

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

Shire of Cuballing – Ordinary Council Meeting

AGENDA

Wednesday 17 July 2024
3pm
Cuballing CWA Hall

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 Shire.

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 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.

Shire of Cuballing Strategic Community Plan 2023-2033

Our Heart, Our Home

VISION

A charming rural community, in a unique part of the world, growing and prospering while protecting its natural environment.

GOALS

Social

- A place where people of all ages, abilities and stages of life are active and connected.

Economic

- Business is thriving, with ample local employment, and opportunities for existing and new businesses to grow.

Natural Environment

- The natural environment is protected, enhanced, and managed, and enjoyed by locals, and proudly shared with visitors.

Built Environment

- People and goods can move easily in and around the Shire, which is well planned for community needs, respecting the past and building the future.

Governance

- Forward thinking leadership, which listens and responds to community needs, with transparent and accountable decision-making.

STRATEGIC PRIORITIES

Social

- Enhancing focus on emergency management (incl. dual use of Equestrian Centre for evacuation).
- Improving Cuballing Recreation Centre.
- Increasing community gatherings and spaces.

Economic

- Defining and developing Town Centre's.
- Establishing a Light Industrial Area (LIA).
- Increasing tourism, particularly through trail development.
- Developing and promoting the equestrian sector.

Natural Environment

- Restoring the river at Popanyinning.
- Establishing Popanyinning wetlands.
- Reducing pests and weeds, working with Peel Harvey Catchment.
- Increasing native planting.

Built Environment

- Improving footpaths, linking aged units to Cuballing Town Centre.
- Upgrading major roads (esp. Wheatbelt Secondary Freight Network).
- Improving drainage.
- Increasing heritage protection and telling our story.

Governance

- Enhancing community information and engagement.

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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:

Meeting Opened_____pm

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

2.1.1 Declaration by New Councilor

Nil.

2.1.2 Attendance

Elected Members

Cr Eliza Dowling	President
Cr Robert Harris	Deputy President
Cr Scott Ballantyne	
Cr Adrian Kowald	
Cr Steve Sexton	

Staff

Mr Stan Scott	Chief Executive Officer
Mr Narelle Rowe	Deputy Chief Executive Officer
Mr Bruce Brennan	Manager of Work and Services

Visitors

Nil

2.1.3 Apologies

Nil

2.1.4 Leave of Absence

Nil

3. PUBLIC QUESTION TIME:

3.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

3.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

3.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil

4. **STANDING ORDERS:**

OFFICER'S RECOMMENDATION:

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

Moved _____ Seconded _____

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

Nil

6. **CONFIRMATION OF MINUTES:**

6.1.1 Ordinary Meeting of Council held on Wednesday 19th June 2024

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 19th June 2024 be confirmed as a true record of proceedings.

Moved _____ Seconded _____

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

Nil

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.

Name	Item No	Interest	Nature

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.

Name	Item No	Interest	Nature

9. REPORTS OF OFFICERS AND COMMITTEES:

9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

9.1.1 List of Payments – June 2024

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	12 July 2024
Author:	Careese Raneri
Attachments:	9.1.1A List of Municipal Accounts 9.1.1B List of Credit Card Transactions 9.1.1C Petty Cash and Coles Card

Summary

Council is to review payments made under delegation in June 2024.

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of May 2024 as listed in the attachments.

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 / COUNCIL RESOLUTION 2024/31:

That Council receives:

- 1. the List of Accounts paid in June 2024 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 \$688122.00 included at Attachment 9.1.1A.**
- 2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 30 June 2024 included at Attachment 9.1.2B.**
- 3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 30 June 2024.**

Moved _____ Seconded _____

9.1.1A List of June 2024 Municipal Fund account

Chq/EFT	Date	Name	Description	Amount
DD4181.1	05/06/2024	Australian Super	Payroll deductions	-1538.09
DD4181.2	05/06/2024	Prime Super	Superannuation contributions	-242.48
DD4181.10	05/06/2024	Care Super	Superannuation contributions	-96.00
DD4234.1	05/06/2024	Aware Super Pty Ltd	Superannuation contributions	-122.69
DD4232.1	05/06/2024	Hostplus Super	Superannuation contributions	-7.43
DD4231.1	05/06/2024	Prime Super	Superannuation contributions	-32.16
DD4217.1	05/06/2024	Hostplus Super	Superannuation contributions	-3.26
839	05/06/2024	Police Licensing Payments	Police Licensing Payments	-1409.15
DD4181.3	05/06/2024	Aware Super Pty Ltd	Superannuation contributions	-5075.13
DD4181.4	05/06/2024	Matrix Superannuation	Superannuation contributions	-338.38
DD4181.9	05/06/2024	MLC Super Fund	Superannuation contributions	-272.09
DD4181.8	05/06/2024	Colonial First State	Superannuation contributions	-272.09
DD4181.7	05/06/2024	Mercer Superannuation	Superannuation contributions	-511.55
DD4181.6	05/06/2024	Hesta	Superannuation contributions	-681.72
DD4181.5	05/06/2024	Hostplus Super	Superannuation contributions	-568.91
839	06/06/2024	Police Licensing Payments	Police Licensing Payments	-220.10
839	07/06/2024	Police Licensing Payments	Police Licensing Payments	-592.30
20272	07/06/2024	Water Corporation	Water consumption	-5511.19
EFT8910	07/06/2024	WL& KJ Everett	MRO – Shire Resident	-1482.31
EFT8889	07/06/2024	Adrian James Kowald	Councilor Claim	-418.35
EFT8890	07/06/2024	Bill & Bens Hot Bread Shop	Morning Tea, pick up Wednesday 22nd morning	-86.00
EFT8891	07/06/2024	Bks Electrical	Replace damaged Swan cameras at Cuballing Recenter	-1100.00
EFT8892	07/06/2024	Best Office Systems	Monthly Photocopier Charges	-1551.38
EFT8893	07/06/2024	Corsign (WA) Pty Ltd	50 x Traffic Cones	-1912.90
EFT8894	07/06/2024	Cuby Tavern	Cooked Breakfast - Anzac service 2024	-315.00
EFT8895	07/06/2024	Dews Mini Excavations	Excavator and Bobcat Hire Austral St	-15015.00
EFT8896	07/06/2024	Fulton Hogan Industries Pty Ltd	2 x Pallets 120 bags of EZ Street Asphalt	-3590.40
EFT8897	07/06/2024	Farmworks Narrogin	2 x sets wet weather suits	-77.00
EFT8898	07/06/2024	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	-7923.11
EFT8899	07/06/2024	Interfire Agencies	Fire Uniforms	-822.16
EFT8900	07/06/2024	Kalexpress & Quality Transport	Products from Corsign - delivery to site	-259.27
EFT8901	07/06/2024	LGIS Risk Management	Insurance - Saturday Night Cuby Groove Fest - Event cancellation	-6270.00
EFT8902	07/06/2024	McDougall Weldments	Weld up and Repair Large Trolley Wheel	-137.50
EFT8903	07/06/2024	Melchiorre Plumbing and Gas	Repair blocked drains	-412.39
EFT8904	07/06/2024	Narrogin Packaging and Motorcycles & Accessories	Materials for Shire Depot & Other	-686.15

EFT8905	07/06/2024	Narrogin Toyota & Mazda	Trade of CNO & purchase of new car	-19559.20
EFT8906	07/06/2024	Narelle Gay Rowe	Reimbursement of Internet Costs	-212.49
EFT8907	07/06/2024	Parrys Narrogin	Uniforms for Depot Staff	-189.50
EFT8908	07/06/2024	Scavenger Supplies	Weather Meter/ Digital Hyrometer	-878.57
EFT8909	07/06/2024	Wallis Computer Solutions	New Microsoft Business Premium Licence - Trainee	-3295.47
839	10/06/2024	Police Licensing Payments	Police Licensing Payments	-595.45
839	11/06/2024	Police Licensing Payments	Police Licensing Payments	-604.80
839	12/06/2024	Police Licensing Payments	Police Licensing Payments	-2023.65
EFT8913	13/06/2024	Bruce Brennan	Reimbursement of Electricity – 50%	-141.69
EFT8914	13/06/2024	Cannon Hygiene Australia Pty Ltd	Sanitary Bin Services	-441.29
EFT8915	13/06/2024	CD Christensen	Replacement and Creation of door	-586.90
EFT8916	13/06/2024	Council first Pty Ltd	Professional Services - April Support	-6462.50
EFT8917	13/06/2024	Cuby Roadhouse	Monthly Account	-664.21
EFT8918	13/06/2024	Kelyn Training Services	BWTM & TC Training at Brookton	-1032.72
EFT8919	13/06/2024	Landgate	Rural UV Gen Val's First 500 Shared	-7098.00
EFT8920	13/06/2024	Lo-Go Appointments	Executive Recruitment Services - Chief Executive Officer	-6007.10
EFT8921	13/06/2024	Narrogin Quarry Operations	3 x semi loads	-3348.03
EFT8922	13/06/2024	Vinidex	12 x 300mm PVC Pipes SN8	-4844.40
EFT8923	13/06/2024	WA Traffic Planning	Review and Renew Generic Traffic Management Plans	-1650.00
EFT8924	13/06/2024	Westrac	Remove, repair and Refit Crowd Ram on Cat 930G loader CN92	-12445.69
EFT8925	13/06/2024	Wilson's Sign Solutions	Honor Board Plates - 6 Names & Dates	-242.00
EFT8926	13/06/2024	Whitford Fertilizers Narrogin	Weighbridge - Waste Management-April	-121.00
EFT8927	13/06/2024	Builders Registration Board Building Commission	Building Services Levy Refund - May	-948.60
EFT8912	13/06/2024	BKS Electrical	Annual RCD Checks	-1662.10
EFT8911	13/06/2024	AFGRI Equipment Australia Pty Ltd	1 x Circlip	-3.66
20277	13/06/2024	Water Corporation	Water Charges – Shire Depot	-165.07
20276	13/06/2024	Synergy	Electricity Charges - U 3 22 Campbell Street Cuballing	-3292.15
839	13/06/2024	Police Licensing Payments	Police Licensing Payments	-19332.55
DD4201.1	13/06/2024	National Australia Bank	Monthly Credit Card Transactions	-1494.23
839	14/06/2024	Police Licensing Payments	Police Licensing Payments	-58.65
EFT8928	18/06/2024	Best Office Systems	Monthly Photocopier Charges – April	-1318.76
EFT8929	18/06/2024	Landgate	Rural interim Valuation Schedule - R2023/01	-137.40
DD4215.1	18/06/2024	inet Limited	Monthly Internet Charges for CEO Residence - June 2024	-89.99

EFT8930	18/06/2024	Narrogin Quarry Operations	2 tonne metal dust for niche wall extensions	-22.87
EFT8931	18/06/2024	Westrac	Repairs to Cat 140 Grader CN397	-11252.24
839	18/06/2024	Police Licensing Payments	Police Licensing Payments	-659.20
839	19/06/2024	Police Licensing Payments	Police Licensing Payments	-1728.05
DD4206.10	19/06/2024	Care Super	Superannuation contributions	-147.00
DD4206.1	19/06/2024	Australian Super	Payroll deductions	-1619.22
DD4206.2	19/06/2024	Prime Super	Superannuation contributions	-175.48
DD4206.3	19/06/2024	Aware Super Pty Ltd	Superannuation contributions	-5149.73
DD4206.4	19/06/2024	Matrix Superannuation	Superannuation contributions	-338.38
DD4206.5	19/06/2024	Hostplus Super	Superannuation contributions	-568.91
DD4206.6	19/06/2024	Hesta	Superannuation contributions	-681.72
DD4206.7	19/06/2024	Mercer Superannuation	Superannuation contributions	-552.88
DD4206.8	19/06/2024	Colonial First State	Superannuation contributions	-272.09
DD4206.9	19/06/2024	MLC Super Fund	Superannuation contributions	-272.09
DD4234.2	19/06/2024	Aware Super Pty Ltd	Payroll deductions	-43.30
EFT8955	21/06/2024	Youlissys Creative	Webpage Design 1/3 - Friday night	-5000.00
EFT8956	21/06/2024	Zircodata Pty Ltd	Archive Storage Fees	-22.43
EFT8957	21/06/2024	Main Roads WA	Line Marking - 2021/22 SpringHill Rd 3.25-4.31SLK, Wandering-Narrogin 6.74-29.57 SLK	-8057.25
EFT8954	21/06/2024	Wheatbelt Strength & Conditioning	Weekly Exercise Classes	-2970.00
EFT8953	21/06/2024	Truck Centre (WA) Pty Ltd	50,000km service - CN 272	-1458.29
EFT8952	21/06/2024	Parrys Narrogin	5x Wet Weather Gear	-182.75
EFT8951	21/06/2024	Power Networx	Connection to Telstra Fibre network	-416.90
EFT8950	21/06/2024	Peter John Denton	Weekly Art Classes	-225.00
EFT8949	21/06/2024	Narrogin Packaging and Motorcycles & Accessories	Materials for Shire Depot and Office	-181.35
EFT8948	21/06/2024	Narrogin Hardware And Building Supplies (Makit)	Materials for Roads to Recovery (Austral Street) - Cement, Concrete, Grey Silicone	-188.50
EFT8947	21/06/2024	Narrogin Auto Electrics	Rear Trailer Indicators Replacement	-740.00
EFT8946	21/06/2024	Narrogin Auto Centre / Narrogin Ford, Mitsubishi and Nissan	New CV boot fitted for 4x4 system	-915.00
EFT8945	21/06/2024	Melchiorre Plumbing and Gas	Repairs to Faulty Barbeque	-544.50
839	21/06/2024	Police Licensing Payments	Police Licensing Payments	-1527.45
EFT8944	21/06/2024	Lg Corporate Solutions Pty Ltd	Financial Assistance for the period of 01/03/2024 to 31/05/2024 (50 Hours)	-8250.00
EFT8942	21/06/2024	Hancock's Home Hardware	Materials for Shire Depot	-8.00
EFT8940	21/06/2024	Farmworks Narrogin	1 x Pallet of GP Cement	-727.99
20279	21/06/2024	Synergy	Electricity Charges - Lot 20 Howard Street Popanyinning	-215.06
EFT8932	21/06/2024	Allan's Bobcat & Truck Hire	Excavator Hire to dig Eddy Plants Grave	-440.00

EFT8933	21/06/2024	BKS Electrical	Dis connect Electrics form Pump and Reconnect	-209.00
EFT8934	21/06/2024	Commodine Farms	Gravel Royalties for Gravel at Pauley Rd	-42020.00
EFT8935	21/06/2024	Councilfirst Pty Ltd	Council First Records Professional Services - May 2024	-2249.96
EFT8936	21/06/2024	Cuballing Building Company	Remove and Replace ceiling in Cuby Hall	-6244.70
EFT8937	21/06/2024	Dews Mini Excavations	Excavator Hire to Slot Digging for Soil sampling	-3300.00
EFT8938	21/06/2024	Eco-Edge Environmental Services	Targeted Flora Survey Congelin road - Went over Budget	-15532.00
EFT8939	21/06/2024	Edge Planning & Property	Planning Services - April 2024	-930.60
20281	21/06/2024	Water Corporation	Water Charges - 82 Austral Street Cuballing	-3691.57
20280	21/06/2024	Shire Of Cuballing	Petty Cash and Coles Card Transactions	-379.30
839	24/06/2024	Interest On Aged Accommodation Units	Interest On Aged Accommodation Units	-16956.73
839	24/06/2024	Principal Repayment Aged Accommodation	Principal Repayment Aged Accommodation	-36413.15
839	24/06/2024	ATO Clearing Account Bas	ATO Clearing Account Bas	-6195.00
839	24/06/2024	Police Licensing Payments	Police Licensing Payments	-2448.95
EFT8958	25/06/2024	Narrogin Toyota & Mazda	Service Toyota Hilux SR5 CNO	-672.21
EFT8963	25/06/2024	Kenworth DAF W.A.	1 x 200 lt of TRP Truck Wash	-728.45
EFT8962	25/06/2024	Great Southern Towing Pty Ltd	Towing of Popanyinning Fire truck from Cuballing to Collie for Repairs	-993.00
EFT8961	25/06/2024	Great Southern Fuel Supplies	Fuel Card Transactions - May 2024	-131.38
EFT8960	25/06/2024	Australian Communications and Media Authority	Annual Fee - Mt Shaddick - 2023/2024	-115.00
DD4226.1	25/06/2024	Telstra	Mobile, Landlines & other Charges	-1385.38
839	25/06/2024	Police Licensing Payments	Police Licensing Payments	-514.10
EFT8959	25/06/2024	Narrogin Stihl	6 x new Chainsaw Chains	-449.99
DD4242.1	26/06/2024	Telstra	\$0.33 Payment – Correction	-0.33
839	26/06/2024	Bonds Hall Hire Refund	Aged Housing Bond	-1400.00
839	26/06/2024	Police Licensing Payments	Police Licensing Payments	-1841.20
EFT8992	28/06/2024	Winc Australia Pty Limited	Stationery for Shire Office	-1046.43
EFT8991	28/06/2024	Whitford Fertilizers Narrogin	Weighbridge - Waste Management May	-88.00
EFT8990	28/06/2024	Westrac	1250hr Service on Cat 938k	-2682.32
EFT8989	28/06/2024	Wallis Computer Solutions	2 laptop computers - Supply and Install	-7970.70
EFT8988	28/06/2024	Total Undercar	2 x Tires fitted and balanced	-385.50
EFT8969	28/06/2024	Eco-Edge Environmental Services	Fauna Habitat Assessment Wandering Narrogin Road WSNF	-6140.20
EFT8970	28/06/2024	Great Southern Fuel Supplies	Bulk Diesel Fuel Delivery	-8830.12
EFT8964	28/06/2024	Adrian James Kowald	Councilor Claim	-2153.80
EFT8965	28/06/2024	CD Christensen	Labour Hire to Erect New Flat Pack Furniture	-176.00

EFT8966	28/06/2024	Corasaniti Constructions	Removal of all Asbestos from Popanyinning School	-9482.00
EFT8967	28/06/2024	Cuballing Building Company	Works to Cuballing Town Hall	-38516.70
EFT8968	28/06/2024	Dews Mini Excavations	Excavator Hire to Slot Digging for Soil sampling	-660.00
EFT8972	28/06/2024	Hancock's Home Hardware	Materials for Shire Depot	-57.50
EFT8973	28/06/2024	Intelife Group	Excavator Hire with Tree Mulcher Head for Wandering Narrogin Tree Mulching WSN	-59262.50
EFT8974	28/06/2024	It Vision Software Pty Ltd (Trading as Readytech)	Rates journal Training	-554.40
EFT8975	28/06/2024	LGIS Risk Management	Regional Risk Coordinator Services	-2788.42
EFT8987	28/06/2024	Stabilization Technology Pty Ltd	Wandering Narrogin Pavement	-32824.00
EFT8986	28/06/2024	Steven Sexton	Councilor Claim	-1046.00
EFT8985	28/06/2024	Southern Lock and Security	Padlocks and Keys for Cuby Tip	-197.69
EFT8984	28/06/2024	Southwest Fire Unit Fabrications	Annual Vehicle Service x 4 Vehicles	-12376.71
EFT8983	28/06/2024	Shire Of Narrogin	Ranger Services	-282.00
EFT8982	28/06/2024	Peter John Denton	Art class per week	-325.00
20283	28/06/2024	Synergy	Electricity Charges - Lot 1 Great Southern Highway Popanyinning	-389.37
EFT8976	28/06/2024	Marketforce	Professional Appointments - West Australian Newspaper	-1029.18
839	28/06/2024	Police Licensing Payments	Police Licensing Payments	-78.60
EFT8971	28/06/2024	Great Southern Waste Disposal	Rubbish Removal	-7402.60
EFT8981	28/06/2024	Narrogin Glass & Quickfit Windscreens & Narrogin Window Tinting	Window Tinting on New Toyota SR5	-385.00
EFT8980	28/06/2024	Narrogin Packaging and Motorcycles & Accessories	2 x 5L Nova Barby Cleaner	-64.00
EFT8979	28/06/2024	Narrogin Freightlines	Monthly Freight Charges - Vinidex	-930.25
EFT8978	28/06/2024	Narrogin Bearing Services	Interest That has accrued on Account	-20.19
EFT8977	28/06/2024	Narrogin Auto Electrics	Remove all Electrical add On's from CNO and re-install to New Toyota SR5	-1573.53
20284	03/07/2024	Department Of Transport	Renewal - CN 039	-5268.85
DD4244.1	03/07/2024	Australian Super	Payroll deductions	-1783.09
DD4244.2	03/07/2024	Aware Super Pty Ltd	Superannuation contributions	-9390.36
DD4244.3	03/07/2024	Matrix Superannuation	Superannuation contributions	-366.52
DD4244.4	03/07/2024	Hostplus Super	Superannuation contributions	-664.07
DD4244.5	03/07/2024	Hesta	Superannuation contributions	-696.54
DD4244.6	03/07/2024	Mercer Superannuation	Superannuation contributions	-564.90
DD4244.7	03/07/2024	Colonial First State	Superannuation contributions	-284.46
DD4244.8	03/07/2024	MLC Super Fund	Superannuation contributions	-284.46

DD4244.9	03/07/2024	Care Super	Superannuation contributions	-90.00
DD4253.1	09/07/2024	National Australia Bank	Credit Card Transactions – June	-4910.56
EFT9004	11/07/2024	Melchiorre Plumbing and Gas	Quarterly clean of Fuji Septic’s System	-265.65
EFT9003	11/07/2024	Lg Corporate Solutions Pty Ltd	Preparation of Long-Term Financial plan & Asset Management Plan inclusive of Travel, site visit and councilor Workshop	-30474.00
EFT9002	11/07/2024	Kalexpress & Quality Transport	Monthly Freight Charges - DX Print Group	-190.54
EFT9005	11/07/2024	Narrogin Earthmoving and Concrete	Wet Hire of Multiroller for Winter Grading to June 30th 24 Docket No. 35068	-462.00
20286	11/07/2024	Water Corporation	Water Charges - Standpipe at Ridely St	-1467.12
EFT9001	11/07/2024	Julie A Christensen	Correct to Jun-Dec Councilor Claim	-130.00
EFT9000	11/07/2024	Great Southern Waste Disposal	Rubbish Removal - Recycling Service x 269 @ \$3.86 Each	-6907.60
EFT8999	11/07/2024	Elisa Alice Dowling	Councilor Claim	-7035.00
EFT8998	11/07/2024	Donna Jane Screech	Reimbursement	-248.70
EFT8997	11/07/2024	Dawson Robert Bradford	Councilor Claim	-200.83
EFT8996	11/07/2024	Cuby Roadhouse	Monthly Account	-795.68
20285	11/07/2024	Shire Of Cuballing	Standpipe Usage	-232.10
EFT9015	11/07/2024	Zircodata Pty Ltd	Archive Storage Fees	-22.43
EFT9014	11/07/2024	Winc Australia Pty Limited	Stationery for Shire Office	-232.69
EFT9013	11/07/2024	Whitford Fertilizers Narrogin	Weighbridge - Waste management - December 2023	-44.00
EFT9012	11/07/2024	Steven Sexton	Correct to Jun-Dec Councilor Claim	-190.00
EFT9011	11/07/2024	Shire Of Narrogin	Disposal of Kerbside Collection Waste	-36730.00
EFT9010	11/07/2024	Robert John Harris	Councilor Claim	-2605.00
EFT9009	11/07/2024	R Munns Engineering Consulting Services	Engineer Consulting work on Darcy St	-6582.06
EFT9008	11/07/2024	Peter Scott Ballantyne	Councilor Claim	-1576.04
EFT9007	11/07/2024	Narrogin Hardware And Building Supplies (Makit)	Materials for Shire Depot	-89.40
EFT9006	11/07/2024	Narrogin Freightlines	Monthly Freight Charges - West Slab	-156.04
EFT8995	11/07/2024	Best Office Systems	3 Office Chairs 1 Corner Desk & Mobile Pedestal 2 Floor partitions	-6605.72

9.1.1B List of June 2024 Credit Card Transactions

Creditor	Description	Amount
Department of Mines, Industry Regulation and Safety	Registration of Compressors with WorkSafe	\$ 691.00
The Cuby Tavern	Councilor Dinners	\$ 390.54
Lions Dryandra Woodland Village	Accommodation Booking for Cuby Groove fest (Deposit)	\$ 375.00
Canva	Canva subscription for CDO	\$ 405.00
Booking.com	Accommodation for Report Writing Workshop - Project officer	\$ 399.99
Shire of Cuballing	Transfer fees for New Shire Vehicle (1TZZ107)	\$ 20.40
Local Government Professionals	Report Writing in Local Government - Project officer	\$ 1,180.00
Aussie Pharma Direct	Covid Tests for Shire Office	\$ 116.95
Aussie Pharma Direct	Covid Tests for Shire Depot	\$ 116.95
Booking.com	Accommodation for DOT Training - Trainee	\$ 1,497.60
Booking.com	Refund due to cancellation for Trainee Accommodation	-\$ 1,497.60
Seek	Advertisement for General Hand/Operator (Depot)	\$ 401.50
Seek	Advertisement for Trainee	\$ 357.50
Bill and Bens Hot Bread Shop	Morning Tea for Budget Meeting	\$ 10.50
Narrogin Newspower	Laminating Pouches for Shire Office	\$ 16.07
The Reject Shop	Tea for Shire Office	\$ 10.00
Shire of Cuballing	3 Months Registration for CN 157	\$ 117.40
Pivotel	Spot Tracking Monthly Charge	\$ 93.00
Narrogin Community Pharmacy	Covid Tests for Shire Office	\$ 35.75
Narrogin Community Pharmacy	Covid Tests for Shire Depot	\$ 35.75
Coles Narrogin	Anti-Bacterial Wipes for Shire Depot	\$ 36.00
LitSupport	Purchase of Legislative Documents for Admin Safety Officer	\$ 101.26
	Total	\$ 4,910.56

9.1.1C List of Transactions May 2024 Petty Cash & Coles Card

Petty Cash

Item details	Refreshments	Admin Stationery & Postage	Cash on hand	Petty cash total
	4105	4231		
Groceries	18.5			
Misc (Cleaning supplies)				
Stationery/Postage				
Materials		51.1		
Licensing				
	18.50	51.10	530.40	600

Coles Card

Item details	Refreshments	Total	Cash on hand	Petty cash total
	04105			
Groceries	76.20	76.20		
Outside Staff Goods		0.00		
STAFF		0.00		
Licensing		0.00		
		76.20	441.80	518.00

9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	14 July 2024
Author:	Narelle Rowe, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity (To be sent under separate cover).

Summary

Council is to consider the Statement of Financial Activity for June 2024.

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

Nil.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

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

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2024/32:

That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 30 June 2024 be received.

Moved _____ **Seconded** _____

9.2 **CHIEF EXECUTIVE OFFICER:**

9.2.1 Kerbside Waste Collection - RFQ

Applicant:	Shire of Cuballing
File Ref. No:	ADM 53
Disclosure of Interest:	Nil
Date:	08 July 2024
Author:	Stan Scott - CEO
Attachments:	9.2.1A RFQ Submission - Great Southern Waste (Separate Cover)

Summary

Council is requested to consider the Request for Quotes (Shire of Narrogin RFQ 23/24-02) through the WALGA Preferred Supplier program for the provision of domestic kerbside putrescible and recycling collection which closed on Wednesday 12 June 2024.

Background

The Shires of Narrogin and Cuballing currently contract out the provision of kerbside putrescible and recycling collection to Great Southern Waste Disposal with the current contract expiring at the end of June 2024.

The provision for the waste collection is for a weekly kerbside collection for putrescible waste and a fortnightly collection service for recycling waste within both Shires. The two Shires have historically undertaken joint purchasing in the hope of attracting keener pricing. For ease of administration the RFQ was issued by Narrogin. The term of the contract is for a period of four (4) years with the expected commencement date as of 1 July 2024 and ending on 30 June 2028. An additional four (4) years extension may be entered, or the services will be taken back to market.

The Shire of Narrogin issued a Request for Quotation (RFQ) on 29 May 2024 via WALGA Preferred Supplier e-Portal and closed on 12 June 2024 at 4.00 pm. The RFQ was to seek submissions from suitable qualified suppliers for the Provision of Domestic Putrescible and Recycling Collection Services. The request for quotes also included the Shire of Cuballing request for the provision of kerbside collection for domestic putrescible and recycling waste. At close of RFQ on 12 June 2024 at 4.00 pm, only one (1) submission was received from Great Southern Waste Disposal (GSWD). The GSWD RFQ was submitted both as a hard copy and electronic via the request for quotation email.

Comment

The provision of domestic kerbside putrescible and recycling collection was advertised through the WALGA eQuotes Portal and closed on 12 June 2024. The RFQ document was sent to six (6) WALGA preferred suppliers through the WALGA eQuotes portal as follows:

- Great Southern Waste Disposal.
- Avon Waste.
- Cleanaway.
- Veolia Waste Management.
- Warren Blackwood Waste; and
- Suez.

Only one (1) written quotation was received, this was from Great Southern Waste Disposal. All six (6) companies that were requested to provide a quote are prequalified WALGA preferred suppliers and have relevant experience of these works.

Strategic Implications

While this contract represents a substantial increase, we now have the opportunity to lock in prices with only CPI increases for the next 4 to 8 years. It appears some of our neighbouring Councils are already experiencing increased contractor costs for this service. For example, Pingelly has been charging \$370, and Williams has been charging \$497.

Statutory Environment

Tenders are not required where services are purchased through the WALGA Preferred Supplier Program:

Local Government (Functions and General) Regulations 1996, Regulation 11(2)

“11 When tenders must be publicly invited

*(2) Tenders **do not** have to be publicly invited according to the requirements of this Division if —*

*(b). the supply of the goods or services is to be obtained through the **WALGA Preferred Supplier Program.**”*

Waste Avoidance and Resource Recovery Act 2007 also applies.

Policy Implications

2.2 Purchasing Policy applies. As the consideration over the life of the contract will exceed \$250,000 the use of the tender exemption provisions was required.

The design of the RFQ has considered that there has been significant policy, regulatory and industry change within the waste and resource recovery sector. The project has been informed through careful consideration of these changes to ensure progression towards administering kerbside reform and meeting the targets of the Western Australian State Government's objectives for reducing waste and encouraging resource recovery and its alignment to the Waste Avoidance and Resource Recovery Strategy 2030.

Financial Implications

The new charges represent a substantial increase in the collection charges particularly for putrescible waste (47%) with a smaller (17%) increase in recycling bin collection. Collectively the cost of delivering kerbside collection services will increase by 32%

The cost of each bin uplift is a function of the time taken and this distance travelled. Cuballing waste collection is substantially more expensive than Narrogin' s as we do not have the benefits of a larger more densely settled population.

The increase in kerbside collection costs will impact on the rate charged for this service. The projected charges are set out below and will need to be considered as part of the adoption of the 2024-25 Annual Budget.

It is notable that bulk waste collection from the Cuballing Waste Transfer Station and Popanyinning Landfill site were not included in the RFQ. Great Southern Waste has indicated these charges will increase by 3.8% in line with CPI.

	2023-24		2024-25	
	Charge	Pensioner	Charge	Pensioner
Kerbside Collection Service	\$315.00	\$240.00	\$415.00	\$315.00
Additional Full Service	\$315.00	N/A	\$415.00	N/A
Additional Waste Service	\$210.00	N/A	\$300.00	N/A
Additional Recycling Service	N/A	N/A	\$250.00	N/A

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations

Waste management services contribute to the Shire meeting its environmental responsibilities.

Consultation – Nil

Consultation occurred with the Shire of Narrogin, and the CEO spoke directly with Kevin Timms from Great Southern Waste.

The Shire of Narrogin at its June meeting decided to enter into a new 4-year contract, with the option for a 4-year extension with Great Southern Waste.

Options

Council may resolve to accept the quotations and enter into a contract with Great Southern Waste or seek to make changes.

Voting Requirements – Simple Majority

OFFICER’S RECOMMENDATION:

That in relation to Request for Quotation for the provision of domestic kerbside putrescible and recycling collection, Council.

- 1. Award the contract to Great Southern Waste Disposal for the Provision of Domestic Putrescible & Recycling Kerbside Collection Services for a four (4) year term with an option of an additional four (4) year extension, at the following commencement rate: (i) a rate of \$2.86 including GST per bin collection for Putrescible waste; and (ii) a rate of \$5.06 including GST per bin collection for Recycle waste.**
- 2. Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated provision within the Adopted Budget.**
- 3. Authorise the Shire President and Chief Executive Officer to sign and affix the common seal to the contractual documents.**
- 4. Note that these costs will impact on the Fees and Charges for Kerbside Waste Collection for consideration for the 2024-25 Annual Budget.**

9.2.2 Councillor Attendance Fees, Allowances and Expenses for 2024-25

Applicant:	N/A
File Ref. No:	ADM250
Disclosure of Interest:	N/A
Date:	10 July 2024
Author:	Stan Scott - CEO
Attachments:	Nil
Resources	Determination of The Salaries and Allowances Tribunal For Local Government Chief Executive Officers and Elected Members 2024 https://www.wa.gov.au/government/publications/local-government-chief-executive-officers-and-elected-members-determination-no-1-of-2024

Summary

The purpose of this report is to determine the Councillor Fees, Allowances and Expenses to be paid in the 2024-25 financial year.

Background

The Local Government Act 1995 (the Act) section 5.98 and *Local Government (Administration) Regulations 1996* provide for Councillors to receive certain sitting fees, allowances and reimbursements.

The payments are required to be within a range set by the WA Salaries and Allowances Tribunal.

Fees, Allowances and Expenses available include:

- Meeting attendance Fees (or alternatively annual attendance Fees).
- President 's and Deputy President's Allowance.
- Information Technology and Communication allowance (or reimbursement).
- Travel and Accommodation expense allowance.
- Child Care reimbursement; and
- Other prescribed reimbursements approved by Council.

The Salary and Allowances Tribunal recently undertook the annual review of Fees, Allowances and Expenses for Councillors with the determination made on 5th April 2024 effective from 1 July 2024.

The Tribunal's determination included the following:

The Tribunal has determined Elected Member attendance fees, and annual allowance ranges be increased by 4%.

It also noted:

All other allowances remain unchanged.

Sitting Fees

Council may make any determination on Councilor attendance fees, allowances and expenses for 2023-24 that is within the allocated range for a Band 4 Local Government. There is no compulsion for Council to make any increase from year to year if the decision is within the allotted Band range.

The SAT also reviewed the remuneration of CEO's. Band 4 CEO's have experienced a step change in allowable remuneration. For regional CEO's the Motor Vehicle is now treated as a tool of trade and removed from the calculation of the Total Reward Package. This makes a substantial difference in the remuneration available to Band 4 CEO's.

At the recent Local Government Ordinary Election, and subsequent Extraordinary Elections Council struggled to attract candidates. While sitting fees are not a significant factor in attracting candidates, it could be argued that reducing the cost of taking on the role should be considered. Given the step change in CEO remuneration it could be timely to consider where in the available range to fix Council remuneration.

For member sitting fees there are two options:

- Individual attendance fees for every Council and Committee Meeting attended.
- Annual allowance paid quarterly to cover all meetings for the year.

It is notable that if annual allowances were paid even the minimum would exceed our historical budget for meeting fees. In the recommendations below Councilor sitting fees are 65% of the maximum, rounded to the nearest \$5. The remaining fees and allowances are approximately 50% of the allowable maximum. The alternative option is based on 75% of the maximum.

Fees & Allowances Recommendations

Allowance	Min	Max	Existing	Proposed +4%	Alternate 75%
Council Meeting Fees - Councillor	\$99	\$260	\$165	\$175	\$200
Council Meeting Fees - President	\$99	\$530	\$250	\$260	\$400
Committee Meeting Fee - Councillor	\$52	\$130	\$65	\$70	\$100
Committee Meeting Fee - President	\$52	\$130	\$65	\$70	\$100
Presidents Allowance	\$3,884	\$21,138	\$10,000	\$10,400	\$16,000
Deputy's Allowance (25% of President's Allowance)	\$971	\$5,285	\$2,500	\$2,600	\$4,000

There are several meetings where attendance will entitle members to the payment of the committee sitting fee: Reg 30(3A) of the Local Government Administration Regulations specifies:

(3A) *Each of the following meetings is a meeting of a prescribed type for the purposes of section 5.98(2A) —*

- (a) *meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government.*
- (b) *meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government.*
- (c) *council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government.*
- (d) *meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting.*
- (e) *meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.*

Allowances

Similar options are available for communication allowances. The tribunal has determined that Council may set an allowance in lieu of some of the reimbursements set out in regulation 31 and 32. The tribunal described the Information and Computing Telecommunications Allowance (ICT) Allowance as follows:

ICT expenses mean:

- (a) *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations.*
- (b) *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or*
- (c) *any expenses, including the purchase costs, of ICT hardware provided to elected members.*

The SAT has set the range for the ICT from \$500 to \$3,500. This allowance remains unchanged. The recommended allowance also remains unchanged.

Strategic Implications

The setting of Councillor Fees and Allowances is a sensitive matter for the Council to consider however it is important that Councillors receive reasonable remuneration to attract and retain suitable candidates. It is up to Council to make their own decision as to where they should sit within the prescribed Bands

Statutory Environment

Local Government Act 1995

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
 - (c) an interest relating to-

- (i) a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers; or

5.98. Fees etc. for council members

5.98A. Allowance for deputy mayor or deputy president

5.99. Annual fee for council members in lieu of fees for attending meetings.

5.99A. Allowances for council members in lieu of reimbursement of expenses

Salaries and Allowances Act 1975

Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

Section 7B (2) of the SA Act requires the Tribunal to inquire into and determine the amount of:

- Fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings.
- expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
- allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

Policy Implications – Nil

Financial Implications

If the recommended rates are accepted the impact would be an increase in costs of \$1,800. The alternative rate would around \$10,700 more. It may also be timely to consider an increase to the ICT allowance. Council may choose to mix and match.

Item	2023-24	2024-25	2024-25 Alternative
Presidents Allowance	\$10,000	\$10,400	\$16,000
Deputy Presidents Allowance	\$2,500	\$2,600	\$4,000
Members sitting Fees	\$16,000	\$16,800	\$19,200
ICT Allowance	\$3,000	\$3,000	\$4,500
Total	\$31,500	\$32,300	\$43,700

Economic Implication – Nil

Environmental Considerations - Nil

Consultation

Determination of The Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members

Options

Council may resolve:

1. The Officer's Recommendation.
2. The Alternative Recommendation
3. Set a different rate within the range set by the Salaries and Allowances Tribunal
4. Retain the existing rates

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council in the 2024-25 financial year, pay:

1. a Shire President Meeting Fee of \$260 per Council Meeting.
2. a Councillor Meeting Fee of \$175 per Council Meeting.
3. a Shire President's Allowance of \$10,400.
4. a Deputy Shire President's Allowance of \$2,600.
5. a Committee Meeting Fee of \$70 per Committee Meeting or prescribed meeting.
6. an annual ICT Allowance of \$500 per Councillor: and
7. all travel and childcare costs upon presentation of evidence of the actual costs.

ALTERNATIVE OFFICER'S RECOMMENDATION:

That Council in the 2024-25 financial year, pay:

1. a Shire President Meeting Fee of \$400 per Council Meeting.
2. a Councillor Meeting Fee of \$200 per Council Meeting.
3. a Shire President's Allowance of \$16,000.
4. a Deputy Shire President's Allowance of \$4,000.
5. a Committee Meeting Fee of \$100 per Committee Meeting or prescribed meeting.
6. an annual ICT Allowance of \$750 per Councillor: and
7. all travel and childcare costs upon presentation of evidence of the actual costs.

9.2.3 Application for Development Approval for Load out Shed – Hillcroft Farms – 1395 Yornaning West Road, Cuballing

Applicant: Hillcroft Farms –Mr Dawson Bradford
File Ref. No: A342
Disclosure of Interest: Nil
Date: 11 July 2024
Author: Stan Scott - CEO
9.2.3A Planning Application
9.2.3B Location Map
Attachments: 9.2.3C Site Plan
9.2.3D Applicant’s Explanatory Notes

Summary

Development approval with conditions is recommended for construction of a new load out facility at 1395 Yornaning West Road, Cuballing.

Background

The applicant proposes to construct a shed of the purpose of loading out pigs from the piggery. There is no proposed increase in the number of pigs and the piggery will operate within its existing license and planning approval.

1. The Proposed Development

The proposed load out shed will be 85 meters long and 15 meters wide and will consist of two parts:

- A section 33 meters long and 4.5 meters tall with a slatted floor to accommodate 20 holding pens for pigs awaiting loading. The concrete floor under the slats will contain the effluent until the pigs are loaded out and the effluent can be flushed into the existing effluent ponds.
- The second section is 52 meters long and 6 meters high. This section contains a loading ramp and sufficient space to park the truck. The area has a sloped concrete floor, and any effluent will be washed to drains leading to the effluent ponds.

There are several benefits accruing from the proposed facility including:

- The truck contains 20 pens, as does the holding area. This allows each group of animals to remain separate through the operation which improves biosecurity and lessens between the pigs.
- This allows the entire operation to be conducted undercover – that is shaded and out of the weather. The load out activity already occurs, but it is exposed to suns and rain. The new facility will improve WHSD conditions for workers and animal welfare and comfort for the animals.
- The facility will also be used to load new stock. The new arrangements will reduce the biosecurity risk contact between out loaded and incoming stock.

2. *Application site*

The site's location is outlined in Attachment 9.2.3B and C. The only sensitive land use within 2 km of the site is a home owned by the applicant. The separation distance is such that there should be significant amenity issue. This is in any event not a new activity. There will be less stress on stocks which may reduce the noise impacts.

3. *Planning and environmental context*

There are a range of planning and environmental legislation, strategies, policies and guidelines relevant to the application. Some of these are outlined below with others listed under Statutory Environment.

3A) *Shire of Cuballing Town Planning Scheme No. 2*

The site is zoned 'General Agriculture' in the *Shire of Cuballing Town Planning Scheme No. 2* (TPS2).

The piggery use is defined in TPS2 as 'animal husbandry - intensive' which means 'premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock feedlots.

Animal husbandry - intensive is an 'A' use in the General Agriculture Zone. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice (seeking comment) in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

However, there is a planning approval in place for this activity and the present number of pigs. The only impacts that need to be considered are those of the building itself. It is set well back from the road and there is existing infrastructure closer to the road that has a higher visual impact. The nearest neighbor that may be able to see the facility is close to 3 km away, and the building will form part of an existing complex of buildings. While it is a substantial structure visual impacts will be minimal.

Comment

In the CEO's view this is a relatively benign development within the footprint of the existing piggery. There is no increase in the number of pigs and no discernible off-site impacts. The building will improve the efficiency of piggery operations, improve animal welfare, biosecurity and WHS conditions for staff.

Strategic Implications

There are several industries within the Shire of Cuballing which are all strongly based around the agricultural industry. The main employers in the Shire of Cuballing are Birds Silos and Shelters, McDougall Weldments, Patmore Feeds as well as the more intensive agricultural enterprises, cattle feedlots and piggeries.

Cuballing has the largest number of deep litter piggeries of any Local Government in Western Australia. There may be opportunities for collaboration between local pork producers.

Statutory Environment

There is a range of legislation and regulations relevant to piggeries. However, given that the application is for a new building within an existing piggery with no increase in pig numbers there has been no need to contemplate most of these instruments.

The State Government has now published a guideline titled: *Guideline for the management of public health risks associated with offensive trades in Western Australia*

Enforcement now relates to a general duty of care for all business operators. The public health duty is defined in the Public Health Act, and requires that:

A person must take all reasonable and practicable steps to prevent or minimize any harm to public health that might foreseeably result from anything done or omitted to be done by the person.

In relation to the regulation of piggeries, piggeries with over 500 pigs are required to be licensed by DWER, and under the newly developed guidelines, odor complaints should be referred to DWER.

Policy Implications

Given the large number of piggeries in Cuballing there may be some value in developing a Local Planning Policy. However, in the absence of such a policy Council must consider proposals under the existing planning framework.

Financial Implications

All costs associated with the development will be borne by the applicant/operator.

Should the applicant be aggrieved by Council's decision, the applicant may seek a review of that decision or conditions through the State Administrative Tribunal.

Economic Implications

This approval will assist Hillcroft Farms to improve the efficiency and effectiveness of its operations.

Social Implications

There are no notable social implications.

Environmental Considerations

All effluent will be managed using existing effluent ponds. This includes effluent from the loading area and holding pens and is in line with industry best practice,

Consultation

The CEO assessed the site plans and formed the view that, as it is located adjacent to existing facilities, does not involve any increase in the number of pigs, and is not a new activity, that it is relatively benign and public consultation is not required.

Options

Council may resolve to:

1. approve the Development Application with no conditions.
2. approve the Development Application with conditions.
3. refuse the Development Application (providing reasons); or
4. defer and seek additional information.

Voting Requirements – Simple Majority

OFFICER’S RECOMMENDATION:

Development approval with conditions is recommended for construction of a new load out facility at 1395 Yornaning West Road, Cuballing.

- 1. The approval relates the load out facility only and the facility must be constructed in accordance with this application and any approved plans; and**
- 2. The operator is to ensure that all effluent is channelled to existing effluent ponds.**

ADVICE

- A) The applicant is advised that this approval relates to the proposed structure only and does not include an increase in the number of pigs.**
- B) This is not a building license and the applicant must obtain a building license before commencing construction.**
- C) 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.**

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: <u>DAWSON BRADFORD</u>		
ABN (if applicable) : _____		
Address: _____ _____ _____ _____		
Phone: _____	Fax: _____	Email: _____
Work: <u>ft8'170J..C/</u>		<u>hillcroft-farms@westnet.com.au</u>
Home: _____		
Mobile: <u>V. J !. f 7 J t ».</u>		
Contact person for correspondence: <u>DAWSON BRADFORD</u>		
Signature: <u>[Signature]</u>	Date: <u>18/6/24</u>	
Signature: _____	Date: _____	
<p><i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Re lations 2015 Schedule 2 clause 62 2 .</i></p>		

Applicant Details (if different from owner)		
Name: <u>4 46ove</u>		
Address: _____ _____ _____ Postcode: _____		
Phone: _____	Fax: _____	Email: _____
Work: _____	_____	_____
Home: _____		
Mobile: _____		
Contact person for correspondence: _____		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: _____	Date: _____	

Property Details

Lot No:

1054 + 4301

House/Street No:

Location No:

Diagram or Plan No:

6817

Certificate of Title Vol. No:

Folio:

Title encumbrances (e.g. easements, restrictive covenants):

Street name:

loqs · f or-AM t//j /4aol Cerla!lr4t/

Suburb:

Nearest street intersection: tbleJV f}}(lj<f

Proposed Development

Nature of development:

- Works
- Use
- Works and use

Its asked.

Is an exemption from development claimed for part of the development?

Yes No

If yes, is the exemption for:

- Works
- Use

7

Description of proposed works and/or land use:

As per application

Description of exemption claimed (if relevant):

7

Nature of any existing buildings and/or land use:

eyes' UJs . t10j
f./ !tIL ., ! f

Approximate

Estimated time of completion:

k' e ber 1(jZ(j

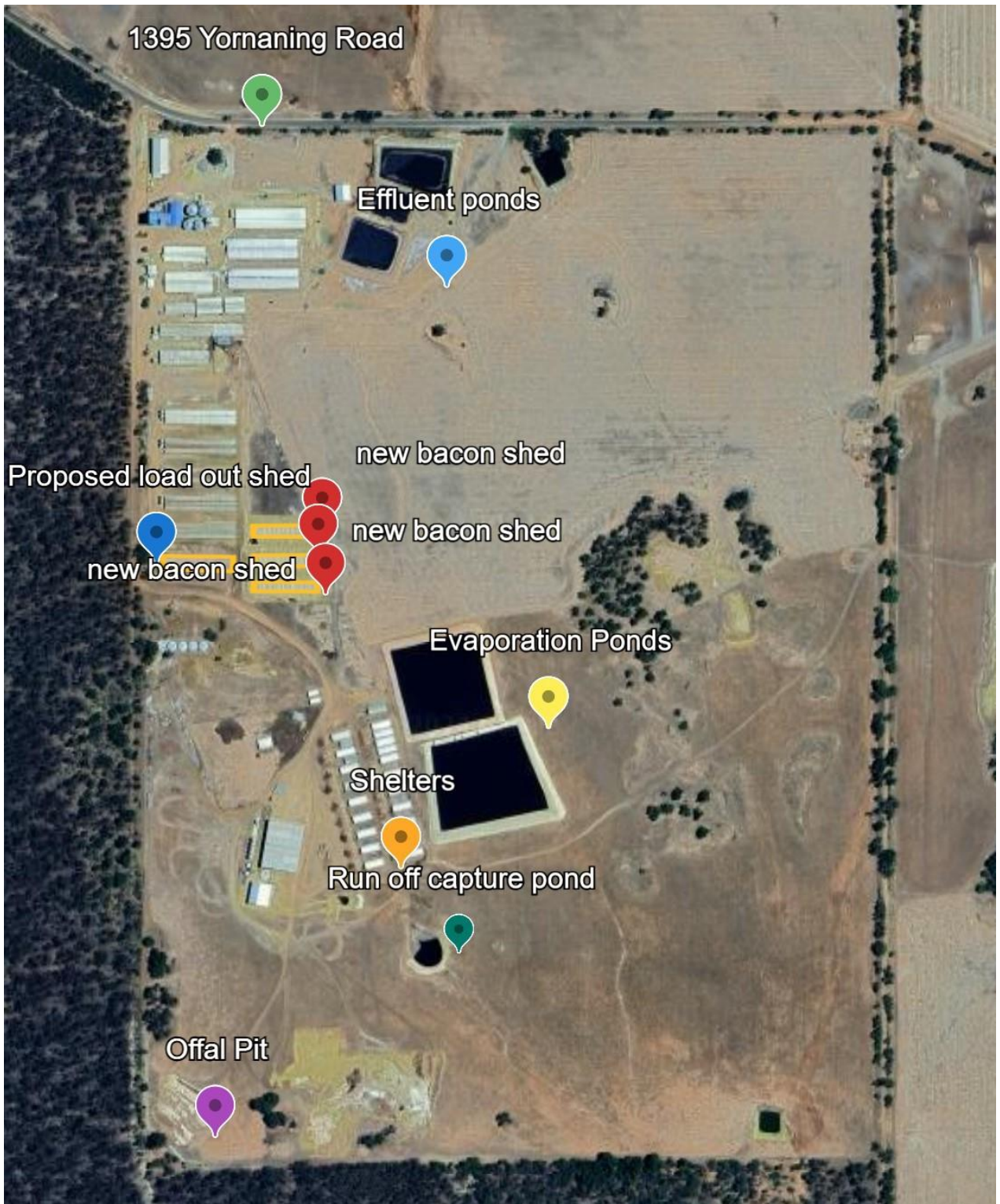
Acceptance Officer's initials:

Local government reference No:

OFFICE USE ONLY

Date received:

9.2.3C Hillcroft Farms – Site Map



9.2.3 C Hillcroft Farms – Site Plan





Load out shed license amendment.

Purpose

We are seeking a license amendment to build a load out facility. At present we have a small shed which can only store around 100 pigs with a loading ramp off the end which is not under cover.



We turn off around 640 pigs per week which is 2 truckloads. Loading trucks in the rain increase the risks to our staff. Loading in the sun also increase the risks to the pigs. We load out at 3 in the morning so lighting is also a big problem.

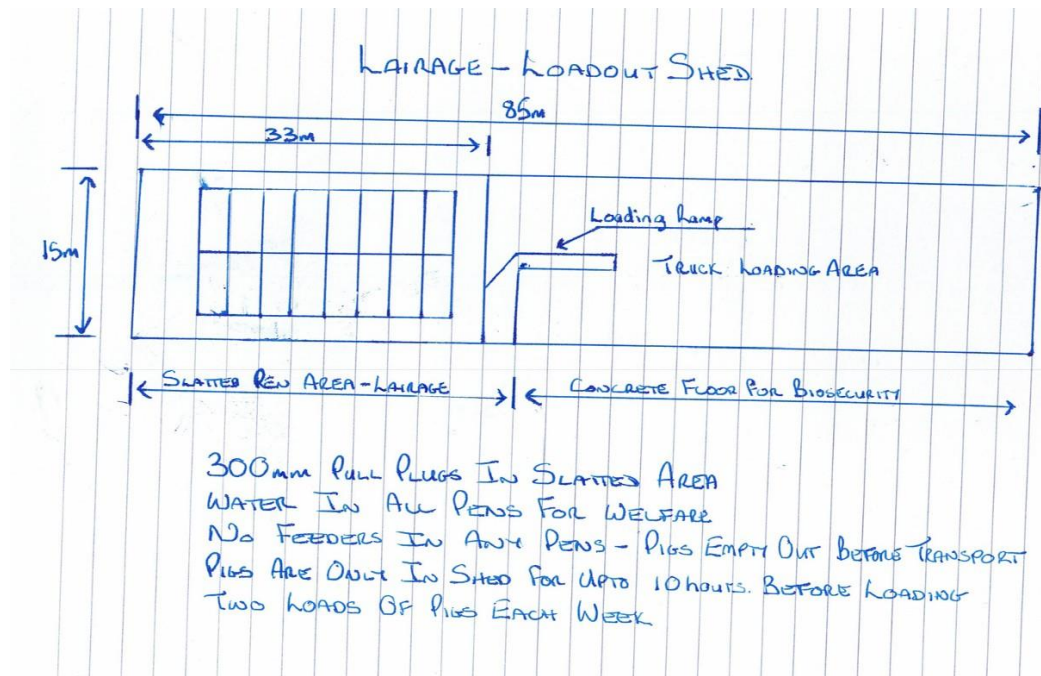
The pigs need to be off feed for 12 hours before they can be slaughtered. By removing them the night before, they can be slaughtered as soon as they get to the abattoir's.

We will still retain the old loading facilities to bring in replacement gilts each month. As with good biosecurity, you should not bring pigs in on the same ramp as you take them out.

There is a risk of disease coming off the trucks when loading them for the abattoirs. This will improve our biosecurity as at present we use the same ramp.

Proposed load out shed.

We propose to build a 85m by 15m by 4.5m and 6m high. The 4.5m high section is the 33m section on the map where the slatted area is. The 6m area is where the truck gets loaded as the trucks need 6m to get under the roof.



The shed is built of 200mm H beam posts and trusses. They are hot dipped galvanised as are all of the other sheds we have built recently. The roof will be zincalume trim-deck. We normally put insulation panel on our sheds to keep the heat out. We do not need to do it for this one as the pigs will only go into the shed the night before they are trucked. There are also no walls on this shed.

The 33meters where the penning will be the same as all of our other sheds. That is a slatted floor where the pigs are. Under them is a 600mm gap to a concrete floor. This acts as a storage area for the effluent. In this concrete floor we cast 300mm pull plugs which feed into the 300mm effluent line that runs down to the effluent dams. The piping is all pvc which is uv stabilised. It is all fully sealed and buried to eliminate any chances of leakage.

The plugs are pulled when the pits are around half to three quarters full. This is the same method we use on all our sheds. It is best practise.

The pens will contain drinkers for the pigs. They will not contain feeders as there are to be no pigs living in this shed. There will be 20 pens in the shed which is the same number that there is on the truck. This stops pigs being mixed prior to transport which helps prevent fighting and injuries. There will be fans and sprinklers installed for the hot summer nights before trucking. All the penning is above the slats so there is no chance of any effluent spilling out of the shed.

The loading ramp and truck will all be on sloped concrete to direct any water/effluent from loading the truck into the drains which feed down to the effluent dams. It will also allow the pad to be washed down after loading once again improving the biosecurity. All wash water and effluent would go down the drains. There would be no possibility for any effluent to get off the loading pad. There are very few if any loading facilities like this on farm at present in this state.

Costings

The proposed costings are as follows.

Shed- purchased from a liquidation sale	\$61000
Zincalume roof	\$25000
Concrete floor	\$15000
Concrete slats	\$15000
Effluent piping and fittings	\$10000
Penning	\$27000
Loading Ramp	\$7000
Water fittings and Electrical	\$10000
<u>Total</u>	<u>\$170000</u>

We do all the building and concreting ourselves with our farm staff to keep the costs down.

There are two maps of the site also attached to this application. One shows a close up of where the loadout shed is to be located and the other shows the location in refence to the whole site.

The main points to remember are:

There will be no pigs living in this shed.

The shed will only be used two nights per week.

The shed and effluent system is exactly the same as all the other sheds built.

There is no possibility of effluent leakage from the sealed piping.

Biosecurity will be improved by having two ramps-one in and one out.

Washing down loading area will increase our biosecurity level after each load.

Better loading conditions for the pigs.

Safer and easier loading conditions for our staff.

A dry and cool safe environment for both the pigs and the people.

This project will have no impact on the number of pigs on this site.

I hope this proposal is easy for you to understand. If you need anymore information please call or email.

Kind Regards

Dawson Bradford

9.2.4 Adoption of Cyber Security Policy

Applicant: Shire of Cuballing
File Ref. No: A342
Disclosure of Interest: Nil
Date: 11 July 2024
Author: Stan Scott - CEO
Attachments: 9.2.2 A Cyber Security Policy

Resources
Essential 8 Security Mode
<https://www.cyber.gov.au/resources-business-and-government/essential-cyber-security/essential-eight>
Auditor General – Cyber Security in LG Nov 21
https://audit.wa.gov.au/wp-content/uploads/2021/11/Report-9_Cyber-Security-in-Local-Government.pdf

Purpose

Council is asked to adopt the attached Cyber Security Policy

Background

In our Interim Audit for 2022-23 the Auditors made the following observation:

Our testing and enquiry relating to IT and cyber security controls at the Shire of Cuballing identified the following:

- *There is no cyber security policy in place.*
- *There is no cyber security response plan in place.*
- *There is no IT risk register.*
- *IT performance indicators have not been developed.*
- *Sensitive data is not encrypted when stored.*
- *Access to the server is not monitored; and*
- *The IT disaster recovery plan has not been tested since February 2022.*

The auditor drew further inferences about the implications of these observations. However, to improve our performance in the space the first step would be the adoption of a Cyber Security Policy.

Action To Date

There is no IT or Cyber Security Standard mandated for Local Government and there is little if any guidance on the Department's website. It is clear from specific audits conducted by the Auditor General this is an issue across the sector, for both large and small Local Governments and whether a Council has a Cyber Security Policy is not really an accepted or mandated measure of whether the risk is high or low.

What we have done to manage the cyber risk is:

- Implemented a new Electronic Document Management System. This stores all the Shire's digital records in the Cloud. This allows us to better control access to sensitive documents based on the roles and profiles assigned to individual staff. While this is still in the implementation phase records remain on the shared drives, but these will be removed when we are satisfied with the new system.
- A new working drive has been established for documents that are under development or not ready to be stored in the EDRMS to be held in secure folders accessible only to the author.
- We have a contract with an external service provider, Wallis Computing, to manage our IT systems. No administrative privileges are held by staff in the office which prevents the installation of unauthorised or risky software on the server or any linked device. Wallis also receives and acts upon Cyber Alerts provided by the Office of Digital Government.
- Access by contractors and remote access by staff is controlled through a comprehensive multifactor authentication process.

Our agreement with the Wallis includes:

- IT managed support including timely application of patches and upgrades.
- Managed Security including Sophos Hardware, software and antivirus protection.
- Back up and Business Continuity Service.
- Support for Synergy Soft enterprise software including upgrades and patches
- Provision of Cyber Security Awareness training to staff and Councillors

In addition, we participate in the Cyber Hygiene Improvement Program (CHIPS) provided by the Australian Cyber Security Centre of the Australian Signals Directorate. This provides us with a quarterly assessment of the cyber vulnerability of our public facing IT. Historically we have performed well in these assessments and compare favorably with larger government entities.

The Australian Signals Directorate (ASD) has developed prioritized mitigation strategies, in the form of the *Strategies to Mitigate Cyber Security Incidents*, to help organizations protect themselves against various cyber threats. The most effective of these mitigation strategies are the *Essential Eight*.

Given the size of the Shire of Cuballing a Level 1 Maturity Level against the Essential 8 is what we would hope to achieve and by and large we do achieve that maturity level. This is the focus of the proposed Cyber Security Policy.

There will be additional work required to satisfy the other requirements.

Comment

The Office of the Auditor General (OAG) is responsible for the audit of Local Governments in WA. The OAG also undertakes annual Information System Audits and a variety of performance Audits of the Local Government sector.

This has included:

- Local Government Physical Security of Sever Assets - June 2024
- Local Government IT Disaster Recovery Planning - May 2024

- Cyber Security in Local Government - November 2021.

Recently Audits contracted by the AOG made observations in relation to most Local Governments about the revaluation of assets. This resulted in a change in regulations to codify every 5-year requirement for asset revaluation notwithstanding the requirements of the accounting standard.

It is the CEO's view that this may be a similar scenario. Other Local Governments are receiving similar findings. It does not seem to have been a focus of previous audits. The AOG published its Cyber Security in Local Government Report 3 years ago, and since then there has been no change to the regulatory environment or guidance from the Department. Sector-wide adverse findings attracted the Department's attention last time around and this may have the same result.

The Cyber Security in Local Government Audit made the following recommendations:

All LG entities should adopt:

1. *cyber security policies aligned to relevant cyber security frameworks and standards, such as the Australian Government Information Security Manual*
2. *processes to identify, understand, and address relevant cyber security risks*
3. *relevant controls from the Australian Cyber Security Centre's Essential Eight mitigation strategies*
4. *ongoing awareness raising programs to education staff on cyber security risks*
5. *technical controls to detect and prevent phishing emails*
6. *processes to identify and address vulnerabilities affecting their internal and external IT infrastructure*
7. *appropriate cyber security incident response strategies covering:*
 - a. *cyber security incident response plan*
 - b. *business continuity plan*
 - c. *disaster recovery plan*
 - d. *technical controls to detect, alert and prevent cyber intrusions.*

The observations our auditor seem to exceed those specified in the above recommendations

We have contracted with Wallis computing to purchase the following service:

Implementing the ACSC Essential 8 is crucial for Australian local governments as it strengthens cybersecurity resilience, protects sensitive citizen data, and ensures the continuity of essential services. By adopting these best practices, local governments can mitigate the risks of cyber-attacks, reduce the potential for costly data breaches, and enhance public trust. This proactive approach not only safeguards valuable information but also aligns with national cybersecurity standards, demonstrating a commitment to robust governance and operational excellence in an increasingly digital landscape.

- *This is a new solution for comprehensive Cybersecurity Management and ACSC Essential 8.*

- *There is a significant push for increased security compliance from State Government and auditors as well as a general increase in the risk that security-based threats have against local governments.*
- *We have employed our first dedicated Security Engineer to help manage the set-up, configuration and implementation.*
- *This is an ongoing process to upgrade to Meet Essential 8 Maturity Level 2 over a 24-month period.*
- *There is a growing requirement for Cybersecurity compliance and management, and this will be a solution that will meet the Australian Cyber Security Centre Essential 8 requirements.*

While our policy stipulates Maturity Level 1, this process will allow us to achieve Maturity Level 2 within 2 years.

Statutory Environment

The AOG became responsible for Local Government auditing under the Local Government Amendment (Auditing) Act 2017. This made provision for a 4-year transition and the AOG took full responsibility for all Local Governments from the 2020-21 Audit Year.

If the interim finding remains as significant it will result in the requirement for an Audit Action Plan.

Policy Implications

A new policy is proposed

Financial Implications

Our service provider has a new service around essential 8 compliance which will cost \$48 per device per month.

Economic Implication

The consequences of a Cyber-attack can be significant.

Environmental Considerations - Nil

Consultation

The CEO has discussed compliance with the Essential 8 Maturity Level 1 with Wallis Computing during their last site visit.

Options

Council may:

1. Adopt the proposed Cyber Security Policy
2. Defer consideration until more guidance is available.

Voting Requirements – Simple Majority

OFFICER’S RECOMMENDATION:

That Council Adopts 1.11 Cyber Security Policy at Attachment 9.2.4A

9.2.4 A Proposed Cyber Security Policy

1.11` Cyber Security Policy

Policy Statement

The Shire of Cuballing will take all steps that are reasonably practicable for an organization of its size to mitigate against cyber attacks or security breaches.

Risk Profile

The Shire of Cuballing is a small local government with a relatively small budget. If it experiences a cyber attack it is likely that it will be opportunistic rather than targeted. This description equates most closely to the Australian Signals Directorate Maturity Level 1.

The focus of this maturity level is malicious actors who are content to simply leverage commodity tradecraft that is widely available in order to gain access to, and likely control of, a system. For example, malicious actors opportunistically using a publicly-available exploit for a vulnerability in an online service which had not been patched, or authenticating to an online service using credentials that were stolen, reused, brute forced or guessed.

Generally, malicious actors are looking for any victim rather than a specific victim and will opportunistically seek common weaknesses in many targets rather than investing heavily in gaining access to a specific target. Malicious actors will employ common social engineering techniques to trick users into weakening the security of a system and launch malicious applications. If accounts that malicious actors compromise have special privileges they will exploit it. Depending on their intent, malicious actors may also destroy data (including backups).

Policy

The Shire of Cuballing will ensure that it achieves the appropriate level of control as set out in Appendix 1 to implement the Essential 8 response for Maturity Level 1. We will aspire to reach Maturity Level 2 by 30 June 2026. This will be achieved through:

- Working closely with external ITC contractor to ensure appropriate controls are in place;
- Ensuring staff and Councilors are trained to ensure good cyber awareness and hygiene;
- Implementing appropriate position based access controls;
- Maintaining and testing business continuity plans;
- Participating in the Australian Signals Directorate Cyber Hygiene Improvement Program (CHiPs).

Adoption

Resolution No: 9.2.4
Resolution Date: 17th July 2024

Cyber Security Policy

APPENDIX1 – Essential 8 Maturity Model Level 1

Mitigation Strategy	Description
<p>Patch applications</p>	<p>An automated method of asset discovery is used at least fortnightly to support the detection of assets for subsequent vulnerability scanning activities.</p> <p>A vulnerability scanner with an up-to-date vulnerability database is used for vulnerability scanning activities.</p> <p>A vulnerability scanner is used at least daily to identify missing patches or updates for vulnerabilities in online services.</p> <p>A vulnerability scanner is used at least weekly to identify missing patches or updates for vulnerabilities in office productivity suites, web browsers and their extensions, email clients, PDF software, and security products.</p> <p>Patches, updates or other vendor mitigations for vulnerabilities in online services are applied within 48 hours of release when vulnerabilities are assessed as critical by vendors or when working exploits exist.</p> <p>Patches, updates or other vendor mitigations for vulnerabilities in online services are applied within two weeks of release when vulnerabilities are assessed as non-critical by vendors and no working exploits exist.</p> <p>Patches, updates or other vendor mitigations for vulnerabilities in office productivity suites, web browsers and their extensions, email clients, PDF software, and security products are applied within two weeks of release.</p> <p>Online services that are no longer supported by vendors are removed.</p> <p>Office productivity suites, web browsers and their extensions, email clients, PDF software, Adobe Flash Player, and security products that are no longer supported by vendors are removed.</p>
<p>Patch operating systems</p>	<p>An automated method of asset discovery is used at least fortnightly to support the detection of assets for subsequent vulnerability scanning activities.</p> <p>A vulnerability scanner with an up-to-date vulnerability database is used for vulnerability scanning activities.</p>

Mitigation Strategy	Description
	A vulnerability scanner is used at least daily to identify missing patches or updates for vulnerabilities in operating systems of internet-facing servers and internet-facing network devices.
	A vulnerability scanner is used at least fortnightly to identify missing patches or updates for vulnerabilities in operating systems of workstations, non-internet-facing servers and non-internet-facing network devices.
	Patches, updates or other vendor mitigations for vulnerabilities in operating systems of internet-facing servers and internet-facing network devices are applied within 48 hours of release when vulnerabilities are assessed as critical by vendors or when working exploits exist.
	Patches, updates or other vendor mitigations for vulnerabilities in operating systems of internet-facing servers and internet-facing network devices are applied within two weeks of release when vulnerabilities are assessed as non-critical by vendors and no working exploits exist.
	Patches, updates or other vendor mitigations for vulnerabilities in operating systems of workstations, non-internet-facing servers and non-internet-facing network devices are applied within one month of release.
	Operating systems that are no longer supported by vendors are replaced.
Multi-factor authentication	Multi-factor authentication is used to authenticate users to their organization's online services that process, store or communicate their organization's sensitive data.
	Multi-factor authentication is used to authenticate users to third-party online services that process, store or communicate their organization's sensitive data.
	Multi-factor authentication (where available) is used to authenticate users to third-party online services that process, store or communicate their organization's non-sensitive data.
	Multi-factor authentication is used to authenticate users to their organization's online customer services that process, store or communicate their organization's sensitive customer data.
	Multi-factor authentication is used to authenticate users to third-party online customer services that process, store or communicate their organization's sensitive customer data.

Mitigation Strategy	Description
	<p data-bbox="536 293 1482 405">Multi-factor authentication is used to authenticate customers to online customer services that process, store or communicate sensitive customer data.</p> <p data-bbox="536 443 1482 539">Multi-factor authentication uses either: something users have and something users know, or something users have that is unlocked by something users know or are.</p>
<p data-bbox="193 584 536 651">Restrict administrative privileges</p>	<p data-bbox="536 584 1482 651">Requests for privileged access to systems, applications and data repositories are validated when first requested.</p> <p data-bbox="536 696 1482 763">Privileged users are assigned a dedicated privileged account to be used solely for duties requiring privileged access.</p> <p data-bbox="536 808 1482 898">Privileged accounts (excluding those explicitly authorized to access online services) are prevented from accessing the internet, email and web services.</p> <p data-bbox="536 954 1482 1043">Privileged accounts explicitly authorized to access online services are strictly limited to only what is required for users and services to undertake their duties.</p> <p data-bbox="536 1099 1482 1167">Privileged users use separate privileged and unprivileged operating environments.</p> <p data-bbox="536 1211 1482 1279">Unprivileged accounts cannot logon to privileged operating environments.</p> <p data-bbox="536 1323 1482 1391">Privileged accounts (excluding local administrator accounts) cannot logon to unprivileged operating environments.</p>
<p data-bbox="193 1440 536 1473">Application control</p>	<p data-bbox="536 1440 1482 1473">Application control is implemented on workstations.</p> <p data-bbox="536 1518 1482 1585">Application control is applied to user profiles and temporary folders used by operating systems, web browsers and email clients.</p> <p data-bbox="536 1630 1482 1727">Application control restricts the execution of executables, software libraries, scripts, installers, compiled HTML, HTML applications and control panel applets to an organization-approved set.</p>
<p data-bbox="193 1776 536 1843">Restrict Microsoft Office macros</p>	<p data-bbox="536 1776 1482 1843">Microsoft Office macros are disabled for users that do not have a demonstrated business requirement.</p> <p data-bbox="536 1888 1482 1921">Microsoft Office macros in files originating from the internet are blocked.</p> <p data-bbox="536 1966 1482 2000">Microsoft Office macro antivirus scanning is enabled.</p>

Mitigation Strategy	Description
	Microsoft Office macro security settings cannot be changed by users.
User application hardening	Internet Explorer 11 is disabled or removed.
	Web browsers do not process Java from the internet.
	Web browsers do not process web advertisements from the internet.
	Web browser security settings cannot be changed by users.
Regular backups	Backups of data, applications and settings are performed and retained in accordance with business criticality and business continuity requirements.
	Backups of data, applications and settings are synchronized to enable restoration to a common point in time.
	Backups of data, applications and settings are retained in a secure and resilient manner.
	Restoration of data, applications and settings from backups to a common point in time is tested as part of disaster recovery exercises.
	Unprivileged accounts cannot access backups belonging to other accounts.
	Unprivileged accounts are prevented from modifying and deleting backups.

9.2.5 Amendment to Investment Policy

Applicant:	Shire of Cuballing
File Ref. No:	Adm 111
Disclosure of Interest:	Nil
Date:	11 July 2024
Author:	Stan Scott - CEO
Attachments:	9.2.5 A Amended Investment Policy 9.2.5 B WA Treasury Corporation – Investment Facility

Purpose

Council is asked to adopt an amended investment policy.

Background

The Current Investment Policy includes the following:

4.1 The Shire of Cuballing's surplus funds is to be invested in term deposits or negotiable certificates of deposit with the following banks in Australia including:

- a) Commonwealth Bank of Australia*
- b) National Australia Bank*
- c) Westpac Bank*
- d) ANZ Bank; and*
- e) Bankwest*

It is proposed to amend this requirement to include the WA Treasury Corporation and Rabobank.

The policy also limits the period of a term deposit to 12 months. There is no reason that some of our cash backed reserves could not be invested for 2 or 3 years if the early release penalties are manageable.

Discussion

The Local Government (Financial Management) Regulations 1996 stipulate that Local Governments may only invest in authorized institutions. Authorized institutions are banks and the WA Treasury Corporation. Council's policy does not presently include WATC.

The Regulations stipulate those investments must be with authorized deposit taking institutions. This includes a whole variety of banks, including for example Bendigo Adelaide Bank and Bank of Queensland, local subsidiaries of foreign banks such as Rabobank and HSBC Bank, and foreign banks operating in Australia such as Royal Bank of Canada and China Construction bank.

I am sure Council is not interested in a wholesale expansion of options, but Rabobank does have a local presence and could be added to the list. Their term deposit rates are quite competitive.

The reason for the inclusion of treasury Corporation is their far more generous early withdrawal policy. In the past we have used NAB, and they require 31 days' notice of early withdrawal. Interest adjustments are also quite onerous. WA Treasury Corporation Term Deposits are virtually at call, and early withdrawal adjustments are modest.

Statutory Environment

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

(1) In this regulation —

authorized institution means —

- (a) an authorized deposit-taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- (b) **the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*.**

foreign currency means a currency except the currency of Australia.

(2) When investing money under section 6.14(1), a local government may not do any of the following —

- (a) deposit with an institution except an authorized institution.
- (b) deposit for a fixed term of more than 3 years.
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government.
- (d) invest in bonds with a term to maturity of more than 3 years.
- (e) invest in a foreign currency.

Policy Implications

An amended policy is proposed which will:

- Add WA Treasury Corporation and Rabobank for term deposits.
- Amend the dot points at 4.7 to align with the Regulations; and
- Remove an unnecessary objective at the end of the policy.

Financial Implications

An investment facility with WATC would result in a better return with less restrictions. Because of the costs of early withdrawal, we are very conservative about both the amount and the duration of term deposits, which in turn limits our returns.

Economic Implication

Investment with WATC takes funds away from a bank operating a local branch.

Environmental Considerations - Nil

Consultation

Deputy CEO.

Options

Council may:

- 3. Adopt the amended investment policy.
- 4. Retain the existing investment policy.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council Adopts the amended policy 2.6 Investment Policy at Attachment 9.2.5A

9.2.5 A Proposed Amended Investment Policy

2.6 Investment Policy

Statement

1 Policy Objective

1.1. The objective of this policy is to ensure that:

- a) The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18 (1)(a) of the Trustees Act 1962 (the 'Prudent Person' rule);
- b) At all times, the Council has in place a current set of policies and delegations for its Investments Officers (Delegation number F2); and
- c) Adherence to the guidelines by all officers with delegated authority to invest / control surplus funds.
- d) This Policy is to be made available to all employees involved in daily investment decisions
- e) Notwithstanding the provisions of this Policy, the general financial management obligations imposed under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

2 Prudent Person Rule

2.1 The investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the Prudent Person rule.

2.2 The main features of the prudent person rule include:

- a) Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- b) A duty to invest funds in investments that are not speculative or hazardous.

2.3 In exercising powers of investment, there are important matters for consideration:

- a) The purpose of the investment and the needs and circumstances;
- b) The desirability of diversifying investments and the nature of and risk associated with existing investments;
- c) The need to maintain the real value of capital and income; The risk of capital or income loss or depreciation;

- d) The potential for capital appreciation;
- e) The likely income return and timing of the income return;
- f) The length of the term of the proposed investment;
- g) The liquidity and marketability of the proposed investment;
- h) The aggregate value of the investment;
- i) The effect of the proposed investment in relation to the tax liability (if any);
- j) The likelihood of inflation affecting the value of the proposed investment; and
- k) The costs of making the proposed investment; the results of a review of existing investments.

3 Investment Objectives

3.1 To add value through prudent investment of funds.

3.2 To have ready access to funds for day-to-day requirements, without penalty.

4 Authority to Invest

4.1 The Shire of Cuballing's surplus funds are to be invested in term deposits or negotiable certificates of deposit with the following **Authorized Deposit Taking Institutions**

- a) Commonwealth Bank of Australia
- b) National Australia Bank
- c) Westpac Bank
- d) ANZ Bank;
- e) Bankwest; and
- f) **RaboBank.**

Investments may also be made with the WA Treasury Corporation.

Any proposal to invest funds in another institution, for whatever reason, is to be referred to the Council.

4.2 For ease of operations, the bank holding Council's operational funds will be the preferred institution for investment activities.

4.3 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.

4.4 Funds may be invested for a term of up to three (3) Years based on predicted cash flow requirements.

4.5 The Deputy Chief Executive Officer places, withdraws or re-invests surplus funds jointly with the Chief Executive Officer in accordance with the Chief Executive Officer's delegation.

4.6 The Council elects to pay for the cost of securing the Federal Government Guarantee on funds if such a guarantee is available.

4.7 In accordance with Financial Management Regulation 19C the Shire of Cuballing will not undertake any of the following investment activities:

- (a) deposit with an institution except an authorised institution;
- (b) deposit for a fixed term of more than 3 years;
- (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- (d) invest in bonds with a term to maturity of more than 3 years;
- (e) invest in a foreign currency.

5 Review and Reporting

- 5.1 A cash flow report is to be monitored by the Deputy Chief Executive Officer at least weekly to ensure cash funds are available to meet commitments.
- 5.2 Investments will be managed actively as they mature with reviews by the Deputy Chief Executive Officer on a monthly basis.
- 5.3 For audit purposes, certificates must be obtained from the bank or institution confirming the amounts of investment held on the Council's behalf at 30 June each year.

Objective:

To document and provide the necessary information for the delegated officers to invest surplus funds.

Resolution No: 9.2.6
Resolution Date: 21st April 2016
Amended: 17th April 2024

Investment Facility

The Investment Facility is available to assist Western Australian State Government Agencies, Public Universities and Local Governments to efficiently manage their short to medium term cash surpluses.

Overview

The Investment Facility is designed to provide clients with a practical and competitive alternative to leaving funds in low interest bank accounts due to concerns on break provisions for bank term deposits. WATC has extensive experience and expertise in managing investments with in excess of \$9.9 billion in investment funds managed its own name and for clients.

Benefits

- **Maturities on any Business Day** - We are able to provide investments maturing on any business day to suit client needs.
- **Market Interest Rates** - WATC prices investments based on prevailing financial market rates.
- **Guaranteed by the Treasurer** - All deposits under the Investment Facility are guaranteed by the Treasurer on behalf of the State of Western Australia.
- **Secure Online Platform** - The WATC Client Portal provides a secure online platform for clients to transact and access account information.
- **No Fees** - WATC does not charge establishment or management fees for client investments.
- **Maintain Control of Your Investment** - WATC investments are redeemable at call or at short notice.

Investment Products

Overnight Cash Deposit Facility (OCDF)

Allows funds to be invested overnight. The outstanding balance can be increased or decreased on a daily basis. Interest is calculated on the daily balance and either paid out or reinvested monthly. The interest rate is linked to the Reserve Bank of Australia's target cash rate.

Term Deposit Facility (TDF)

Enables funds to be invested at a fixed rate, for any term ranging from 7 to 365 days. Upon maturity, principal and/or interest can be reinvested, paid to a nominated bank account or transferred to an OCDF. Term deposits are redeemable at short notice, subject to a potential early termination adjustment.

Product Accessibility

The Investment Facility is available to all WATC clients. An information brochure outlining the terms and conditions of the Investment Facility, which includes an application form to establish an Investment Facility, is available from your WATC Relationship Manager.

Practical Application



About This Practical Application

The below has been provided for illustrative purposes only. An early termination may result in an Early Termination Adjustment, which, if applicable, will reduce accrued interest payable to the client, and may also result in a reduction to the original deposit.

Using the Investment Facility - A Practical Application

Authority X currently keeps surplus funds that are unlikely to be needed for business purposes in the very short-term in its low interest bearing transaction account.

Authority X's primary concern is the risk associated in placing funds in higher yielding term deposits given the significant notice period and bank interest penalties that apply if circumstances change and the funds were required sooner.

Practical Application Continued

After Authority X's Finance Manager learnt of WATC's flexible At Call & Term Deposits, Authority X established an Investment Facility with WATC.

When Authority X had \$10 million in surplus cash six weeks before the money was anticipated to be spent, the Finance Manager decided to place it in a WATC Term Deposit:

Amount of Deposit:	\$10,000,000
Date of Deposit:	20 August
Maturity Date:	1 October
Interest Rate:	1.88%
Term:	42 Days
Interest due on Maturity Date:	\$21,632

Ten days after placing the investment, Authority X incurred a significant unbudgeted expenditure that was payable in seven days. The Finance Manager contacted their WATC Client Relationship Manager, requesting a calculation for termination of the Term Deposit:

Amount of Deposit:	\$10,000,000
Date of Deposit:	20 August
Termination Date:	5 September
Interest Rate:	1.88%
Accrued Interest to Termination Date:	\$8,241
Early Termination Adjustment:	(\$238)

Amount Receivable on Termination Date \$10,008,003

The Finance Manager authorised the termination on this basis, and as the unbudgeted expenditure payment deadline was set for 7 September, the \$10,008,003 proceeds were held in Authority X's At Call - WATC OCDF account earning an extra 1.50% for the two final days:

Transaction Amount:	\$10,008,003
Interest Rate:	1.50%
Number of Days:	2
Interest for September (Paid 1 October):	\$822

This information is descriptive and general in nature and does not take into account your organisation's specific financial objectives, situation and needs. Please contact your Client Relationship Manager before making any decisions in relation to WATC's products and services, so they can provide information and advice on which options are suited to your organisation's requirements.

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Accessing WATC Services

Our services are available to all WA State government agencies and local governments. Contact us for more information and to discuss your specific business requirements.

Corporate Treasury Services

P: +61 8 9235 9122
E: csoperations@wafc.wa.gov.au

9.3 MANAGER OF WORKS AND SERVICES:

9.4 COMMITTEE REPORTS:

Nil

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

Nil

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

Nil

12. CONFIDENTIAL MATTERS:

13. NEXT MEETING:

Ordinary Council Meeting, 3.00pm. Wednesday 21 August 2024 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing

14. CLOSURE OF MEETING:

Meeting Closed _____pm.