to those projects within the program will be determined by the WSFN. The practice for the approval of projects and distribution of funds within is maintained through the workings of the SC.

MRWA makes recommendations to the Minister of Transport for the approval of funding for the program.

Local Government provide representation on the RRG's, the Steering Committee and/or the Technical Committee. Local Governments provide submissions for funding under the WSFN and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the Steering Committee and monitor the implementation of the projects from the program within their own region.

The Wheatbelt Secondary Freight Network Steering Committee (SC) comprises equal representation from the Wheatbelt North Regional Road Group (WNRRG) and the Wheatbelt South Regional Road Group (WSRRG). The SC oversees and monitors the distribution of funds as provided for under the Wheatbelt Secondary Freight Network and the delivery of the program.

5 DELEGATIONS AND APPROVALS

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

Document	Individual LGs	WSFN Program Management Team	WSFN Technical Committee	WSFN Steering Committee	RRG	42 LGs
Formal Agreement	Commit			Endorse	Approve	Commit
Governance Plan	Commit	Prepare		Endorse	Approve	Receive
Program Delivery Plan	Receive	Prepare		Endorse	Approve	Receive
MCA	Provide Information	Prepare	Recommend	Endorse	Approve	Receive
Technical Documents		Prepare	Recommend	Approve	Receive	Receive
Annual Report	Provide Information	Prepare	Recommend	Endorse	Receive	Receive
Staging Plan	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Annual Program Budget	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Specific Projects	Develop / Construct	Review / Submit	Recommend	Approve	Receive	Receive

6 COMMONWEALTH GOVERNMENT

The Commonwealth Government has committed to providing funding for the development and delivery of the WSNF program.

The Commonwealth Government will:

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

7 STATE GOVERNMENT

Main Roads Western Australia (MRWA) will represent the State Government in financial arrangements with the Commonwealth Government and provide the link between the Commonwealth Government and the WSNF. MRWA will review the Project Proposal Reports submitted by WSNF prior to submission to the Commonwealth for approval and will provide a reporting link between the Commonwealth and WSNF for monthly progress of the Program.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer Commonwealth and State Government funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

To enable the release of Commonwealth government funds, a Project Proposal Report (PPR) must be submitted to the Commonwealth Government for approval. The PPR is of similar nature to a business case of the project. In submitting the PPR to the Commonwealth, which will enable approval for the release of Commonwealth funding and payments, MRWA will confirm that the PPR in accordance with Commonwealth requirements and that the projects have been delivered in accordance with the PPR as amendment from time to time.

A key aspect of the approval process of the PPR is for the Program to have an Indigenous Participation Plan (IPP), which is submitted with the PPR for approval. The IPP sets out the indigenous employment and indigenous business expenditure targets for the Program, which flow down to each project within the Program.

8 42 WHEATBELT REGION LOCAL GOVERNMENTS

The 42 Local Governments of the Wheatbelt Region have formalised their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the follow WSFN Program documents:

- Program Governance Plan
- Program Delivery Plan
- MCA Methodology.

They have provided necessary data to be utilised as part of MCA process and Delivery Plan development by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN Program.

9 WHEATBELT NORTH AND WHEATBELT SOUTH REGIONAL ROAD GROUPS

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

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the GP.

Their specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive and acknowledge SC decisions.
- Approve the WSFN Governance Plan.
- Approve Multi Criteria Assessment as recommended by the SC.
- Receive and Note the Annual Report as presented by the SC.
- Approve the Program Delivery Plan.
- Receive and note the Annual Program Budget

When approving or endorsing items above, if the RRG's cannot come to an agreed position it will be referred to a mediation group comprising of RDA-W, WALGA and MRWA.

10 WHEATBELT SECONDARY FREIGHT NETWORK STEERING COMMITTEE

The Steering Committee (SC) consist of Wheatbelt North and Wheatbelt South RRG representatives and has oversight of the development and delivery of the Wheatbelt Secondary Freight Network.

The Terms of Reference listed below apply to the role and activities of the SC. The SC oversees and monitors the distribution of funds as provided for under the WSFN and the delivery of the WSFN program. The SC also monitors the expenditure of the overall program and where appropriate, may redistribute funds to ensure the timely and best use of available resources.

10.1 Role and Responsibilities

The role of the Steering Committee is to provide strategic advice and direction to the WSFN program and ensure alignment with government and stakeholder requirements.

The SC shall be responsible for:

- Recommending the WSFN program (prioritisation of the nominated routes for the WSFN via MCA process) to the WNRRG and WSRRG for approval.
- On an annual basis, approve delivery projects and allocate project funding against an agreed scope and budget with individual LGA's, based on the approved program.
- Monitoring project delivery, including budget acquittal
- Recommending any variations / changes to the approved program to the WN and WS RRG's for approval.
- Review and recommend the multi-criteria analysis process and basis of design to the RRG's for approval.
- Monitoring the delivery and acquittal of funded projects.
- Redistributing funds between projects in the approved program to suit delivery progress/schedules.
- Reviewing individual WSFN procedures.
- Set and be responsible for these procedures covering the administration and functioning of the WSFN.
- Responding with appropriate strategies when funding changes are made under the WSFN.
- Providing political representation with Commonwealth and State governments as well as the Wheatbelt LGA's.
- Approval of engagement of Program Director.

- Approval of delegation of authority and assignment of responsibilities of Program Director.
- Conduct periodic performance and development reviews of the Program Director's performance of their role in the WSFN.
- Approval of engagement of Program Manager.
- Approval of delegation of authority and assignment of responsibilities of Program Manager.
- Endorse the PPR and IPP for the Program for submission to the Commonwealth (via MRWA).
- Develop and execute a Memorandum of Understanding with the Program Host organisation for the engagement of the Program Management Team (PMT).
- Annual review of Program risks and risk management strategies as developed, reviewed and documented by the TC.

Subject to the endorsement of the WS and WN RRG's and MRWA, the overall program is submitted to the Commonwealth Minister for Transport for approval.

10.2 Management and Administration

10.2.1 Membership

The SC membership shall be made up of the following:

- 8 voting members (1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region)
- 5 non-voting members
 - WSFN Program Director;
 - member from WA Local Government Association (WALGA);
 - member from Regional Development Australia – Wheatbelt (RDA-W);
 - member from Main Roads Western Australia (MRWA); and
 - member from Wheatbelt Development Commission (WDC).

The SRRG elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections.

10.2.2 Chairperson

The Chairperson shall be the elected from the nominated SRRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Chairman resigns, a new Chairperson shall be elected at the next SC meeting following the resignation. The Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Chairperson).

Should the Steering Committee be unable to agree on a nominated Chairperson within this first meeting, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.3 Deputy Chairperson

The Deputy Chairperson shall be the elected from the nominated SRRG members at the first WSNF Steering Committee meeting following the LGA elections. If the Deputy Chairman resigns, a new Deputy Chairperson shall be elected at the next SC meeting following the resignation.

The Deputy Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Deputy Chairperson).

The Deputy Chairperson shall undertake the duties of the Chairperson in the absence of the Chairperson.

10.2.4 Administration

The WSNF Program Management Team (PMT) will provide administrative support to the SC.

10.2.5 Observers

Members of the SC may invite to their meetings support staff and other personnel who would assist with matters under consideration. The WSNF Program Manager will attend SC meetings.

10.2.6 Voting and Decision Making

All voting members are entitled to one vote. Decisions shall be by simple majority. If there is no majority, then the Chairperson shall cast an additional vote.

10.2.7 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the SC on, WSNF matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at SC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines are at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the SC before the SC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the

nature and extent of the interest;

- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If there are not enough voting members remaining to form a quorum, a special meeting must be called and a resolution on the matter passed by the voting members.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

10.2.8 Dispute Resolution

If there is a dispute between members of the SC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WALGA and MRWA.

10.2.9 Meetings

The Chairperson, through the PMT, will develop an annual meeting timetable. A minimum of four meetings are to be held per year.

Meetings can be attended via electronic means by any or all participants. A quorum will be at least 50% of the number of voting members from each of the WS and WN RRG's.

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

The PMT shall record minutes of its meetings and forward a copy to each Committee member, each RRG and each LGA. The draft meeting minutes will be forwarded to members within 7 working days after the meeting.

10.2.10 Delegated Representatives

Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member.

10.3 Discretionary Powers

The SC has the authority to adjust funding arrangements as appropriate, between projects within the approved prioritised routes of the WSNF program.

Any decision will be conveyed to the appropriate LGA and Regional Road Group secretariat for dissemination as appropriate.

10.4 Financial Monitoring

At each SC meeting, a financial report is tabled that includes funds expended to date and forecasts - end of financial year expenditures (AFYEs).

11 WHEATBELT SECONDARY FREIGHT NETWORK TECHNICAL COMMITTEE

The Technical Committee (TC) is a technical working group consisting of LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team.

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.1 Role and Responsibilities

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program

The responsibilities of the TC include:

- Recommend the Multi-Criteria assessment process to the SC.
- Review and recommend the Basis of Design to the SC.
- Recommend the prioritisation of the Program routes in accordance with the agreed Multi Criteria Assessment.
- Review 5-year Delivery Plan and recommend to WSFN SC.
- Prepare the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Prepare and submit Indigenous Participation Plan to Commonwealth for approval.
- Review the project scope, design, and budgets.
- Review and recommend Annual Project Budgets to WSFN SC for endorsement
- Review and recommend project updates to WSFN SC as per the meeting schedule.
- Provide technical support to the WSFN Program Manager.
- Review of decisions disputed by LGA's.
- Review and provide recommendations of any formal requests received from individual Local Governments to WSFN SC.
- Facilitate Technical workshops with Local Governments to promote collaboration, knowledge sharing and upskilling.
- Sharing project knowledge and expertise between the WSFN delivery teams, WSFN PD and PM. Providing feedback of this knowledge to the respective SRRG's.
- Assisting PM in resolving any issues arising within SRRG's.
- Review of risks to the Program and developing mitigation strategies for these risks, document these risks within a risk register Risks to be reviewed on a regular basis.
- Review the Governance documents of the WSFN Project as relevant to the WSFN TC and recommend any changes to the WSFN SC for endorsement.

11.2 Management and Administration

11.2.1 Chairperson

The Chairperson of the Technical Committee will be the WSFN Program Director.

11.2.2 Membership

The TC membership shall be made up of the following:

- 8 nominated members from the SRRG's within the Wheatbelt Region.
- WSNF Program Director.
- WSNF Program Manager.

The SRRG members are nominated to the Technical Committee for a two year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.3 Voting and Decision Making

As far as practicable, decisions should be by consensus. Where voting is necessary, only SRRG nominated members will be voting representatives. Each voting member has one vote and decisions shall be by simple majority. If there is no majority, then the Chairperson shall cast a vote.

11.2.4 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the TC on, WSNF matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at TC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines are at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the TC before the TC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest;
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If there are not enough voting members remaining to form a quorum, a special meeting must be called and a resolution on the matter passed by the voting members.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

11.2.5 Dispute Resolution

If there is a dispute between members of the TC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, then the issue shall be brought to the attention of the SC by the TC for resolution.

11.2.6 LG Technical Committee Decision Review

If a LGA does not agree with decisions made by the TC, the LGA shall engage the TC member from their SRRG to assist representing them a meeting of the TC to review the disputed decision. At the meeting an LGA representative will present a reasoning for their disagreement with the decision, including endorsement by their SRRG member. Following this, the TC will then review the decision.

11.2.7 Meetings

The Chairperson of the TC, assisted by the PMT, will develop an annual meeting timetable relating to the timetable of the SC. A minimum of 4 meetings is to be held each year and at other times as the Chairperson deems necessary to deal with matters in a timely way.

The TC meetings are to be held at least 2 weeks in advance of the WSN SC meeting schedule in the following months:

- February – Budget Review
- May – Annual Program Completion Report
- August – Annual and Forward Program Commencement Review
- December – Annual Program Delivery Review

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

Meetings can be attended via electronic means by any or all participants.

The PMT shall record minutes of its meetings and forward a copy to each TC member. The draft meeting minutes will be forwarded to members within 7 working days after the meeting. The final unconfirmed minutes will be forwarded within 7 days after final comments have been received from members.

11.2.8 Delegated Representatives

Each Technical Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member.

11.2.9 Reporting Structure

The TC shall record minutes of its meeting and provide a copy to each member, the SC and each RRG.

The TC shall make recommendations as required to the SC.

11.2.10 Observers

Members of the TC may invite to their meetings support staff, other personnel or external technical expertise who would assist with matters under consideration.

11.2.11 Administration

PMT shall provide administrative support to the TC. The PMT will provide the primary contact for the TC.

12 PROGRAM MANAGEMENT TEAM

The Program Management Team (PMT) is a team consisting of the Program Director (PD), Program Manager (PM) and Executive Officer (EO) as well as other staff as required to undertake the delivery of the WSNF program.

The PMT may also engage specific technical resources as and when is required, within the approved Delegation of Authority.

Key responsibilities for the PMT are as follows:

- Work with individual LGs to:
 - Prepare work programs for future years.
 - Prepare scope for future works to ensure consistency along identified routes.
 - Allocate budgets against agreed scopes.
- Engage consultants as required to deliver the program outcomes.
- Prepare reports on program progress for presentation to the SC (including current year progress, annual progress from previous year and overall progress of program).
- Update prioritisation of the identified routes in accordance with the agreed Multi Criteria Assessment process, and present to the TC for review and recommendation.
- Report on program progress (including financial) and decisions required to the SC.
- Responsibility for the delivery and budget of the WSNF program, as delegated by the SC.
- Presentation of progress reports to SC.
- Report on progress of the program to Main Roads on a monthly basis.
- Presentation of recommendations to the SC for endorsement.
- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop and maintain a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects

- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

12.1 Program Director

The Program Director (PD) shall lead the Program Management Team, with both the PM and the Executive Officer directly reporting to the PD.

Apart from the Program Manager, the PD is, within their delegation of authority as set out by the SC, responsible for the appointment of any other PMT personnel. The Program Director will oversee the work of the external technical consultants and will be the main contact for communication between the PMT and external consultants.

The Program Director reports directly and primarily to the SC.

The PD will conduct periodic performance and development reviews of the Program Manager's and Executive Officer's performance of their role in the WSFN.

The SC will make a recommendation to the RRGs to approve the appointment of the Program Director.

12.2 Program Manager

The Program Manager (PM) is part of the Program Management Team.

The PM undertakes planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of priority projects with relevant LGs.

12.3 Executive Officer

The Executive Officer (EO) is part of the Program Management Team and provides administrative support to the team. The EO also provides administrative support to the SC and the TC.

12.4 Program Management Host

The Program Management Host will be engaged by the SC. It is recommended that the Host engages or employs the Program Director, Program Manager and Executive Officer.

Specifics regarding the Host contract are to be determined via negotiation between the Host and the SC with a formal Memorandum of Understanding in place. The Host will be paid the costs of hosting from the program budget, and these will be paid directly by Main Roads.

12.5 Individual LGA's Project Development and Delivery

The following provides an overview of the key roles required by individual LGA's with the development and delivery of on-ground works. It outlines how the PMT and LGA's will work together towards successful project delivery.

Stage	Details
1. Program Delivery Plan	<ul style="list-style-type: none"> ▪ PMT will develop a staging plan for program delivery, based on approved program. ▪ Relevant LGAs will be informed of their proposed project and indicative budget, scope and year of delivery. ▪ Identification of Funds required for a 4 year program set in advance by project priority lists. ▪ Funding to be limited according to individual LGA ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Priority projects will be determined via the MCA process. ▪ Projects will be scoped and a detailed budget developed by individual LGA's in-conjunction with PMT. ▪ Projects prioritisation will be undertaken via an MCA process by the PMT with input from relevant consultants as required and recommended by TC. ▪ PMT will make recommendations to the SC for endorsement. ▪ The SC will then forward endorsed recommendations through to the relevant WN or WS RRG.
3. Detailed Scoping, Design and Budget Development	<ul style="list-style-type: none"> ▪ LGA's will refine detailed budgets and designs (if necessary) for Priority projects in line with the Basis of Design. ▪ Provide final detail budgets and scope to PMT. ▪ LGA's are to include projects in their annual budget for the proposed year. ▪ LGA's to be responsible for all relevant approvals. ▪ PMT to work with LGA's to verify budgets.
4. Delivery	<ul style="list-style-type: none"> ▪ LGA's will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ LGA's to ensure indigenous engagement targets set within the Program IPP are incorporated within each individual project. ▪ PMT to work with LGA's to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

13 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the approved Commonwealth and State funding for the Wheatbelt Secondary Freight Network and the approved WSNF program.

13.1 Funding Sources

The WSNF has been jointly funded between the Commonwealth, State and Local Governments. The funding split is noted in the table below:

Funding Source	Funding Ratio
Commonwealth	80%
State	13.3%
LGA	6.7%
Total	100%

13.2 Funding Allocations

The revenue determined in section 13.1 above is distributed on the basis of program management costs, project development costs and project delivery costs.

13.3 Funding Acquittal

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

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - Second 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

13.4 Under or Over Expenditure

13.4.1 Under Expenditure

If the final cost of a project is less than the approved budget allocation, the Local

Government will be paid the actual expenditure (less the one-third contribution) incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the WSN SC.

If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the 6.7% contribution) the total unexpended amount must be returned to the WSN for redistribution.

13.4.2 Over Expenditure

Where a project is completed for more than the budget allocation the respective Local Government shall fund the shortfall.

A Local Government may apply to the WSN SC to cover a funding shortfall in exceptional circumstances.

13.5 Certificate of Completion (Attachment 4b)

On completion of the project and with the final claim for payment (refer also section 13.9.3), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to MRWA together with a Project Completion Report supported with photographic evidence. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

13.6 Delays in Program

The WSN shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year in accordance with the budget.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31, the SC shall review and consider reallocating funds to the next highest priority project on the WSN priority list. If the project is delayed and funding is reallocated in the current year, then the project will be placed in the forward program as the next priority project.

Every endeavour must be made to fully deliver the project scope and acquit the funds in the year of allocation. Under exceptional circumstances, extension of time may be considered by the Steering Committee.

A Local Government is to notify the PMT by no later than 30 November of any financial year, of circumstances in which WSN project funding allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the TC for consideration and determination on the re-allocation of unspent funds for recommendation to the SC.

13.7 Reporting

MRWA, on behalf of WSN, shall report to the Commonwealth on WSN budget compared with actual expenditures. This report shall be at the project level and provide

reasons for any variations between the approved budget and actual expenditure incurred.

Project status information reports shall be prepared by the relevant LGA and forwarded to the Program Manager who is responsible for co-ordinating all reporting associated with the WSN to MRWA.

Completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the Program Manager.

13.8 Local Government Project Signage Requirements

All projects shall have signs installed as per the approved WSN sign design.

14 SUMMARY OF KEY DATES

Attachment 1 summarises the timing of procedures undertaken by the RRG's, SC and TC in relation to delivery of the WSNF program.

The RRG's, SC and TC should develop a timetable for meetings to align with the requirements of the procedures shown in Attachment 1.

ATTACHMENT 1 – TIMETABLE

The following timetable sets out a summary of dates relating to these procedures. This timetable allows sufficient time to complete budgetary processes and meeting Treasury requirements.

PROCESS STEP		END DATE
1	LG's to advise PMT of IPP stats and project status during construction and until Certificate of Completion has been submitted	monthly ⁽²⁾
2	WSFN Steering Committee meeting Review progress and potential under-expenditure determine actions	December ⁽²⁾
3	PMT notify SC of any likely carry over.	April ⁽²⁾
4	Local Governments expend all distributions and provide PMT with Certificate of Completion.	July ⁽³⁾
5	PMT provide annual summary of project expenditure to the SC.	July ⁽³⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

Dates Related to the Budget Process

PROCESS SEQUENCE		MONTH
1	LG's to review project scope and budget then submit to PM End of Month PMT to review and update delivery plan/next years budget	September ⁽¹⁾
2	WSFN Technical Committee meeting. Review proposed amendments and make recommendations to SC	December ⁽¹⁾
3	WSFN Steering Committee meeting Review recommendations and direct PTM to make adjustments	December ⁽¹⁾
4	WSFN Steering Committee meeting Review final Draft PPR and submit to RRG for notation	February ⁽¹⁾
5	PMT to submit PPR to Main Roads	February ⁽¹⁾
6	PMT to advise LGA's of approved project allocations so that the LG's can incorporate into their own budgets	February ⁽¹⁾
7	State Budget submitted to the Minister for Transport.	February ⁽¹⁾
8	State Budget approved by Parliament.	March ⁽¹⁾
9	WSFN Steering Committee meeting.	May ⁽¹⁾
10	Updated PPR with approved annual projects submitted to Minister for Transport's for approval.	April ⁽¹⁾
11	WSFN Steering Committee meeting.	August ⁽¹⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

ATTACHMENT 2 – WHEATBELT SECONDARY FREIGHT NETWORK ADMINISTRATIVE PROCEDURES

(to be used as a guide)

Executive Support

The WSN PMT will provide the executive support and all other administrative, technical support to the SC and TC. The following is an outline of the support to be provided:

- Provide information to RRG's, SC, TC and Local Governments on annual program of works, indicative funding and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the RRG members and SC members.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by the PMT to support the RRG's, SC and TC:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Five Year Works Program including amendments.
- Summary of Payments of WSN Funds to Local Governments.
- Certificates of Completion for WSN Projects.
- An up to date Plans and Procedures.
- An up to date list of SC and TC membership.

Meetings

Timing and Venue

An annual timetable will be established and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG's, SC and TC. Consider holding meetings at locations equitable for all participants.

Attachment 2 continued

Meeting Agenda

PMT staff to prepare the agenda in consultation with Chairperson of the SC or TC.

Format:

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last SC/TC meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - Submissions from Local Governments
 - Recommendations to SC
 - Summary of payments made to Local Governments (recoups, audit forms).
 - Amendments to Program of Works.
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each SC/TC member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence:

In general, correspondence is to be dealt with in the following manner:

- SC/TC correspondence is addressed to the Chairperson.
- All correspondence dealing with WSNF Funding and SC/TC involvement is treated as inwards correspondence at the SC/TC Meetings.
- Urgent matters are referred by email (or facsimile) direct to the Chairperson, or otherwise presented at the SC/TC meeting.

ATTACHMENT 3 – DISCLOSURE OF INTERESTS GUIDELINES

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12. CONFIDENTIAL MATTERS:

Nil

13. NEXT MEETING:

Ordinary Council Meeting, 2.00pm. Wednesday 17th August 2022 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing

14. CLOSURE OF MEETING:

There being no further business, the Shire President, Cr Dowling, closed the meeting at 3.11pm.