

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

AGENDA

for the

Ordinary Meeting of Council

to be held

2PM, WEDNESDAY 17th AUGUST 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:

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

2.1.1 Attendance

Cr Robert Harris Deputy President
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

2.1.2 Apologies

Nil at this time

2.1.3 Leave of Absence

Cr Eliza Dowling

3. STANDING ORDERS:

OFFICER'S RECOMMENDATION:

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

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil at this time.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil at this time.

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Wednesday 20th July 2022

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 20th July 2022 be confirmed as a true record of proceedings.

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

Nil at this time.

8. DISCLOSURE OF FINANCIAL INTEREST:

DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Payments – July 2022

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	9 th August 2022
Author:	Nichole Gould
Attachments:	9.1.1A List of July 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 July 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 July 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

OFFICER'S RECOMMENDATION:

That Council receives:

- 1. the List of Accounts paid in July 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 \$239,850.85 included at Attachment 9.1.1A; and**
- 2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 4th July 2022 included at Attachment 9.1.1B**
- 3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 30th June 2022**

LIST OF JUNE 2022 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Name	Description	Amount
01/07/2022	Police Licensing	Police Licensing Payments	657.90
05/07/2022	Police Licensing	Police Licensing Payments	6,278.55
06/07/2022	Police Licensing	Police Licensing Payments	3,886.30
07/07/2022	Police Licensing	Police Licensing Payments	735.80
08/07/2022	Police Licensing	Police Licensing Payments	1,432.30
11/07/2022	Police Licensing	Police Licensing Payments	2,037.55
13/07/2022	Police Licensing	Police Licensing Payments	1,813.45
15/07/2022	Police Licensing	Police Licensing Payments	880.50
18/07/2022	Police Licensing	Police Licensing Payments	742.20
19/07/2022	Police Licensing	Police Licensing Payments	180.60
20/07/2022	Police Licensing	Police Licensing Payments	145.20
21/07/2022	Police Licensing	Police Licensing Payments	1,013.20
21/07/2022	Police Licensing	Police Licensing Payments	1,013.20
21/07/2022	Police Licensing	Police Licensing Payments	-1,013.20
22/07/2022	Police Licensing	Police Licensing Payments	993.80
25/07/2022	Police Licensing	Police Licensing Payments	1,607.80
26/07/2022	ATO Clearing Account BAS	ATO Clearing Account BAS	-16,028.00
26/07/2022	Police Licensing	Police Licensing Payments	1,013.55
27/07/2022	Police Licensing	Police Licensing Payments	893.90
28/07/2022	Police Licensing	Police Licensing Payments	951.45
29/07/2022	Police Licensing	Police Licensing Payments	16,716.30
EFT7158	Adrian James Kowald	Council Sitting Fees June 2022 - Council Meetings and Committee Meetings	1,474.16
EFT7159	BKS Electrical	Annual RCD checks	2,145.83
EFT7160	Best Office Systems	Monthly Copier Charges	1,066.32
EFT7161	Corsign (WA) Pty Ltd	Signage	488.40
EFT7162	Cuballing Building Company	Remove and replace door and frame at Popanyinning fire Shed	1,701.70
EFT7163	Dews Mini Excavations	Excavator Hire to clean culverts - Cuballing East Road	2,310.00
EFT7164	Dawson Robert Bradford	Council Sitting Fees June 2022	930.00
EFT7165	Elisa Alice Dowling	Eliza Dowling President Allowance	5,240.00
EFT7166	Edge Planning & Property	Town Planning Service	316.80
EFT7167	Farmworks Narrogin	1 x Cargo Net 1 x rubber mat for tray	862.47
EFT7168	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	4,172.72
EFT7169	Ipec Pty Ltd (Toll)	Postage/Freight - DX Print	12.25
EFT7170	IT Vision	Update - STP Phase 2. Out of hours upgrade.	1,320.00

Chq/EFT	Name	Description	Amount
EFT7171	Kim Harris	Design Sketch Plans for possible extension (LRCI Grant 22/23)	1,700.00
EFT7172	LGIS Risk Management	Regional Risk Co-ordinator Fee 2021-2022 2nd Instalment	2,636.21
EFT7173	Linton Park Farms Pty Ltd	Annual Lease Fee on Springhill Dam	1,650.00
EFT7174	Marketforce	Advertisement - Local Planning Scheme No.2	554.95
EFT7176	Pingelly Tyre Service	Tyre for the Komatsu Wheel Loader	4,702.28
EFT7177	Robert John Harris	Council Sitting Fees June 2022	2,240.00
EFT7178	Shire of Narrogin	Disposal of kerbside collection waste	2,091.24
EFT7179	Sunny Industrial Brushware Pty Ltd	2 x Sewell B 200 Tractor Broom bobins Full cover	2,219.14
EFT7180	Shire of Beverley	2022/23 Annual 1/3 Share Subscription I'm Alert Food Safety Program""	110.00
EFT7181	Wallis Computer Solutions	Adobe Pro Subscription	825.55
EFT7182	Winc Australia Pty Limited	Stationery	179.23
EFT7183	Peter John Dowdell	Council Sitting Fees June 2022	1,085.00
EFT7184	Ace Bookkeeping Solutions	Administration support for DCEO position from 1/3/22 to 30/6/2022	2,992.00
EFT7185	BKS Electrical	Find Fault & Replace all 4 Batteries	440.00
EFT7186	Cuby Roadhouse	Catering	177.00
EFT7187	Dews Mini Excavations	Culvert Cleaning of Townsend Road	5,544.00
EFT7188	Fire & Safety WA	Fire Fighting Uniform - Jackets Pants Boots with Zip Kits (Various sizes) Goggles Gloves Helmets as per Quote 22072	9,796.06
EFT7189	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery - June 2022	11,403.34
EFT7190	Hersey Safety Pty Ltd	200 x Poly bags	330.00
EFT7191	Komatsu Australia Pty Limited	7,500hr Service on Komatsu Grader	2,444.12
EFT7192	Landgate	Monthly Interim GV and GRV scheduled Roll - Mining Tenement	41.30
EFT7193	Lawn Doctor	152m ² of Kikuyu roll out lawn	1,170.40
EFT7194	Makit Narrogin Hardware	Materials for Popanyinning Toilet	59.00
EFT7195	McDougall Weldments	Repairs to Tractor Broom	1,701.78
EFT7196	Narrogin Betta Home Living	LG 60cm Freestanding Dishwasher	999.00
EFT7197	Narrogin Cabinetmakers	Supply & Install New Office & Kitchen Cabinets	15,587.00

Chq/EFT	Name	Description	Amount
EFT7198	Narrogin Carpets and Curtains	New curtains to Bed 1 & lounge	4,052.40
EFT7199	Shire of Narrogin	100x RAT tests @ \$7.30 each plus share of freight	803.00
EFT7200	Security Man Pty Ltd	Quarterly Monitoring rate for the month of July, August and September 2022	110.00
EFT7201	Whitford Fertilisers Narrogin	Weighbridge - Waste Management	44.00
EFT7202	BKS Electrical	Reposition Power Points in Main Office, Reposition & Install New Power Points in Kitchen	1,609.49
EFT7203	Kalexpress & Quality Transport	Freight Charges - Tutt Bryant Equipment	33.26
EFT7204	Narrogin & Districts Plumbing Service	Reinstall Urn & Install Dishwasher	948.75
EFT7205	Melchiorre Plumbing and Gas	Repair burst seal Popanyinning Standpipe Call Out	306.90
EFT7206	Cuballing Building Company	Remove old Kitchen, Patch Walls, Paint and Tile	5,000.00
EFT7207	Cuby Roadhouse	Fuel for DCEO Vehicle	268.53
EFT7208	AusQ Training	Traffic Control Course 9-11 August	390.50
EFT7209	Cloud Payment Group	Debt Collection Services. 2022/2023	1,482.25
EFT7210	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	9,496.67
EFT7211	Kalexpress & Quality Transport	Freight Charges - Corsign	234.55
EFT7212	Melchiorre Plumbing and Gas	Repairs to Toilets Cisterns and seals in Cuballing hall	1,211.65
EFT7213	Narrogin Agricultural Repairs	1 x Off Switch for robin motor	36.00
EFT7214	Narrogin Packaging and Motorcycles & Accessories	4 x Spray Bottles 4 x spray triggers 4 x boxes toilet rolls 4 x hand towels	510.40
EFT7215	One Music Australia	Annual License fee - 3 quarterly instalments.	350.00
EFT7216	Advance Press (2013) Pty Ltd	3 Information Signs	1,551.00
EFT7217	BMR Mechanical Pty Ltd	Repair to prime mover air leak	336.00
EFT7218	Kim Harris	Design Drawing for the Disability Access Ramp & Steps Cuballing Ag Hall	1,500.00
EFT7219	LGIS Broking	Carriers Liability 2022/2023 ending 30/06/2023	1,068.61

Chq/EFT	Name	Description	Amount
EFT7220	Local Government Works Association of WA Inc	WA Local Government works association conference	2,189.00
EFT7221	Narrogin Embroidery	2x Embroidery to staff uniforms	28.00
EFT7222	Narrogin Hire Service and Reticulation	25 x 19mm End plugs 1 x 19mm Tee 1 x Dya Concrete saw Hire 1 x day Retic Digger Hire	243.10
EFT7223	Redfish Technologies Pty Ltd	Service Level Agreement - Popanyinning Toilet Block CCTV. Yearly Support and Service	1,980.00
EFT7224	Reinforced Concrete Pipes	1 x Pit liner Lid with grate	613.80
EFT7225	Air Response	6 monthly service of CEO house air conditioner systems	118.56
EFT7226	BMR Mechanical Pty Ltd	Repair to Hino CN 157 Brakes issues	2,341.59
EFT7227	Best Office Systems	Monthly photocopier charges. 2022/2023	694.82
EFT7228	Edge Planning & Property	Town Planning Service	528.00
EFT7229	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	11,658.64
EFT7230	IT Vision User Group	IT Vision user group membership 2022/2023	770.00
EFT7231	Narrogin Packaging and Motorcycles & Accessories	200 x bin liners 3 x toilet brushes and holders	185.85
EFT7232	Range Ford	Supply and Install new beacon on Narva mine bar CN1	414.00
EFT7233	RJ & BR Harris	Supply of Gravel un-pushed 7,000m ³	26,400.00
EFT7234	Shire of Narrogin	600lt of Emulsion	2,685.68
EFT7235	WA Local Government Association (WALGA)	Local Government Act - Essentials	1,156.00
EFT7236	Wallis Computer Solutions	Premium Pro-rata Microsoft 365 Business Premium	325.71
EFT7237	Zircodata Pty Ltd	200 Barcodes for Archiving	51.75
EFT7238	Nicholls Bus and Coach Service	Bus Hire for Cuballing Winterball	360.80
EFT7239	Thinkproject Australia Pty Ltd	Annual Subscription Pocket RAMM Software	9,016.56
20149	Shire of Cuballing	Groceries/Refreshments	119.55
20150	Synergy	Electricity Charges - Street Lights	690.72
20151	Shire of Cuballing	Standpipe Charges for the Cuballing Fire Brigade	486.90
20152	Water Corporation	Water Charges - Private Standpipe at Francis Street Narrogin	893.27

Chq/EFT	Name	Description	Amount
20153	Synergy	Electricity Charges - Various Shire properties	4,245.75
20154	Shire of Cuballing	Float Balance for the Cuballing Winter Ball 2022	750.00
DD3115.1	Hostplus Super	Payroll deductions	787.69
DD3115.2	Aware Super Pty Ltd	Payroll deductions	4,666.41
DD3115.3	Matrix Superannuation	Superannuation contributions	185.89
DD3115.4	Australian Super	Payroll deductions	1,967.26
DD3115.5	CBUS	Superannuation contributions	286.73
DD3115.6	Colonial First State	Superannuation contributions	562.68
DD3148.1	National Australia Bank	DCEO Credit Card - Total Tools - Laser Measure & Universal Detector	1,246.95
DD3153.1	Telstra	Mobile Charges - DCEO Mobile	271.66
DD3154.1	inet Limited	Monthly NBN Internet Service CEO Residence - August	89.99
DD3158.1	Hostplus Super	Payroll deductions	847.38
DD3158.2	Aware Super Pty Ltd	Payroll deductions	4,676.06
DD3158.3	Matrix Superannuation	Superannuation contributions	195.21
DD3158.4	Australian Super	Payroll deductions	1,725.45
DD3158.5	CBUS	Superannuation contributions	523.13
DD3158.6	Colonial First State	Superannuation contributions	574.17
DD3162.1	Telstra	Phone Service - Office Landlines	280.58
			239,850.85

CREDIT CARD TRANSACTIONS

SUPPLIER	DETAIL OF PURCHASE	TOTAL
National Australia Bank	Bank Fees	50.00
Shire of Cuballing	CN1906 Komatsu Wheel Loader	72.39
Shire of Cuballing	CN387 Komatsu GD555-5 Motor Grader Registration	31.25
Department Of Racing, Gaming And Liquor	Liquor Permit for The Winter Ball	54.50
Coles	Tissues	8.20
Coles	Tissues	6.20
X-Car Auto	Supply Car Mats for DCEO Vehicle	99.50
Coles	Coles Milk, Espresso Pods and Coles Paper Bag	26.48
Total Tools	Aser Measuring Universal Detector	389.09
Coles	Coles Milk and Espresso Pods	13.60
Bill and Bens Bread Shop	Catering	7.27
Narrogin Country Fresh Meats	Catering	15.14
Coles	Catering	9.10
Coles	Catering	9.99
Tradies Workwear & Safety	Jacket - Uniforms	56.09
Bunnings	Picture Hanger for Rug	92.00
Aussie Broadband	Monthly Internet Service	71.82
WA Hino	Cap And Key Set	234.33
		1246.95

PETTY CASH

Item details	Covid 1078000	Refreshments 04105	Office Maintenance J4114	GST	Total
Misc (Cleaning supplies)			8.40	0.76	8.40
Stationery/Postage					
	0.00	0.00	8.40	0.76	8.40

COLES CARD

Item details	Refreshments 04105	Office Main J4114	Stationery 1042310	GST10%	Total
Groceries	78.15			2.75	78.15
Misc (Cleaning supplies)		8.00		0.73	8.00
Stationery/Postage			25.00	2.27	25.00
	78.15	8.00	25.00	5.75	111.15

9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	12 August 2022
Author:	Fred Steer
Attachments:	Nil

Summary

Council requested to note that the Statement of Financial Activity has been delayed and will be presented either as a late item or at the September 2022 Ordinary Meeting of Council.

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

The Format of the Statement of Financial Activity has changed substantially from 1 July 2022 with a simplified reporting format for Local Governments. While simpler, setting up the process to populate the new templates takes some time, and unfortunately has not been completed in time for Agenda close off. We are confident the report will be available as a late item, but it is possible it will not be available in time for the meeting.

Strategic Implications – Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996, Regulation 34 includes the following requirement:

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council **within 2 months after the end of the month** to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

Even though the potential delay in the presentation of the monthly financial statement is not ideal, it is still compliant with the regulation.

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Voting Requirements – Simple Majority

OFFICER’S RECOMMENDATION:

That Council note that the Statement of Financial Activity has been delayed and will be presented either as a late item or at the September 2022 Ordinary Meeting of Council.

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 WALGA AGM – Nomination of Voting Delegates

Applicant:	WALGA
File Ref. No:	ADM 104
Disclosure of Interest:	Nil
Date:	8 August 2022
Author:	CEO- Stan Scott
Attachments:	9.2.1A Voting Delegate Registration Form 9.2.1B Extract from Convention Program

Summary

The WALGA Annual General Meeting is scheduled from 9 am to 1 pm on Monday 3 October 2022. Each member Local Government is requested to nominate 2 voting delegates and 2 proxies.

Background

The WALGA AGM is held each year to coincide with the Local Government Convention. The AGM considers issues of importance to the sector, and WALGA administration acts on the decisions of the AGM to develop policy and advocate with other levels of government.

Attendance at the AGM is free and there is no requirement for delegates to attend the rest of the convention. However, registration for the AGM is required to gain entry.

The proposed motions for the 2022 AGM will be considered at the September OCM.

Comment

It is common for the President and Deputy President to be nominated as voting delegates, but this is not obligatory. While Council may provide guidance for delegates based on the information in the agenda item and advice from the CEO, delegates vote their conscience based on the debate on the day.

Voting delegates are provided with an electronic voting device. In the event that one of the voting delegates is unavailable the device will be provided to a proxy delegate.

Strategic Implications

The WALGA AGM helps set direction for the sector.

Statutory Environment –

WALGA is constituted under the Local Government Act, though this is proposed to be changed under the reform of the Act.

Policy Implications - Nil

Financial Implications

Attendance at the AGM is not dependent on registering for the convention.

Economic Implications - Nil

Environmental Considerations - Nil
Consultation - Nil

Options

Council may support the officer's recommendation, or with reasons make an alternative resolution.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council nominate the following members as voting delegates and proxies for the WALGA AGM.

VOTING DELEGATES

Name of Voting Delegates:

Delegate 1: Cr

Delegate 2: Cr

PROXY VOTING DELEGATES

Name of Proxy Voting Delegates:

Proxy 1: Cr

Proxy 2: Cr

EMAIL BACK

Voting Delegate Registration 2022 WALGA Annual General Meeting



All Member Councils are entitled to be represented by two voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Monday, 3 October 2022 at Crown Perth.

In the event one or both of the registered Voting Delegates is unable to attend, provision is made for two Proxy Voting Delegates to be registered.

Only registered Voting Delegates or Proxies will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please complete, sign and return this form before **5:00pm Friday, 23 September**.

VOTING DELEGATES	PROXY VOTING DELEGATES
Name of Voting Delegates:	Name of Proxy Voting Delegates:
Delegate 1:	Proxy 1:
Delegate 2:	Proxy 2:
Local Government: Shire/Town/City of	
Signature of Chief Executive Officer:	
<p style="text-align: right;">Date:</p>	

ON COMPLETION, PLEASE EMAIL TO: krobertson@walga.asn.au

Attention: Kathy Robertson, Executive Officer Governance

Please Note:

- All Voting Delegates must present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) and identification tag to gain entry to the AGM.
- Observers (non-voting) are also welcome to attend the AGM, however registration is essential.
- Registration as a Voting Delegate is separate to any registration as a Convention Delegate.
- For further information or to register as an AGM Observer or Convention Delegate, please visit our website at www.walga.asn.au or contact Kathy Robertson on (08) 9213 2036.

The Program

Sunday, 2 October

2.30pm – 6.00pm	Convention Service Desk Open
5.00pm – 6.30pm	Welcome Drinks An evening of food, beverages and networking

Monday, 3 October

7.00am	Convention Service Desk open for Convention Registration
9.00am – 1.00pm	WALGA Annual General Meeting Includes recognition of Honours Award recipients
1.00pm – 2.00pm	Lunch
2.00pm – 3.00pm	Opening Keynote Speaker Simon Trott, Chief Executive Officer, Rio Tinto Iron Ore
3.00pm – 3.40pm	Afternoon Tea
3.40pm – 5.00pm	Local Government into the Future Bernard Salt AM, futurist, columnist, speaker, business adviser and media commentator
6.30pm – 10.00pm	Cocktail Gala, Optus Stadium (\$125) Enjoy food, drinks, dancing and the stunning view

Tuesday, 4 October

6.30am	Convention Service Desk open
7.30am – 8.50am	Convention Breakfast (\$95) Justin Langer AM
9.00am	The State of Play Panel Discussion with Federal Members of Parliament
10.30am – 11.15am	Morning Tea

The Program

Tuesday, 4 October (continued)

11.15am	Leading the Way for Climate Resilient Regions
12.45pm – 1.30pm	Lunch
1.30pm	CONCURRENT SESSIONS
	<p>Future of Local Government Workforce</p> <p>Delve into current and emerging trends in the future of work and what this means for WA Local Governments. This session will explore issues such as our future skills needs, the impact of technology and labour force inclusion. It will also provide early insights into new research about the current workforce capability of WA Local Governments in Western Australia.</p>
	<p>Tourism into the Future</p> <p>Tourism industry experts will examine some of the trends that will define the future of tourism in WA and explore how Local Governments can position themselves to partner in supporting economic development for their local communities through tourism.</p>
	<p>Building Control: Red Tape or Community Service? The future of Local Government Building Services</p> <p>The community's confidence in the quality of new buildings is at an all-time low. This session will hear from leading industry speakers on solutions to this issue, and what Local Government's role is in addressing it.</p>
	<p>Holistic Wellbeing Measures: A Tool For Better Planning and More Engaged Citizens</p> <p>WALGA has signed an MOU to support the Western Australian Development Index (WADI) project, which aims to establish a state-wide wellbeing metrics framework into WA.</p> <p>This session will explore the purpose of wellbeing measures with reference to specific examples of wellbeing measurement by Local Governments.</p>
3.00pm - 3.45pm	Afternoon Tea
3.45pm	<p>Closing Speaker Dr Craig Challen SC, OAM</p>
4.45pm	Official Close of the 2022 Local Government Convention

Additional Events

Sunday, 2 October

3.00pm – 5.00pm **Mayors' and Presidents' Forum**
 Separate registration – by invitation only

Monday, 3 October

7.00am – 8.30am **ALGWA (WA) Breakfast**
 Register online via Delegate Registration. Other enquiries to Cr Chontelle Stone, President, ALGWA(WA) - 0411 612 382 or algwawa@outlook.com

7.30am – 8.45am **Heads of Agency Breakfast**
 This breakfast is for Mayors, Presidents and CEOs only and invitations will be sent directly. [CLICK HERE](#) for more information.

Wednesday, 5 October

9.30am – 4.00pm **2022 WALGA Aboriginal Engagement and Reconciliation Forum**
 Separate registration – [CLICK HERE](#) for more information

Optional Activities for Partners

The Partner Program offers an interesting range of options for accompanying guests. Social networking functions include the Welcome Drinks on Sunday evening and the Cocktail Gala on Monday evening. See [page 11](#) for more information.

Elected Member Training

WALGA Training has scheduled a selection of its Elected Member training opportunities prior and post-Convention.

- **Thursday, 29 September** [Emergency Management for Local Government](#)
- **Friday, 30 September** [Community Disaster Recovery for Local Government](#)
- **Thursday, 6 October** [Emergency Management for Local Government Leaders](#)
- **Monday, 10 October** [Strategic Policy Development](#)

More information on WALGA Training opportunities can be found in the [WALGA Training Directory](#) on [WALGA's Training Website](#).

General Information

ONLINE CONVENTION REGISTRATIONS

Visit www.walga.asn.au/lgc22 to complete your registration online

Full Delegate fees cover the daily conference program, lunches, refreshments, and the Welcome Drinks on Sunday, 2 October.

The Convention Cocktail Gala on Monday evening and Convention Breakfast on Tuesday morning are optional, and a ticket fee applies.

CONVENTION FEES

Prices are per person and are all inclusive of GST.

Deadline for all Registrations is
Wednesday, 14 September 2022.

CONVENTION REGISTRATION

Full Delegate	\$1,200
WALGA Life Members	Complimentary
Monday Day Delegate.....	\$600
Tuesday Day Delegate.....	\$900
Corporate.....	\$1,500

OPTIONAL EXTRAS

ALGWA AGM and Breakfast (Monday)	\$80
Cocktail Gala at Optus Stadium (Monday)	\$125
Convention Breakfast with Justin Langer (Tuesday).....	\$95

PARTNERS/GUESTS

Welcome Drinks (Sunday).....	\$85
Lunch (Monday).....	\$45
Lunch (Tuesday).....	\$55
Partner Tours.....	Individual tour fees as listed

Please contact WALGA for more information should your partner like to attend a particular conference session.

CHANGES TO YOUR REGISTRATION

You can modify your online booking at any time before the close of registrations. Once you have completed your registration, an email with your confirmation number will be emailed to you. Click on the link and enter your confirmation number to make any changes or additions to your reservation.

Registration cancellations must be advised in **writing** prior to the deadline date of **Wednesday, 14 September**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

SPECIAL REQUIREMENTS

Special dietary requirements, mobility and any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

ACCOMMODATION

Hotel information is available under the **Venue tab** at www.walga.asn.au/lgc22. To assist with your accommodation arrangements, group conference rates have been provided by the three Crown Hotels. Council representatives are not obliged to stay at these hotels and may wish to check the government rates at any of the Perth CBD and surrounding areas accommodation options.

CROWN PERTH PARKING

There is a range of free, paid, undercover and open car parks at Crown Perth; including over 3,000 free parking bays available across the property plus 50 accessible ACROD parking bays.

To view the Crown Perth Parking Map, please [CLICK HERE](#).

Access to Crown Perth is also available via train (Armadale & Thornlie Lines), bus (Great Eastern Highway) and taxi/ride share.



ENQUIRIES

Ulla Prill
Event Manager

T 08 9213 2043

E registration@walga.asn.au

Optional Partner Activities

SUNDAY, 2 OCTOBER

1.45pm – 5.00pm

HALO at Optus Stadium

Experience HALO. Safe yet exhilarating, after completing 78 steps up to the roof you'll be rewarded with unique views of the Perth skyline and the stadium below.

Be entertained by the Tour Leaders with stories and information about Optus Stadium and the surrounding skyline, as you enjoy unrivalled views of the stadium below. You'll learn about the stadium's construction, state of the art facilities, and get behind-the-scenes info on how the Stadium can service up to 60,000 fans on a game day.

Please note: We recommend comfortable walking shoes for this tour

Includes: Guide, 2-hr Halo Tour, branded cap, digital images taken on the day

\$115 (minimum 11 – maximum 23)

5.00pm – 6.30pm

Welcome Drinks (at Crown Perth)

\$85

MONDAY, 3 OCTOBER

10.15am – 1.00pm

Matagarup Bridge Climb & Zip

This is no ordinary walk up a bridge – this is a true climb. You will be required to climb, shimmy and slide past the bridge beams to reach the SkyView – an open-air viewing platform 72 metres above the river then zip back to home base travelling at up to 75km/hr. Lunch and drinks will follow.

Please note: Active wear type clothes and sandals are required on this tour.

Includes: Guide, Climb & Zip adventure, photos, lunch and drinks

\$250 (minimum 10 – maximum 20)

1.45pm – 4.00pm

Shaken Not Stirred – The Sequel

Following the success of last year's cocktail making course, we are back with two new cocktails to add to your repertoire for your next party!

Includes: Guide, 2 teachers, cocktail making class and cocktail food

\$90 (minimum 15 – maximum 25)

6.30pm – 10.30pm

Convention Cocktail Gala at Optus Stadium

\$125 for all guests

TUESDAY, 4 OCTOBER

6.30am – 7.30am

Rise and Shine, it's Fitness Time!

Start your day on the right foot and come get your dopamine kick! Its better than a coffee! Enjoy a good sweat overlooking the sunrise of the Perth hills. Boxing, Weights, Cardio. You'll do it all in the fresh air of the outdoors. Do your mind and body a favour and don't miss out!

Includes: Guide, equipment and fitness instructor

\$40 (minimum 15 – maximum 25)

7.30am – 8.45am

Breakfast with Justin Langer

\$95

Registration is required for all activities – prices include GST.
Please contact WALGA for more information should your partner be interested in attending a particular conference session.

9.2.2 Lighting for Dryandra Regional Equestrian Centre

Applicant:	Dryandra Regional Equestrian Association Inc
File Ref. No:	ADM 25
Disclosure of Interest:	Nil
Date:	5 August 2022
Author:	CEO- Stan Scott
Attachments:	9.2.2A CNLP Small Grants Application Form 9.2.2B Draft Project Assessment

Summary

The Dryandra Regional Equestrian Association and Dryandra Pony Club are applying for a grant under the Department of Sport and Recreations Club Night Lights Program (CNLP) Small Grants application.

Background

Club representatives from the two clubs have been in discussions with the Department and the Shire to for several months. The propose project will involve installing lights in the “indoor” arena, which is in fact a large shelter with open sides.

Discussions included the possibility of solar lighting but even though marginally cheaper up front the solar lighting had a higher whole of life cost. Further there was potentially the requirement for replacement batteries in 7 to 10 years which would not be eligible for grant funding.

In addition to the application the clubs have provided:

- Minutes of their meetings to demonstrate commitment to meeting their individual shares of the project costs
- Three quotes for the lighting project;
- Statement of income and expenditure for facility
- Other supporting documents

The Dryandra Regional Equestrian Facility and adjacent cross-country course are presently leased by the Shire to the Dryandra Regional Equestrian association and the Dryandra Pony Club for an annual rental of \$5,000. The clubs are responsible for management and maintenance of the facilities including paying any outgoings and collecting any usage charges. The 21-year lease expires in 2036.

Comment

The DREC is an important regional facility which is largely self-managing. The Shire does some work on the grounds from time to time on a fee for service basis.

The CNLP operates on a similar model to other sport and recreation grants where funding is tripartite with projects funded equally by the State Government, the Local Government and the sporting body.

The Shire was aware of the work being done on this project and included \$24,000 in its budget based on the possibility that the Shire might manage the project and was predicated on the 3 way funding split. As it happens the cost is estimated at \$30,000 with Council’s contribution increasing from \$8,000 to \$10,000 ex GST. This should not in the CEO’s view change Council’s support for the project.



While the lighting will extend the time that the facility may be used, it will also make a difference on gloomy winter days as illustrated in the photograph above.

The proposed project assessment sheet is set out at attachment B.

Strategic Implications

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

“Tourism is also a growing industry in Cuballing with the Dryandra State Forest and the Dryandra Regional Equestrian Centre as major draw cards.”

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

It includes the following strategy:

1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.
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Statutory Environment – Nil

Policy Implications - Nil

Financial Implications

The Dryandra Regional Equestrian Facility generates \$5,000 per year in income and unlike most sporting facilities does not generate significant cost. The Shire's support for this application, both in terms of funding and the Shire's project assessment is a sound investment in an important regional facility.

Economic Implication

The facility has been identified as an important tourism driver which is illustrated on any of the occasions where it hosts State events. It is also important to local riders who access the facilities through the Pony Club.

Environmental Considerations - Nil

Consultation

The CEO has engaged with members of the Pony Club and the Dryandra Regional Equestrian Association and met on site with the Acting Regional manager for the department of Local Government Sport and Cultural Industries.

Options

Council may support the officer's recommendation, or with reasons make an alternative resolution.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council:

- 1. Resolve to support the funding application by Dryandra Regional Equestrian Association and Dryandra Pony Club under the Department of Sport and Recreation's Club Night Lights Program (CNLP) Small Grants program for lighting for the undercover arena;**
- 2. Commit \$10,000 to the project funding, noting that this is \$2,000 higher than the contribution anticipated in the 2022-23 Annual Budget; and**
- 3. Endorse the draft project assessment set out at attachment B.**



Department of
**Local Government, Sport
and Cultural Industries**

Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

CNLP Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2023

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Samantha Cornthwaite	Date: 3 June 2022	Office: Northam
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Applicant's Details:

Organisation Name:	Dryandra Regional Equestrian Association Inc				
Postal Address:	PO BOX 341				
Suburb:	Narrogin	State:	WA	Postcode:	6312
Street Address:	Cnr Bow Street and Springhill Road				
Suburb:	Cuballing	State:	WA	Postcode:	6311

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Kerri-Ann Hudson	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Committee Member		
Business Phone:		Facsimile:	
Mobile Phone:	0400024840	Email:	Krhudson87@gmail.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 21 101 414 364
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A07901115B*
Bank details:	Bank: Commonwealth	BSB: 066 522 A/c: 10132128

Local Government Authority Details:

LGA:	Shire of Cuballing		
Contact:	Stan Scott	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	CEO		
Business Phone:	08 9883 6386	Facsimile:	
Mobile Phone:	0427 836 031	Email:	ceo@cuballing.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Indoor arena lighting

Project Description:

Installation of LED lighting in the 70m x 40m undercover riding arena at the Dryandra Regional Equestrian Centre in Cuballing. Lighting will be to at least 200 lux to allow for training, clinics and lessons after dark. Lighting is also required to assist with setting up and packing away at events which are mainly held in winter where light is reduced.

From the selected quote this includes 28 x 240 watt stadium flood lights within the 70m x 40m indoor arena.

Current lux level: 0

Proposed lux level: 200

Relevant Australian Standard: Horse activities does not have a specific Australian standard however the European standards state for lower level competition & supervised training at Lux of 200 is suitable for indoor arenas.

How did you establish a need for your project?

Equestrian sport is conducted year-round with much of the activity over the winter period, when daylight is reduced. Club members are often setting up or packing away in the dark. Although the lighting is not at full Competition Level, it will mean that clinics and club activities can run past 5pm in winter. DREA host two major events each year – an FEI (international) level eventing competition at the end of June and a Show Jumping championships mid August. The dates for these events are determined by the state sporting association and the discipline committees and not open to change. DPC also host State championships, a dressage series, tetrathlon and eventing competitions. At all of these events the undercover arena is fully utilised with a major issue being making course changes at the end of day one, in preparation for day 2 – in the dark.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

Solar lighting was considered however the mains lighting was preferred as it would achieve the required Lux year round. In winter when lighting is required most, weather is not conducive to solar. Solar lighting requires replacing batteries approximately every 3-5 years. The lighting plan selected has the ability to be increased to 500 lux in future if required, therefore future proofing the project.

How will your project increase physical activity?

Dryandra Regional Equestrian Centre (DREC) is located in Cuballing in the Wheatbelt Region of WA. Cuballing is 170 km from Perth and 15 km from the regional centre of Narrogin.

The DREC hosts two of 5 FEI (international) 3* level competitions held in WA and is currently the only facility of this calibre in regional WA. These events currently draw an average of 200 competitors from across WA.

The facility also hosts Pony Club Association of WA State Eventing Championships and Dryandra Pony Club horse trials and tetrathlon events which involve the wider community including swimming club and sporting shooters club.

Existing facilities include an undercover dressage arena, large outdoor arena, specialised showjumping arena, clubrooms and a cross country course. The facility caters for every level of rider, from children as young as seven jumping 45cm, right up to the internationally rated levels of 1*, 2* and 3*. These levels are ratings as stipulated by the international governing body for horse sports, Federation Equestre Internationale (FEI), 3* being the level which is competed at the Olympics.

The clubs utilising the DREC has members drawn from as far afield as Perth, Geraldton, Esperance, Kalgoorlie and Tambellup and provides training facilities for riders of all standards from novice to Olympian. Many of which have options for membership at other clubs however they choose these grounds due to the calibre of the grounds on offer.

Competitors who currently qualify and train at the DREC in preparation for International qualifying events include:

- Olympian, Sonja Johnson a current Green Squad (AIS, Podium Ready athlete) regularly competes at DREA qualifying events for Melbourne, Sydney and Adelaide Three Day Events, which in turn assist with Olympic qualification.
- Generation Next (Developing and emerging national squad) members Shenae Lowings (recent winner Melbourne 3DE) and Lauren Browne have both competed at DREA qualifying events.
- WA State Squad members including, Emily Gray, Kenya Wilson, Riley Lyall and Emily Early have all used DREA CIC events as qualifiers for selection on State and National Young Rider Squads.
- WA : Emily Gray, Shenae Lowings, Michael Dagostino and Kenya Wilson regularly compete at DREA events.

Coaches regularly travel to Cuballing to coach and run clinics at DREA throughout the year including:

- Liesl Wilding, NCAS Level 2 dressage specialist coach, Grand Prix dressage national and international competitor
- Philippa Collier, NCAS Level 2 eventing coach
- Nellandra Henry, NCAS Level 2 who jumping coach.

Increased activity will occur by way of adding evenings training and rallies during the week and weekends. This will be particularly useful in winter when the days are shorter but also having lighting on the indoor rather than outdoor arena will mean that we can ride on winter evenings regardless of the weather. In summer, lighting will also allow for evening riding when the days are hot, allowing for riding in the evenings to reduce heat risk to riders and horses. It is anticipated that activities at the grounds would increase to at least double current usage at a minimum.

The Pony Club anticipates it could hold an additional 2-3 twilight events over the summer months, extend usage in winter to include 3-4 evening sessions which have not been possible before and run one entirely new event in the autumn-spring season which the grounds have not been able to fully accommodate or attract before.

Twilight rallies in summer would also be something we would be keen to undertake (both clubs) e.g. working equitation days and mounted games activities in the evening, avoiding the heat of the day so improving welfare of both horse and rider. Currently club activities cease in December and January and are often shortened or limited in February due to the heat. Being able to run fun activities over these months when the kids are on holidays would be an exciting addition to the calendar.

In winter lack of light can often be a problem and curtails activities and shortens the time that can be realistically used for coaching. When a specialist visiting coach has travelled to the club it is good to be able to maximise the number of coaching hours.

When major events are on it can often get dark when set up is still needing to be done so lights would relieve the time pressure particularly on a Friday afternoon when people can only attend after work or helpers are only available once they have arrived at the event.

Pony Club also holds two to three camps per year, lights would allow them to extend camp activities into the evening and hold activities which unite all the club members for example:

- Displays and entertainment activities i.e. trick riders, horsemanship displays, tent pegging
- Sessions with visiting specialists i.e. saddle fitter, farrier, equine massage, lunging coach
- Developing a musical formation ride including all club members riding together
- Vaulting sessions where one vaulting training horse is used for all the riders to have a turn.

Being able to run sessions outside the busy weekend day times will enable better access to coaches which are booked up or committed for the weekend times or people that have other work commitments during day hours and are only able to come after work.

Active riding and mounted games have also approached the pony club previously about holding events at Dryandra and see great potential to run the qualifying events during the day then then run the final under lights in the evening – this would create a fantastic atmosphere and spectator event.

On overcast days it can be very gloomy in the undercover arena (see attached image) and additional lighting would improve visibility and safety for the activities run during daylight hours in the winter months.

During strong sun days the shadow contrast can be quite disconcerting for the horses, creating a stark line on the ground they sometimes spook at, lighting in the arena should help to moderate the contrast and make using the arena friendlier for inexperienced horses and safer for riders.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the lighting? Will a specific asset replacement fund be created?

The clubs manage a "Grounds Account" where all ground hire and ground fees go in for each event undertaken. This account is currently used for all maintenance costs and where bills such as power, water and other bills are taken from along with capital and equipment purchases as required. The clubs regularly assess the ground fee and hire amounts and ensure that these adequately cover ongoing costs. This account currently holds (as at 30 June 2022) \$35,442.19. Any replacements or maintenance will be covered by this account.

Project location:	Dryandra Regional Equestrian Centre, Cuballing.		
Land ownership:	Who owns the land on which your facility will be located? Shire of Cuballing Lease Expiry (if applicable): The grounds are co-leased between the Dryandra Regional Equestrian Association and the Dryandra Pony Club. The lease expires on 30 June 2036.		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Not applicable
Aboriginal Heritage Act?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	___/___/___

Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
Nil		
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who:		
Dryandra Pony Club – Co-Lessee of the grounds.		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Days per month
Dryandra Equestrian Centre	50%	Average of 3-4 days a month
Dryandra Pony Club	50%	Average of 2-3 days a month

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2019	DREA* = 49 DPC = 48 ((22 youth/26 Adults)	2020	DREA* = 36 DPC = 31 (16 youth/15 adults)	2021	DREA* = 21 DPC = 48 (22 youth/26 Adults)	2022	DREA* = 37 DPC = 41 (22 youth/19 adults)
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*DREA membership is predominantly adults however some under 18years old do join from time to time.

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are is available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?
Equestrian Western Australia (DREA) and Pony Club Western Australia (DPC)
Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Zac Acott – Equestrian Western Australia Date of contact: 28/07/2022

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider extended delivery times due to the pandemic.	
Task	Date
Attainment of Council approvals	N/A
Preparation of tender/quotes for the major works contract	1 January 2023
Issuing of tender for major works	15 January 2023
Signing of major works contract	30 January 2023
Site works commence	
Construction of project starts	By at least end of February 2023 – May depend on ordering of equipment and materials
Project 50% complete	Mid March 2023 – Should only take 5-7 days to install
Project Completed	End of March 2023 – Should only take 5-7 days to install
Project hand over and acquittal	15 April 2023

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

The majority of our events are run from April through to November at this stage, as such there should be little impact on the project. The main hold up possible will be contractor related.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Kerri-Ann Hudson

Position Held: Dryandra Equestrian Association - Committee Member

Signature: Kerri-Ann Hudson

Date: 01/08/2022

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	Application form.
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input checked="" type="checkbox"/>	Two written quotes.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map and/or site map , including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input checked="" type="checkbox"/>	A lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF or CNLP grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in April and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CNLP support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CNLP grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input checked="" type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	<p>While we are only a few hours from Perth, we are still within a remote community with limited facilities available for horse activities. The closest equivalent facilities are located in Albany, 2 to 3 hours away. Many of our members are from a range of locations as far as Kukerin, Wyalkatchem, Frankland River and Tambellup. Many of the riders choose our club as their main club due to the facilities we offer.</p> <p>Our clubs also run major events every year including State championships and international qualifiers which attract high level and Olympic riders for qualifying. Riders come from all over the state as well as over east for events run at the grounds. The quality of the grounds is one of the main drivers for many riders coming along to our events. The two clubs work well together to achieve big things and the events we run show this well. While the lights themselves won't be competition level, they will allow for increased training opportunities and other activities to further enhance the experience at these amazing grounds for our current and future members.</p>
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input checked="" type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. floodlighting, power upgrade, additional lights to make it 100 lux) rather than materials (electrician, poles, lights, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
<i>ie Installation of four floodlighting poles and lights to 50 lux</i>	<i>125,000</i>	<i>137,500</i>	<i>B & S Electrical</i>
28 x 240watt stadium flood lights including delivery and installation and testing	16 227	17 849.7	Onedex
Plug outlet and light fitting installed x 28	3500	3850	Ozone Electric
Supply surface mount switchboard enclosure x 1	795	874.5	Ozone Electric
Supply 16mm ² single phase submains in conduit to suit trenching dug by others x 50	1300	1430	Ozone Electric
Light circuit mount switchboard enclosure	2975	3272.5	Ozone Electric
80A	125	140.5	Ozone Electric
Travel	480	480	Ozone Electric
Meals and Accommodation for 2 x crews x 2 days	800	800	
Elevated Work Platform/ 4 x 4 scissor lift x 5 days	1000	1100	Estimate based on other quotes.
Trencher	200	220	To confirm/get quote. Estimate only.
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)	260	260	4 x hrs operating trencher machine (\$40/hr) 4 x hrs picking up/dropping off EWP/Scissor Lift and other machinery (\$25/hr)
Sub Total	\$27662	\$30077.2	
Cost escalation	\$30 000	\$33 000	<i>Extra added in the event EWP needed for longer or extra days installation required</i>
a) Total project expenditure	\$30 000	\$33 000	

- At least **two written quotes** are required for each component.
- Please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	10 000 (or if development bonus \$7,500)	11 000 (or if development bonus \$8250)	LGA cash and in-kind	Y	LGA to provide minutes to confirm commitment
Applicant cash	10 000 (or if development bonus \$7500)	11 000 (or if development bonus \$8250)	Organisation's cash	Y	See attached bank statements for both clubs as well as the grounds account and commitment confirmation in club minutes.
Volunteer labour	260	260	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Club members and partners.
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CNLP request (No Development Bonus)	10 000	11 000	up to 1/3 project cost	N	
or CNLP request (Development Bonus)	15 000	16 500	Up to ½ project cost	N	See relevant section and project detail for support for development bonus.
b) Total project funding	30 000	33 000	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

Dryandra Pony Club has committed to \$4000, DREA has committed to up to \$6000 (total between the clubs \$10 000). Should more be required the grounds account can be used to provide additional funding however no more than \$5000 will be used from the grounds account. Should the project not be funded by the grant, the clubs will likely reassess and either wait for future funding or cease the project for the time being.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority:
--

Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CNLP principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

8.3 Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

8.4

Please complete the questions attached. This assessment is an important part of the CNLP process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

Signed**Position****Date**

Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 August 2022**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES**PERTH OFFICE**

246 Vincent Street
 Leederville WA 6007
 GPO Box 8349
 Perth Business Centre WA 6849
 Tel: (08) 9492 7300
csrff@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
 PO Box 140
 Carnarvon WA 6701
 Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
 PO Box 1036
 Kalgoorlie WA 6430
 Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street
 Albany WA 6330
 Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
 Foreshore Drive
 PO Box 135
 Geraldton WA 6531
 Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
 PO Box 1476
 Broome WA 6725
 Telephone (08) 9195 5750
 Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750
 Mobile 0427 357 774
kimberley@dlgsc.wa.gov.au

PEEL

Suite 94
 16 Dolphin Drive
 PO Box 1445
 Mandurah WA 6210
 Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

PILBARA

Karratha Leisure plex
 Dampier Hwy, Karratha
 PO Box 941
 Karratha WA 6714
 Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
 PO Box 2662
 Bunbury WA 6230
 Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street
 PO Box 55
 Northam WA 6401
 Tel: (08) 9690 2400
wheatbelt@dlgsc.wa.gov.au

WHEATBELT – Narrogin

50 Clayton Road
 Narrogin WA 6312
 Telephone 9690 2400
wheatbelt@dlgsc.wa.gov.au

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority: Shire of Cuballing
Name of Applicant: Dryandra Regional Equestrian Association Inc

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CNLP principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input checked="" type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CNLP process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

- 1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?**

Funding for the Shire's contribution was included in the 2022-23 annual budget. Council formally agreed to its contribution at the August 2022 Ordinary Council Meeting.

- 2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?**

B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

The applicant has provided copies of the Minutes for both co-tenants at the facility and each has confirmed this financial commitment. The facility is leased to the two groups, and they have demonstrated sound financial and practical management of the facility.

- 3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.**

This is a well utilised community facility that services quite a wide catchment with riders coming from as far away as Perth and Albany to participate in events. In addition, it provides great facilities for local riders as well. The improvement proposed would extend the practical time that the undercover arena can be utilised hence maximising the return on the existing investment.

Signed

Position CEO, Shire of Cuballing **Date**

Applications for CNLP funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 August 2022**. Late applications cannot be accepted in any circumstances.

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Suite 94
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9.2.3 Making of Shire of Cuballing Cat Local Law 2022

Applicant:	CEO – Stan Scott
File Ref. No:	ADM 357
Disclosure of Interest:	Nil
Date:	1 August 2022
Author:	CEO- Stan Scott 9.2.3A Draft Shire of Cuballing Cat Local Law 2022 9.2.3B Advice from the Department of Local Government Sport and Cultural Industries 9.2.3C Correspondence from Tida Lou
Attachments:	

Summary

The Purpose of this report is for Council to complete the process of making the *Shire of Cuballing Cat Local Law 2022*.

The presiding member is required to give notice to the meeting of the purpose and effect of the proposed Local Law and this notice is to be included in the Minutes of the meeting. The presiding member will read aloud the following:

Purpose - The purpose of the proposed Cats Local Law is to encourage responsible cat ownership and to provide for the effective management of cats within the Shire of Cuballing.

Effect - The effect of the proposed Cats Local Law is that persons who own or keep a cat within the Shire of Cuballing are to comply with the provisions of this local law.

Background

At its April 2022 Council meeting council resolved to commence the process for adopting a Cat Local Law.

Local Law Procedure

The provisions of the *Local Government Act 1995* enable Western Australian Local Government to make local laws considered necessary for the good governance of their districts. All proposed Local Laws are required to be legislated in accordance with the following procedure;

Step	Status
Drafting of a Local Law;	Completed.
Council resolving to make a Local Law and the presiding member to give notice of the purpose and effect of the Local Law;	20 Apr 2022
Providing Local public notice summarising and calling for submissions within a specified time frame of no less than six weeks;	28 Apr 2022
Providing a copy of the proposed Local Law to the Department of Local Government for submission to the relevant Minister;	26 Apr 2022
Council resolving by absolute majority to make the Local Law taking into consideration any submission made;	Purpose of this report
Publishing the Local Law in the Government Gazette;	TBD

Step	Status
Providing a signed and sealed copy of the Local Law to the Minister.	TBD
Providing State Local public notice that the Local Law is to come into effect; and	TBD
Providing an explanatory memorandum to the Joint Standing Committee on Delegated Legislation for assessment.	TBD

Comment

The *Cat Act 2011* and *Cat Regulations 2012* already provide the following key 'controls' in respect of cats.

- Registration - Cats to be registered and wear a registration tag
- Microchipping – cats to be microchipped implanted in a cat.
- Sterilisation – cats must be sterilised unless owned by a licensed breeder
- Change of ownership – requiring change of ownership to be reported
- Management of cats – provides powers to local governments to issue notices, seize cats, control cat management facilities and breeders
- Enforcement – creating offences and applying prescribed penalties.

The proposed Cat Local Law provides controls in relation to the most pressing local issues of cat nuisance, numbers of cats and protection of wildlife.

The CEO has been in discussion with the RSPCA about participation in a joint project to promote responsible cat ownership. There will be a separate agenda item on this matter, and if agreed by Council, implementation would likely be timed to coincide with the implementation of the Cat Local Law.

Strategic Implications - Nil

Statutory Environment:

Section 79 of the *Cat Act 2011* (the Act), provides local governments with the power to make local laws on all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under the Act.

In particular section 79(3) of the Act provides that a Cat Local Law may be made as to one or more of the following —

- cats creating a nuisance;
- specifying places where cats are prohibited absolutely;
- limiting the number of cats that may be kept at premises;
- penalties.

A Cat Local Law does not operate outside the district of the local government for which it is made and is inoperative to the extent it is inconsistent with the Act or any other written law.

All Local Laws are reviewed by the Joint Standing Committee on Delegated Legislation. Any failure in process or drafting can result in a Local Law being disallowed.

Policy Implications

Nil

Financial Implications

The main costs associated with the Local Law making process are advertising costs including:

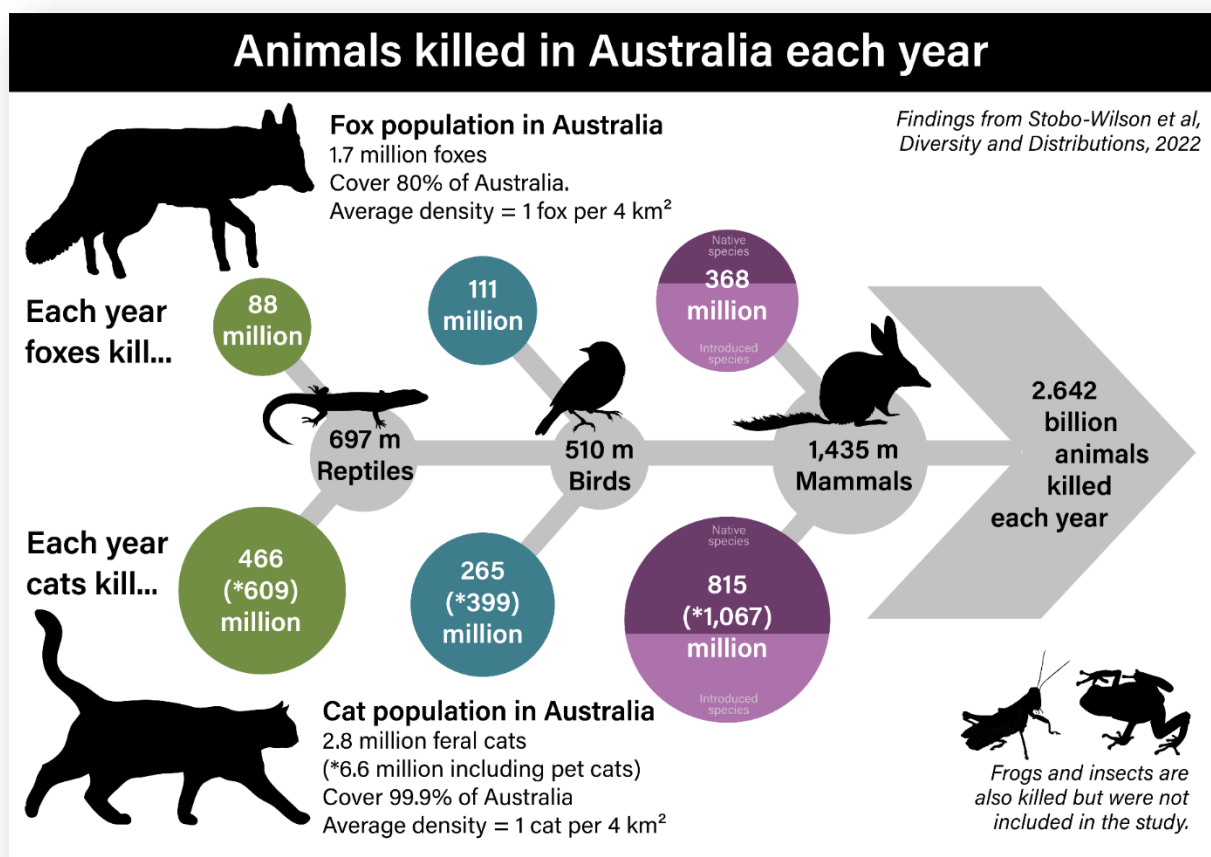
- Advertising Local Public Notice of intent to make a Local Law and inviting submissions;
- Publishing the Adopted Local Law in the Government Gazette; and
- Advertising Local Public Notice advising that the Local Law has come into effect.

The Gazettal and second Statewide public notice will be a budget item for 2022 – 23.

Economic Implication - Nil

Environmental Considerations

A recent study published in *Diversity and Distributions* quantified the impact of foxes and cats on native fauna. The study found that cats and foxes wipe out 697 million reptiles, 510 million birds and 1.4 billion small animals annually in Australia. In total, about 2.6 billion introduced and native small animals are killed by just these two predators.



Foxes and cats killed more than 2.6 billion animals in Australia each year. (Supplied: Stobo-Wilson et al/*Diversity and Distributions*) – Source www.abc.net.au/news/science/2022-03-16/cats-foxes-feral-pests-native-wildlife/100902790 or search ABC foxes and cats

The ABC article reporting on the study said the following:

While there's no "silver bullet" for controlling cat and fox numbers, ecologist John Read from the University of Adelaide, who wasn't involved in this study, says there are some things that work well.

One key approach is for councils to enforce measures to keep domestic cats contained.

"Management of domestic cats is a huge issue," Dr Read said.

"Keeping cats contained helps prevent those environmental and health impacts and stops them getting out and breeding more feral cats."

By prohibiting domestic cats from Shire reserves we will reduce the impact on native fauna.

Consultation

The Local Law-making process has mandatory consultation requirements. Council is required to advertise its intention to adopt a local law and allow at least 42 days (6 weeks) for submissions. Council is then required to consider those submissions before adopting the Local Law. If the Local Law is modified as a result of submissions and is substantially different from the advertised Local Law the process must start again.

The proposed Local Law was advertised in the Narrogin Observer, the Cuby News and displayed on public Notice Boards and website. The public consultation period commenced on 21 April 2022 and while submissions closed on 7 June, there have been no submissions either during or after the consultation period.

It was noted following the consultation period that the publication date for the Narrogin Observer in which the ad appeared as 28th April 2022, which meant the advertising period was 2 days short of the required 42 days. To ensure that we met the statutory obligations the consultation process was repeated with an advertisement appearing on 6 June 22 with a revised closing date for submissions of 29 July 22 (50 Days).

Submissions

Department of Local Government Sport and Cultural Industries

The Department wrote to the Shire on 24 June advising that no significant issues were discovered.

Some minor observations are provided:

- *Enacting provision: The date of "20 April 2022" is incorrect, as this date should reflect the meeting on which the final law is provided to the council for endorsement. The Shire should ensure this date is included in the final draft.*
- *Ensure all references and cross references are accurate.*

The change in date has been made and cross references within the local law and to provisions of the Cat Act, Cat Regulations and Local Government Act have been checked and are correct.

Peel Harvey Catchment Council

PHCC provided the following feedback:

On behalf of the Peel-Harvey Catchment Council (PHCC) we applaud the Shire's initiative and support your new 'Shire of Cuballing Local Cat Law 2022' which aims to ensure responsible cat ownership and effective management of cats within the Cuballing Local Government area (LGA).

PHCC acknowledges and supports the introduction of "Prohibited Areas" to cats as per Schedule 3 to protect environmentally sensitive areas. This is in line with the goals and objectives of PHCC's *Hotham-Williams NRM Plan 2015-2025* and PHCC's "*Bindjareb Boodja Landscapes: A Strategy for Natural Resource Management in the Peel-Harvey Region, Western Australia*".

As the Shire is aware, PHCC's Numbat Neighbourhood project and most recently awarded Dryandra Woonta project focus on improving the trajectory of threatened species including the iconic Numbat through reducing threats, one of these being feral cats. It is also noted that roaming stray and domestic cats can potentially impact on native fauna, including threatened species.

The Shire may be interested in sharing its experience and/or networking with others at the pending WA Feral Cat Symposium, which will be held at UWA 14-15 February 2023 <https://wafcwq.org.au/2023-feral-cat-symposium/>

The PHCC wishes the Shire of Cuballing success with the roll out of the new cat law. Should you require further information, please do not hesitate to contact our Operations Manager, Land Conservation & Agriculture, Mel Durack on (08) 6369 8801 or email melanie.durack@peel-harvey.org.au.

Tida Nou

Tida Nou is co-author of the report *The management of cats by local governments of Australia* published by the threatened Species Recovery Hub in November 2021. She wrote to all local governments on behalf of the team of authors responsible for the report.

While she was not responding to the Cat Local Law Consultation, her correspondence was received during the consultation period. The report and fact sheet were circulated to Elected Members on 20 May 2022. Notably the recommended legislative actions by State and Local Government include the following measures:

- *Mandatory registration of pet cats*
- *Mandatory identification of pet cats*
- *Mandatory desexing of pet cats.*
- *Mandatory caps on the number of cats per household*
- *Mandatory requirement to keep cats contained to the owner's property, or under equivalent control (e.g., on a leash, or in a cat box) when off-property.*
- *Provisions to enable local governments to designate residential areas as mandatory cat prohibition zones, to reduce the risk of cat impacts in areas of high conservation value.*

The introduction of the Cat Local Law, combined with the Cat Act and Regulations satisfies most of these recommendations, with the exception of the requirement that

cat's be contained on the owners property. This provision exceeds the authority provided by the Act.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council:

- 1. Resolves to make of the Shire of Cuballing Cat Local Law 2022 as attached**
- 2. Authorises the CEO to publish the Local Law in the Government Gazette in accordance with the requirements of Section 3.12 (5) of the Local Government Act**
- 3. Authorises the CEO and Shire President to sign and seal a copy of the Local Law for delivery to the Minister for Local Government.**
- 4. Pursuant to the Local Government Act 1995 section 3.12(6) give Local Public Notice of the gazettal of the Local Law.**
- 5. In accordance with the Local Government Act 1995 section 3.12(7) provide by email and in hard copy a copy of the Local Law, Explanatory Memorandum, Statutory Procedures Checklist and supporting materials to the Joint Standing Committee on Delegated Legislation.**

CAT ACT 2011

LOCAL GOVERNMENT ACT 1995

Shire of Cuballing

CATS LOCAL LAW 2021

Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and all other powers enabling it, the Council of the Shire of Cuballing hereby records having resolved on 17 August 2022 to adopt the following local law.

PART 1 - PRELIMINARY

1.1 Citation:

This local law may be cited as the *Shire of Cuballing Cats Local Law 2022*.

1.2 Commencement

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Interpretation

(1) In this local law unless the context otherwise requires -

Act means the *Cat Act 2011*;

application means an application for a permit;

applicant means the occupier of the premises who makes an application for a permit under this local law;

authorised person means a person authorised by the local government, under section 9.10 of the *Local Government Act 1995* to perform the functions conferred on an authorised person under this local law;

cat has the meaning given to it in the Act;

cat management facility has the meaning given to it in the Act;

cat prohibited area means an area as outlined in Schedule 3;

CEO means the Chief Executive Officer of the local government;

district means the district of the local government;

local government means the Shire of Cuballing;

nuisance means -

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land; or
- (c) interference which causes material damage to land or other property on the land affected by the interference;

occupier has the meaning given to it in the *Local Government Act 1995*;

owner has the meaning given to it in the Act;

permit means a permit issued by the local government under Part 3;

permit holder means a person who holds a valid permit under Part 3;

premises has the meaning given to it in the Act;

prescribed premises has the meaning given to it in the *Cat (Uniform Local Provisions) Regulations 2013*;

public place has the meaning given to it in the Act; and

standard number of cats has the meaning given to it in the *Cat (Uniform Local Provisions) Regulations 2013*.

- (2) A term that is used in this local law and is not defined in subclause (1) has the same meaning given to it in the Act or, if not defined in the Act, the same meaning given to it in the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or the *Local Government Act 1995*.

PART 2-CONTROL OF CATS

2.1 Cat not to be a nuisance

- (1) An owner shall not allow a cat to be or create a nuisance.
- (2) Where the local government receives a complaint from a person that is in accordance with the notice of complaint form as contained in Schedule 1 of this local law, and where in the opinion of an authorised person, that a cat is creating a nuisance, the local government may give a cat control notice to the owner of the cat requiring that person to abate the nuisance.
- (3) When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice which shall not exceed 28 days.

- (4) A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.
- (5) A cat control notice under subclause 2.1(2) shall be in the form of Schedule 1, Form 3 of the *Cat Regulations 2012*.

2.2 Cats in Prohibited Areas

- (1) A cat shall not be in any cat prohibited area as listed on Schedule 3.
- (2) If a cat is at any time in a place in contravention of subclause 2.2(1) -
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat in accordance with the Act.

PART 3-NUMBER OF CATS THAT MAY BE KEPT

3.1 Interpretation

For the purposes of applying this Part, a cat does not include a cat less than 6 months old.

3.2 Prescribed premises

- (1) This local law limits the number of cats that may be kept at prescribed premises within the district except -
 - (a) a cat management facility operated by a body prescribed as a cat management facility operator under the *Cat Regulations 2012*; or
 - (b) a cat management facility operated by the local government; or
 - (c) a veterinary clinic or veterinary hospital as defined under section 2 of the *Veterinary Surgeons Act 1960*.

3.3 Standard number of cats

- (1) For the purposes of the definition of *standard number of cats* in regulation 4(1) of the *Cat (Uniform Local Provisions) Regulations 2013*, no more than two (2) cats may be kept on prescribed premises.

- (2) A person who keeps more than the standard number of cats on a prescribed premises without approval commits an offence.

3.4 Application for additional cats

- (1) Approval may be given for up to two (2) additional cats, where the total cats kept on the prescribed premises will not exceed four (4) cats.
- (2) An application for a permit to keep additional cats at a prescribed premises shall be-
- (a) made in writing by an occupier of the premises in relation to those premises;
 - (b) in a form approved by the local government, describing and specifying the number of cats to be kept on the premises; and
 - (c) accompanied by the consent in writing of the owner of the premises where the occupier is not the owner of the premises to which the application relates.

3.5 Refusal to determine application

The local government may refuse to determine an application for a permit if it is not made in accordance with clause 3.4.

3.6 Factors relevant to the determination of application

- (1) In determining an application for a permit the local government may have regard to-
- (a) the physical suitability of the premises;
 - (b) the environmental sensitivity and general nature of the location surrounding the premises;
 - (c) the likelihood of a cat causing nuisance, inconvenience, or annoyance to the occupiers of adjoining land;
 - (d) any submissions received under subclause (2) within the time specified in subclause (2); and
 - (e) such other factors which the local government may consider to be relevant in the circumstances of the particular case.
- (2) The local government may require an applicant to -
- (a) consult with nearby residents; or
 - (b) advise nearby residents that they may make submissions to the local government on the application for a permit within 14 days of receiving that advice,

before determining the application for a permit.

- (3) The local government may specify the extent of consultation with nearby residents, as specified in subclause 3.6(2)(a) and may specify which properties should be consulted.

3.7 Decision on application

- (1) The local government may-

- (a) approve an application for a permit as it was submitted, in which case it shall approve it subject to the conditions in clause 3.8 and may approve it subject to any other conditions it sees fit;
 - (b) approve an application but specify an alternative number of cats permitted to be housed at the premise; or
 - (c) refuse to approve an application for a permit.
- (2) If the local government approves an application under subclause (1), then it shall issue a permit to the applicant in the form determined by the CEO.
- (3) If the local government refuses to approve an application under subclause (1) then it shall advise the applicant accordingly in writing.

3.8 Conditions

- (1) Every permit is issued subject to the following conditions -
- (a) each cat kept on the premises to which the permit relates shall comply with the requirements of the Act, the *Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013*; and
 - (b) without the consent of the local government, the permit holder will not substitute or replace any cat that is the subject of a permit once that cat -
 - (i) dies; or
 - (ii) is permanently removed from the premises.
- (2) In addition to the conditions in subclause (1) of this clause, a permit may be issued subject to other conditions, as the local government considers appropriate.

3.9 Compliance with conditions of permit

A permit holder shall comply with each condition of a permit.

3.10 Duration of a permit

Unless otherwise specified in a condition on a permit, a permit commences on the date of issue and expires -

- (a) if it is revoked; or
- (b) if the permit holder ceases to reside at the premises to which the permit relates.

3.11 Revocation

The local government may revoke a permit if the permit holder fails to observe any provision of this local law or a condition of a permit.

3.12 Permit not transferable

A permit is not transferrable either in relation to the permit holder or the premises.

3.13 Permit to be kept at premises and available for view

A permit issued by the local government shall be kept at the premises to which it applies and shall be provided to an authorised person on demand.

PART 4- MISCELLANEOUS

4.1 Giving of a Notice

- (1) A notice served under this local law may be given to a person: -
- (a) personally;
 - (b) by postal mail addressed to the person; or
 - (c) by leaving it for the person at her or his address.

PART 5 - OBJECTIONS AND APPEALS

5.1 Objections and appeal rights

Any person who is aggrieved by the conditions imposed in relation to a permit, the revocation of a permit, or by the refusal of the local government to grant a permit may object or appeal against the decision under Division 1 of Part 9 of the *Local Government Act 1995*.

PART 6 - OFFENCES AND PENALTIES

6.1 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who contravenes or fails to comply with any provision of this local law is, upon conviction, liable to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day during which the offence has continued.

6.2 Prescribed offences

- (1) An offence against any provision of this local law is a prescribed offence for the purpose of section 62(1) of the Act.
- (2) The amount appearing in the final column of Schedule 2 directly opposite an offence described in that Schedule is the modified penalty for that offence.

6.3 Forms

- (1) The issue of infringement notices, their withdrawal and the payment of modified penalties are dealt with in Division 4 of Part 4 of the Act.
- (2) An infringement notice in respect to an offence against this local law may be given under section 62 of the Act and is to be in the form of Schedule 1, Form 6 of the *Cat Regulations 2012*.

- (3) A notice sent under section 65 of the Act withdrawing an infringement notice is to be in the form of Schedule 1, Form 7 of the *Cat Regulations 2012*.

Schedule 1 - Forms
[Cl. 2.1(2)]

Form 1 - Nuisance Complaint Form

TAKE NOTICE THAT a cat, believed to be a (1) _____
has created a nuisance by (2) _____
the cat is believed to belong to (3) _____
and is kept at (4) _____
and I (5) _____
of

requests the local government to institute proceedings, if the nuisance does not stop,
and undertake:

- (a) to give full information to the local government as to this matter; and
- (b) to appear in Court and give evidence as a witness to the truth of this complaint.

DATED this _____ day of _____ 20

(to be signed by complainant)

- (1) Insert breed or kind of cat and, where possible, its sex and identifying marks.
- (2) Describe details of the alleged nuisance, including the kind of nuisance and, where possible, the dates and time on or between which the nuisance occurred, and where the cat was at the time of the nuisance.
- (3) State name and address of the person believed to be the owner.
- (4) State, if known, where the cat is usually kept.
- (5) Insert name and address of complainant.

Schedule 2
[Cl. 6.2(2)]

Prescribed Offences and Modified Penalties

Offence	Description	Modified Penalty
2.1(1)	Cat causing a nuisance	\$200
2.1(4)	Failure to comply with a cat control notice	\$200
2.2(1)	Cat.in a prohibited area	\$200
3.3(1)	Keeping more than the standard number of cats without a permit	\$200
3.9	Failure to comply with a condition of a permit	\$200

Schedule 3

[Cl. 2.3(1)]

**AREAS WHERE CATS ARE PROHIBITED
ABSOLUTELY**

Land Details	Reserve Number	Description	Locality
97 (Lot 9) Alton Street	-	Works Depot	Cuballing
211 (Lot 6) Cuballing East Road	-	Vacant Land	Cuballing
207-209 (Lot 4 & 5) Cuballing East Road	-	Vacant Land	Cuballing
96 (Lot 20) Francis Street	-	Popanyinning Fire Shed & Hall Car Park	Popanyinning
Lot 151 Cnr Batts & Williams Roads	-	Vacant Land	Popanyinning
108 (Lot 14) Francis Street	-	Vacant Land	Popanyinning
186 (Lot 3) Campbell Street	-	Shire Office	Cuballing
73 (Lot 135) Andover Street	-	Vacant Land	Cuballing
19 (Lot 139) Brundell Street	-	Vacant Land	Cuballing
192 (Lot 12) Campbell Street	-	Vacant Land	Cuballing
189 Campbell Street	13851	CWA Hall	Cuballing
PTA Lease L2124-1	-	War Memorial	Cuballing
PTA Lease L3076-1	-	Fmr Railway Station	Popanyinning
PTA Lease L6765-1	-	Rail Corridor	Cuballing
PTA Lease L6878	-	Karping Rail Siding	Popanyinning
Rail Corridor, Ridley St	-	Machinery Display	Cuballing
Merwanga Rd	1892	Public Utility	Popanyinning
Stratherne Road	2556	Gravel	Stratherne
Yornaning Road	5271	Recreation - Yornaning Dam and Surrounds	Yornaning
191 Campbell Street	6651	Agricultural Hall Site	Cuballing
Stratherne Road	7530	Recreation	Cuballing
Springhill Road	8405	Cemetery	Cuballing
40 – 46 Andover Street	8525	Fire Shed & Parking	Cuballing
Chungamunning Road	8861	Gravel Reserve	Cuballing
1 Dowling Street	9874	Recreation	Popanyinning
176 Popanyinning East Road	9875	Public Cemetery	Popanyinning
98 Francis Street	9972	Hall & Local Governing	Popanyinning
151 Brundell Street	10186	Waste Transfer Station	Cuballing
164 Francis Street	10908	Show Ground	Popanyinning
2 Cowcher Street	11176	Parklands	Yornaning
189 Campbell Street, Cuballing	13851	Hall Site	Cuballing
Pauley Road	15462	Recreation	Commodine
138 Campbell Street	16269	Recreation	Cuballing

Land Details	Reserve Number	Description	Locality
Wandering Narrogin Road	18356	Historical Site/Old Well	West Popanyinning
Cnr Napping Pool and Williams Roads	18407	Hall Site	West Popanyinning
Cnr Shaddicks and Popanyinning East Roads	18604 + 9301	Recreation	East Popanyinning
Cnr Stratherne, Parsons, Taylors Roads	19021	Gravel Reserve	Cuballing
Congelin Narrogin Road	19747	Landscape Protection	Contine
Cnr Bunmulling and Doncon Roads	21024	Gravel Reserve	Popanyinning
Hotham Street	22234	Recreation	Popanyinning
106 Francis Street	23368	Children's Playground-Memorial Garden	Popanyinning
28 Austral Street	23650	Children's Playground	Cuballing
Wandering Narrogin Road	24439	Landscape Protection	West Popanyinning
98 Daylesford Road	27005	Waste Transfer Station	Popanyinning
61 Spragg St	30772	Gravel Reserve	Popanyinning
60 & 64 Antrim Street	36117	Water Supply	Cuballing
1 Rose Street	42722	Park Recreation & Drainage	Cuballing
94 Munro Street	43395	Parklands	Cuballing
Ridley Street	46773	Recreation	Cuballing
48 Forrest Street	47419	Popanyinning School House	Popanyinning
18 Andover Street	49201	Aged Persons Accommodation	Cuballing
Yornaning West Road	50040	Gravel Reserve	Yornaning
35 - 47 Alton Street, 1 Darcy Street	50156	Equestrian Park, Cross Country Course	Cuballing
213-217 Cuballing East Road	50698	Protection Of Natural Landscape	Cuballing
Cnr Congelin Narrogin Road, Melchiorre Road	1864	Conservation reserve	Cuballing
15 Cuballing East Rd	6457	Quarry	Cuballing
Corrie Street Cuballing	6458	Water	Cuballing
Wardering Road	8772	Water	Cuballing
Popanyinning East Road	9301	Gravel	Popanyinning
Bridge Street	9440	Recreation	Popanyinning
Cnr Cuballing East Road, Wardering Rd	9467	Water Reserve	Cuballing
Merwanga Road	9843	Recreation	Popanyinning
Merwanga Road	9886	Agricultural Hall	Popanyinning
49 Brundell Street	10310	Crown Land	Cuballing
Merwanga Road	10418	Church	Popanyinning
Popanyinning East Road	10492	Crown Land	Popanyinning
Popanyinning East Road	10497	Gravel Reserve	Popanyinning
43 Forrest Street	11198	Church	Popanyinning

Land Details	Reserve Number	Description	Locality
Bow street	11652	Church	Cuballing
Merwanga Road	11660	Church	Popanyinning
49 Lord Street	13013	Cemetery	Popanyinning
Hotham Street	14084	Park Lands	Popanyinning
Forrest Street	14559	Crown Land	Popanyinning
Yornaning Road	15925	Conservation Reserve	Yornaning
Springhill Road	16803	Gravel Reserve	Cuballing
186 Francis St	17371	Race Course	Cuballing
205 Cuballing East Rd	22136	Drainage	Cuballing
Townsend Road	27027	Gravel Reserve	Towsendale
17 Dowling Street	27150	Resting Place	Popanyinning
17 & 18 Howard Street	27705	Crown Land	Popanyinning

Stan Scott

From: Steven Elliott <steven.elliott@dlgsc.wa.gov.au>
Sent: Friday, 24 June 2022 4:26 PM
To: Stan Scott
Subject: Department of Local Government - proposed cat local law

Dear Mr Scott,

We have just completed a check of our records and noted that we are yet to provide comments on the Shire's proposed cat local law. I apologise for the delay and hope it hasn't created any inconvenience.

Fortunately, no significant issues were discovered. Some minor observations are provided below, along with the standard Minister's directions.

In the future, we will endeavour to ensure that comments are supplied to the Shire prior to the expiry of the public submission period, so they can be taken into account alongside other submissions.

Cat Local Law 2022

1. Minor comments

The following minor comments are suggested:

- **Enacting provision:** The date of "20 April 2022" is incorrect, as this date should reflect the meeting on which the final law is provided to the council for endorsement. The Shire should ensure this date is included in the final draft.
- Ensure all references and cross references are accurate.

Minister's Directions – pursuant to s 3.12(7) of the Local Government Act 1995

Please note: once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk
 Joint Standing Committee on Delegated Legislation
 Legislative Council Committee Office
 GPO Box A11
 PERTH WA 6837
 Email: delleg@parliament.wa.gov.au
 Tel: 9222 7404
 Fax: 9222 7805

A copy of the Minister's Directions and Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at www.dlgsc.wa.gov.au. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the Shire’s consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire’s policies and objectives.

Kind regards

Steven Elliott

Senior Legislation Officer

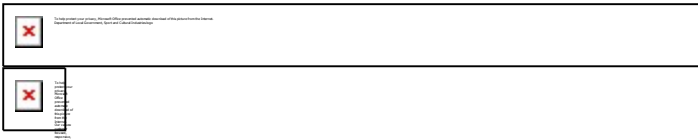
Department of Local Government, Sport and Cultural Industries
140 William Street, Perth WA 6000
GPO Box R1250, Perth WA 6844

Telephone +61 8 6552 1642

Email steven.elliott@dlgsc.wa.gov.au

Web www.dlgsc.wa.gov.au

The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders past and present.



Stan Scott

From: Stan Scott
Sent: Monday, 1 August 2022 12:39 PM
Subject: FW: Management of cats by local governments of Australia
Attachments: Factsheet_management of cats by local governments.pdf; TSR Hub Project 7.4 Report - The management of cats by local governments of Australia PROOF 4.pdf

Subject: Management of cats by local governments of Australia

Dear local government staff of Australia,

Some of you participated in a national survey about how your local government manages cats in 2019. As many local governments ask for correspondence to be sent to a general email address, we ask for your assistance in forwarding this report to relevant staff (animal management, rangers and environmental management), and we sincerely apologise in advance for any cross-postings.

Our report summarising the results is now complete (with apologies for the lengthy delay) and attached, along with a brief summary factsheet. Many thanks to the participating local governments, with special thanks to the staff who assisted with case studies.

Based on the survey results, our **recommendations** include:

- Strong, enabling legislation for pet cat management set at the state/territory level, harmonised across jurisdictions;
- Community awareness and education programs that promote responsible pet ownership, suited to linguistically and culturally diverse communities;
- Coordinated incentive programs to encourage uptake of responsible pet cat ownership;
- Enhanced monitoring, and coordinated collating and reporting of cat management activity information, and
- Enhanced monitoring of outcomes of cat management actions and also the consequences for local wildlife, and cat welfare and health.

We are aware there have been changes to cat management by local governments which may not have been captured in this report, particularly a growing number of local governments implementing cat containment measures.

Cat management has also received attention on a national level. In case you missed it, the Australian Government released its response to the parliamentary inquiry on cats in Australia in February 2022. Links to these resources are below.

Parliamentary inquiry report

Commonwealth of Australia (2020). [Tackling the feral cat pandemic: a plan to save Australian wildlife](#). Canberra, Australia.

Australian Government response to the parliamentary inquiry report

Australian Government (2022). [Government response-feral and domestic cats](#). Canberra, Australia.

Threatened Species Recovery Hub response to the parliamentary inquiry report

Legge, S., Dickman, C., Dielenberg, J., Woinarski, J., Nou, T. (2021). [Australia must control its killer cat problem. A major new report explains how, but doesn't go far enough](#). The Conversation.

You may recall we offered a prize for participating in the survey, of a \$200 camping store voucher and a copy of “[Cats in Australia: companion and killer](#)”. We are pleased to announce the winner of the random draw prize was Nicole Godber, from Cootamundra-Gundagai Regional Council in NSW. Congratulations Nicole!

The Threatened Species Recovery Hub wound up in December 2021. A range of resources on cat impacts and management (including a factsheet on responsible cat ownership) are available for a while longer on the hub website [here](#).

Please advise via return email if you have any questions, or would like to be notified about any future work relating to cats and local government. We thank you again for participating in our survey.

Kind regards

Tida

(on behalf of the project team: Sarah Legge, John Woinarski, Jaana Dielenberg and Georgia Garrard).

Stan Scott

Chief Executive Officer



22 Campbell Street, PO Box 13,
Cuballing, WA, 6311
T: 08 9883 6031 | **M:** 0427 836 031
E: ceo@cuballing.wa.gov.au

 www.cuballing.wa.gov.au
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9.2.4 Revised Purchasing Policy

Applicant:	WALGA
File Ref. No:	ADM 118
Disclosure of Interest:	Nil
Date:	9 August 2022
Author:	CEO- Stan Scott
Attachments:	9.2.4A Proposed Purchasing Policy 9.2.4B Current Purchasing Policy

Summary

It is proposed to update the Purchasing Policy to simplify administration particularly for smaller purchases.

Background

Over recent months it has become more and more difficult to obtain multiple quotes from suppliers. The amount of time spent seeking further quotes, or seeking the CEO's authorisation for variations is counterproductive. Council is already aware of the significant pressure on the works department in meeting an ambitious and demanding program of works. The proposed changes will improve efficiency without significant cost implications.

Comment

The specific proposed changes are:

- The number of purchasing categories has been reduced from 5 to 4;
- The requirements for purchases under \$10,000 has been reduced;
- There is a positive obligation on staff to be satisfied that value for money is being obtained, and to seek additional quotes if not satisfied.
- There is a new section titled "Sustainable Procurement" which allows staff to take account of environmental or social impact as part of the value for money proposition.

The policy objectives have been simplified, and the policy now reflects that the codes of conduct for elected members and staff are two different documents. There is now specific reference to record keeping are required in the Regulations.

The Current version of the policy appears to have been adopted in March 2021.

Strategic Implications

The Shire of Cuballing Strategic Community Plan has the following Goals and Strategies under Governance and Organisation:

Goals

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

	Strategy	Outcome
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.

Statutory Environment –

The *Local Government (Functions and General) Regulations 1996* set out requirements for purchasing policies.

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
 - (a) the form of quotations acceptable; and
 - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
 - (b) the recording and retention of written information, or documents, in respect of —
 - (i) all quotations received; and
 - (ii) all purchases made.

Policy Implications

New policy proposed

Financial Implications

There are no notable financial implications. There is a reasonable expectation that purchasing will be more efficient without any significant impact of costs of purchases.

Economic Implications - Nil

Environmental Considerations - Nil

Consultation – Internal consultation only.

Options

Council may:

1. Adopt the proposed new policy;
2. Modify the proposed policy (with reasons); or
3. Retain the existing policy (with reasons for not adopting the officer's recommendation).

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council adopt the Proposed Purchasing Policy as set out at attachment A.

2.2 Purchasing Policy

1. Policy Objectives

This policy will:

- Ensure best practice policies and procedures are followed in relation to procurement activities;
- Ensure compliance with the *Local Government Act 1995* and the *Local Government (Functions and General Regulations 1996)*;
- Ensure compliance with the State Records Act 2000 and associated record management practices;
- Achieve value for money in procurement activities;
- Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- Identify and manage risks arising from purchasing processes and purchasing outcomes
- Apply sustainable procurement practices to Shire processes.

2. Policy Statement

2.1. Ethics & integrity

The Shire's Codes of Conduct for Elected Members and Employees respectively apply to all purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

2.2. Value for Money

Value for Money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives. The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

2.3. Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities.

Purchase Threshold	Purchasing Practice Requirement
Up to \$10,000	Quotations are not required for items of a minor recurrent nature. These purchases would include groceries, stationery, hardware, minor mechanical and trade repairs and consumables. One written or verbal quote is required for purchased valued up to \$10,000. Staff will use professional discretion and occasionally undertake market testing to ensure value for money is achieved. The responsible employee must be satisfied that the price is competitive.
\$10,001 - \$50,000	Obtain 2 verbal or written quotations from 2 alternative suppliers.

	<p>If the officer is unable to obtain 2 quotes this should be documented and purchase approved by a superior officer or the CEO.</p> <p>All quotations will be documented.</p>
<p>\$50,000 to \$249,999-</p>	<p>Obtain 3 written quotations from alternative suppliers, with the following conditions applying:</p> <ul style="list-style-type: none"> • Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require. • The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> ○ Written specification ○ Price schedule ○ Conditions of responding ○ Validity period of offer. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Respondents should be advised by writing as soon as possible after the final determination is made approved. • If officer unable to obtain 3 written quotes this should be documented and the purchase approved by the CEO.
<p>\$250,000 and above</p>	<p><u>Tender Exemption</u></p> <p>If goods or Services are available under Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&G Reg.11(2)</i>) the following process will apply:</p> <ul style="list-style-type: none"> • Obtain 3 written quotations from alternative suppliers • Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require. • The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> ○ Written specification ○ Price schedule ○ Conditions of responding ○ Validity period of offer. • Provide to all prospective suppliers at the same time any new information that is likely to change the requirements. • Respondents should be advised by writing as soon as possible after the final determination is made approved. • Purchase will be referred to Council for decision, unless prior delegation provided to CEO.

	<p><u>If No Tender Exemption Applies:</u></p> <p>Conduct a public tender process in accordance with the provisions of the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>Acceptance of a tender for construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders' Association.</p>
<p>LGIS Services Section 9.58(6)(b) Local Government Act</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

2.4. Utilising Purchasing Practice When Not Required to Do So

Staff engaged in procurement should ensure that they obtain value for money and be accountable for their actions. If staff have any doubt about whether value for money is being obtained, additional quotes should be sought.

Where it is considered beneficial to the Shire of Cuballing, an employee may utilise a purchasing practice to complete a purchase of a value less than the threshold. For example:

- tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold;
- more than two quotations may be sought for a purchase under the \$50,000 threshold; or
- additional quotations may be sought for a purchase under the \$10,000 threshold.

2.5. Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

2.6. Sustainable Procurement

Sustainable procurement is defined as the procurement of goods and services that have a lower environmental footprint or higher positive social impact. This includes for example:

- Equipment that uses less fuel or energy in operation or manufacture;
- Goods that use less water in production or operation;
- Businesses that have a positive social impact on marginalised or disadvantaged groups; and
- Vehicles or equipment that have demonstrably higher safety standards.

Sustainable procurement advantages will be weighed against price when determining value for money.

2.7. Record Keeping

Records of all quotes, written and verbal, and all tender documents must be retained in accordance with the Shire's Record Keeping Policies.

Proposed Policy

2.2 Purchasing Policy

Policy Objectives

The Shire's purchasing activities will:

1. Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
2. Foster economic development by maximising participation of local businesses in the delivery of goods and services;
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;
4. Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
5. Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
6. Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
7. Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Cuballing.
8. Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;
9. Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;
10. Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

Policy Statement

1.1 Ethics & integrity

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.2 Value for money

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.3 Value For Money

Value for Money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives. The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.4 Purchasing thresholds and practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities.

Purchase Threshold	Purchasing Practice Requirement
Up to \$2,000	<p>Quotations are not required for items of a minor recurrent nature. These purchases would include groceries, stationery, hardware, minor mechanical and trade repairs and consumables.</p> <p>Responsible Employee must be satisfied that the price is competitive.</p>
\$2,001 - \$20,000	<p>Obtain 2 verbal or written quotations from 2 alternative suppliers.</p> <p>If the officer is unable to obtain 2 quotes this should be documented and purchase approved by a superior officer or the CEO.</p> <p>All quotations will be documented.</p>
\$20,001 - \$75,000	<p>Obtain 3 written quotations from 3 alternative suppliers.</p> <p>If the officer is unable to obtain 3 quotes this should be documented and purchase approved by the CEO.</p> <p>All quotations will be documented</p>
\$75,001- \$250,000	<p>Obtain 3 written quotations from alternative suppliers, with the following conditions applying:</p> <ul style="list-style-type: none"> • Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require. • The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> ○ Written specification ○ Price schedule ○ Conditions of responding ○ Validity period of offer. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Respondents should be advised by writing as soon as possible after the final determination is made approved. • If officer unable to obtain 3 written quotes this should be documented and the purchase approved by the CEO.
\$250,001 and above	<p>Obtain 3 written quotations under Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&G Reg.11(2)</i>) with the following conditions applying:</p> <ul style="list-style-type: none"> • Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers

	<p>will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require.</p> <ul style="list-style-type: none"> • The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> o Written specification o Price schedule o Conditions of responding o Validity period of offer. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Respondents should be advised by writing as soon as possible after the final determination is made approved. • Purchase will be referred to Council for decision, unless prior delegation provided to CEO. <p><u>OR</u></p> <p>Conduct a public tender process in accordance with the provisions of the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>Council will also enforce the following additional requirements:</p> <ul style="list-style-type: none"> • Acceptance of a tender for construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders' Association; and • Any decision not to call tenders for goods and services valued at more than \$4250,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.
<p>LGIS Services Section 9.58(6)(b) Local Government Act</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

1.5 Utilising Purchasing Practice When Not Required To Do So

Staff engaged in procurement should ensure that they obtain value for money and be accountable for their actions. If staff have any doubt about whether value for money is being obtained, additional quotes should be sought.

Where it is considered beneficial to the Shire of Cuballing, an employee may utilise a purchasing practice to complete a purchase of a value less than the threshold. For example:

- tenders may be called in lieu of seeking quotations for purchases under the \$4250,000 threshold;
- more than two quotations may be sought for a purchase under the \$20,000 threshold; or
- verbal quotations may be sought for a purchase under the \$2,000 threshold.

1.6 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Current Policy

9.2.5 Petty Cash and Cash Handling Policy

Applicant:	Shire of Cuballing
File Ref. No:	ADM 118
Disclosure of Interest:	Nil
Date:	9 August 2022
Author:	CEO- Stan Scott
Attachments:	9.2.5A Proposed Petty Cash and Cash Handling Policy

Summary

During its interim audit the Shire's auditors identified some gaps in the Shire's policy framework and this policy seeks to address some of those gaps.

Background

In its interim audit in for 2021-22 the Shire's auditors identified some gaps. Specifically:

".. daily banking testing identified that cash could be held on the premises for an extended period of time as the Shire completes banking on a weekly basis.

A similar finding was issued in 2020-21.. "

Further:

We identified that there is no documented policy and/or procedure in place pertaining to the use of Petty Cash or the Purchasing Card (Coles store card).

A similar finding was issued in 2020-21..

During preparations for the Recent Cuballing Winter Ball it was identified that there is no policy in relation to cash floats for events or the use of the Shire's EFTPOS facilities. While these matters are within the purview of the CEO, a policy framework would be useful for future events.

Comment

The policy covers the following matters:

- Petty Cash
- Cashier Float
- Coles Card
- Cash floats for events
- Banking of cashier takings

Strategic Implications

The Shire of Cuballing Strategic Community Plan has the following Goals and Strategies under Governance and Organisation:

Goals

- Governance structures that ensure accountable, transparent and ethical decision making.

- Building the organisation and managing its structure, finances and assets in a sustainable manner.

Statutory Environment –

The *Local Government (Financial Management) Regulations 1996* set out requirements for making payments including petty cash.

11. Payments, procedures for making etc.

- (1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —
 - (a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and
 - (b) petty cash systems.
- (2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.
- (3) Payments made by a local government —
 - (a) subject to subregulation (4), are not to be made in cash; and
 - (b) are to be made in a manner which allows identification of —
 - (i) the method of payment; and
 - (ii) the authority for the payment; and
 - (iii) the identity of the person who authorised the payment.
- (4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.

Policy Implications

New policy proposed

Financial Implications

The proposed policy helps to document and codify existing practices and fill some gaps.

Economic Implications - Nil

Environmental Considerations - Nil

Consultation – Internal consultation only.

Options

Council may:

1. Adopt the proposed new policy;
2. Modify the proposed policy (with reasons); or
3. Defer the consideration to another time.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council adopt the Proposed Petty Cash and Cash Handling Policy as set out at attachment A.

2.20 Petty Cash and Cash Handling Policy

Purpose

The purpose of the Petty Cash policy is to provide guidelines for the use and safeguarding of petty cash funds, cash floats and cash equivalents.

Policy

1. Petty Cash

Petty cash may be used for reimbursement of minor business-related expenditure where payment through the accounting system is not justified. Petty cash may not be used to cash cheques or provide cash advances. Borrowing money from petty cash is absolutely prohibited.

The CEO will determine the amount of the petty cash float, and this may be varied from time to time.

The amount of individual reimbursement should not exceed \$100 without the approval of the CEO. All requests for reimbursement will be accompanied by appropriate evidence such as:

- a tax invoice
- a cash register docket
- a receipt

If the evidence of an individual transaction is lost or missing, reimbursement may be claimed based on a statutory declaration.

The Petty Cash float will be reconciled on each occasion when the float is replenished to ensure that the total of vouchers reimbursed and cash held equal the value of the cash float. The DCEO may conduct a random check of the vouchers held and cash on hand at any time, but at least once per year.

The Petty Cash will be stored securely in a locked cash box in the safe. The key to the cash box will be held by the Administration Officer.

2. Cashier Float

A cash float will be provided for the operation of the Shire's Cashier Services. The amount of the cash float will be approved by the CEO and may be varied from time to time.

The cash float will be reconciled at the end of each business day. The cash float will be held in the cash drawer and secured in the safe overnight together with any takings awaiting banking. The DCEO may conduct a random check of the cash float at any time, but at least once per year.

3. Coles Card

The only major supermarket locally is Coles, Narrogin. The expedite minor purchases staff will purchase a Coles Card. When not in use the Coles Card will be securely stored in the Petty Cash Box. This card operates in the same way as petty cash:

- A Coles card is issued for free and \$500 cash will be credited to the card;
- The card will be used for minor purchases at Coles;

- Purchase receipts will be reconciled against the available balance to ensure that the combined amounts equal the cash float on the card; and
- When the balance available is less than \$100, a new card will be purchased;
- The new card will be purchased for the difference between the remaining balance and \$500
- At no time will the available balance exceed \$500.

The DCEO may conduct a random check of the Coles Card reconciliation at any time, but at least once per year.

4. Cash Floats for Events

The CEO may approve a cash float for use at Council and community events. The amount of the float and administrative procedures will be determined at the time of each event. The cash will not exceed \$1,000. The CEO may approve the use of the Shire's Electronic Funds Transfer – Point of Sale (EFTPOS) facility at events.

The float and any takings will be reconciled as soon as reasonably practicable after the conclusion of the event.

5. Banking of Cashier Takings

Cashier receipts are to be regularly deposited at the Narrogin Branch of the National Australia Bank. Banking should be undertaken regularly to minimise the risk of holding large amounts of cash and to expedite the clearance of cheques.

Banking must be undertaken at least twice per week, or more frequently where there are significant cash or cheque payments, for example when rates or rate instalments fall due. Significant cash for the purpose of this policy is \$5,000 or more.

When depositing takings at the bank staff should be aware of surroundings to ensure that takings may be safely taken from the car to the bank. If making more than one stop in Narrogin, the banking should be completed first.

9.2.6 Application for Telecommunications Infrastructure – Lot 5821 Bunmulling Road, Popanyinning

Location:	Lot 5821 on Deposited Plan 119250 Bunmulling Road, Popanyinning
Applicant:	Crisp Wireless Pty Ltd on behalf of K Draper
File Ref. No:	A301
Disclosure of Interest:	Nil
Date:	9 August 2022
Author:	Stan Scott
Attachments	9.2.6A Information from applicant 9.2.6B Location plan 9.2.6C Neighbour Comment

Summary

A Development Application, seeking approval for a telecommunications infrastructure at Lot 5821 Bunmulling Road, is recommended for conditional approval.

Background

The applicant seeks development approval for proposed new telecommunications infrastructure, a 30 metre high tower with an associated communications hut, to improve telecommunication coverage and access to enhanced services for Popanyinning and the locality. Details submitted by the applicant are set out in Attachment 9.2.6A.

The site's location is outlined in Attachment 9.2.6B which is approximately 10 kilometres east of the Popanyinning townsite. The application site is 301.6852 hectares in area.

The applicant has sought comments from the owner to the west - David & Barbara Smith with comments requested by 12 August 2022. Mr and Mrs Smith response had not been received at the time of preparing this item, but will be included if and when received.

The property is zoned 'General Agriculture' and the telecommunication infrastructure is partially within a bushfire prone area at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.

Comment

Following assessment against the planning framework, it is recommended that Council approve the Development Application subject to conditions. It is noted, for instance, that:

- There are no significant environmental, cultural heritage or social impacts;
- The nearest residence is located hundreds of metres from the telecommunication infrastructure;
- The Development Application complies with *State Planning Policy 5.2 Telecommunications Infrastructure*; and
- The required fixed wireless internet service provided by this proposed infrastructure is a substantial improvement on the available satellite service.

While noting the above:

- The proposed telecommunication infrastructure will have some localised visual impacts;
- The benefits of reducing risk to life and property are considered greater than the telecommunication infrastructure being constructed in a bushfire prone area;

- It is suggested the development approval includes a condition requiring establishment and maintenance of an asset protection zone (low fuel area) around the telecommunication infrastructure and includes an advice note that the infrastructure is located in a bush fire prone area; and
- It is suggested the development approval includes an advice note suggesting the applicant prepare an Environmental EME Report which outlines the estimated maximum electromagnetic energy (EME) and an assessment against the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standards.

Strategic Implications

The Development Application aligns with the Strategic Community Plan which seeks to improve all forms of communication within the Shire.

Statutory Environment

The planning framework is extensive relating to telecommunication facilities and this Development Application including:

- *Telecommunications Act 1997;*
- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *State Planning Policy 2.5 Rural Planning;*
- *State Planning Policy 5.2 Telecommunications Infrastructure;*
- *Shire of Cuballing Local Planning Scheme No. 2 - the site is zoned 'General Agriculture' with telecommunications infrastructure a 'D' (discretionary) use in this zone;*
- *Shire of Cuballing Local Planning Strategy;* and
- The site is classified as a Bush Fire Prone Area.

Policy Implications - Nil

Financial Implications - Nil

Economic Implications - Nil

Social Implications - Nil

Environmental Considerations – Nil

Consultation

The adjoining nearby neighbour, closest to the telecommunication infrastructure has been invited to comment on the proposal. The proposed infrastructure is a point to point wireless service which has a far lower EME impact than a mobile telephone tower and the only real impact is visual.

Options

The Council can:

1. Approve the Development Application with no conditions;
2. Approve the Development Application with conditions;
3. Refuse the Development Application (giving reasons); or
4. Defer and request additional information.

OFFICER'S RECOMMENDATION:

That Council approve the Development Application for telecommunications infrastructure at Lot 5821 on Deposited Plan 119250 Bunmulling Road, Popanyinning, subject to the following conditions:

1. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. This development approval shall lapse and be of no further effect if the development hereby permitted has not been substantially commenced within 2 years of the date hereof. Where the Development Approval has lapsed, no further development is to be carried out.
3. Any lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.
4. The operator/owner establishes an asset protection zone around the telecommunication infrastructure prior to the infrastructure being operational, which is then suitably maintained to the satisfaction of the local government.

Advice

- A) The proposed telecommunication infrastructure is located in a Bush Fire Prone Area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.
- B) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- C) It is suggested the applicant prepares an Environmental EME Report which outlines the estimated maximum electromagnetic energy (EME) and an assessment against the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) standards.
- D) 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.



Prepared for:	Shire of Cuballing
Attention:	CEO: Stan Scott
Date:	29 June 2022
Site Location:	<u>Yornaning Site (DFG3 a)</u> Lot 5821 on DP 119250 Bunmulling Road Popanyinning WA 6309

Commercial in Confidence

Vision Statement

To be the first choice for broadband internet in regional Western Australia by providing first class infrastructure with a consistent focus on excellent customer service and ongoing regional community consultation to ensure our program meets the needs of country WA.

Background

CRISP Wireless is a Network owner/operator licensee for Wireless Broadband services in Western Australia.

We provide a unique telecommunications solution that utilises Point to Point secured wireless connectivity between sites as well as community wireless services and subscriber broadband.

Quality Information

Prepared for:

Yornaning site (DFG3 a)

Prepared by:

CRISP Wireless Pty Ltd

Address: PO Box 1004, Narrogin WA 6312

Email: lballard@crispwireless.com.au

Document number:

Revision	Revision Date	Details	Authorization		
			Prepared By	Reviewed By	Authorised By
A	29/06/2022	Proposal	Heidi Cowcher	Leigh Ballard	Leigh Ballard

Proposal

CRISP Wireless proposes to extend our fixed wireless network across the Wheatbelt. We are proposing to build a 30m communications tower on Lot 5821 on DP 119250 Bunmulling Road, Popanyinning WA 6309

The proposed works shall be referred to as Telecommunications Infrastructure (ie: Communication Repeater Point - Wireless Broadband). The site is currently zoned rural for the purposes of general farming. The site proposed will not affect, nor impact on, current farming practices. There is no need, or requirement, for the site to be fenced (except on request of the landowner).

The site is highlighted on the following maps:

Photo 1 (a, b & c)



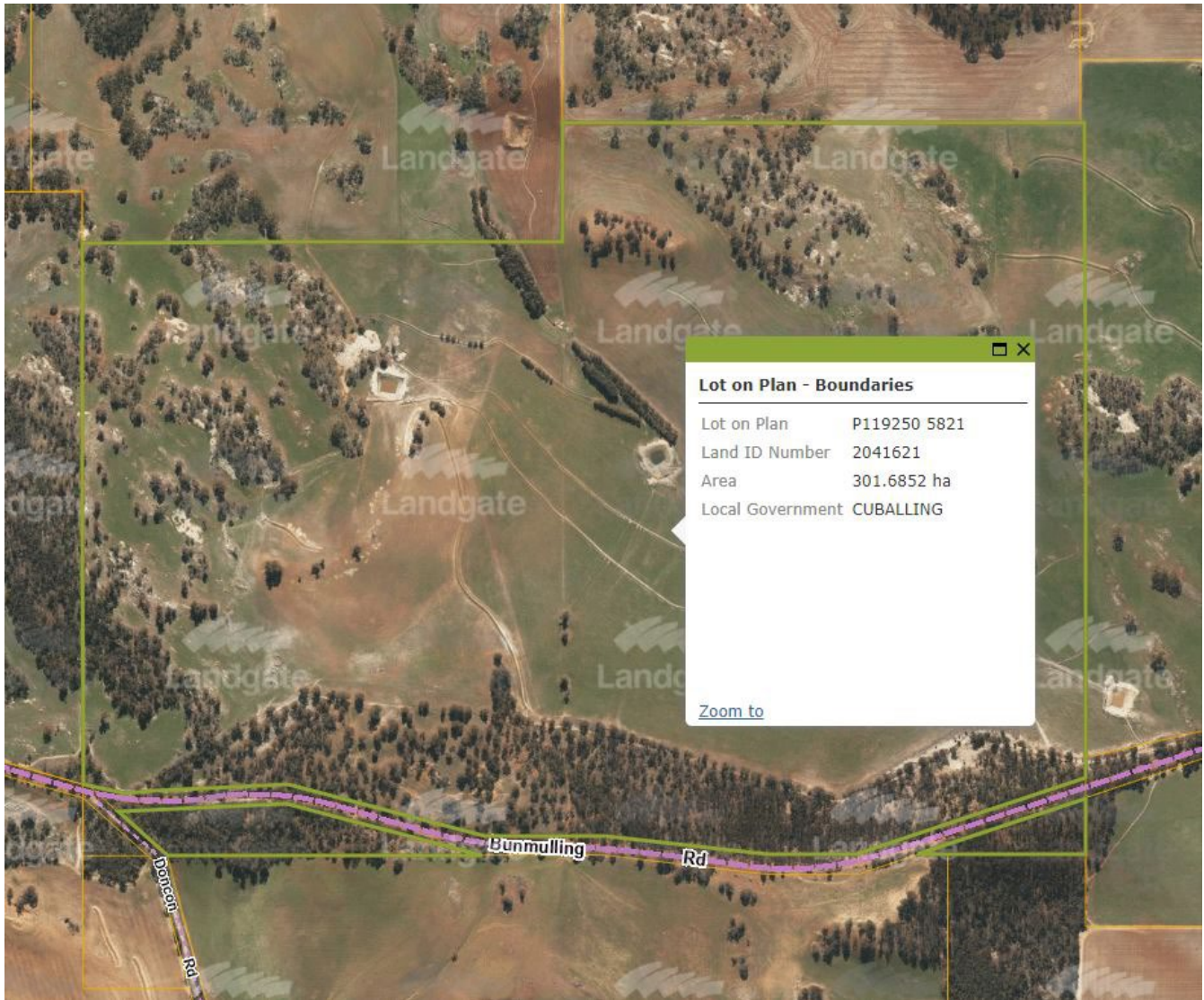


Photo 2

The 30m tower and communications hut will be similar to the adjacent photo

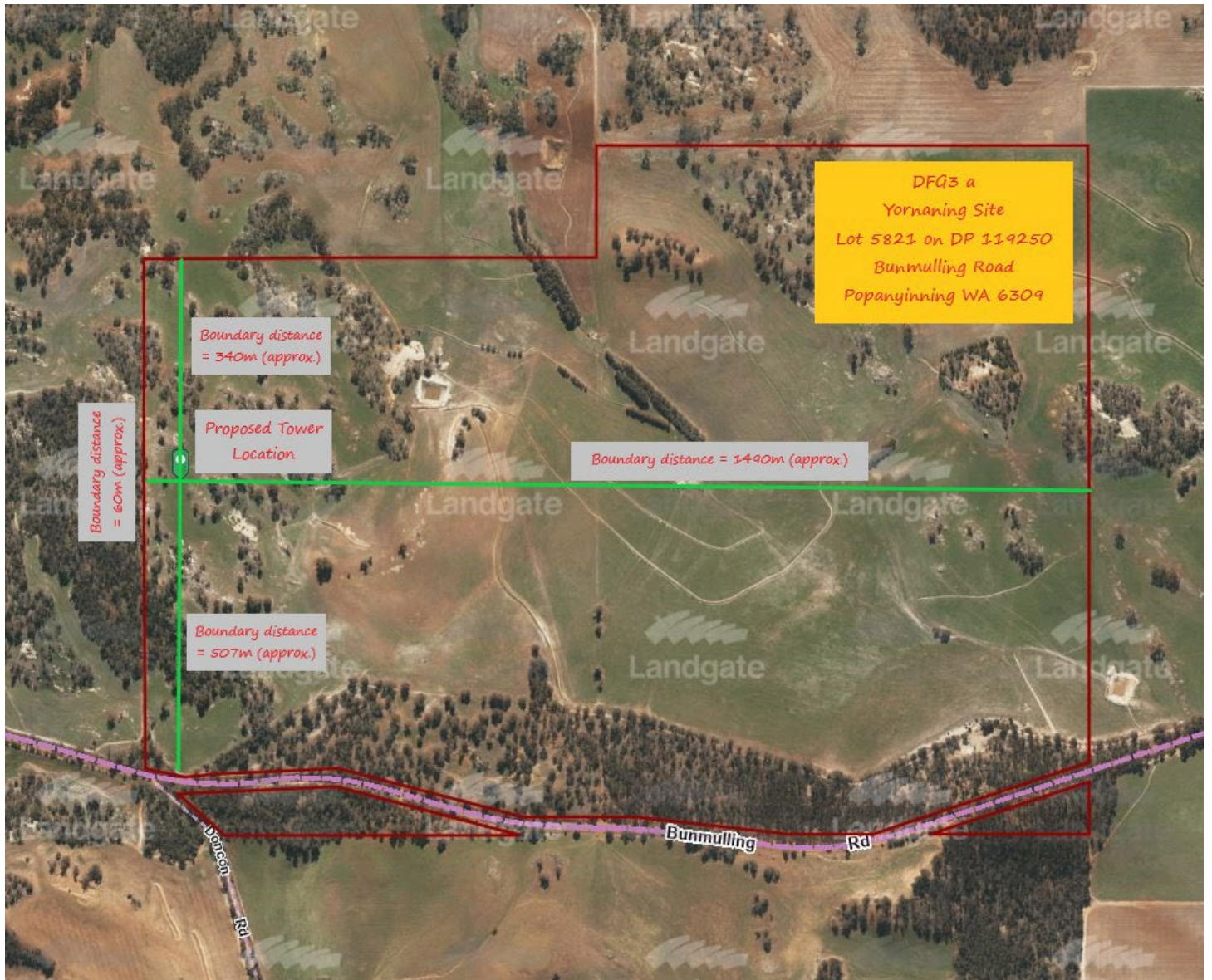
Access to the land will be via Bunmulling Road, then onto existing tracks within the farm. The farm gate access is approximately 5m wide. We envisage this to have minimal traffic on it whilst erecting the tower and significantly less once complete. Photo 3 shows the proposed access to the site.

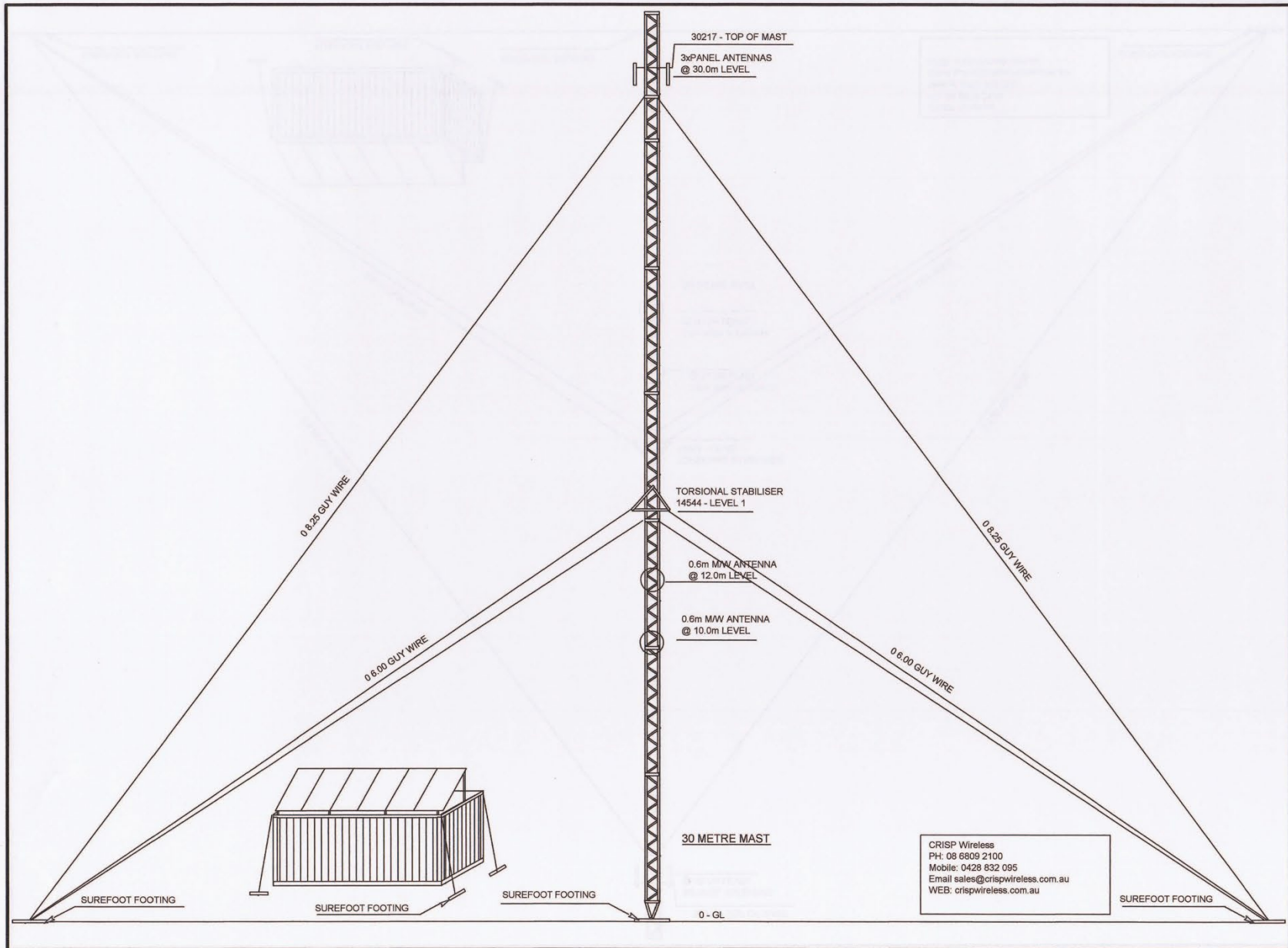
Photo 3



Photo 4 shows the approximate boundary distances: ranging from approximately 60m to 1490m.

Photo 4





WESTERN



AUSTRALIA

REGISTER NUMBER	
5821/DP119250	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

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

VOLUME 1356 FOLIO 729

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

BGRoberts
 REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 5821 ON DEPOSITED PLAN 119250

REGISTERED PROPRIETOR:
 (FIRST SCHEDULE)

KENNETH WILLIAM DRAPER OF POST OFFICE BOX 11, POPANYINNING

(T H524983) REGISTERED 14/8/2000

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

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE.

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

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

STATEMENTS:

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

SKETCH OF LAND: 1356-729 (5821/DP119250)
 PREVIOUS TITLE: 1035-201
 PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF CUBALLING

- NOTE 1: A703140 INCLUDES CLOSED ROAD LAND ACT 1933-1969.
 NOTE 2: A000001A LAND PARCEL IDENTIFIER OF WILLIAMS LOCATION 5821 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 5821 ON DEPOSITED PLAN 119250 ON 22-JUN-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
 NOTE 3: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

Contact List

CEO

Leigh Ballard

E: ballard@crispwireless.com.au

M: 0428 832 095

Project Manager

Jeremy Devenish

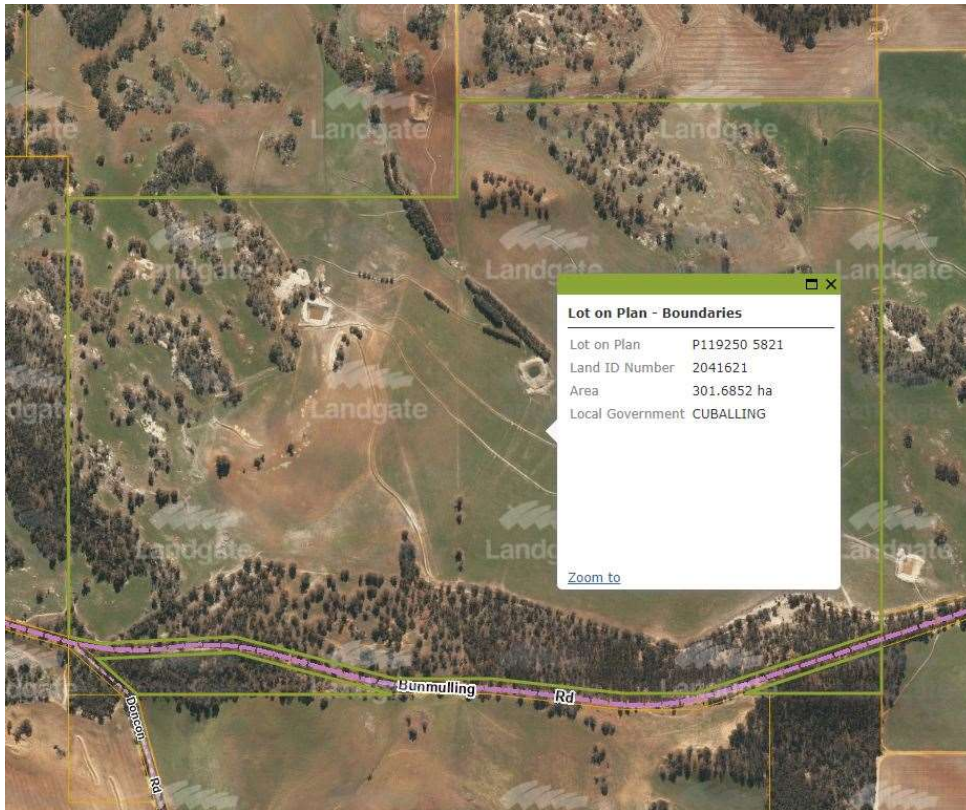
E: jdevenish@crispwireless.com.au

M: 040480289

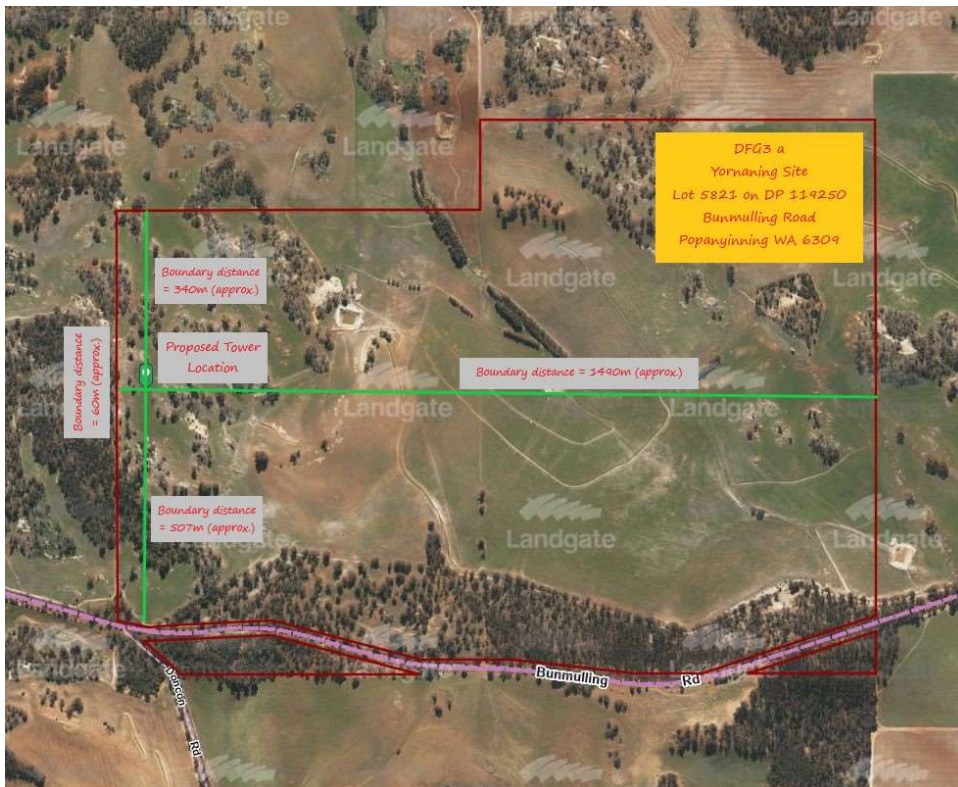


9.2.6B Crisp Wireless Location Plans

Certificate of Title information



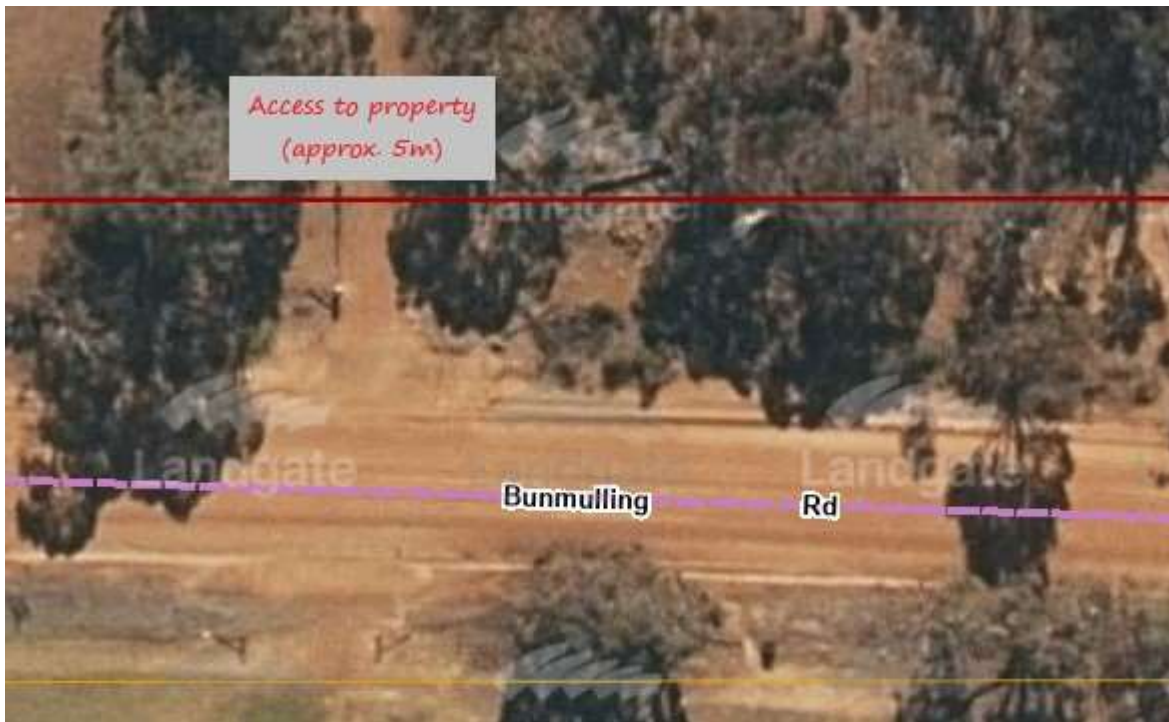
Boundary Distances



Proposed Site Access



Farm Access



Tower Location



9.3 MANAGER OF WORKS AND SERVICES:

Nil at this time

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

Nil

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

Nil at this time.

12. CONFIDENTIAL MATTERS:

Nil at this time

13. NEXT MEETING:

Ordinary Council Meeting, 2.00pm. Wednesday 21st September 2022 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing

14. CLOSURE OF MEETING: