



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

Shire of Cuballing – Council Meeting

# AGENDA

Wednesday 21 August 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 the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

# 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 Centres.
- ☑ 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.

**CONTENT**

<b>1.</b>	<b>DECLARATION OF OPENING/ ANNOUNCMENT OF VISITORS:.....</b>	<b>5</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE: .....</b>	<b>5</b>
2.1.1	Declaration by New Councillor	5
2.1.2	Attendance	5
2.1.3	Apologies	5
2.1.4	Leave of Absence	5
<b>3.</b>	<b>PUBLIC QUESTION TIME:.....</b>	<b>5</b>
3.1	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:	5
3.2	WRITTEN QUESTIONS PROVIDED IN ADVANCE:	5
3.3	PUBLIC QUESTIONS FROM THE GALLERY:	5
<b>4.</b>	<b>STANDING ORDERS: .....</b>	<b>6</b>
<b>5.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE:.....</b>	<b>6</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES: .....</b>	<b>6</b>
<b>7.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS: .....</b>	<b>6</b>
<b>8.</b>	<b>DISCLOSURE OF FINANCIAL INTEREST:.....</b>	<b>6</b>
<b>9.</b>	<b>REPORTS OF OFFICERS AND COMMITTEES: .....</b>	<b>7</b>
<b>9.1</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER:.....</b>	<b>7</b>
9.1.1	List of Payments – July 2024	7
9.1.1A	List of July 2024 Municipal Fund account	8
9.1.1B	List of July 2024 Credit Card Transactions	12
9.1.1C	List of Transactions July 2024 Petty Cash & Coles Card	13
9.1.2	Statement of Financial Activity	14
9.1.4	Adoption of the 2024/25 Budget	14
<b>9.2</b>	<b>CHIEF EXECUTIVE OFFICER: .....</b>	<b>20</b>
9.2.1	Additional Shed at 57 Carton Street Cuballing	20
9.2.2	WALGA Annual General Meeting – Nomination of Delegates	24
<b>9.2.3</b>	<b>Adoption of an Amended Elected Member Continuing Professional Development Policy</b>	<b>27</b>
<b>9.3</b>	<b>MANAGER OF WORKS AND SERVICES: .....</b>	<b>32</b>
<b>9.4</b>	<b>COMMITTEE REPORTS: .....</b>	<b>32</b>
<b>10.</b>	<b>ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN: .....</b>	<b>32</b>
<b>11.</b>	<b>URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING: .....</b>	<b>32</b>
<b>12.</b>	<b>CONFIDENTIAL MATTERS: .....</b>	<b>32</b>
<b>13.</b>	<b>NEXT MEETING: .....</b>	<b>32</b>
<b>14.</b>	<b>CLOSURE OF MEETING: .....</b>	<b>32</b>

**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS:**

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

**2.1.1 Declaration by New Councillor**

**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:**

**3.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

**3.3 PUBLIC QUESTIONS FROM THE GALLERY:**

**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:**

**6. CONFIRMATION OF MINUTES:**

**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 – July 2024**

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	16 August 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 July 2024.**

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of March 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 July 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 \$276,073.63 included at Attachment 9.1.1A.**
- 2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 31 July 2024 included at Attachment 9.1.2B.**
- 3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 31 July 2024.**

9.1.1A List of July 2024 Municipal Fund account

Chq/EFT	Date	Name	Description	Amount
840	01/07/2024	Police Licensing Payments	Police Licensing Payments	-117.40
840	02/07/2024	Police Licensing Payments	Police Licensing Payments	-950.40
20284	03/07/2024	Department Of Transport	Fleet Renewal For 2024/2025	-5268.85
DD4244.9	03/07/2024	Care Super	Superannuation Contributions	-90.00
DD4244.8	03/07/2024	MLC Super Fund	Superannuation Contributions	-284.46
DD4244.7	03/07/2024	Colonial First State	Superannuation Contributions	-284.46
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
840	04/07/2024	Police Licensing Payments	Police Licensing Payments	-5299.95
840	05/07/2024	Police Licensing Payments	Police Licensing Payments	-298.30
840	08/07/2024	Police Licensing Payments	Police Licensing Payments	-368.40
840	09/07/2024	Police Licensing Payments	Police Licensing Payments	-1609.75
DD4253.1	09/07/2024	National Australia Bank	July 2024 Credit card Transactions	-4910.56
DD4277.1	10/07/2024	Telstra	Sign Board - June 2024	-14.50
840	10/07/2024	Police Licensing Payments	Police Licensing Payments	-554.75
EFT8996	11/07/2024	Cuby Roadhouse	Monthly Account July 2024	-795.68
EFT8997	11/07/2024	Dawson Robert Bradford	Councillor Sitting Fees	-200.83
EFT8998	11/07/2024	Donna Jane Screech	Reimbursement For Medical	-248.70
EFT8999	11/07/2024	Elisa Alice Dowling	Councillor Sitting Fees	-7035.00
EFT9000	11/07/2024	Great Southern Waste Disposal	Rubbish Collection – June 2024	-6907.60
EFT9001	11/07/2024	Julie A Christensen	Correction and Additional Payment for Councillor Claim Jul-Dec 2023	-130.00
EFT9002	11/07/2024	Kalexpress & Quality Transport	Monthly Freight Charges – DX Print	-190.54
EFT9003	11/07/2024	LG Corporate Solutions Pty Ltd	Preparation Of Long-Term Financial Plan & Asset Management Plan Inclusive of Travel, Site Visit and Councillor Workshop	-30474.00
EFT9004	11/07/2024	Melchiorre Plumbing and Gas	Quarterly Clean of Fuji Septics System	-265.65
EFT9005	11/07/2024	Narrogin Earthmoving and Concrete	Wet Hire of Multiroller for Winter Grading To June 30th	-462.00
EFT9006	11/07/2024	Narrogin Freightlines	Monthly Freight Charges - West Slab	-156.04
EFT9007	11/07/2024	Narrogin Hardware And Building Supplies (Makit)	Monthly Account	-89.40
EFT9008	11/07/2024	Peter Scott Ballantyne	Councillor Sitting Fees	-1576.04
EFT9009	11/07/2024	R Munns Engineering Consulting Services	Engineer Consulting Work on Darcy St Realignment	-6582.06
EFT9010	11/07/2024	Robert John Harris	Councillor Sitting Fees	-2605.00



EFT9011	11/07/2024	Shire Of Narrogin	Disposal Of Kerbside Collection Waste - Sep 2023 Through June 2024	-36730.00
EFT9012	11/07/2024	Steven Sexton	Correction to Incorrect Sitting Fee Payment	-190.00
EFT9013	11/07/2024	Whitford Fertilisers Narrogin	Weighbridge - Waste Management - December 2023	-44.00
EFT9014	11/07/2024	Winc Australia Pty Limited	Tape Dispenser Owl Clips Leaver Arch Files Dividers Fold Back Clips Calculator Sharpies Removable Notes	-232.69
EFT9015	11/07/2024	Zircodata Pty Ltd	Storage Fees - 26/05/2024-25/06/2024	-22.43
840	11/07/2024	Police Licensing Payments	Police Licensing Payments	-391.35
EFT8995	11/07/2024	Best Office Systems	3 Office Chairs 1 Corner Desk & Mobile Pedestal 2 Floor Partitions	-6605.72
20286	11/07/2024	Water Corporation	Water Charges - Standpipe at Ridely St	-1467.12
20285	11/07/2024	Shire Of Cuballing	Standpipe Usage	-232.10
840	12/07/2024	Police Licensing Payments	Police Licensing Payments	-91.20
840	15/07/2024	Police Licensing Payments	Police Licensing Payments	-38.80
840	16/07/2024	Police Licensing Payments	Police Licensing Payments	-279.70
DD4268.2	17/07/2024	Aware Super Pty Ltd	Superannuation Contributions	-9344.74
DD4268.3	17/07/2024	Matrix Superannuation	Superannuation Contributions	-288.29
DD4268.4	17/07/2024	Hesta	Superannuation Contributions	-696.54
DD4268.1	17/07/2024	Australian Super	Payroll Deductions	-1749.44
DD4268.5	17/07/2024	Mercer Superannuation	Superannuation Contributions	-564.90
DD4268.6	17/07/2024	Hostplus Super	Superannuation Contributions	-322.08
DD4268.7	17/07/2024	Colonial First State	Superannuation Contributions	-284.46
DD4268.8	17/07/2024	MLC Super Fund	Superannuation Contributions	-284.46
DD4268.9	17/07/2024	Care Super	Superannuation Contributions	-90.00
840	17/07/2024	Police Licensing Payments	Police Licensing Payments	-198.90
DD4283.1	18/07/2024	linet Limited	Monthly Internet Service - July 2024	-89.99
EFT9016	22/07/2024	Corsign (WA) Pty Ltd	2 X Intersection Signs With 600m Tags and Post to Suit 2 X Stop Go Bats	-568.70
840	23/07/2024	Police Licensing Payments	Police Licensing Payments	-411.25
840	24/07/2024	Police Licensing Payments	Police Licensing Payments	-374.05
DD4282.1	24/07/2024	Telstra	Mobile Charges	-298.89
EFT9038	25/07/2024	Thinkproject Australia Pty Ltd	Annual Subscription of Pocket Ramm Software	-9995.04
EFT9033	25/07/2024	Narelle Gay Rowe	Reimbursement Of Internet Costs	-212.49
EFT9032	25/07/2024	Narrogin Pumps Solar and Spraying	1 X 3/4 X 1/2 Bush 1 X Tank Outlet 1/2	-16.50
EFT9031	25/07/2024	Narrogin Packaging and Motorcycles & Accessories	4 X Boxes Toilet Rolls 2x Boxes Hand Towels 1 X 120lt Bin Liners	-551.20
20287	25/07/2024	Synergy	Street Lighting X 43 Street Lights	-660.03
20288	25/07/2024	Shire Of Cuballing	Petty Cash and Coles Card Charges	-145.80
20289	25/07/2024	Water Corporation	Water Charges - Standpipe at Francis St	-1453.84

EFT9030	25/07/2024	Narrogin Earthmoving and Concrete	Wet Hire of Multiroller for Winter Grading to June 30th	-1591.15
EFT9029	25/07/2024	Narrogin Cabinetmakers	Replace And Install New Gas Struts (2) To Shredder Box in Administration.	-165.00
EFT9028	25/07/2024	Magoo's Gyprock	Supply And Install New Gyprock to Popanyinning School	-14401.61
EFT9027	25/07/2024	LGIS Broking (JLT Risk Solutions Pty Ltd)	Carriers Liability	-1560.77
EFT9026	25/07/2024	Keytel Communications Pty Ltd	Installation Of New Office Phones	-2805.00
EFT9025	25/07/2024	It Vision Software Pty Ltd (Trading as Readytech)	Annual Subscription 1 July 2024 - 30 June 2025	-29357.93
EFT9024	25/07/2024	Industrial Automation Group Pty Ltd	Operation Costs for Shire Standpipes (Cuballing and Popanyinning) 12 Months X 2 Standpipes X Monthly Sim Card And Support Fee	-2110.90
EFT9023	25/07/2024	Great Southern Fuel Supplies	Bulk Fuel Diesel Delivery	-5170.97
EFT9022	25/07/2024	Fulton Hogan Industries Pty Ltd	1 X Pallet 60 Bags of Ez Street Pothole Repair Black	-1881.00
EFT9021	25/07/2024	Dx Print Group Pty Ltd	375 X Tip Passes For 2024/2025	-2211.00
EFT9020	25/07/2024	Cuby Tavern	3 Pizza's for Groovefest Community Volunteers Meeting 26/06/24	-134.00
EFT9019	25/07/2024	Councilfirst Pty Ltd	Council First Records Professional Services - June 2024	-543.49
EFT9018	25/07/2024	C&D Cutri	Remove Headwalls and Install Culvert Extensions on Cuballing East Road as Per Quote 10/8/23	-29700.00
EFT9017	25/07/2024	Builders Registration Board Building Commission	July 2024 BSL Remittance	-113.88
EFT9036	25/07/2024	Power Networx	Telstra Internet Fibre Network - June 2024	-416.90
EFT9037	25/07/2024	Security Man Pty Ltd	Quarterly Monitoring Rate - Security System in Shire Office	-110.00
EFT9034	25/07/2024	One Music Australia	Annual Licence Fee	-378.55
840	25/07/2024	Police Licensing Payments	Police Licensing Payments	-1679.25
840	26/07/2024	Police Licensing Payments	Police Licensing Payments	-32.70
840	29/07/2024	Police Licensing Payments	Police Licensing Payments	-727.90
840	30/07/2024	Police Licensing Payments	Police Licensing Payments	-1445.10
EFT9039	30/07/2024	Playmaster Pty Ltd	Replacement Of Toddlers Seat for Swing	-176.00
DD4290.1	31/07/2024	Australian Super	Payroll Deductions	-1607.74
DD4290.2	31/07/2024	Aware Super Pty Ltd	Superannuation Contributions	-8599.10
DD4290.3	31/07/2024	Matrix Superannuation	Superannuation Contributions	-265.09
DD4290.4	31/07/2024	Hesta	Superannuation Contributions	-696.54
DD4290.5	31/07/2024	Mercer Superannuation	Superannuation Contributions	-508.42
DD4290.6	31/07/2024	Hostplus Super	Superannuation Contributions	-72.60
DD4290.7	31/07/2024	Colonial First State	Superannuation Contributions	-284.46
DD4290.8	31/07/2024	MLC Super Fund	Superannuation Contributions	-284.46

Agenda Council Meeting August 2024

DD4290.9	31/07/2024	Care Super	Superannuation Contributions	-90.00
DD4292.1	31/07/2024	Aware Super Pty Ltd	Payroll Deductions	-796.92
DD4292.2	31/07/2024	Hostplus Super	Superannuation Contributions	7.30
			<b>Total</b>	<b>\$276073.63</b>

9.1.1B List of July 2024 Credit Card Transactions

<b>Creditor</b>	<b>Description</b>	<b>Amount</b>
WALGA	Walga Local Government Awards 2024 Ticket - Cr Kowald	\$ 330.00
The Maverick Print Group	Brochures, Posters and Stickers for The Cuby Groovefest - Advertisement	\$ 524.01
The Pan Pacific	Accommodation - Fire Training	\$ 903.66
Cancer Council	Cancer Council Biggest Morning Tea Donation	\$ 209.90
Cuballing Tavern	Councillor Dinners for Council Meeting	\$ 451.56
Dep. Local Government, Sports and Cultural Industries	Liquor Licence for Friday Night - Cuby Groovefest	\$ 253.00
Dep. Local Government, Sports and Cultural Industries	Liquor Licence for Saturday Night - Cuby Groovefest	\$ 123.00
Broadwater Resort	Accommodation For CEO For CEO Connections Forum	\$ 224.00
Lg Professionals	Retired Members' Dues Event - CEO	\$ 100.00
Bushfire Conference	Bushfire Conference Registration Fees	\$ 712.25
Southern Cross Austero Pty Ltd	Production Costs for The Cuby Groovefest	\$ 132.40
Southern Cross Austero Pty Ltd	Advertisement For the Cuby Groovefest	\$1,290.86
Australians Golden Outback	Silver Annual Membership 24/25	\$ 187.77
Dep. Of Energy, Mines, Industry Regulation and Safety	Certified Copy of The Men's Shed (Association Rules)	\$ 42.00
Toll Team - Global Express	Freight Charges	\$ 134.44
The Vacuum Doctor	New Vacuum for The Shire Cleaner	\$ 465.00
John Parry Medical Centre	Staff Medical Check - Admin	\$ 190.00
Ampol Narrogin	Fuel For DCEO Vehicle	\$ 49.00
Narrogin Betta Home Living	Refrigerator For Shire Office (Old Fridge Broke)	\$ 997.00
Pivotel	Trak Spot Tracking for Depot Crew	\$ 93.00
L2 Master Pty Ltd	Screw Protector	\$ 25.00
Metric Fencing	Drain For the Aged Housing Units	\$ 28.00
Galvins Plumbing Supplies	Spare PYC Cover for Concrete Inspection	\$ 25.58
	<b>Total</b>	<b>7491.43</b>

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

**Petty Cash**

Item details	Refreshments	Admin Stationar & Postage	Total	Cash on hand	Petty cash total
	4105	4231			
Groceries	\$ 46.25		\$ 46.25		
Misc (Cleaning	\$ 202.70		\$ 202.70		
Stationery/Postage			\$ -		
Materials			\$ -		
Licensing			\$ -		
			<b>\$ 248.95</b>	<b>\$ 351.05</b>	600
Till Float					100
Petty Cash on hand					<b>\$ 700.00</b>

**Coles Card**

Item details	Refreshments	Events	GST10%	Total	Cash on hand	Petty cash total
	04105	J132Y				
Groceries	245.10			245.10		
Misc (Cleaning supplies)				0.00		
Stationery/Postage				0.00		
Outside Staff Goods				0.00		
STAFF				0.00		
Licensing				0.00		
			0.00	<b>245.10</b>	<b>254.90</b>	500.00
Till Float						
Petty Cash on hand						<b>500.00</b>

## 9.1.2 Statement of Financial Activity

The Statement of Financial Activity will be presented as a late item.

## 9.1.4 Adoption of the 2024/25 Budget

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	9 August 2023
Author:	Narelle Rowe
Attachments:	9.1.3A Draft 2024/25 Budget – Included separately

### Summary

**The Draft 2024/25 Budget for the financial year ending 30 June 2025 is presented for Council consideration.**

### Background

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

Much of the content of the budget was discussed at a budget workshop held on 12 August 2024.

### Comment

This 2024/25 Budget incorporates a total operating expenditure of \$5,775,615, an increase from 2023/24's actual expenditure of \$5,227,184.

#### 1. Capital Expenditure

Projects scheduled for this year include

- Office Refurbishment - This includes fit out of the secure storage area (strong room), conversion of former Chambers to usable office space with provision of furniture and equipment. Due to ageing and deterioration of existing equipment, replacement phone system, two laptops and a new computer server have also been included.
- Video Conferencing and Audio Recording - To ensure Council complies with new regulations effective from 1 January 2025, purchase of video conferencing and audio recording equipment must be completed this financial year.
- Parks, Ovals & Playgrounds
  - o Cuballing Heritage Trail project has been carried over from 2023-24 totalling \$15,000
  - o Popanyinning Playground and recreation upgrade at the Popanyinning Recreation Ground totalling \$80,686.

Other capital works projects included are as follows:

Purchase Land – Light Industrial Area	\$250,000
Shire Administration Building Refurbishment	\$30,000
Popanyinning School House	\$35,000
Cuballing Town Hall – Upgrade	\$60,000
CCTV Camera's	\$20,000
Skate Park Refurbishment	\$10,200

- Road Construction/Bridge Improvements

Council has allocated a large portion of the budget funding for both rural and urban road maintenance and capital improvement. The Shire of Cuballing expect to receive road funding totalling \$2,759,880 during 2024/25 and have committed to undertake the following major road projects:

Road	Expenditure	Associated Grant Income
Stratherne Road - RRG	\$594,995	\$396,663
Alton Street – RTR	\$237,962	\$534,618
Darcy Street - RTR	\$296,656	
Cuballing East Road - WSN	\$165,550	\$1,531,552
Cuballing East Road – Line Marking - WSN	\$100,000	
Cuballing East Road Reconstruct - WSN	\$1,439,546	
Narrogin-Wandering Road – WSN	\$40,519	
Bridge Improvements	\$40,000	

- Plant Replacement

The following capital plant and equipment purchases are included in the Draft 2024/25 budget:

• DCEO Vehicle	\$35,909
• Dual Cab Utility	\$63,000
• Hino Truck Purchase	\$101,000
• OutFront Mower & Trailer	\$53,000

2. Grant Income

This year is the final year for the Local Roads and Community Infrastructure Program (LRCI). The Shire of Cuballing has budgeted to receive LRCI funding and 25% of 25/26 Financial Assistance Grants totalling \$630,395 towards capital projects within the Shire.

3. Property Rates

The Draft 2024/25 Budget has applied an averaged 8% increase to property rates. With rising materials, utilities, insurance, contractors and staffing costs, this increase was unavoidable.

An 8% Early Payment Discount is offered to ratepayers who choose to pay their rates in full within 21 days of the date of issue of Council's rate notice, being Friday, 20 September 2024.

Minimum rates for GRV valued properties and UV valued properties have increased by approximately 8% in the 2024/25 budget with the minimum rates for GRV properties increasing to \$972 and UV Properties to \$1,312.

#### 4. Fees and Charges

With the exception of cemetery and Statutory charges, an 8% increase has been applied to fees and charges. The cemetery charges have been compared to other jurisdictions and have been increased accordingly.

The cost of kerbside collection has risen by 35% and together with higher additional costs in other areas, this has resulted in the following increases in our waste management fees and charges.

- a \$425 charge for the collection of Kerbside Waste and Recycling within the Shire of Cuballing with a reduced charge of \$319 for eligible pensioners; and
- a Waste Management Charge in accordance with the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) on all Unimproved Value rateable properties of \$57.00 per rates assessment. This charge will offset the cost of operation of both Waste Transfer Stations within the Shire.

#### 5. Borrowings

The Budget proposes a new loan of \$250,000 for the purpose of developing a new light industrial area. In addition, it is proposed to implement a short-term loan facility with the WA Treasury Corporation totaling \$500,000 and to decrease our existing Bank Overdraft from \$400,000 to \$50,000.

#### 6. Cuby Groovefest

Following Council acceptance to proceed with the Cuby Groovefest in 2024/25, anticipated income of \$177,091 including Lottery west grant funding of \$35,100, expenditure totaling \$192,894 has been included within the budget.

#### Conclusion

It anticipated that through this budget, Council will be able to further progress and increase facilities provided to the community, improve Council owned assets in addition to increasing existing reserves as per the Long-Term Financial Plan.

Strategic Implications - Nil

Statutory Environment



The Draft 2024/25 Budget document contains a number of items that require adoption by Council under the Local Government Act. They are that in accordance with:

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

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	9.3137	972
Unimproved Value	0.4838	1312

2. Section 6.35 (5) of the Local Government Act 1995 requires that the Minister for Local Government's approval be sought for the imposing of a minimum payment where the number of separately rated properties in the district on which a minimum payment is imposed on more than 50% of properties. This is not applicable to the Shire of Cuballing in 2024/25.
3. In accordance with Section 6.46 discount provisions of the Local Government Act, an 8% discount be allowed for payment of rates in full within 21 days of the date of issue of the rate notice.
4. Section 6.45 of the Local Government Act a 5.5% interest charge be levied on rates instalments, Deferred Pensioners Rates excluded.
5. Section 6.45 of the Local Government Act an administration charge of \$10.00 be levied for the second and each of the subsequent rate's instalments.
6. Section 6.51 of the Local Government Act an 11% interest charge be levied on all overdue rates outstanding, Deferred Pensioners' Rates excluded.
7. Section 6.32 (1) of the Local Government Act 1995 the Schedule of Rents, Leases and Charges as detailed in the budget document.
8. Section 67 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) provides for a local government to arrange for the proper disposal of waste, by making an annual charge per waste receptacle.
9. Section 66 of the of the WARR Act 2007 provides for a local government to impose on rateable land an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides. Revenue raised from this charge is used to cover running costs of the Shire of Cuballing's Transfer Stations.
10. Section 64 (2) of the Local Government (Financial Management) Regulations 1996 that the due date for instalments be set as follows:
  - 1<sup>st</sup> Instalment due not before 4 October 2024; and
  - 2<sup>nd</sup> Instalment due not before 4 December 2024; and
  - 3<sup>rd</sup> Instalment due not before 5 February 2025; and
  - 4<sup>th</sup> Instalment due not before 7 April 2025.
11. Section 6.19 of the Local Government Act 1995 requires a local government to give local public notice of any fees or charges it wishes to impose after adoption of the annual budget; and

12. Section 6.1 of the Local Government (Financial Management) Regulations 1996 requires that Council is required to adopt a percentage or value, to be used in statements of financial activity for reporting material variances against the adopted Budget.

Policy Implications – Nil

Financial Implications

The Draft 2024/25 Budget sets the Council approved revenue and expenditure for the 2024/25 financial year.

Economic Implication - Nil

Environmental Considerations - Nil

Social Implications

Many projects contained within the 2024/25 Budget are focused on improving facilities within the general community.

Consultation

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

Options

Council may resolve:

1. the Officer's Recommendation.
2. that the Draft 2024/25 Budget be adopted with minor amendments.
3. that the Draft 2024/25 Budget be deferred for further deliberations.

Voting Requirements – Absolute Majority

## OFFICER'S RECOMMENDATION

That Council, as detailed in the Draft 2024/25 Budget included at Attachment 9.1.4, adopt:

1. the Rates and Minimum Rates to be levied in 2024/25 on all rateable property be as follows:

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	9.313	972
Unimproved Value	0.4838	1312

2. a due date for the payment of rates being Friday 4 October 2024, being within 35 days from the date of issue of Council's rate notice.
3. an Early Payment Rates Discount of 8% for payment of annual rates paid in full, including all arrears, by Friday, 20 September 2024, being within 21 days of the date of issue of Council's rate notice.
4. a 5.5% interest charge be levied on rates instalments, eligible and deferred pensioners rates excluded.
5. an 11% interest charge be levied on all overdue rates, deferred pensioners rates excluded.
6. an administration charge of \$10 be levied for the second and each subsequent rate instalments.
7. due dates for instalments of rates payments as follows:
  - a. 1<sup>st</sup> Instalment due on 4 October 2024; and
  - b. 2<sup>nd</sup> Instalment due on 4 December 2024; and
  - c. 3<sup>rd</sup> Instalment due on 5 February 2025; and
  - d. 4<sup>th</sup> Instalment due on 5 April 2025.
8. a Kerbside Rubbish Collection Fee \$425.00 and Kerbside Rubbish Collection Fee Pensioner \$319.00.
9. a Waste Management Charge on all Unimproved Value rateable properties of \$57.00 per rates assessment.
10. the Schedule of Fees and Charges as detailed in the Draft 2024/25 Budget.
11. the Revenue and Expenditure as detailed in the Draft 2024/25 Budget; and
12. the Significant Accounting Policies, as detailed in the Draft 2024/25 Budget, including a materiality threshold of +/- 10% of the budget allocation unless the dollar value of any variance is less than \$5,000 in the Statement of Financial Activity for 2024/25.
13. Decrease Bank Overdraft facility to \$50,000 and implement a Short-Term Loan Facility with WA Treasury Corporation for \$500,000.

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Additional Shed at 57 Carton Street Cuballing

Applicant:	ID and DJ Screech
File Ref. No:	A2605
Disclosure of Interest:	One of the Applicants is a Shire Employee. That employee has not been involved in the preparation of this report or recommendation.
Date:	15 August 2024
Author:	CEO- Stan Scott
Attachments:	9.2.1A Application for Development Approval 9.2.1B Site and Shed Plan

#### Summary

**Planning Approval is recommended for an additional outbuilding at 57 Carton Street, Cuballing.**

#### Background

##### 1. *The application site*

The site is located on the east side of Cuballing. The property is 6,202 square metres in area and is largely cleared with some significant sized remnant trees. The assessment consists of a total of 4 contiguously rated land parcels each over 6,000 square metres, so around 2.5 hectares in total.

The property has two existing outbuildings each 6m x 12m, and an 18 square metre garden shed.

##### 2. *The application*

The application seeks approval for a new shed measuring 44 square metres. This means that the combined area of outbuildings will be 208 square metres. The proposed outbuilding will have a roller door, a personnel door and a sliding window, and will be constructed of steel Colourbond.

The Planning Application is included at Attachment 9.2.1A

##### 3. *Public consultation and submissions*

There has been no public consultation. The closest neighbours are over 60 metres away and there are substantial trees between the proposed shed and neighbouring properties. The nearest neighbour is the property opposite, and that property received approval for a similar application in March 2024.

##### 4. *Planning context*

The site is zoned "Rural Residential" in the *Shire of Cuballing Town Planning Scheme No. 2 (TPS2)*.

Council's *Local Planning Policy – Outbuildings (LPPO)* in part states planning approval may be granted where:

- (b) that for properties in the Rural Residential Zone, where the lot size is over 1,500m<sup>2</sup>.
  - (i) Zincalume construction, where the total outbuilding does not exceed 85m<sup>2</sup> in total floor area.
  - (ii) Colourbond construction, where the total outbuilding does not exceed 120m<sup>2</sup> in total floor area.
  - (iii) Masonry construction and/or where the total outbuilding has walls constructed of the same materials and appearance as the house and does not exceed 170m<sup>2</sup> in total floor area.
- (c) Wall height of any outbuildings not to exceed 3 metres. In the case of gable roof construction, the maximum height is not to exceed 4 metres.
- ...
- (f) Any application for planning approval which does not comply with the above shall be referred to Council for consideration.

The proposed shed would result in a combined area for outbuildings of 208 m<sup>2</sup>. the proposed wall height is 3.5 meters, and gable height is 4 metres. The scale of the individual shed would not generally require council approval had it not been for the combined footprint of the outbuildings.

#### Description

57 Carton Street, CUBALLING 6311

Strata:  
Reserve:

#### Details

Polygon Number  
978269

Land Usage  
Land Act (Type 2)

Address  
57 Carton Street, CUBALLING 6311

House Numbers  
57

Parent House Number  
57

Lot Numbers  
332

Parent Lot Number  
332

Locality  
CUBALLING

Strata Number

Reserve No

Land Area (m<sup>2</sup>)  
6,202



#### Comment

While noting that the total area resulting from the proposed outbuilding exceeds the maximum permitted area under the Local Planning Policy approval of the building is within the purview of Council. Approval would be consistent with previous approvals. It is recommended that the Council approve the Planning Application subject to conditions.

This follows assessment against the Shire of Cuballing TPS2, Council policy, information provided by the applicant and the site characteristics. Conditional approval is recommended given: Even though the 208m<sup>2</sup> area of the outbuildings exceeds the 120 m<sup>2</sup> by a substantial amount. The lot in question is over 6,000 square metres which is large enough to accommodate buildings of that scale.

Approving this application would be consistent with previous applications where larger sheds have been approved on rural residential blocks with the size of the property, location of the shed on the block and separation from neighbouring residences has been sufficient to mitigate any impacts.

The applicant is not seeking approval to operate a home occupation or home business. If the use of the outbuilding were to change to that of a home occupation or home business, rather than for hobby use and storage of vehicles and machinery, the applicant is required to apply for Planning Approval and meet the requirements of a home occupation or home business as set by LPS2. Should such an application be received, the Shire would invite comment from neighbours.

#### Strategic Implications

There are no notable strategic implications.

#### Statutory Environment

*Shire of Cuballing Town Planning Scheme No. 2*

#### Policy Implications

Local Planning Policy – Outbuildings

Local Planning Policies are non-statutory documents which provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by LPPO, but is required to have regard to the policy in determining the Planning Application.

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

#### Consultation

As the proposed building is more than 60 metres from the nearest neighbour and the shed is for domestic use, neighbours were not consulted.

#### Options

Council may resolve:

1. the Officer's Recommendation to approve the Planning Application with conditions.
2. to approve the Planning Application with no conditions.

3. to refuse the Planning Application (providing reasons); or
4. to defer and seek additional information.

Voting Requirements – Simple Majority

**OFFICER RECOMMENDATION**

**That Council approve the Planning Application for a new 44 square metre outbuilding at 57 Carton Street, Cuballing subject to the following conditions:**

- 1. this approval shall expire if the development hereby approved has not been substantially commenced within a period of two years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by Council. Where the Planning Approval has lapsed, no further development is to be carried out.**
- 2. the development hereby approved must be carried out in accordance with the plans and specifications submitted with the application (addressing all conditions) or otherwise amended by the Council and shown on the approved plan and these shall not be altered and/or modified without the prior knowledge and written consent of the Council.**
- 3. the provision of details with the Building Permit as to how stormwater will be addressed for the proposed development to the satisfaction of Shire. The Shire will require that all stormwater from the outbuilding shall be collected, detained and suitably treated on site to the satisfaction of the Shire prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the Council; and**
- 4. the outbuilding is used for storage and personal recreation activities and is to be not used for commercial, industrial or habitable purposes or for accommodating livestock.**

**ADVICE**

**A) In relation to Condition 3, stormwater from the proposed outbuilding is to be suitably detained on site (e.g. rainwater tanks, soak wells). Further, the proponent should in general, effectively manage run-off onto the adjoining properties or roads.**


**B) The proponent is advised that this Planning Approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.**

**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

<b>Owner Details</b>		
Name: ID & DJ Screech		
ABN (if applicable):		
Address: .....57 Carton Street Cuballing WA..... ..... Postcode: ....6311.....		
Phone: Work: ..... Home: ..... Mobile: ...0428616592..... .....	Fax: .....	Email: ..ian@pphi.com.au..... .....
Contact person for correspondence: Ian Screech		
Signature: 		Date: 09/08/2024
Signature: x 		Date: 09/08/2024
<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) Regulations 2015 Schedule 2 clause 62(2).</i></p>		

<b>Applicant Details (if different from owner)</b>		
Name: Ian Screech		
Address: .....57 Carton Street Cuballing..... ..... Postcode: ....6311.....		
Phone: Work: ..... Home: ..... Mobile: ...0428616592..... .....	Fax: .....	Email: .....ian@pphi.com.au..... .....
Contact person for correspondence: Ian Screech		
<p>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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
Signature: 		Date: 9/08/24



**Property Details**

Lot No: 332

House/Street No:

57

Location No:

Diagram or Plan No:

222347

Certificate of Title Vol. No:

2086

Folio: 342

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

Street name:

Carton

Suburb: Cuballing

Nearest street intersection:

**Proposed Development**

Nature of development:

Works

Use

Works and use

Is an exemption from development claimed for part of the development?  Yes  No

If yes, is the exemption for:

Works

Use

Description of proposed works and/or land use:

....RHS steel colourbond  
shed.....  
.....  
.....  
.....

Description of exemption claimed (if relevant):  
.....  
.....  
.....  
.....

Nature of any existing buildings and/or land use:

.....Rural  
residential.....  
.....  
.....  
.....

Approximate cost of proposed development:

*\$15,000* .....

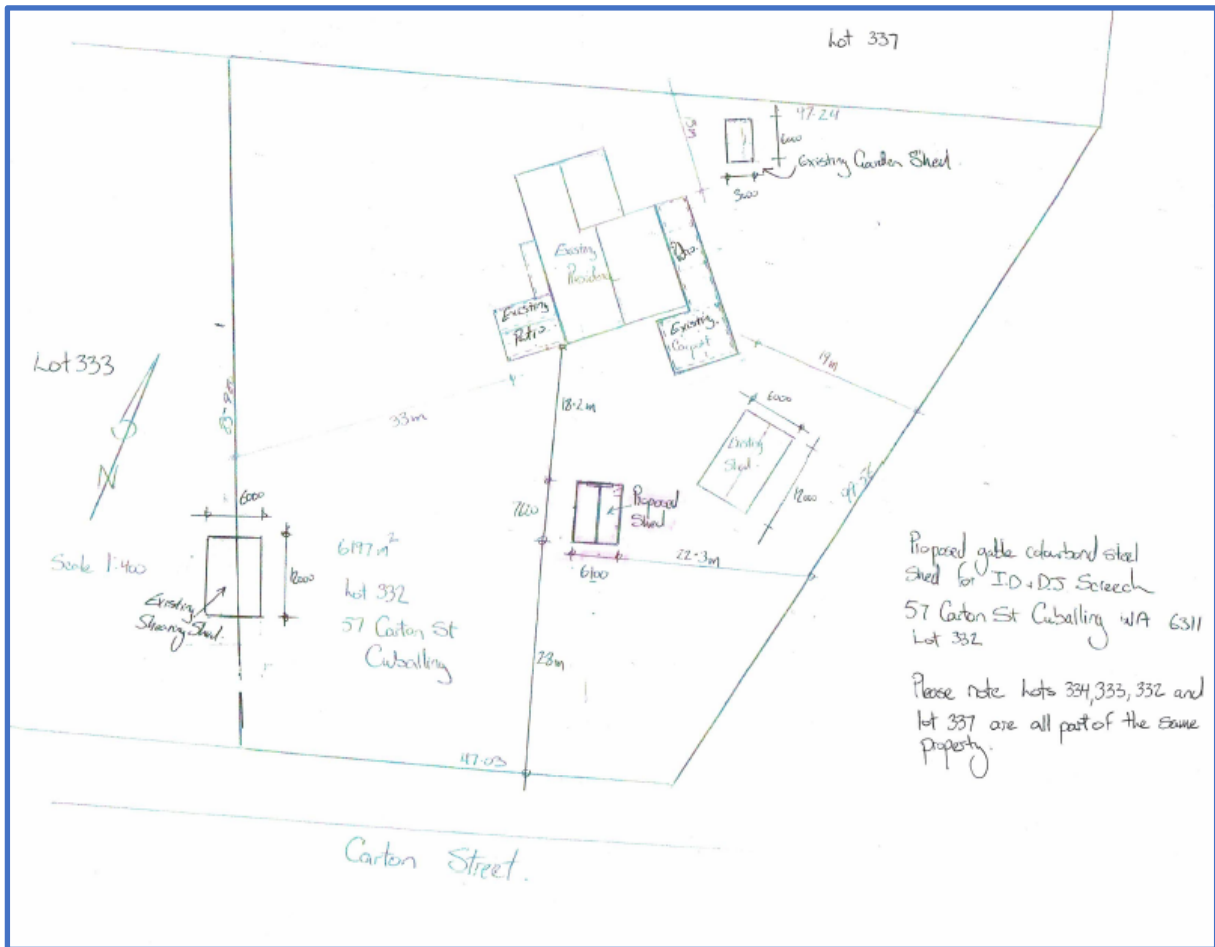
Estimated time of completion: .....6 weeks from shire  
approval.....

Acceptance Officer's initials:

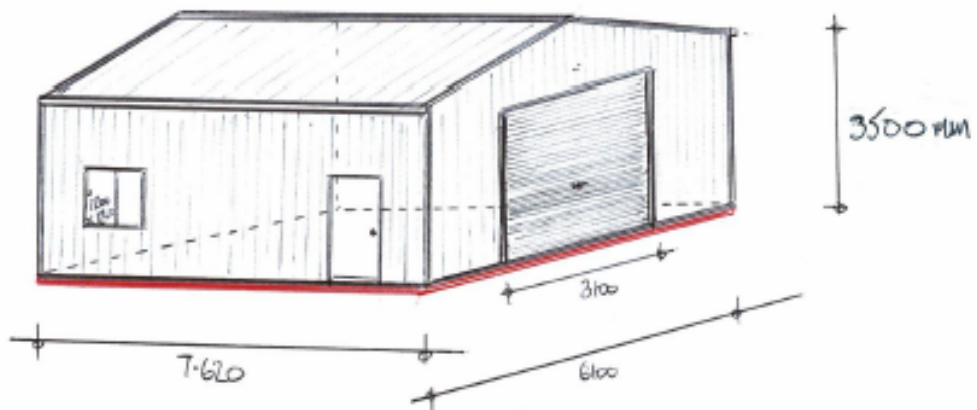
OFFICE USE ONLY

Date received:

### 9.2.1B Site and Shed Plan



Shed Roof Colour is Pale Eucalypt. 11° Pitch  
Wall Colour is Pale Eucalypt.



## 9.2.2 WALGA Annual General Meeting – Nomination of Delegates

Applicant:	WALGA
File Ref. No:	ADM104
Disclosure of Interest:	N/A
Date:	15 Aug 2024
Author:	Stan Scott - CEO
Attachments:	9.2.2A WALGA AGM – Notice of Meeting 9.2.2B Guideline for the submission of Member Motions
Resources	

### Summary

**Council is requested to nominate up to 2 Voting Delegates and up to 2 proxies for the WALGA AGM to be held at the Perth Convention and Exhibition Centre on Wednesday, 9 October 2024 at 2.30pm.**

### Background

Each year in the Western Australian Local Government Association (WALGA) holds its Annual General Meeting (AGM) in conjunction with its Annual Convention. Nomination as a delegate does not require attendance at the Convention, though it does require prior registration to allow admission to the venue. Attendance is free.

Key Dates in relation to the AGM are as follows:

- Member motions must be submitted prior to 5.00pm on Friday, 23 August 2024.
- WALGA requests that registration be completed via the link provided prior to 5.00pm on Friday, 27 September 2024. However, Delegate registrations can be completed or amended up until the start of the AGM at 2.30pm on Wednesday, 9 October 2024
- Wednesday, 9 October 2024 at 2.30pm – Annual General Meeting, Crown Perth

### Guidelines for Member Motions

See complete guideline document at Attachment 9.2.2B

If Council wish to consider submitting a motion for consideration at the WALGA AGM, the following guidelines should be followed in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the Motion to the total membership and to Local Government in general. Some Motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the Motion. Will it still be relevant come the AGM or would it be better handled immediately by the Association?

- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.

### Discussion

The WALGA AGM is run using similar Standing Orders to those used in most Local Governments. It can be interesting watching mayors and presidents used to running meetings managing their own contributions to debate. The AGM often handles issues of major significance to the sector and can also highlight the differences particularly between city and country.

### Strategic Implications

The AGM provides the opportunity to contribute to strategic issues affecting the sector.

### Statutory Environment

WALGA is presently incorporated under the Local Government Act, though there are plans to change this in the future.

### Policy Implications

Council Policy 3.11 - Councillor Attendance at Conferences, Seminars or Workshops says the following:

*All Councillors and the CEO and their partners are entitled to attend the WALGA State Conference*

### Financial Implications

Full conference registration costs \$1,178 ex GST plus accommodation, subsistence and related functions. Attendance at the AGM is free.

### Economic Implication – Nil

### Environmental Considerations - Nil

### Consultation - Nil

### Options

Council may resolve to nominate up to 2 delegates and 2 proxies. The proxies only come into play if one of the nominated delegates becomes unavailable. If there is not sufficient Council availability Council can nominate less than the above. Council may also nominate the CEO as a delegate or a proxy.

This year Crs Dowling, Sexton and new CEO Chris Paget have been booked to attend the WALGA Convention. If a Councillor who is not attending the Convention wishes to attend the AGM they will need to be registered and can fulfill the role of a Voting Delegate or Proxy.

Voting Requirements – Absolute Majority

**OFFICER'S RECOMMENDATION:**

**That Council nominates the following voting delegates for the WALGA AGM**

**Delegate 1            Cr Eliza Dowling**

**Delegate 2            Cr Steve Sexton**

**Proxy 1                Mr Chris Paget**

# 2024 Notice of WALGA Annual General Meeting

WEDNESDAY, 9 OCTOBER 2024

2.30PM

AT PERTH CONVENTION AND EXHIBITION CENTRE

21 MOUNTS BAY RD, PERTH WA 6000

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on Wednesday, 9 October 2024 at 2.30pm.

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. Voting Delegates and Proxies must be registered (registration information below).

The AGM is being held in conjunction with the Local Government Convention 2024 (the Convention). Further information on the Convention will be announced shortly.

## VOTING INFORMATION

### Voting entitlement

Each Member Local Government is entitled to be represented by two Voting Delegates. A Voting Delegate is entitled to one vote.

A Proxy is entitled to vote in the absence of a Voting Delegate.

Voting Delegates and Proxies may be Elected Members or officers.

### Registration of Delegates and Proxies

Voting Delegates and Proxies must be registered by the Local Government Chief Executive Officer.

The Chief Executive Officer of each Member Local Government will be sent the Delegate registration link via email. We ask that registration be completed via the link provided prior to 5.00pm on Friday, 27 September 2024. However, Delegate registrations can be completed or amended up until the start of the AGM at 2.30pm on Wednesday, 9 October 2024.

### Voting process

Information on how voting will be conducted at the AGM will be sent to all registered Voting Delegates and Proxies prior to the AGM.

## MEMBER MOTIONS

### Submission

Member Local Governments are invited to submit motions for inclusion in the Agenda for consideration at the AGM.

Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at [associationgovernance@walga.asn.au](mailto:associationgovernance@walga.asn.au).

#### Closing date

Member motions must be submitted prior to **5.00pm on Friday, 23 August 2024**.

#### Guidelines for motions

Please refer to the *Guideline for the submission of Member Motions* for detailed information on the submission of motions.

## MEETING DOCUMENTS

#### Notice of proposed amendments to the Association Constitution

The Chief Executive Officer of WALGA will give not less than 60 days notice of any proposal to amend the Association Constitution. This notice will be given via email to all Local Government Chief Executive Officers by 5.00pm Thursday, 8 August 2024.

#### Agenda

The Chief Executive Officer of WALGA will publish the Agenda of the AGM not less than 30 days prior to the AGM. The Agenda will be published by 5.00pm Friday, 6 September 2024 on the WALGA website. All Elected Members and CEOs will be advised of the availability of the Agenda via email.

Hardcopy meeting documents will not be distributed.

The Order of Business shall be:

1. Record of attendance and apologies
2. Announcements
3. Confirmation of minutes of previous meetings
4. President's report
5. Financial report for the financial year
6. Consideration of Executive and Member Motions

## MEETING CONDUCT

The AGM will be conducted in accordance with the [WALGA AGM Standing Orders](#).

## QUERIES

Please direct all enquiries relating to the registration of Delegates or the submission of Member motions to Meghan Dwyer, Executive Officer Governance on (08) 9213 2050 or at [associationgovernance@walga.asn.au](mailto:associationgovernance@walga.asn.au).



President Cr Karen Chappel AM JP  
WALGA President



Nick Sloan  
WALGA Chief Executive Officer

# 2024 WALGA Annual General Meeting

## Guideline for the submission of Member Motions

### GENERAL PRINCIPLES

The following principles should be followed by Members in the formulation of Member Motions (Motions):

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the Motion to the total membership and to Local Government in general. Some Motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the Motion. Will it still be relevant come the AGM or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.

### CRITERIA

Motions will be included in the Agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the [Association Constitution](#));
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws); and
5. Are clearly worded and unambiguous in nature.

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions as per the [Advocacy Positions Manual](#) (as the matter has previously been considered and endorsed by WALGA).

Motions of similar objective:

7. Will be consolidated as a single item.

Prior to the finalisation of the Agenda, the WALGA President and Chief Executive Officer will determine whether Motions submitted by Members abide by the criteria.

Members submitting Motions will be advised of the determinations.



## SPECIAL URGENT BUSINESS<sup>1</sup>

No Motion shall be accepted for debate at the AGM after the closing date unless the motion:

- Relates to special urgent business, and
- Is approved for debate by an absolute majority.<sup>2</sup>

Where practicable, prior notice of the Motion should be provided to the President.

The Delegate is to have sufficient copies of the Motion in writing for distribution to all Delegates at the meeting.

## COUNCIL RESOLUTION

Motions should be submitted with the backing of a resolution of Council.

When submitting a Motion, the Member Local Government should advise that the Motion to be considered has been endorsed by Council.

## MOTION TEMPLATE

A template has been prepared to assist Member Local Governments in submitting proposed Motions. The template is available on the WALGA website.

Motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

## SUBMISSION

### Who can submit a Member Motion

As per clause 22(5) of the Constitution, an AGM Motion may only be submitted by the WALGA State Council or an Ordinary Member.

### How to submit a Member Motion

Motions should be submitted by the Chief Executive Officer of the Member Local Government to the Chief Executive Officer of WALGA via email at [associationgovernance@walga.asn.au](mailto:associationgovernance@walga.asn.au).

## CLOSING DATE

Motions must be submitted before **5.00pm on Friday, 23 August 2024**.

---

<sup>1</sup> [WALGA AGM Standing Orders](#), clause 8

<sup>2</sup> "Absolute Majority" means a majority of delegates of the Association whether present and voting or not.

### 9.2.3 Adoption of an Amended Elected Member Continuing Professional Development Policy

Applicant:	Shire of Cuballing
File Ref. No:	ADM 17
Disclosure of Interest:	Nil
Date:	15 August 2024
Author:	Stan Scott - CEO
Attachments:	9.2.3 A Amended Elected Member Continuing Professional Development Policy

#### **Purpose**

Council is asked to adopt an updated an updated policy on Elected Member Professional Development

#### **Background**

The act and associated regulations were amended late in 2023 to change what may be approved in relation to continuing Professional Development for Elected Members.

The changes allow Elected Members to be paid a fee to attend approved training, but only if Council has adopted by Absolute Majority a policy supporting that payment.

The Changes also ensure that professional development cannot be approved for a Councillor in some circumstances. That section of the policy reads as follows:

No training or reimbursement of expenses will be approved:

- During the three months immediately prior to the end of the Council Members term.
- After a Council Member has delivered their resignation.
- While a Council Member is suspended.

#### **Comment**

The role of Elected Member is largely voluntary with modest attendance fees. Councillors are obliged to attend some training during the first 12 months of their term, and that training involves around 6 days of a Councillors time, and apart from out-of-pocket expenses there has not been any recompense for doing so.

Changes to the Act allow councils to pay an attendance fee to Councillors in accordance with Council's policy. Notably Section 5.129 (7) does not limit what may be paid to the amounts determined by the Salaries and Allowance Tribunal. While the regulations limit the circumstances of fees, they are silent on the quantum that may be paid.

#### Statutory Environment

**5.128. Policy for continuing professional development**

- (1) A local government must prepare and adopt\* a policy in relation to the continuing professional development of council members.  
\* *Absolute majority required.*
- (2) A local government may amend\* the policy.  
\* *Absolute majority required.*
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.
- (5) A local government —
  - (a) must review the policy after each ordinary election; and
  - (b) may review the policy at any other time.

*[Section 5.128 inserted: No. 16 of 2019 s. 61.]*

**5.129. Fees and expenses**

- (1) A local government may prepare and adopt\* a policy under which the local government undertakes to do 1 or more of the following —
  - (a) pay a fee to a council member in relation to their participation in a course of training that they are required to complete under section 5.126.
  - (b) reimburse a council member for a fee or other expense incurred by the council member in relation to their participation in a course of training that they are required to complete under section 5.126.
  - (c) pay a fee to a council member in relation to their participation in continuing professional development under the local government's policy under section 5.128.
  - (d) reimburse a council member for a fee or other expense incurred by the council member in relation to their participation in continuing professional development under the local government's policy under section 5.128.

\* *Absolute majority required.*

- (2) The local government may do the following —
    - (a) amend\* the policy at any time.
    - (b) revoke\* the policy at any time (with or without replacing it).
- \* *Absolute majority required.*
- (3) The CEO must publish an up-to-date version of the policy on the local government's official website.
  - (4) Regulations may do any of the following —
    - (a) prescribe monetary limits or ranges in respect of amounts that may be paid or reimbursed under a policy.
    - (b) provide that a policy can apply only in respect of prescribed courses of training or prescribed types of continuing professional development.

- (c) otherwise provide for restrictions on the amounts that may be paid or reimbursed under a policy.
  - (d) make other provision in relation to the content of a policy.
  - (e) make provision in relation to the form of a policy.
  - (f) otherwise make provision in relation to policies.
- (5) Despite any regulations made for the purposes of subsection (4), the Departmental CEO may authorise a local government to apply its policy to a course of training, or to any continuing professional development, to which the local government would not otherwise be authorised to apply the policy because of those regulations.
- (6) Neither the *Salaries and Allowances Act 1975* section 7B nor a determination made under that section limits or otherwise affects what can be done under this section.

Policy Implications

A revised policy is proposed

Financial Implications

The cost of the proposed policy is not material.

Economic Implication – Nil

Environmental Considerations - Nil

Consultation – Nil

Options

Council may:

1. Adopt the amended Elected Member Continuing Professional Development Policy
2. Defer consideration or make changes to the policy.

Voting Requirements – Absolute Majority

**OFFICER'S RECOMMENDATION:**

**That Council Adopts the amended policy 3.14 - Elected Member Continuing Professional Development**

### 3.14 Continuing Elected Member Professional Development

#### Statement

This policy is adopted under the provisions of Section 5.129 of the Local Government Act.

The Shire of Cuballing recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the *Local Government Act 1995*, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government.
- b) Conflicts of Interest.
- c) Serving on Council.
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Council's preferred provider for the training is the Western Australian Local Government Association (WALGA).

All units and associated costs will be paid for by the Shire and must be completed within the year immediately following the elected Member's election. The training is valid for a period of five years.

The Shire of Cuballing will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to *Local Government Act 1995*.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

A Council Member will be entitled to claim for each day of attendance at an approved professional development activity an amount equivalent to that paid for attendance at a Committee Meeting. This is in addition to any reimbursement of expenses or travel costs. For the avoidance of doubt this payment does not extend to the attendance at conferences.

#### Guidelines

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required.
- The Budget provisions allowed and the uncommitted or unspent funds remaining:
- Any justification provided by the applicant when the training is submitted for approval.
- The benefits to the Shire of the person attending.
- Identified skills gaps of elected members both individually and has a collective.
- Alignment to the Shire's Strategic Objectives; and

- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

**No training or reimbursement of expenses will be approved where a Councillor:**

- **During the three months immediately prior to the end of the Council Members term.**
- **After a Council Member has delivered their resignation.**
- **While a Council Member is suspended.**

Any expenditure commitments associated with training or professional development must be authorised through the CEO.

Objective:

To ensure that Elected Members of the Shire of Cuballing receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Resolution No: 2020/24  
Resolution Date: 18<sup>th</sup> March 2020  
Amended: 21<sup>st</sup> August 2024

**9.3 MANAGER OF WORKS AND SERVICES:**

Nil

**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:**

Nil

**13. NEXT MEETING:**

Ordinary Council Meeting, 3.00pm. Wednesday 18<sup>th</sup> September 2024 at the Shire of Cuballing CWA Hall, Campbell Street, Cuballing

**14. CLOSURE OF MEETING:**