

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

# Minutes

for the

**Ordinary Meeting of Council**

Held at

**2PM, WEDNESDAY 15 NOVEMBER 2023**

Shire of Cuballing  
Council Chambers  
Campbell Street, Cuballing

# **COUNCIL MEETING PROCEDURES**

1. All Council meetings are open to the public, except for matters raised by Council under “Confidential Matters”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the town.

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person’s or legal entity’s own risk.

In particular, and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

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## **1. DECLARATION OF OPENING:**

Meeting Opened 2.05 pm

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

### **2.1.1 Attendance**

Cr Eliza Dowling  
Cr Robert Harris  
Cr Julie Christensen  
Cr Adrian Kowald

President  
Deputy President

Mr Stan Scott  
Mr Narelle Rowe  
Mr Anthony Mort

Chief Executive Officer  
Deputy Chief Executive Officer  
Acting Manager of Work and Services

### **2.1.2 Apologies**

Cr Scott Ballantyne

### **2.1.3 Leave of Absence**

Mr Bruce Brennan, Manager of Works and Services. Returning for December's meeting

## **3. STANDING ORDERS:**

### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023/103**

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

Moved Cr Christensen

Seconded Cr Kowald

**CARRIED 4/0**

(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)

## **4. PUBLIC QUESTION TIME:**

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

Nil

### **4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

Nil

#### **4.3      PUBLIC QUESTIONS FROM THE GALLERY:**

Nil at this time.

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

*Cr Christensen advised that she has resigned as Councillor with effect 17 November 2023 as she will be taking up employment with the Shire of Cuballing.*

#### **6.          CONFIRMATION OF MINUTES:**

##### **6.1.1      Ordinary Meeting of Council held on Wednesday 18 October 2023**

##### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023/104**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 18 October 2023 be confirmed as a true record of proceedings.**

**Moved Cr Kowald**

**Seconded Cr Harris**

**CARRIED 4/0**

**(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)**

##### **6.1.2      Special Meeting of Council held on Wednesday 25 October 2023**

##### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023/105**

**That the Minutes of the Special Meeting of Council held on Wednesday 25 October 2023 be confirmed as a true record of proceedings.**

**Moved Cr Christensen**

**Seconded Cr Harris**

**CARRIED 4/0**

**(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)**

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

Nil at this time.

## **8. DISCLOSURE OF FINANCIAL INTEREST:**

### **DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST**

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

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

### **DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY**

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

## **9. REPORTS OF OFFICERS AND COMMITTEES:**

### **9.1 DEPUTY CHIEF EXECUTIVE OFFICER:**

#### **9.1.1 List of Payments – October 2023**

File Ref. No: NA  
Disclosure of Interest: Nil  
Date: 10 October 2023  
Author: Juanita Waltho  
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 October 2023.**

Background – Nil

Comment

Council is provided with details of payments and credit card transactions made during the month of October 2023 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 2023/106**

**That Council receives:**

1. the List of Accounts paid in October 2023 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 \$291800.06 included at Attachment 9.1.1A.
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 31 October 2023 included at Attachment 9.1.1B.
3. a summary of transactions completed on Coles Cards and Petty Cash for the period ending 31 October 2023.

**Moved Cr Christensen****Seconded Cr Kowald****CARRIED 4/0****(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)****LIST OF OCTOBER 2023 MUNICIPAL FUND ACCOUNTS**

| <b>Chq/EFT</b> | <b>Name</b>                                      | <b>Description</b>  | <b>Amount</b> |
|----------------|--|---|---------------|
| 831            | POLICE LICENSING PAYMENTS                        | POLICE LICENSING PAYMENTS FOR MONTH   | -20098.80     |
| 2035           | Shire of Cuballing                               | MATERIALS FOR THE SHIRE OFFICE - GST FREE   | -227.55       |
| EFT8364        | BKS Electrical                                   | Supply & Install Exhaust fan to disabled toilet room  | -734.25       |
| EFT8365        | Manager Works & Services                         | 50% Reimbursement Synergy - 22/07/2023 to 18/09/2023  | -193.44       |
| EFT8366        | C&D Cutri  | Level 1 Bridge Inspections as per quote 30/8/23   | -2090.00      |
| EFT8367        | CANNON HYGIENE AUSTRALIA PTY LTD                 | Sanitary Bin Service - All Shire Buildings  | -1704.57      |
| EFT8368        | CENTRAL COUNTRY ZONE OF WALGA                    | Central Country Zone Subscription   | -1100.00      |
| EFT8369        | CUBALLING BUILDING COMPANY                       | CWA Hall Certificate of Occupancy   | -834.90       |
| EFT8370        | CUBY ROADHOUSE                                   | Morning tea for BFAC, various Supplies for Office & Depot, Fuel, Refreshment for Council Meetings | -889.19       |
| EFT8371        | GREAT SOUTHERN WASTE DISPOSAL                    | Rubbish Removal - Recycling Service x 269 @ \$3.86 Each   | -8136.96      |
| EFT8372        | HERSEY SAFETY PTY LTD                            | Items listed on Delivery dockets 48557,48558 - Safety & Protective Clothing                       | -2574.95      |
| EFT8373        | KEVREK PTY LTD                                   | Supply and fit hydraulic leg to Kevrek as per Quote on the 7/6/23                                 | -2527.58      |
| EFT8374        | Melchiorre Plumbing & Gas                        | Supply and install New Solar Hart 300l as per quote 3210  | -9210.19      |
| EFT8375        | NARROGIN AUTO CENTRE                             | 15,000 km service Ford Ranger   | -484.33       |
| EFT8376        | NARROGIN PACKAGING AND MOTORCYCLES & ACCESSORIES | Hire of tables, cloths, red carpet etc for Winter Ball  | -287.00       |
| EFT8377        | CUBY WINDSCREENS & CUBY AGRICULTURAL WINDSCREENS | 1 x New front windscreen CN 027   | -462.00       |
| EFT8378        | Narrogin Glass & Quickfit Windscreens            | Repairs to depot fly screen at crib room  | -101.05       |
| EFT8379        | PH & KE Gow                                      | Re application for land Resumption Wandering Narrogin Road  | -3014.11      |
| EFT8380        | Popanyinning Progress Association                | Leap grant 2023 Popanyinning Progress Association   | -1500.00      |



|         |                                  |  |           |
|---------|----------------------------------|--|-----------|
| EFT8381 | R J SMITH ENGINEERING            | Spray Paint tins x 6 for Generator trailer   | -88.98    |
| EFT8382 | WALLIS COMPUTER SOLUTIONS        | Support Hours in addition to original Quotation  | -2123.44  |
| EFT8383 | WEST COAST SHADE                 | Tie down Lead for Rec Centre Shade Sail and Two Shackles (stainless steel)   | -100.00   |
| EFT8384 | ZASCO ELECTRICAL                 | Supply and fit 6.5kw Solar power system to CEO House as per Quote 18/4/23  | -5350.00  |
| EFT8385 | Perth Office Supplies            | Supply of 20 x Dolce Armchair Anthracite   | -3190.00  |
| EFT8386 | CONDOR RURAL ENTERPRISES PTY LTD | Rates refund for assessment A177 94 FRANCIS STREET POPANYINNING WA 6309  | -172.20   |
| EFT8387 | PAUL ALLAN HARKEN                | Rates refund for assessment A142 CALCORAN ROAD POPANYINNING WA 6309  | -1257.80  |
| EFT8388 | WAYNE GREGORY BIRD               | Rates refund for assessment A2483 SPRAGG STREET POPANYINNING WA 6309   | -410.40   |
| EFT8389 | GENERAL STEEL PRODUCTS           | REFUND FOR DOUBLE PAYMENT FOR BUILDING APPLICATION BP 4 - 23/24  | -768.60   |
| EFT8390 | ROBIN NEWMAN                     | REFUND FOR LIFETIME REGISTRATION FOR L000222 (SCOUT) PAID LIFETIME UNSTERILISED, DOG IS NOW STERILISED   | -150.00   |
| EFT8391 | APS POWER                        | 1 x Shindaiwa 37KVA Generator as Quoted 00000418 1 x 6 x15amp Distribution Board 32amp 1 x Stand for 6 outlet Distribution Board   | -25432.00 |
| EFT8392 | Best Office Systems              | Monthly Photocopier Charges - 20/08/2023 to 20/092023  | -1196.08  |
| EFT8393 | DEWS MINI EXCAVATIONS            | Drainage works on Campbell St Cuballing excavator work   | -1980.00  |
| EFT8394 | GOODYEAR AUTOCARE NARROGIN       | 4 x New Trailer Tyres fitted for Float   | -2085.00  |
| EFT8395 | GREAT SOUTHERN FUEL SUPPLIES     | Bulk Diesel Fuel Delivery - Docket no. D2154594  | -21439.59 |
| EFT8396 | INTELIFE GROUP                   | Excavator Hire for Tree Mulching as per quote Q395 @ \$250+phr Turners, Melchiorre, Bunmulling, Shaddicks Road 1 x Mobilisation and De -Mob @ \$3000+ This is to go through WALGA Preferred Supplier Program | -43862.50 |
| EFT8397 | PARK MOTOR BODY BUILDERS         | 1 x 3 way complete tipper pivot kit for UD Truck   | -2172.50  |
| EFT8398 | PINGELLY TYRE SERVICE            | Supply and fit 4 x Trailer Tyres for side tipper   | -1364.00  |

|         |  |  |           |
|---------|--|--|-----------|
| EFT8399 | R J SMITH ENGINEERING                            | 1 x side wind jockey wheel and yellow paint for new generator  | -300.08   |
| EFT8400 | R MUNNS ENGINEERING CONSULTING SERVICES          | Onsite Field Condition Assessment Survey of Roads, Culverts, Signage and Footpath Assets                     | -17847.50 |
| EFT8401 | Stabilisation Technology Pty Ltd                 | Supply of Engineer and investigation of Pavement Inspection as per quote 728 Take soil samples and CBR Tests | -6935.50  |
| EFT8402 | WESTRAC  | 2,000hr Service on Cat 140 Grader as per Estimate 18/7/23  | -9574.69  |
| EFT8403 | ZIRCODATA PTY LTD                                | Monthly Archive Storage Fees - 26/08/2023 to 25/09/2023  | -22.43    |
| EFT8404 | Allans Auto Electrics and Air Conditioning       | Replace all Air solenoids and Electric Switches for Water tanker and Install New in sealed box               | -3227.95  |
| EFT8405 | BUILDERS REGISTRATION BOARD Building Commission  | Building Services Levy Remittance Advice Form 81 - September 2023  | -356.98   |
| EFT8406 | BURGESS RAWSON (WA) PTY LTD                      | Water Consumption - Cuballing War Memorial 02/08/2023-29/09/2023   | -148.15   |
| EFT8407 | CORSIGN (WA) PTY LTD                             | 7 x signs and post including fixing hardware as per quote attached   | -989.45   |
| EFT8408 | Cuballing Cricket Club                           | Catering for the LGIS Golf Challenge Cuballing Golf Club   | -1100.00  |
| EFT8409 | Earl Street Surgery                              | Pre-Employment Health Check - Works Staff  | -220.00   |
| EFT8410 | GREAT SOUTHERN FUEL SUPPLIES                     | Bulk Diesel Fuel - Docket No. 2156286  | -3208.44  |
| EFT8411 | HOLLY DOWLING                                    | 2023 Winter Ball Band "Trip"   | -1000.60  |
| EFT8412 | KALEXPRESS & QUALITY TRANSPORT                   | Monthly Freight Charges - Various Accounts - Sprayline, Parts for Sundry Plant                               | -103.49   |
| EFT8413 | LGIS INSURANCE                                   | Employee Assistance Program (EAP) effective from 130923-300624   | -3196.61  |
| EFT8414 | McDougall Weldments                              | Monthly Account - Various Accounts Parts for Sundry Plant  | -774.20   |
| EFT8415 | McLeods Barristers & Solicitors                  | Submitting application to DPLH for the removal or modification of a taking order on 18 Brundell Street       | -1413.06  |
| EFT8416 | NARROGIN PACKAGING AND MOTORCYCLES & ACCESSORIES | 2 x boxes gloves 4 x lemon disinfectant, Various Cleaning Supplies   | -193.00   |
| EFT8417 | Narrogin Embroidery                              | Shire of Cuballing Logo embroidery on 3 x Shirts   | -42.00    |
| EFT8418 | Parrys Narrogin                                  | 3 x Work Pants 3 x Shirts long sleeve ONA with HI VIS Night strips 1 x Bomber Jacket                         | -587.30   |
| EFT8419 | SHIRE OF NARROGIN                                | Ranger Services 2023/24 Labour and Travel - September  | -586.00   |
| EFT8420 | South West Fire Units                            | CN1990 'B' Service & Repairs   | -30217.15 |

|          |                            |  |             |
|----------|----------------------------|--|-------------|
| EFT8421  | WALLIS COMPUTER SOLUTIONS  | 2 x Adobe Acrobat Pro 2020 Licenses (A. Mort, M. Atwell)   | -1981.10    |
| EFT8422  | Winc Australia Pty Limited | Duramat PVC Chair mat, Various Stationery.   | -553.46     |
| EFT8423  | G.S. HOBBS CONTRACTING     | Hire of Semi side Tipper for Cuballing East road WSNF This is to go through WALGA Preferred Supplier Program | -6622.00    |
| 20234    | SYNERGY                    | ELECTRICITY CHARGES - LOT 468 BRUNDELL STREET CUBALLING  | -5539.75    |
| 20236    | Shire of Cuballing         | Standpipe Charges - Popanyinning Standpipe Popanyinning Fire Shed  | -20.00      |
| 20237    | Shire of Cuballing         | Refreshments for Council Meeting   | -110.05     |
| 20238    | Water Corporation          | WATER CHARGES - 82 AUSTRAL STREET CUBALLING  | -656.10     |
| DD3808.1 | AWARE SUPER PTY LTD        | Payroll deductions   | -4773.96    |
| DD3808.2 | MATRIX SUPERANNUATION      | Superannuation contributions   | -308.63     |
| DD3808.3 | HOSTPLUS SUPER             | Superannuation contributions   | -641.98     |
| DD3808.4 | MyNorth Super              | Superannuation contributions   | -299.04     |
| DD3808.5 | AUSTRALIAN SUPER           | Payroll deductions   | -2093.78    |
| DD3808.6 | Colonial First State       | Superannuation contributions   | -272.09     |
| DD3808.7 | MLC Super Fund             | Superannuation contributions   | -272.09     |
| DD3808.8 | ANZ SMART CHOICE SUPER     | Superannuation contributions   | -257.28     |
| DD3818.1 | NATIONAL AUSTRALIA BANK    | MWS CREDIT CARD - September  | -4986.17    |
| DD3829.1 | IINET LIMITED              | Monthly NBN Internet Service - October 2023  | -89.99      |
| DD3830.1 | Telstra                    | Phone  | -393.84     |
| DD3831.1 | Telstra                    | Phone  | -393.84     |
| DD3832.1 | Telstra                    | Shire Office Landline Charges  | -292.01     |
| DD3833.1 | Telstra                    | Shire Office Landline Charges  | -304.16     |
| DD3836.1 | AWARE SUPER PTY LTD        | Superannuation contributions   | -5814.09    |
| DD3836.2 | MATRIX SUPERANNUATION      | Superannuation contributions   | -308.63     |
| DD3836.3 | HOSTPLUS SUPER             | Superannuation contributions   | -645.51     |
| DD3836.4 | AUSTRALIAN SUPER           | Payroll deductions   | -2073.19    |
| DD3836.5 | Colonial First State       | Superannuation contributions   | -272.09     |
| DD3836.6 | MLC Super Fund             | Superannuation contributions   | -272.09     |
| DD3836.7 | ANZ SMART CHOICE SUPER     | Superannuation contributions   | -194.60     |
|          |                            | TOTAL  | \$291800.06 |

## CREDIT CARD TRANSACTIONS

|                                | Comments                                | Amount  |
|--------------------------------|---|---------|
| LONESTAR BUNBURY               | DINNER FOR SOUTHWEST WORKCARE FORUM     | 34.50   |
| TAXIPAY                        | TAXIFARE FOR LOCAL GOVERNMENT WEEK      | 31.03   |
| WA BAR & GRILL EATON           | DINNER FOR SOUTHWEST WORKCARE FORUM     | 22.41   |
| MCDONALDS                      | BREAKFAST FOR SOUTHWEST WORKCARE FORUM  | 12.59   |
| SMP IMO CAR WASH               | KELMSCOTT CAR WASH FOR CEO VEHICLE OCN  | 18.48   |
| CROWN PERTH MCDONALDS          | BREAKFAST FOR LOCAL GOVERNMENT WEEK     | 11.50   |
| LOCAL GOVERNMENT PROFESSIONALS | EXCEL WORKSHOP                          | 472.73  |
| CROWN PERTH                    | ACCOMMODATION FOR LOCAL GOVERNMENT WEEK | 605.10  |
| CROWN PERTH                    | ACCOMMODATION FOR LOCAL GOVERNMENT WEEK | 1008.50 |
| CROWN PERTH                    | ACCOMMODATION FOR LOCAL GOVERNMENT WEEK | 16.05   |
| ADOBE                          | ANNUAL ADOBE SUBSCRIPTION FEE           | 31.99   |
| CROWN PERTH                    | ACCOMMODATION FOR LOCAL GOVERNMENT WEEK | 96.26   |
| CROWN PERTH                    | DINNER FOR LOCAL GOVERNMENT WEEK        | 93.18   |
| CALTEX NARROGIN                | FUEL FOR DCEO VEHICLE - CN039           | 36.37   |
| KELS KITCHEN DELIGHTS          | CATERING FOR THE LGIS GOLF TOURNAMENT   | 690.91  |
| MOBILE EXPERTS - ELLENBROOK    | SCREEN PROTECTOR FOR MWS PHONE          | 27.23   |
| SHIRE OF CUBALLING             | VEHICLE RENEWAL - CN3469                | 24.23   |
| SHIRE OF CUBALLING             | VEHICLE RENEWAL - CN3468                | 24.23   |
| SHIRE OF CUBALLING             | VEHICLE RENEWAL - CN157                 | 106.14  |
| TRUCKLINE ALBANY               | VALVE KIT                               | 120.00  |
| TRAINING MOMENTUM              | 5 DAY COURSE FOR ADMIN SAFETY OFFICER   | 1049.46 |
|                                | GST                                     | 453.28  |
|                                | TOTAL                                   | 4986.17 |

# PETTY CASH

| Item details  | Refreshments | Aged Units | Office Maintenance | Refund       | Admin Stationary | GST10% | Total  |
|---|--------------|------------|--------------------|--------------|------------------|--------|--------|
|   | 04105        | J084C      | J4114              | 1042510.170  | 04231            |        |        |
| Grocery   |              | 4.00       | 8.00               |              |                  | 1.09   | 12.00  |
| Stationary/postage  |              |            |                    |              |                  |        |        |
| Misc (Cleaning Supplies)                                      |              |            |                    |              |                  |        |        |
| Stationery/Postage  |              |            | 5.25               |              |                  | .48    | 5.25   |
| Outside Staff Goods   |              |            |                    |              |                  |        |        |
| Staff   |              |            |                    | -7.40        |                  |        | -7.40  |
|   |              |            |                    |              | Total            |        | 9.85   |
| \$7.40 reimburses to Coles Card. Staff purchase on Coles Card |              |            |                    | Cash on Hand |                  | 590.15 |        |
| In September  |              |            |                    | Till float   |                  | 100.00 |        |
|   |              |            |                    |              | Grand total      |        | 700.00 |

# COLES CARD

| Item details  | Refreshments  | Works | Office Maintenance | Events               | Refund             | GST 10%      | Total           |
|---|---------------|-------|--------------------|----------------------|--------------------|--------------|-----------------|
|   | <b>104105</b> |       | <b>J4114</b>       | <b>CE02</b>          | <b>1042510.170</b> |              |                 |
| Groceries - Council Refreshments                            | 7.50          |       |                    |                      |                    | .68          | 7.50            |
| Groceries – Office  |               |       | 58.15              |                      |                    | .75          | 58.15           |
| Groceries – Community Consult                               |               |       |                    | 69.80                |                    | 1.87         | 69.80           |
| Misc (Cleaning Supplies)                                    |               |       |                    |                      |                    |              |                 |
| Works/ Staff Goods  |               |       |                    |                      | 7.40               |              | <b>7.40</b>     |
|   |               |       |                    |                      |                    | <b>Total</b> | <b>142.85</b>   |
| \$7.40 refund from petty cash. Staff purchase on Coles Card |               |       |                    | <b>Total on Hand</b> |                    |              | <b>364.55</b>   |
| In September by error.                                      |               |       |                    |                      | <b>Grand total</b> |              | <b>\$507.40</b> |

## 9.1.2 Statement of Financial Activity

|                         |   |
|-------------------------|---|
| Applicant:              | N/A   |
| File Ref. No:           | ADM214  |
| Disclosure of Interest: | Nil   |
| Date:                   | 9 November 2023                                 |
| Author:                 | Narelle Rowe, Deputy Chief Executive Officer    |
| Attachments:            | 9.1.2A Statement of Financial Activity - TABLED |

### **Summary**

**Council is to consider the Statement of Financial Activity for October 2023.**

### **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 2023/107**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 31 October 2023 be received.**

**Moved Cr Kowald**

**Seconded Cr Harris**

**CARRIED 4/0**

**(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)**

**SHIRE OF CUBALLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 October 2023**

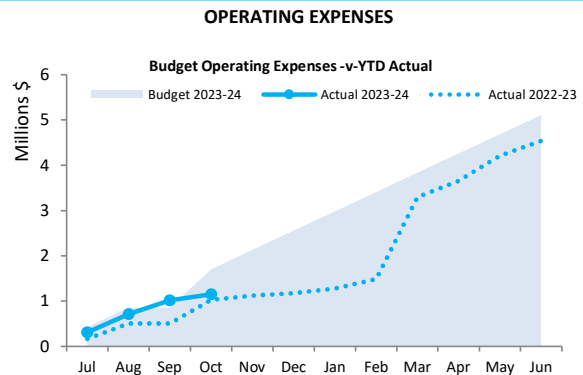
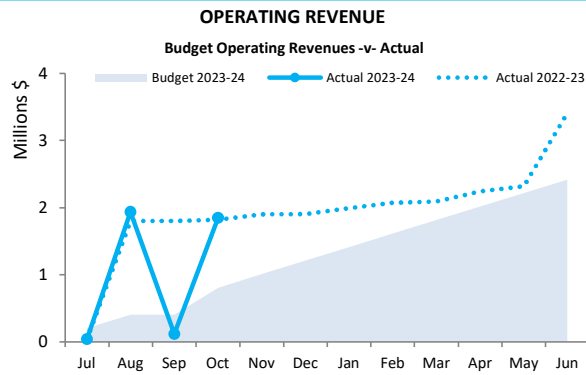
*LOCAL GOVERNMENT ACT 1995*  
*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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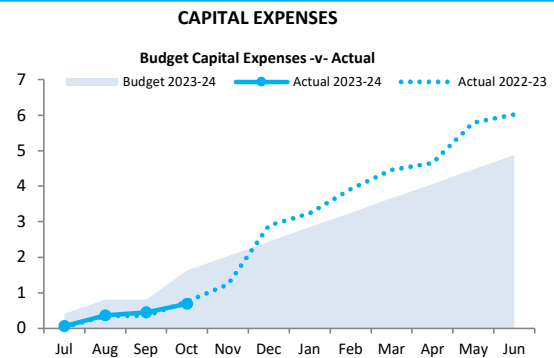
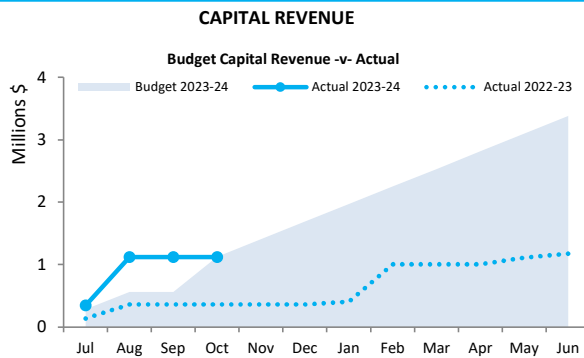
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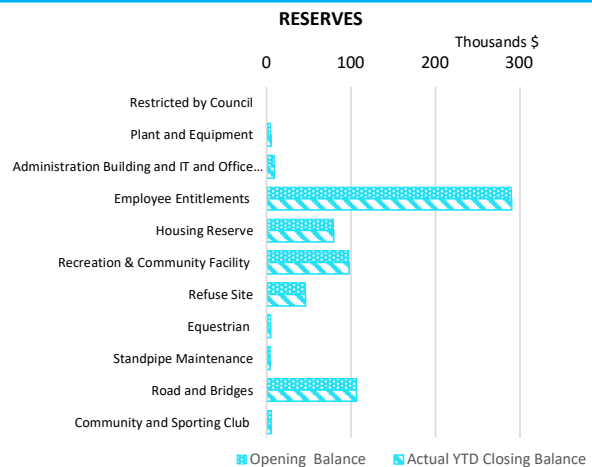
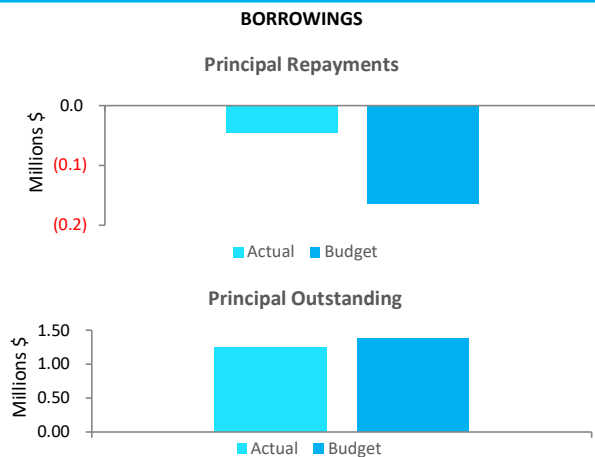
OPERATING ACTIVITIES



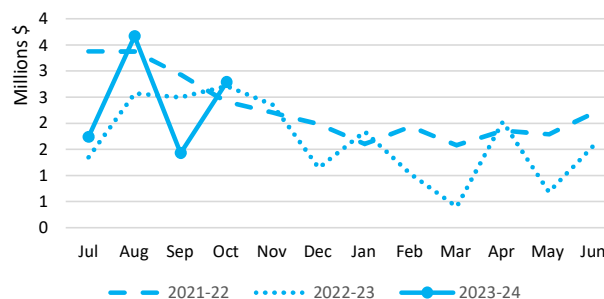
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

| Funding surplus / (deficit) |                |                |                |                 |
|-----------------------------|----------------|----------------|----------------|-----------------|
|                             | Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| Opening                     | \$1.81 M       | \$1.81 M       | \$1.71 M       | (\$0.10 M)      |
| Closing                     | \$0.03 M       | \$2.77 M       | \$2.79 M       | \$0.02 M        |

Refer to Statement of Financial Activity

| Cash and cash equivalents |          |            |
|---------------------------|----------|------------|
|                           | \$2.24 M | % of total |
| Unrestricted Cash         | \$1.59 M | 71.0%      |
| Restricted Cash           | \$0.65 M | 29.0%      |

Refer to Note 2 - Cash and Financial Assets

| Payables       |          |               |
|----------------|----------|---------------|
|                | \$0.24 M | % Outstanding |
| Trade Payables | \$0.06 M |               |
| 0 to 30 Days   |          | 87.1%         |
| Over 30 Days   |          | 12.9%         |
| Over 90 Days   |          | 10.2%         |

Refer to Note 5 - Payables

| Receivables      |          |               |
|------------------|----------|---------------|
|                  | \$0.90 M | % Collected   |
| Rates Receivable | \$0.39 M | 76.2%         |
| Trade Receivable | \$0.90 M | % Outstanding |
| Over 30 Days     |          | 99.0%         |
| Over 90 Days     |          | 0.8%          |

Refer to Note 3 - Receivables

Key Operating Activities

| Amount attributable to operating activities |                |                |                 |
|---|----------------|----------------|-----------------|
| Amended Budget                              | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$0.39 M)                                  | \$0.97 M       | \$0.70 M       | (\$0.27 M)      |

Refer to Statement of Financial Activity

| Rates Revenue |          |            |
|---------------|----------|------------|
| YTD Actual    | \$1.49 M | % Variance |
| YTD Budget    | \$1.57 M | (4.9%)     |

Refer to Statement of Financial Activity

| Operating Grants and Contributions |          |            |
|------------------------------------|----------|------------|
| YTD Actual                         | \$0.15 M | % Variance |
| YTD Budget                         | \$0.16 M | (5.2%)     |

Refer to Note 12 - Operating Grants and Contributions

| Fees and Charges |          |            |
|------------------|----------|------------|
| YTD Actual       | \$0.15 M | % Variance |
| YTD Budget       | \$0.12 M | 24.0%      |

Refer to Statement of Financial Activity

Key Investing Activities

| Amount attributable to investing activities |                |                |                 |
|---|----------------|----------------|-----------------|
| Amended Budget                              | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$1.42 M)                                  | (\$0.19 M)     | \$0.43 M       | \$0.62 M        |

Refer to Statement of Financial Activity

| Proceeds on sale |          |          |
|------------------|----------|----------|
| YTD Actual       | \$0.00 M | %        |
| Amended Budget   | \$0.08 M | (100.0%) |

Refer to Note 6 - Disposal of Assets

| Asset Acquisition |          |         |
|-------------------|----------|---------|
| YTD Actual        | \$0.69 M | % Spent |
| Amended Budget    | \$4.88 M | (85.9%) |

Refer to Note 7 - Capital Acquisitions

| Capital Grants |          |            |
|----------------|----------|------------|
| YTD Actual     | \$1.12 M | % Received |
| Amended Budget | \$3.38 M | (66.8%)    |

Refer to Note 7 - Capital Acquisitions

Key Financing Activities

| Amount attributable to financing activities |                |                |                 |
|---|----------------|----------------|-----------------|
| Amended Budget                              | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| \$0.03 M                                    | \$0.18 M       | (\$0.05 M)     | (\$0.23 M)      |

Refer to Statement of Financial Activity

| Borrowings           |            |
|----------------------|------------|
| Principal repayments | \$0.05 M   |
| Interest expense     | (\$0.01 M) |
| Principal due        | \$1.24 M   |

Refer to Note 8 - Borrowings

| Reserves         |          |
|------------------|----------|
| Reserves balance | \$0.65 M |
| Interest earned  | \$0.00 M |

Refer to Note 10 - Cash Reserves

| Lease Liability      |          |
|----------------------|----------|
| Principal repayments | \$0.00 M |
| Interest expense     | \$0.00 M |
| Principal due        | \$0.00 M |

Refer to Note 9 - Lease Liabilities

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 OCTOBER 2023

#### REVENUE

##### RATES

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

##### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

##### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

##### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

##### FEES AND CHARGES

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

##### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

##### INTEREST EARNINGS

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

##### OTHER REVENUE / INCOME

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

##### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

#### EXPENSES

##### EMPLOYEE COSTS

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

##### MATERIALS AND CONTRACTS

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

##### UTILITIES (GAS, ELECTRICITY, WATER)

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

##### INSURANCE

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

##### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

##### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

##### INTEREST EXPENSES

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

##### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**BY NATURE OR TYPE**

|   | Ref  | Amended<br>Budget  | YTD<br>Budget      | YTD<br>Actual      | Variance<br>\$   | Variance<br>%<br>((c) -<br>(b))/(b) | Var. |
|---|------|--------------------|--------------------|--------------------|------------------|-------------------------------------|------|
|   | Note | (a)                | (b)                | (c)                | (c) - (b)        |                                     |      |
|   |      | \$                 | \$                 | \$                 | \$               | %                                   |      |
| <b>Opening funding surplus / (deficit)</b>                      | 1(c) | 1,805,569          | 1,805,569          | 1,705,489          | (100,080)        | (5.54%)                             |      |
| <b>Revenue from operating activities</b>                        |      |                    |                    |                    |                  |                                     |      |
| Rates   |      | 1,417,951          | 1,571,383          | 1,494,361          | (77,022)         | (4.90%)                             |      |
| Operating grants, subsidies and contributions                   | 12   | 476,885            | 158,948            | 150,762            | (8,186)          | (5.15%)                             |      |
| Fees and charges  |      | 367,691            | 122,524            | 151,977            | 29,453           | 24.04%                              | ▲    |
| Interest earnings   |      | 83,550             | 27,844             | 8,274              | (19,570)         | (70.28%)                            | ▼    |
| Other revenue   |      | 88,270             | 29,412             | 40,737             | 11,325           | 38.50%                              | ▲    |
| Profit on disposal of assets                                    | 6    | 5,138              | 1,712              | 0                  | (1,712)          | (100.00%)                           |      |
|   |      | <b>2,439,485</b>   | <b>1,911,823</b>   | <b>1,846,111</b>   | <b>(65,712)</b>  | <b>(3.44%)</b>                      |      |
| <b>Expenditure from operating activities</b>                    |      |                    |                    |                    |                  |                                     |      |
| Employee costs  |      | (1,086,640)        | (362,012)          | (487,111)          | (125,099)        | (34.56%)                            | ▼    |
| Materials and contracts   |      | (1,201,509)        | (400,032)          | (512,262)          | (112,230)        | (28.06%)                            | ▼    |
| Utility charges   |      | (180,803)          | (60,196)           | (20,717)           | 39,479           | 65.58%                              | ▲    |
| Depreciation on non-current assets                              |      | (2,277,131)        | (759,000)          | 0                  | 759,000          | 100.00%                             | ▲    |
| Interest expenses   |      | (52,020)           | (17,332)           | 8,340              | 25,672           | 148.12%                             | ▲    |
| Insurance expenses  |      | (226,979)          | (75,612)           | (109,899)          | (34,287)         | (45.35%)                            | ▼    |
| Other expenditure   |      | (76,245)           | (25,404)           | (28,340)           | (2,936)          | (11.56%)                            |      |
| Loss on disposal of assets                                      | 6    | (10,840)           | (3,612)            | 0                  | 3,612            | 100.00%                             |      |
|   |      | <b>(5,112,167)</b> | <b>(1,703,200)</b> | <b>(1,149,989)</b> | <b>553,211</b>   | <b>(32.48%)</b>                     |      |
| Non-cash amounts excluded from operating activities             | 1(a) | 2,282,833          | 760,900            | 0                  | (760,900)        | (100.00%)                           | ▼    |
| <b>Amount attributable to operating activities</b>              |      | <b>(389,849)</b>   | <b>969,523</b>     | <b>696,122</b>     | <b>(273,401)</b> | <b>(28.20%)</b>                     |      |
| <b>Investing activities</b>                                     |      |                    |                    |                    |                  |                                     |      |
| Proceeds from non-operating grants, subsidies and contributions | 13   | 3,379,313          | 1,126,424          | 1,121,272          | (5,152)          | (0.46%)                             |      |
| Proceeds from disposal of assets                                | 6    | 75,955             | 308,079            | 0                  | (308,079)        | (100.00%)                           | ▼    |
| Payments for property, plant and equipment and infrastructure   | 7    | (4,880,044)        | (1,626,584)        | (689,214)          | 937,370          | 57.63%                              | ▲    |
| <b>Amount attributable to investing activities</b>              |      | <b>(1,424,776)</b> | <b>(192,081)</b>   | <b>432,058</b>     | <b>624,139</b>   | <b>(324.94%)</b>                    |      |
| <b>Financing Activities</b>                                     |      |                    |                    |                    |                  |                                     |      |
| Proceeds from new debentures                                    | 8    | 250,000            | 0                  | 0                  | 0                | 0.00%                               |      |
| Transfer from reserves  | 10   | 0                  | 444,887            | 0                  | (444,887)        | (100.00%)                           | ▼    |
| Payments for principal portion of lease liabilities             | 9    | (2,000)            | 0                  | 0                  | 0                | 0.00%                               |      |
| Repayment of debentures   | 8    | (164,504)          | (124,980)          | (45,213)           | 79,767           | 63.82%                              | ▲    |
| Transfer to reserves  | 10   | (48,921)           | (135,727)          | (1,169)            | 134,558          | 99.14%                              | ▲    |
| <b>Amount attributable to financing activities</b>              |      | <b>34,575</b>      | <b>184,180</b>     | <b>(46,382)</b>    | <b>(230,562)</b> | <b>(125.18%)</b>                    |      |
| <b>Closing funding surplus / (deficit)</b>                      | 1(c) | <b>25,519</b>      | <b>2,767,191</b>   | <b>2,787,287</b>   | <b>20,096</b>    | <b>(0.73%)</b>                      |      |

**KEY INFORMATION**

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

## **BASIS OF PREPARATION**

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

## **SIGNIFICANT ACCOUNTING POLICIES**

### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

### **GOODS AND SERVICES TAX**

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

### **ROUNDING OFF FIGURES**

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

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 14 November 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**(a) Non-cash items excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

|  | Notes | Amended Budget   | YTD Budget (a) | YTD Actual (b) |
|--|-------|------------------|----------------|----------------|
| <b>Non-cash items excluded from operating activities</b>       |       | \$               | \$             | \$             |
| <b>Adjustments to operating activities</b>                     |       |                  |                |                |
| Less: Profit on asset disposals                                | 6     | (5,138)          | (1,712)        | 0              |
| Add: Loss on asset disposals                                   | 6     | 10,840           | 3,612          | 0              |
| Add: Depreciation on assets                                    |       | 2,277,131        | 759,000        | 0              |
| <b>Total non-cash items excluded from operating activities</b> |       | <b>2,282,833</b> | <b>760,900</b> | <b>0</b>       |

**(b) Adjustments to net current assets in the Statement of Financial Activity**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

|  |    | Amended Budget Opening 30 June 2023 | Last Year Closing 30 June 2023 | Year to Date 31 October 2023 |
|--|----|-------------------------------------|--------------------------------|------------------------------|
| <b>Adjustments to net current assets</b>       |    |                                     |                                |                              |
| Less: Reserves - restricted cash               | 10 | (648,026)                           | (648,026)                      | (649,195)                    |
| Add: Borrowings                                | 8  | 164,504                             | 327,535                        | 117,818                      |
| Add: Provisions employee related provisions    | 11 | 270,754                             | 284,448                        | 284,448                      |
| Add: Lease liabilities                         | 9  | 2,000                               | 2,000                          | 0                            |
| <b>Total adjustments to net current assets</b> |    | <b>(210,768)</b>                    | <b>(34,043)</b>                | <b>(246,929)</b>             |

**(c) Net current assets used in the Statement of Financial Activity**

**Current assets**

|                           |   |           |           |           |
|---------------------------|---|-----------|-----------|-----------|
| Cash and cash equivalents | 2 | 2,003,638 | 2,003,638 | 2,235,199 |
| Rates receivables         | 3 | 155,806   | 155,806   | 392,153   |
| Receivables               | 3 | 424,668   | 424,668   | 902,429   |
| Other current assets      | 4 | 244,461   | 244,461   | 244,461   |

**Less: Current liabilities**

|  |      |                  |                 |                  |
|--|------|------------------|-----------------|------------------|
| Payables   | 5    | (378,492)        | (378,492)       | (241,186)        |
| Borrowings   | 8    | (164,504)        | (327,535)       | (117,818)        |
| Contract liabilities                                 | 11   | (96,566)         | (96,566)        | (96,566)         |
| Lease liabilities                                    | 9    | (2,000)          | (2,000)         | 0                |
| Provisions   | 11   | (284,448)        | (284,448)       | (284,448)        |
| <b>Less: Total adjustments to net current assets</b> | 1(b) | <b>(210,768)</b> | <b>(34,043)</b> | <b>(246,929)</b> |

**Closing funding surplus / (deficit)**

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>1,691,795</b> | <b>1,705,489</b> | <b>2,787,287</b> |
|------------------|------------------|------------------|

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

| Description   | Classification | Unrestricted     | Restricted     | Total Cash       | Trust    | Institution | Interest Rate | Maturity Date |
|---|----------------|------------------|----------------|------------------|----------|-------------|---------------|---------------|
|   |                | \$               | \$             | \$               | \$       |             |               |               |
| Municipal Cash at Bank                                  |                | (261,017)        | 0              | (261,017)        |          | NAB         | TBA           | N/A           |
| Municipal Cash Investments (Online and at call account) |                | 96,319           | 0              | 96,319           |          | NAB         | TBA           | N/A           |
| Term Deposits - Restricted Funds                        |                | 2                | 649,195        | 649,197          |          | NAB         | TBA           | TBA           |
| Term Deposits - Unrestricted Funds                      |                | 1,750,000        | 0              | 1,750,000        |          | NAB         | TBA           | TBA           |
| Petty Cash  |                | 700              | 0              | 700              |          | N/A         | N/A           | N/A           |
| <b>Total</b>  |                | <b>1,586,004</b> | <b>649,195</b> | <b>2,235,199</b> | <b>0</b> |             |               |               |
| <b>Comprising</b>                                       |                |                  |                |                  |          |             |               |               |
| Cash and cash equivalents                               |                | 1,586,004        | 649,195        | 2,235,199        | 0        |             |               |               |
|   |                | <b>1,586,004</b> | <b>649,195</b> | <b>2,235,199</b> | <b>0</b> |             |               |               |

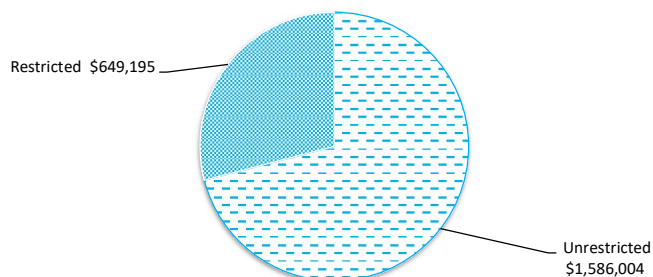
**KEY INFORMATION**

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

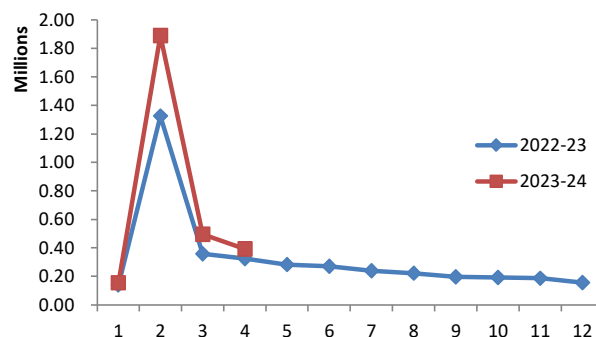
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



| Rates receivable               | 30 Jun 2023 | 31 Oct 2023 |
|--------------------------------|-------------|-------------|
|                                | \$          | \$          |
| Opening arrears previous years | 155,806     | 155,806     |
| Levied this year               | 1,966,471   | 1,494,361   |
| Less - collections to date     | (1,966,471) | (1,258,014) |
| Gross rates collectable        | 155,806     | 392,153     |
| Net rates collectable          | 155,806     | 392,153     |
| % Collected                    | 92.7%       | 76.2%       |



| Receivables - general                        | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|--|--------|---------|---------|---------|----------|----------------|
|  | \$     | \$      | \$      | \$      | \$       | \$             |
| Receivables - general                        | (485)  | 9,459   | 0       | 877,675 | 6,855    | 893,504        |
| Percentage                                   | (0.1%) | 1.1%    | 0%      | 98.2%   | 0.8%     |                |
| <b>Balance per trial balance</b>             |        |         |         |         |          |                |
| Sundry receivable                            |        |         |         |         |          | 893,504        |
| GST receivable                               |        |         |         |         |          | 8,925          |
| <b>Total receivables general outstanding</b> |        |         |         |         |          | <b>902,429</b> |

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

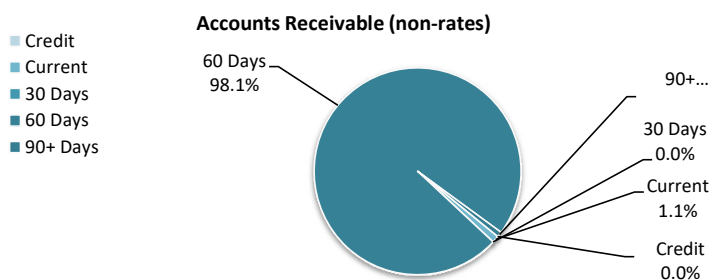
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

#### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

|  | Opening<br>Balance<br>1 July 2023 | Asset<br>Increase | Asset<br>Reduction | Closing<br>Balance<br>31 October 2023 |
|--|-----------------------------------|-------------------|--------------------|---------------------------------------|
| <b>Other current assets</b>                        | \$                                | \$                | \$                 | \$                                    |
| <b>Inventory</b>                                   |                                   |                   |                    |                                       |
| Fuel   | 33,510                            | 0                 | 0                  | 33,510                                |
| <b>Total other current assets</b>                  | <b>244,461</b>                    | <b>0</b>          | <b>0</b>           | <b>244,461</b>                        |
| Amounts shown above include GST (where applicable) |                                   |                   |                    |                                       |

KEY INFORMATION

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

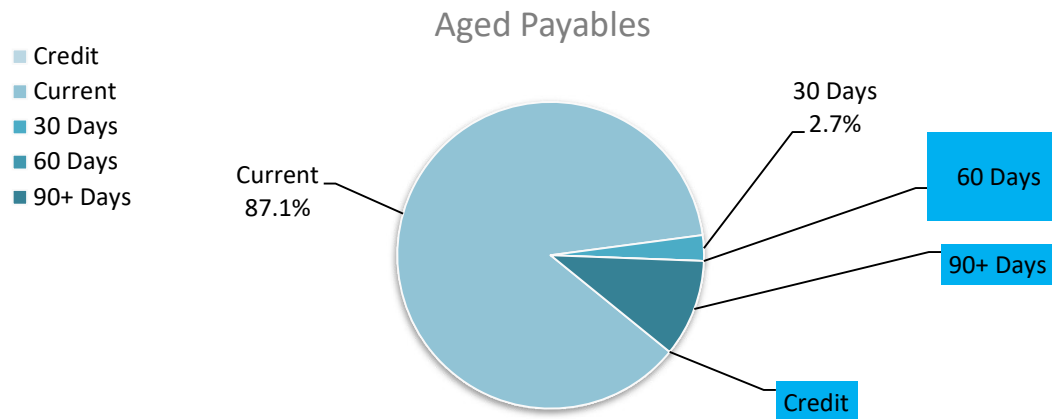
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**OPERATING ACTIVITIES  
NOTE 5  
PAYABLES**

| Payables - general  | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|---|--------|---------|---------|---------|----------|----------------|
|   | \$     | \$      | \$      | \$      | \$       | \$             |
| Payables - general  | 0      | 102,847 | 3,174   | 0       | 12,090   | 118,111        |
| Percentage  | 0%     | 87.1%   | 2.7%    | 0%      | 10.2%    |                |
| <b>Balance per trial balance</b>                          |        |         |         |         |          |                |
| Sundry creditors  |        |         |         |         |          | 60,243         |
| Accrued salaries and wages                                |        |         |         |         |          | 0              |
| ATO liabilities   |        |         |         |         |          | 168,546        |
| Bonds & Deposits  |        |         |         |         |          | 12,397         |
| <b>Total payables general outstanding</b>                 |        |         |         |         |          | <b>241,186</b> |
| <b>Amounts shown above include GST (where applicable)</b> |        |         |         |         |          |                |

**KEY INFORMATION**

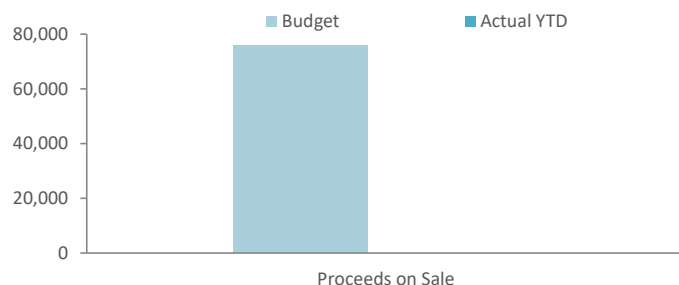
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS

| Asset Ref. | Asset description          | Budget         |               |              |                 | YTD Actual     |          |          |          |
|------------|----------------------------|----------------|---------------|--------------|-----------------|----------------|----------|----------|----------|
|            |                            | Net Book Value | Proceeds      | Profit       | (Loss)          | Net Book Value | Proceeds | Profit   | (Loss)   |
|            |                            | \$             | \$            | \$           | \$              | \$             | \$       | \$       | \$       |
|            | <b>Plant and equipment</b> |                |               |              |                 |                |          |          |          |
|            | <b>Transport</b>           |                |               |              |                 |                |          |          |          |
|            | Generator                  | 5,700          | 2,500         | 0            | (3,200)         | 0              | 0        | 0        | 0        |
|            | Hino Truck                 | 27,000         | 25,000        | 0            | (2,000)         | 0              | 0        | 0        | 0        |
|            | Traffic Lights             | 8,640          | 3,000         | 0            | (5,640)         | 0              | 0        | 0        | 0        |
|            | Works Utility              | 40,317         | 45,455        | 5,138        | 0               | 0              | 0        | 0        | 0        |
|            |                            | <b>81,657</b>  | <b>75,955</b> | <b>5,138</b> | <b>(10,840)</b> | <b>0</b>       | <b>0</b> | <b>0</b> | <b>0</b> |



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

|   | Amended<br>Budget | YTD Budget       | YTD Actual     | YTD Actual<br>Variance |
|---|-------------------|------------------|----------------|------------------------|
| <b>Capital acquisitions</b>                 | \$                | \$               | \$             | \$                     |
| Buildings                                   | 735,316           | 245,096          | 309,906        | 64,810                 |
| Plant and equipment                         | 316,168           | 105,380          | 84,150         | (21,230)               |
| Infrastructure - roads                      | 3,733,560         | 1,244,448        | 289,299        | (955,149)              |
| Infrastructure - bridges                    | 40,000            | 13,332           | 5,350          | (7,982)                |
| Infrastructure - parks, ovals & playgrounds | 25,000            | 8,332            | 0              | (8,332)                |
| Infrastructure - other                      | 10,000            | 3,332            | 509            | (2,823)                |
| <b>Payments for Capital Acquisitions</b>    | <b>4,880,044</b>  | <b>1,626,584</b> | <b>689,214</b> | <b>(937,370)</b>       |
| <b>Capital Acquisitions Funded By:</b>      |                   |                  |                |                        |
|   | \$                | \$               | \$             | \$                     |
| Capital grants and contributions            | 3,379,313         | 1,126,424        | 1,121,272      | (5,152)                |
| Borrowings                                  | 250,000           | 0                | 0              | 0                      |
| Other (disposals & C/Fwd)                   | 75,955            | 308,079          | 0              | (308,079)              |
| Contribution - operations                   | 1,168,776         | 192,081          | (432,058)      | (624,139)              |
| <b>Capital funding total</b>                | <b>4,880,044</b>  | <b>1,626,584</b> | <b>689,214</b> | <b>(937,370)</b>       |

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

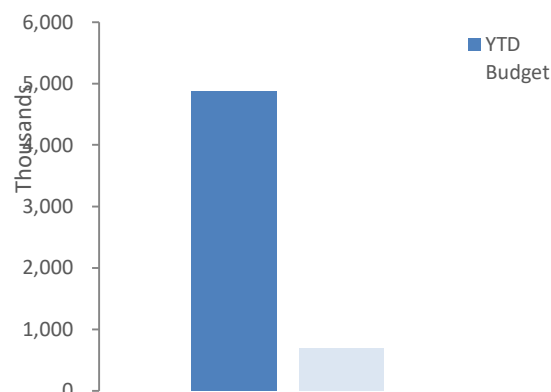
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

**Payments for Capital Acquisitions**



Level of completion indicator, please see table at the end of this note for further detail.

| Account Description                         |   | Amended          |                  | YTD Actual     | Variance<br>(Under)/Over |
|---|---|------------------|------------------|----------------|--------------------------|
|   |   | Budget           | YTD Budget       |                |                          |
|   |   | \$               | \$               | \$             | \$                       |
| <b>Land &amp; Buildings</b>                 |   |                  |                  |                |                          |
| C214  | Land Purchase - Light Industrial Area                             | 250,000          | 83,332           | 0              | (83,332)                 |
| J4114D                                      | Administration Office Refurbishment                               | 19,141           | 6,380            | 0              | (6,380)                  |
| C084  | Aged Persons Accommodation Capital Expense                        | 213,000          | 71,000           | 119,149        | 48,149                   |
| C158  | Cuballing Transfer Station 17/18 - Waste Oil Facility             | 0                | 0                | 28             | 28                       |
| C165  | Building Renewal - Cuballing Recreation Centre                    | 0                | 0                | 155            | 155                      |
| C212  | Ceo Residence - Solar Panels                                      | 5,000            | 1,664            | 4,864          | 3,200                    |
| C205  | Golf Club Facility Upgrade (Lrci Funds)                           | 0                | 0                | 3,827          | 3,827                    |
| 11057                                       | CCTV Camera's   | 0                | 0                | 25,510         | 25,510                   |
| C213  | Ceo Residence - Air Conditioner                                   | 11,418           | 3,804            | 11,419         | 7,615                    |
| C162  | Cuballing Town Hall - Capital Works                               | 50,332           | 16,776           | 26,675         | 9,899                    |
| C164  | Building Renewal - Cuballing Cwa Hall                             | 176,225          | 58,740           | 118,279        | 59,539                   |
| C173  | Skate Park Refurbishment  | 10,200           | 3,400            | 0              | (3,400)                  |
| <b>Total Buildings</b>                      |   | <b>735,316</b>   | <b>245,096</b>   | <b>309,906</b> | <b>64,810</b>            |
| <b>Furniture &amp; Equipment</b>            |   |                  |                  |                |                          |
| 04270                                       | Capital Expenditure - Furniture & Equipment                       | 20,000           | 6,664            | 0              | (6,664)                  |
| <b>Total Furniture &amp; Equipment</b>      |   | <b>20,000</b>    | <b>6,664</b>     | <b>0</b>       | <b>(6,664)</b>           |
| <b>Plant &amp; Equipment</b>                |   |                  |                  |                |                          |
| 11300                                       | Capital Expenditure - Plant & Equipment - Generator               | 26,350           | 8,780            | 23,120         | 14,340                   |
| 12411                                       | Two Way system for Plant  | 25,000           | 8,332            | 0              | (8,332)                  |
| 12416                                       | Capital Expenditure - Plant & Equipment - Hino Truck              | 97,540           | 32,512           | 0              | (32,512)                 |
| 12421                                       | Capital Expenditure - Plant & Equipment - Traffic Lights          | 37,000           | 12,332           | 0              | (12,332)                 |
| 12428                                       | Capital Purchase - Sewell Sweeper TB2000E                         | 61,500           | 20,500           | 61,030         | 40,530                   |
| 12429                                       | Capital Expenditure - Plant & Equipment - Plant Trailer           | 8,500            | 2,832            | 0              | (2,832)                  |
| 12430                                       | Capital Expenditure - Plant & Equipment - Utility                 | 60,278           | 20,092           | 0              | (20,092)                 |
| <b>Total Plant &amp; Equipment</b>          |   | <b>316,168</b>   | <b>105,380</b>   | <b>84,150</b>  | <b>(21,230)</b>          |
| <b>Roads</b>                                |   |                  |                  |                |                          |
| R001E                                       | Rrg Stratherne Rd 2022/23   | 179,695          | 59,892           | 0              | (59,892)                 |
| R001D                                       | Stratherne Road 2021/22   | 0                | 0                | 18,081         | 18,081                   |
| R001F                                       | Stratherne Road 23-24 - Reconstruction & Shoulder Widening Slk    | 580,200          | 193,388          | 15,210         | (178,178)                |
| R129F                                       | Wandering-Narrogin Road 2022/23                                   | 0                | 0                | 9,290          | 9,290                    |
| R129G                                       | Wandering Narrogin Road 23/24 - Final Seal                        | 43,200           | 14,396           | 0              | (14,396)                 |
| RTR096                                      | Roads To Recovery - Austral Street                                | 142,500          | 47,496           | 0              | (47,496)                 |
| RTR140                                      | Roads To Recovery - Campbell Street                               | 28,359           | 9,440            | 0              | (9,440)                  |
| RTR004                                      | Roads To Recovery Popanyinning Road East Gravel Sheetting         | 46,879           | 15,620           | 7,000          | (8,620)                  |
| BS129                                       | Blackspot - Wandering Narrogin Road                               | 15,000           | 5,000            | 0              | (5,000)                  |
| WF006R                                      | Cuballing East Road 2021/22 Final Seal Works                      | 160,050          | 53,348           | 0              | (53,348)                 |
| WF007R                                      | Wheatbelt Secondary Freight Network - 2023/24 Cuballing East R    | 230,181          | 76,728           | 0              | (76,728)                 |
| WF007D                                      | Wheatbelt Secondary Freight Network 2022/23 Cuby East Road-D      | 0                | 0                | 8,105          | 8,105                    |
| WSF008                                      | Wheatbelt Secondary Freight - Cuballing East Reconstruction Slk'S | 2,077,627        | 692,528          | 227,734        | (464,794)                |
| WF129D                                      | Wheatbelt Secondary Freight 2022/23 Narrogin Wandering Road-      | 229,869          | 76,612           | 3,879          | (72,733)                 |
| <b>Total Roads</b>                          |   | <b>3,733,560</b> | <b>1,244,448</b> | <b>289,299</b> | <b>(955,149)</b>         |
| <b>Bridges</b>                              |   |                  |                  |                |                          |
| 11214                                       | Bridge Improvements - Capital Upgrades                            | 40,000           | 13,332           | 5,350          | (7,982)                  |
| <b>Total Bridges</b>                        |   | <b>40,000</b>    | <b>13,332</b>    | <b>5,350</b>   | <b>(7,982)</b>           |
| <b>Parks, Ovals &amp; Playgrounds</b>       |   |                  |                  |                |                          |
| C207  | Heritage Walk Trail   | 10,000           | 3,332            | 0              | (3,332)                  |
| C209  | Cuballing Skate Park Precinct Master Plan                         | 15,000           | 5,000            | 0              | (5,000)                  |
| <b>Total Parks, Ovals &amp; Playgrounds</b> |   | <b>25,000</b>    | <b>8,332</b>     | <b>0</b>       | <b>(8,332)</b>           |
| <b>Other Infrastructure</b>                 |   |                  |                  |                |                          |
| C203  | Cuballing War Memorial  | 0                | 0                | 509            | 509                      |
| C210  | Cuballing Niche Wall  | 10,000           | 3,332            | 0              | (3,332)                  |
| <b>Total Other Infrastructure</b>           |   | <b>10,000</b>    | <b>3,332</b>     | <b>509</b>     | <b>(2,823)</b>           |
| <b>TOTAL CAPITAL EXPENDITURE</b>            |   | <b>4,880,044</b> | <b>1,626,584</b> | <b>689,214</b> | <b>(937,320)</b>         |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**FINANCING ACTIVITIES**

**NOTE 8**

**BORROWINGS**

**Repayments - borrowings**

| Information on borrowings          |    | Loan No. | 1 July 2023 | New Loans |         | Principal Repayments |           | Principal Outstanding |           | Interest Repayments |          |
|------------------------------------|----|----------|-------------|-----------|---------|----------------------|-----------|-----------------------|-----------|---------------------|----------|
| Particulars                        |    |          |             | Actual    | Budget  | Actual               | Budget    | Actual                | Budget    | Actual              | Budget   |
|                                    |    |          | \$          | \$        | \$      | \$                   | \$        | \$                    | \$        | \$                  | \$       |
| <b>Education and welfare</b>       |    |          |             |           |         |                      |           |                       |           |                     |          |
| Aged Accommodation                 | 65 |          | 781,151     | 0         | 0       | 0                    | (72,017)  | 781,151               | 709,134   | (766)               | (34,723) |
| <b>Transport</b>                   |    |          |             |           |         |                      |           |                       |           |                     |          |
| Grader                             | 67 |          | 407,025     | 0         | 0       | (45,213)             | (76,689)  | 361,812               | 330,336   | 8,449               | 0        |
| <b>Other property and services</b> |    |          |             |           |         |                      |           |                       |           |                     |          |
| Austral Land                       | 64 |          | 100,111     | 0         | 0       | 0                    | (15,798)  | 100,111               | 84,313    | 657                 | (2,087)  |
| Industrial Land                    | 68 |          | 0           | 0         | 250,000 | 0                    | 0         | 0                     | 250,000   | 0                   | 0        |
| <b>Total</b>                       |    |          | 1,288,287   | 0         | 250,000 | (45,213)             | (164,504) | 1,243,074             | 1,373,783 | 8,340               | (36,810) |
| Current borrowings                 |    |          | 164,504     |           |         |                      |           | 117,818               |           |                     |          |
| Non-current borrowings             |    |          | 1,123,783   |           |         |                      |           | 1,125,256             |           |                     |          |
|                                    |    |          | 1,288,287   |           |         |                      |           | 1,243,074             |           |                     |          |

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

**KEY INFORMATION**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**FINANCING ACTIVITIES  
NOTE 9  
LEASE LIABILITIES**

**Movement in carrying amounts**

| Information on leases         |           | 1 July 2023 | New Leases |        | Principal Repayments |         | Principal Outstanding payments |        | Interest |        |
|-------------------------------|-----------|-------------|------------|--------|----------------------|---------|--------------------------------|--------|----------|--------|
| Particulars                   | Lease No. |             | Actual     | Budget | Actual               | Budget  | Actual                         | Budget | Actual   | Budget |
|                               |           | \$          | \$         | \$     | \$                   | \$      | \$                             | \$     | \$       | \$     |
| <b>Recreation and culture</b> |           |             |            |        |                      |         |                                |        |          |        |
| Springhill Dam                | LPF No.2  | 0           | 0          | 6,000  | 0                    | (2,000) | 0                              | 4,000  | 0        | 0      |
| <b>Total</b>                  |           | 0           | 0          | 6,000  | 0                    | (2,000) | 0                              | 4,000  | 0        | 0      |

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**OPERATING ACTIVITIES**

**NOTE 10**

**RESERVE ACCOUNTS**

**Reserve accounts**

| Reserve name                              | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|---|-----------------|------------------------|------------------------|-------------------------|-------------------------|--------------------------|--------------------------|------------------------|----------------------------|
|   | \$              | \$                     | \$                     | \$                      | \$                      | \$                       | \$                       | \$                     | \$                         |
| <b>Restricted by Council</b>              |                 |                        |                        |                         |                         |                          |                          |                        |                            |
| Plant and Equipment                       | 5,106           | 23,204                 | 370                    | 0                       | 0                       | 0                        | 0                        | 28,310                 | 5,476                      |
| Administration Building and IT and Office | 9,270           | 371                    | 10                     | 0                       | 0                       | 0                        | 0                        | 9,641                  | 9,280                      |
| Employee Entitlements                     | 289,812         | 11,592                 | 311                    | 0                       | 0                       | 0                        | 0                        | 301,404                | 290,123                    |
| Housing Reserve                           | 79,491          | 3,180                  | 107                    | 0                       | 0                       | 0                        | 0                        | 82,671                 | 79,598                     |
| Recreation & Community Facility           | 97,430          | 3,897                  | 193                    | 0                       | 0                       | 0                        | 0                        | 101,327                | 97,623                     |
| Refuse Site                               | 46,015          | 1,841                  | 49                     | 0                       | 0                       | 0                        | 0                        | 47,856                 | 46,064                     |
| Equestrian                                | 4,974           | 199                    | 5                      | 0                       | 0                       | 0                        | 0                        | 5,173                  | 4,979                      |
| Standpipe Maintenance                     | 4,149           | 166                    | 4                      | 0                       | 0                       | 0                        | 0                        | 4,315                  | 4,153                      |
| Road and Bridges                          | 106,394         | 4,256                  | 114                    | 0                       | 0                       | 0                        | 0                        | 110,650                | 106,508                    |
| Community and Sporting Club               | 5,385           | 215                    | 6                      | 0                       | 0                       | 0                        | 0                        | 5,600                  | 5,391                      |
|   | <b>648,026</b>  | <b>48,921</b>          | <b>1,169</b>           | <b>0</b>                | <b>0</b>                | <b>0</b>                 | <b>0</b>                 | <b>696,947</b>         | <b>649,195</b>             |



|  |      | Opening<br>Balance | Liability<br>transferred<br>from/(to) non<br>current | Liability<br>Increase | Liability<br>Reduction | Closing<br>Balance |
|--|------|--------------------|--|-----------------------|------------------------|--------------------|
| Other current liabilities                          | Note | 1 July 2023        |  |                       |                        | 31 October 2023    |
|  |      | \$                 |  | \$                    | \$                     | \$                 |
| <b>Other liabilities</b>                           |      |                    |  |                       |                        |                    |
| - Capital grant/contribution liabilities           |      | 96,566             | 0  | 0                     | 0                      | 96,566             |
| <b>Total other liabilities</b>                     |      | 96,566             | 0  | 0                     | 0                      | 96,566             |
| <b>Employee Related Provisions</b>                 |      |                    |  |                       |                        |                    |
| Annual leave                                       |      | 112,204            | 0  |                       |                        | 112,204            |
| Long service leave                                 |      | 172,244            | 0  |                       |                        | 172,244            |
| <b>Total Employee Related Provisions</b>           |      | 284,448            | 0  | 0                     | 0                      | 284,448            |
| <b>Total other current assets</b>                  |      | <b>381,014</b>     | <b>0</b>   | <b>0</b>              | <b>0</b>               | <b>381,014</b>     |
| Amounts shown above include GST (where applicable) |      |                    |  |                       |                        |                    |

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee Related Provisions

###### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

###### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

##### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023

NOTE 12  
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider  | Unspent operating grant, subsidies and contributions liability |                       |                       |             |                   | Operating grants, subsidies and contributions revenue |         |         |
|---|--|-----------------------|-----------------------|-------------|-------------------|---|---------|---------|
|   | Liability  | Increase in Liability | Decrease in Liability | Liability   | Current Liability | Amended Budget  | YTD     | YTD     |
|   | 1 July 2023  |                       | (As revenue)          | 31 Oct 2023 | 31 Oct 2023       | Revenue   | Budget  | Revenue |
|   | \$   | \$                    | \$                    | \$          | \$                | \$  | \$      | \$      |
| <b>Operating grants and subsidies</b>             |  |                       |                       |             |                   |   |         |         |
| <b>General purpose funding</b>                    |  |                       |                       |             |                   |   |         |         |
| Income - Grants Commission                        | 0  | 0                     | 0                     | 0           | 0                 | 117,254   | 39,084  | 6,558   |
| <b>Law, order, public safety</b>                  |  |                       |                       |             |                   |   |         |         |
| Income - Fire Prevention - Grants                 | 0  | 0                     | 0                     | 0           | 0                 | 51,891  | 17,296  | 29,946  |
| Income Fire Mitigation Grants                     | 0  | 0                     | 0                     | 0           | 0                 | 72,700  | 24,232  | 0       |
| <b>Education and welfare</b>                      |  |                       |                       |             |                   |   |         |         |
| Income Relating to Aged & Disabled - Age Friendly | 0  | 0                     | 0                     | 0           | 0                 | 6,120   | 2,040   | 6,120   |
| <b>Recreation and culture</b>                     |  |                       |                       |             |                   |   |         |         |
| Income - Youth Activity Funding                   | 0  | 0                     | 0                     | 0           | 0                 | 1,000   | 332     | 0       |
| INCOME - Community Development & Events           | 0  | 0                     | 0                     | 0           | 0                 | 19,000  | 6,332   | 0       |
| Community Development & Events - Grants           | 0  | 0                     | 0                     | 0           | 0                 | 10,000  | 3,332   | 0       |
| Community Development & Events - Other            | 0  | 0                     | 0                     | 0           | 0                 | 4,000   | 1,332   | 0       |
| <b>Transport</b>                                  |  |                       |                       |             |                   |   |         |         |
| Income - Grant - MRWA Direct                      | 0  | 0                     | 0                     | 0           | 0                 | 102,932   | 34,308  | 102,932 |
| Income - Grants Commission Local Road Grant       | 0  | 0                     | 0                     | 0           | 0                 | 71,988  | 23,996  | 5,206   |
|   | 0  | 0                     | 0                     | 0           | 0                 | 456,885   | 152,284 | 150,762 |
| <b>Operating contributions</b>                    |  |                       |                       |             |                   |   |         |         |
| <b>Other property and services</b>                |  |                       |                       |             |                   |   |         |         |
| Income - Less Workers Compensation Claimed        | 0  | 0                     | 0                     | 0           | 0                 | 20,000  | 6,664   | 0       |
|   | 0  | 0                     | 0                     | 0           | 0                 | 20,000  | 6,664   | 0       |
| <b>TOTALS</b>                                     | 0  | 0                     | 0                     | 0           | 0                 | 476,885   | 158,948 | 150,762 |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023

NOTE 13  
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider  | Capital grant/contribution liabilities |                          |  |                          |                                     | Non operating grants, subsidies and contributions revenue |                  |                          |
|---|--|--------------------------|--|--------------------------|-------------------------------------|---|------------------|--------------------------|
|   | Liability<br>1 July 2023               | Increase in<br>Liability | Decrease in<br>Liability<br>(As revenue) | Liability<br>31 Oct 2023 | Current<br>Liability<br>31 Oct 2023 | Amended<br>Budget<br>Revenue                              | YTD<br>Budget    | YTD<br>Revenue<br>Actual |
|   | \$                                     | \$                       | \$                                       | \$                       | \$                                  | \$  | \$               | \$                       |
| <b>Non-operating grants and subsidies</b>               |  |                          |  |                          |                                     |   |                  |                          |
| <b>General purpose funding</b>                          |  |                          |  |                          |                                     |   |                  |                          |
| Income - Community Infrastructure Grant - Commonwealth  | 0                                      | 0                        | 0  | 0                        | 0                                   | 24,777  | 8,256            | 74,330                   |
| Income - Phase 2 Community Infrastructure Grant - LRCI  | 0                                      | 0                        | 0  | 0                        | 0                                   | 18,752  | 6,248            | 0                        |
| Income - Phase 3 community Infrastructure Grant - LRCI  | 0                                      | 0                        | 0  | 0                        | 0                                   | 123,884   | 41,292           | 0                        |
| <b>Transport</b>  |  |                          |  |                          |                                     |   |                  |                          |
| Regional Road Grants                                    | 0                                      | 0                        | 0  | 0                        | 0                                   | 499,642   | 166,544          | 159,308                  |
| Wheatbelt Secondary Freight Network                     | 0                                      | 0                        | 0  | 0                        | 0                                   | 2,404,741   | 801,580          | 887,634                  |
| WSFN - Income Wandering Narrogin Road                   | 96,566                                 | 0                        | 0  | 96,566                   | 0                                   | 0   | 0                | 0                        |
| 2022/23 Cuballing East Road Wheatbelt Secondary Freight | 0                                      | 0                        | 0  | 0                        | 0                                   | 96,566  | 32,188           | 0                        |
| Roads to Recovery                                       | 0                                      | 0                        | 0  | 0                        | 0                                   | 210,951   | 70,316           | 0                        |
|   | <b>96,566</b>                          | <b>0</b>                 | <b>0</b>                                 | <b>96,566</b>            | <b>0</b>                            | <b>3,379,313</b>  | <b>1,126,424</b> | <b>1,121,272</b>         |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**NOTE 14  
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

| Description                         | Opening<br>Balance | Amount   | Amount   | Closing Balance |
|-------------------------------------|--------------------|----------|----------|-----------------|
|                                     | 1 July 2023        | Received | Paid     | 31 Oct 2023     |
|                                     | \$                 | \$       | \$       | \$              |
| Cuballing Cricket Club              | 200                | 0        | 0        | 200             |
| Department of Transport - Licensing | 658                | 64,821   | (60,998) | 4,481           |
|                                     |                    |          |          | 0               |
|                                     | 858                | 64,821   | (60,998) | 4,681           |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023

NOTE 15  
BUDGET AMENDMENTS

Proposed amendments to original budget since budget adoption. Surplus/(Deficit)

| GL Code | Description              | Council Resolution | Classification           | Non Cash<br>Adjustment | Increase in<br>Available<br>Cash | Decrease in<br>Available Cash | Amended Budget<br>Running Balance |
|---------|--------------------------|--------------------|--------------------------|------------------------|----------------------------------|-------------------------------|-----------------------------------|
|         |                          |                    |                          | \$                     | \$                               | \$                            | \$                                |
|         | Budget Adoption          |                    |                          |                        |                                  |                               | 25,519                            |
|         | Opening Surplus(Deficit) |                    | Opening Surplus(Deficit) |                        |                                  |                               |                                   |
|         | Nil Changes              |                    |                          |                        |                                  |                               |                                   |
|         |                          |                    |                          | 0                      | 0                                | 0                             | 25,519                            |

KEY INFORMATION

Nil

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**NOTE 16  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2023-24 year is \$5,000 or 10.00% whichever is the greater.

| Nature or type  |           |             | Explanation of positive variances |  |
|---|-----------|-------------|-----------------------------------|--|
|   | Var. \$   | Var. %      | Timing/Permanent                  | Comments   |
|   | \$        | %           |                                   |  |
| <b>Opening funding surplus / (deficit)</b>                      | (100,080) | (5.54%)     |                                   |  |
| <b>Revenue from operating activities</b>                        |           |             |                                   |  |
| Rates   | (77,022)  | (4.90%)     | Timing                            | Interim Rating to be conducted                                   |
| Operating grants, subsidies and contributions                   | (8,186)   | (5.15%)     | Timing                            | Overestimated FAGS funding                                       |
| Fees and charges  | 29,453    | 24.04% ▲    | Timing                            | Winter Ball fundraising,   |
| Interest earnings   | (19,570)  | (70.28%) ▼  | Timing                            | Maturity of Investments  |
| Other revenue   | 11,325    | 38.50% ▲    | Timing                            | LGIS Cuballing Golf Day Contributions/reimbursements             |
| Profit on disposal of assets                                    | (1,712)   | (100.00%)   | Timing                            | No assets disposed year to date                                  |
| <b>Expenditure from operating activities</b>                    |           |             |                                   |  |
| Employee costs  | (125,099) | (34.56%) ▼  | Timing                            | Termination payout, Capital works not comm.,W/Comp to be claimed |
| Materials and contracts   | (112,230) | (28.06%) ▼  | Timing                            | Annual IT Licence fees, infrastructure assets revaluation costs  |
| Utility charges   | 39,479    | 65.58% ▲    | Timing                            | Watercorp Standpipe Charges not issued                           |
| Depreciation on non-current assets                              | 759,000   | 100.00% ▲   | Timing                            | Depreciation not processed in 23/24                              |
| Interest expenses   | 25,672    | 148.12% ▲   | Timing                            | Loan repayments - (budget allocated over 12 months)              |
| Insurance expenses  | (34,287)  | (45.35%) ▼  | Timing                            | Premiums paid in 2 instalments (budget allocated over 12 months) |
| Other expenditure   | (2,936)   | (11.56%)    | Timing                            | Elected Members Conference allocated over 12 months              |
| Loss on disposal of assets                                      | 3,612     | 100.00%     | Timing                            | Not Material   |
| Non-cash amounts excluded from operating activities             | (760,900) | (100.00%) ▼ | Timing                            | Depreciation not processed in 23/24                              |
| <b>Investing activities</b>                                     |           |             |                                   |  |
| Proceeds from non-operating grants, subsidies and contributions | (5,152)   | (0.46%)     | Timing                            | Not Material   |
| Proceeds from disposal of assets                                | (308,079) | (100.00%) ▼ | Timing                            | No assets disposed year to date                                  |
| Payments for property, plant and equipment and infrastructure   | 937,370   | 57.63% ▲    | Timing                            |  |
| Non-cash amounts excluded from investing activities             | 0         | 0.00%       |                                   | Not Applicable   |
| <b>Financing activities</b>                                     |           |             |                                   |  |
| Proceeds from new debentures                                    | 0         | 0.00%       | Timing                            | Not Applicable   |
| Transfer from reserves  | 0         | 0.00% ▼     | Timing                            | Not Applicable   |
| Payments for principal portion of lease liabilities             | 0         | 0.00%       | Timing                            | Not Applicable   |
| Repayment of debentures   | 79,767    | 63.82% ▲    | Timing                            | Loan repayments - (budget allocated over 12 months)              |
| Transfer to reserves  | 134,558   | 99.14% ▲    | Timing                            | Will tsf later in the year                                       |
| <b>Closing funding surplus / (deficit)</b>                      | 20,096    | (0.73%) ▼   | Timing                            | As per the above explanations                                    |

## 9.2 **CHIEF EXECUTIVE OFFICER:**

### 9.2.1 Council Meeting Schedule 2024

|                         |                  |
|-------------------------|------------------|
| Applicant:              | N/A              |
| File Ref. No:           | ADM238           |
| Disclosure of Interest: | Nil              |
| Date:                   | 27 October 2023  |
| Author:                 | Stan Scott - CEO |
| Attachments:            | Nil              |

#### **Summary**

**Council is to consider Council Meeting dates, locations and starting time for 2024.**

#### **Background**

It is a legislative requirement for Council to advertise at least once per year the dates times and location of its Ordinary Council Meetings through a Local Public Notice.

Should it be necessary to change the date, time or location of any meeting the change must also be advertised.

#### **Comment**

This current meeting schedule has Council's Ordinary meetings held every month with no meeting held in January. Since 2018 Council has held its meetings on the third Wednesday of each month, except where there is a clash with a public holiday. There is no clash in 2023.

In 2023 Council has held all of its meetings in the Council chambers with the exception of the May meeting which was held at the Popanyinning Hall.

#### **Proposal for 2024**

Following informal discussion with Council it is proposed to make some changes to Council's meeting schedule for 2024.

#### **New Meeting Time**

Historically meetings have commenced at 2.00 pm. Lunch has been available on arrival prior to the meeting. Council forum follows the Council meeting. Dinner has been available following the forum, usually a barbeque with catered salad selection. It is not uncommon for there to be a lag between the forum and the meal if all matters have been dealt with.

It is proposed that the meeting time be changed to 3.00 pm, followed by a Council Forum. This means that it would no longer be necessary to supply lunch, though afternoon tea would be available. Rather than a barbeque, Councillors could have dinner at the Cuballing Tavern. This will provide a further opportunity for community engagement.

#### **New Meeting Venue**

There has been informal discussion within Council about the possibility of holding Council meetings at the CWA Hall. The administration building is quite constrained for space, and the space presently set aside as a dedicated Council Chambers is valuable office real estate.

The refurbishment of the CWA Hall is largely complete, including installing WiFi. It would be possible to hold Council Meetings in that space quite effectively. There is now a separate kitchen and meeting space. If access was required to an additional document or resource the administration building is across the road.

## **The Proposal**

It is proposed that for 2024 that Council again hold its May meeting at the Popanyinning Hall, and the 10 remaining meetings at the newly refurbished CWA Hall in Cuballing, all commencing at 3.00pm. There would be no meeting in January.

The default catering arrangement would be afternoon tea available on arrival, or following the Council meeting. Dinner would be at the Cuballing Tavern following the forum

The proposed schedule does not include dates for:

- An Annual Electors Meeting. The timing of this meeting is dependent on actions of Council's auditors and outside the direct control of Council;
- A Special Council Meeting to consider the Draft 2023/24 Budget if required. This is not a given, and it may be possible to complete budget deliberations during the normal schedule of meetings.
- Workshops, or subject specific forums on an ad hoc basis during the year, but these are not decision-making forums – decisions may only be made a formal Council Meeting.
- Meetings of Committees of Council not required to be open to the public including Council's Audit Committee;
- Plant committee meetings which are ad hoc and not based on a set schedule. These will be advertised by Local Public Notice when scheduled; and
- Occasions where Councillors informally gather for Elected Member development or to inspect, review or workshop individual matters.

Dates for the Cemeteries Advisory Committee have been scheduled for the last Friday of April and October. These will be included in the advertisement.

The proposed Council meeting schedule is:

Wednesday, 21 February 2024

Wednesday, 20 March 2024

Wednesday, 17 April 2024

Wednesday, 15 May 2024

Wednesday, 19 June 2024

Wednesday, 17 July 2024

Wednesday, 21 August 2024

Wednesday, 18 September 2024

Wednesday, 16 October 2024

Wednesday, 20 November 2024

Wednesday, 18 December 2024



All meetings commence at 3pm. All meetings to be held in the CWA Hall with the exception of the May Meeting which will be held at the Popanyinning Hall.

Meetings of the Cemeteries Advisory Committee will be held in the Council CWA Hall as follows:

2.00 pm, Friday 19<sup>th</sup> April 2024

2.00 pm, Friday 25<sup>th</sup> October 2024

The April meeting of the Cemeteries Advisory Committee has been brought forward one week because the last Friday of April is the day after Anzac Day which would limit the availability of members.

Strategic Implications – Nil

Statutory Environment

Local Government (Administration) Regulations 1996

12. Public notice of council or committee meetings — s. 5.25(1)(g)

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1).
- (3) Subject to sub regulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in sub regulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Policy Implications – Nil

Financial Implications

Local advertising in the Narrogin Observer will incur a relatively small charge that can be met with Council's budget allocation.

Economic Implication – Nil

Social Implications

Advertising Council Meetings is a statutory requirement but may encourage some members of the public to attend.

Environmental Considerations – Nil

Consultation – Nil  
Options

The Council can resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to times or venues; or
3. a different schedule of meetings, giving reasons for not accepting the Officer's Recommendation.

Voting Requirements – Simple Majority

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION 2023 / 108**

**That Council adopt and advertise the following schedule of Ordinary Council Meetings for 2024:**

|  |                |                          |
|--|----------------|--------------------------|
| <b>1. Wednesday, 21 February 2024</b>  | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>2. Wednesday, 20 March 2024</b>     | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>3. Wednesday, 17 April 2024</b>     | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>4. Wednesday, 15 May 2024</b>       | <b>3.00 pm</b> | <b>Popanyinning Hall</b> |
| <b>5. Wednesday, 19 June 2024</b>      | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>6. Wednesday, 17 July 2024</b>      | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>7. Wednesday, 21 August 2024</b>    | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>8. Wednesday, 18 September 2024</b> | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>9. Wednesday, 16 October 2024</b>   | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>10. Wednesday, 20 November 2024</b> | <b>3.00 pm</b> | <b>CWA Hall</b>          |
| <b>11. Wednesday, 18 December 2024</b> | <b>3.00 pm</b> | <b>CWA Hall</b>          |

**That Council Advertise the following Schedule of meetings for the Cemeteries Advisory Committee for 2024:**

|                                   |                |                 |
|-----------------------------------|----------------|-----------------|
| <b>1. Friday, 19 April 2024</b>   | <b>2.00 pm</b> | <b>CWA Hall</b> |
| <b>2. Friday, 25 October 2024</b> | <b>2.00 pm</b> | <b>CWA Hall</b> |

**Moved Cr Kowald**

**Seconded Cr Harris**

**CARRIED 4/0**

**(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)**

## 9.2.2 Local Government Single House Approval Functions

|                         |  |
|-------------------------|--|
| Applicant:              | Department of Planning Land and Heritage   |
| File Ref. No:           | ADM74  |
| Disclosure of Interest: | Nil  |
| Date:                   | 6 November 2023  |
| Author:                 | Stan Scott, Chief Executive Officer  |
|                         | 9.2.2 A Letter from PDLH   |
| Attachments:            | 9.2.2 B Information Sheets - Local Government Role and Responsibility in the Decision-Making Process for Single Houses |

### **Summary**

**Council is requested to note changes to planning decision making processes and determine whether or not to make a submission.**

### **Background**

The Director General of the Department of Planning Land and Heritage has written to CEO's advising of impending changes to approval processes for single house developments. The approval for these developments has been delegated to CEOs and will no longer be a decision of Council.

The letter sets out the following changes:

*In summary, the proposed amendments will:*

- *identify prescribed development approval functions and prescribed single house development (which excludes development in a heritage-protected place and may continue to be determined under delegated authority or by the Council as appropriate);*
- *outline requirements and circumstances for performing the prescribed development approval functions; and*
- *outline the requirements for authorising an employee if the functions are not to be performed by the CEO.*

A copy of the letter and an information sheet detailing the changes are at Attachment 9.2.2A and 9.2.2B respectively.

### **Comment**

The letter indicates that:

*It is anticipated that the actions required to implement the changes to local government functions in determining applications for single houses, including introduction of the regulations, will be finalised in the second quarter of 2024. Consultation on the proposed regulatory changes closes on 31 January 2024.*

The information sheet indicates that the purpose of the changes is to reduce red tape and speed up the delivery of housing developments.

There is little evidence that for moots approvals that there is any delay attributable to Local Government.

Council's own delegation register, in relation to planning matters, delegates responsibility to the CEO for the approval of permitted uses, which includes single residential dwellings in all zones.

The only real difference between delegated approvals and Council approvals is waiting for a Council meeting.

Strategic Implications – Nil

Statutory Environment – Planning and Development Amendment Bill 2023

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – This is part of the DPLH consultation process.

Options

Council is asked to determine whether or not to make a submission in relation to the proposed changes.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023 / 109**

**That Council provides in principle support for speeding up planning approval processes but objects to the reduction of Council's planning powers. Council has of its own volition delegated approval processes for single dwellings to the CEO.**

**Moved Cr Kowald**

**Seconded Cr Harris**

**CARRIED 4/0**

**(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)**



Mr Stan Scott  
Chief Executive Officer  
Shire of Cuballing

Via email: [ceo@cuballing.wa.gov.au](mailto:ceo@cuballing.wa.gov.au)

Dear Mr Scott

**LOCAL GOVERNMENT SINGLE HOUSE APPROVAL FUNCTIONS -  
AMENDMENTS TO THE PLANNING AND DEVELOPMENT (LOCAL PLANNING  
SCHEMES) REGULATIONS 2015**

I am writing to you on behalf of the Minister for Planning regarding the upcoming changes to the State Planning Framework. These changes will include amendments to the *Planning and Development Act 2005* (PD Act) and several amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations) which are being consulted on separately.

The purpose of this letter is to advise you that the Planning and Development Amendment Bill 2023, recently introduced to Parliament, will enable regulations to be made regarding the functions of local government exercised under local planning schemes in relation to development applications for single houses.

The insertion of new section 257C into the PD Act will result in most development applications for single houses being determined by the Chief Executive Officer (CEO) or employees of the local government authorised by the CEO rather than by the elected Council. Draft Planning and Development (Local Planning Scheme) Amendment Regulations (No.3) 2023 have been prepared to support the amendment to the PD Act.

Pursuant to section 256(2)(a) of the PD Act, the Minister for Planning must consult with local government on any changes to the LPS Regulations. I am therefore seeking your feedback on the proposed amendments to the LPS Regulations.

In summary, the proposed amendments will:

- identify prescribed development approval functions and prescribed single house development (which excludes development in a heritage-protected place and may continue to be determined under delegated authority or by the Council as appropriate);
- outline requirements and circumstances for performing the prescribed development approval functions; and
- outline the requirements for authorising an employee if the functions are not to be performed by the CEO.

An information sheet has been published on the Department of Planning, Lands and Heritage's website, providing further details of the proposed amendments and is available at <https://www.wa.gov.au/system/files/2023-10/info-sheet-local-gov-role.pdf>.

The Department is providing a series of information sessions on the proposed changes and implications for local government. Details of the information is available at <https://www.wa.gov.au/government/document-collections/planning-and-development-amendment-bill-2023-and-associated-regulations#documents>.

It is anticipated that the actions required to implement the changes to local government functions in determining applications for single houses, including introduction of the regulations, will be finalised in the second quarter of 2024. Consultation on the proposed regulatory changes closes on 31 January 2024, feedback and comments can be submitted the through the Department's <https://consultation.dplh.wa.gov.au> or email: [planningreform@dplh.wa.gov.au](mailto:planningreform@dplh.wa.gov.au) .

For any queries regarding the proposed changes to the LPS Regulations relating to single house development applications, please contact the Reform Delivery team via the email address above or on 6551 8002.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Anthony Kannis', with a stylized flourish at the end.

Anthony Kannis PSM  
Director General

23 October 2023



# Information Sheet

# Local Government Role and Responsibility in the Decision Making Process for Single Houses

## Overview and Background

Changes proposed through the Planning and Development Amendment Bill 2023 (**Bill**) will provide the ability to specify that certain types of development applications relating to single houses are to be determined by authorised local government officers. The types of development applications that will be covered by these changes are:

- Single houses; and
- Development ancillary or incidental to that (i.e. any renovations or additions to a single house).

This does not apply in heritage protected places (houses on the State or local register, or in a heritage area). This means that most single house developments will not go to Council for a decision and will instead be determined by local government officers. It is noted that many local government's currently delegate the majority of decision making to their Chief Executive Officer (**CEO**) or planning staff and this practice is encouraged to continue but it is acknowledged that places with heritage value can be of significant public interest to involve the Council.

The intent of this reform is to reduce unnecessary red tape, provide a consistent process for how single house developments are dealt with across the State and improve efficiencies in decision making to assist with the delivery of housing. The changes will also enable the Council to focus on strategic planning, ensuring that local planning frameworks are contemporary and fit for purpose.

### Disclaimer

The information in this document provides a summary of the proposed reforms and associated background information, to assist with project understanding.



## Proposed Changes

Part 4 of the Bill proposes to introduce a new section 257C which will provide the ability for Regulations to:

- Prescribe what the development approval functions of the local government are (prescribed development approval function).
- Specify that for certain types of single house developments these functions must be done by the CEO of the local government or employees authorised by the CEO and cannot be done by the Council or a committee of the Council.
- Deal with other matters including the performance of development approval functions, authorisation of local government employees and any supplementary or incidental matters.

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (**Deemed Provisions**) is proposed to be amended to:

- Identify the development approval functions that these regulations apply to (any decision relating to a development application).
- Define the type of development this applies to being a “prescribed single house development” as:
  - New or alteration and additions to an existing single house;
  - Any development associated with a single house such as ancillary accommodation, patios, boundary walls or fences, garages or carports; and
  - Exclude this part from applying to a heritage protected place (houses on the State or local register, or in a heritage area).
- Outline that development approval functions for the above types of development are to be done by the CEO of the local government or employees authorised by the CEO. Such applications cannot be determined by the Council.
- Outline that such decisions cannot be subject to the direction of the Council. However, Councils have an important role to play in strategic planning for their communities to ensure the local planning frameworks (strategies, schemes and policies) are contemporary and fit for purpose.
- Outline provisions relating to the authorisation of employees who can perform these functions.

The amendments to the Deemed Provisions are required to be separately consulted on. Consultation activities will occur early in 2024.





## 3. More Information and Questions

If you require further information, please contact Reform Delivery on 6551 8002 or email [planningreform@dplh.wa.gov.au](mailto:planningreform@dplh.wa.gov.au).

## Acronyms and Abbreviations Used

- **Bill** – Planning and Development Amendment Bill 2023
- **CEO** – Chief Executive Officer
- **Deemed Provisions** – Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*

|       |   |
|-------|---|
| 9.2.3 | State Planning Policies and Planning Codes - Amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 |
|-------|---|

|                         |   |
|-------------------------|---|
| Applicant:              | Minister for Planning Land and Heritage                                 |
| File Ref. No:           | ADM341  |
| Disclosure of Interest: | Nil   |
| Date:                   | 6 November 2023   |
| Author:                 | Stan Scott, Chief Executive Officer                                     |
|                         | 9.2.3 A Letter from PDLH  |
| Attachments:            | 9.2.3 B Information Sheets - State Planning Policies and Planning Codes |

### **Summary**

**The Minister for Planning is required to consult with Local Governments before introducing changes to Local Planning Scheme Regulations. Some substantial changes are planned, and the consultation period closes on 17 November 2023.**

### **Background**

The Director General of the Department of Planning Land and Heritage has written to Local Governments on behalf of the minister to consult on proposed changes to the Local Planning Scheme Regulations.

The proposed changes are:

*The introduction of **Planning Codes**, along with the repositioning of SPPs as strategic guidance documents, form a small but important part of our ongoing implementation of the State Government's Action Plan for Planning Reform.*

*To bring the new Planning Codes stream into effect and make the required adjustments to SPP settings, the following regulatory and legislative changes are required:*

- 1. amendments to the Planning and Development Act 2005 (Act) to include a new Section 3A, providing the 'head of power' for Planning Codes;*
- 2. introduction of two new sets of subsidiary regulations designed to address the preparation, modification and repeal requirements for both Planning Codes and SPPs; and*
- 3. minor consequential modifications to the existing Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations) to include references to Planning Codes in lieu of SPP, where applicable. CEO's advising of impending changes to approval processes for single house developments. The approval for these developments has been delegated to CEOs and will no longer be a decision of Council.*

The letter sets out the following changes:

*The key changes to the LPS Regulations are:*

- changes to the definitions of basic and standard amendments to reference the Planning Codes;*
- changes to the model provisions to insert reference to Planning Codes; and*

- *changes to the deemed provisions to ensure decisions-makers can consider Planning Codes when assessing applications.*

A copy of the letter and an information sheet detailing the changes are at Attachment 9.2.3A and 9.2.3 B respectively.

#### Comment

Consultation in this case may well be a misnomer. The changes involve a complete repositioning of various instruments in the planning system:

- State Planning Policies will go from being combination of policy and process to more strategic documents;
- New Planning Codes will set out planning detail in relation to any matter that could be dealt with by a Local Planning Scheme, and will be read into schemes and will have the same status as subsidiary legislation.
- State planning schemes will become less and less stand alone, and more a repository for deemed provisions.

There is a lot to be said for consistent planning provisions so that rules are similar from location to location, making it easier for people to build and develop homes and businesses. The Residential Design Codes have been part of the planning landscape for many years and make detailed planning easier.

However, at some point do Local Planning Schemes stop being Local, and local decision making, simply a rubber stamp applying state rules.

Consultation can take many forms from genuine engagement to telling. This is closer to the telling end of the scale. They are inviting comments, not submissions.

#### Strategic Implications – Nil

#### Statutory Environment:

1. Planning and Development (Planning Codes) Regulations 2023 (**Planning Code Regulations**)
2. Planning and Development (State Planning Policies) Regulations 2023 (**SPP Regulations**)

#### Policy Implications – Nil

#### Financial Implications – Nil

#### Economic Implication – Nil

#### Environmental Considerations – Nil

#### Consultation

There is a legislative requirement for the Minister for Planning to consult with Local Governments on changes to the Local Planning Schemes regulations

### Options

Council is asked to determine whether or not to make comment in relation to the proposed changes.

### Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023 / 110**

**That Council notes the proposed changes to the Local Planning Scheme Regulations, but not provide comment at this time.**

**Moved Cr Kowald**

**Seconded Cr Christensen**

**CARRIED 4/0**

**(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)**

Mr Stan Scott  
Chief Executive Officer  
Shire of Cuballing

Via-email to: [enquiries@cuballing.wa.gov.au](mailto:enquiries@cuballing.wa.gov.au)

Dear Mr Scott

**STATE PLANNING POLICIES AND PLANNING CODES - AMENDMENTS TO THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015**

I am writing on behalf of the Minister for Planning regarding the upcoming changes to the State Planning Framework. These changes will facilitate the introduction of a new planning instrument – to be known as Planning Codes – which change the status of State Planning Policies (SPPs) and introduce new processes for the preparation, review and revocation of these instruments through regulations.

The introduction of Planning Codes, along with the repositioning of SPPs as strategic guidance documents, form a small but important part of our ongoing implementation of the State Government's Action Plan for Planning Reform.

To bring the new Planning Codes stream into effect and make the required adjustments to SPP settings, the following regulatory and legislative changes are required:

1. amendments to the *Planning and Development Act 2005* (Act) to include a new Section 3A, providing the 'head of power' for Planning Codes;
2. introduction of two new sets of subsidiary regulations designed to address the preparation, modification and repeal requirements for both Planning Codes and SPPs; and
3. minor consequential modifications to the existing Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations) to include references to Planning Codes in lieu of SPP, where applicable.

Pursuant to section 256 of the Act, the Minister for Planning must consult with local governments on any changes to the LPS Regulations. I am therefore seeking your feedback on the proposed amendments required to facilitate the aforementioned changes.

The key changes to the LPS Regulations are:

- changes to the definitions of basic and standard amendments to reference the Planning Codes;
- changes to the model provisions to insert reference to Planning Codes; and
- changes to the deemed provisions to ensure decisions-makers can consider Planning Codes when assessing applications.

An information sheet has been published on the Department of Planning, Lands and Heritage's (Department) website that provides further technical details of the proposed amendments, including transitional provisions. This is available to download here: [info-sheet-state-planning-policies\\_0.pdf \(www.wa.gov.au\)](https://www.wa.gov.au/info-sheet-state-planning-policies_0.pdf)

The relevant new and revised regulations, including the consequential amendments to the LPS Regulations to facilitate these changes, can also be viewed here: [Planning and Development Amendment Bill 2023 and Associated Regulations \(www.wa.gov.au\)](https://www.wa.gov.au/planning-and-development-amendment-bill-2023-and-associated-regulations)

It is anticipated that all the necessary changes to implement Planning Codes and the required changes to SPPs, including the introduction of the regulations mentioned above, will be finalised in the first quarter of 2024.

The consultation period on the proposed regulatory changes closes at **5:00pm**, on **17 November 2023** and comments can be submitted to [policy@dplh.wa.gov.au](mailto:policy@dplh.wa.gov.au).

For any queries regarding changes to the LPS Regulations, or the SPP and Planning Code regulations in general, I encourage you to contact Jacquie Stone, Executive Director Policy at the Department, via email to [policy@dplh.wa.gov.au](mailto:policy@dplh.wa.gov.au) or by telephone on 6551 9373.

Yours sincerely



Anthony Kannis PSM  
Director General

19 October 2023



# Information Sheet

## State Planning Policies and Planning Codes

### 1. Background

The *Action Plan for Planning Reform* seeks to ensure appropriate mechanisms are in place to keep the State Planning Policy framework up to date through regular review via an efficient amendment process. Implementation of this initiative was supported by feedback received during the consultation on planning reform.

Two new sets of regulations will be introduced to create new streamlined processes to prepare, amend and repeal State Planning Policies (**SPP**) and Planning Codes, consistent with planning reform outcomes. Amendments to the Planning and Development (Local Planning Scheme) Regulations 2015 (**LPS Regulations**) are required. These are explained below.

It is anticipated that the three sets of regulations will come into effect in the first half of 2024.

#### 1.1 Overview

These changes have two key components. A new planning instrument, Planning Codes are being created, in addition to retaining SPP. In addition, the process for creating and amending both Planning Codes and SPPs will be moved from the *Planning and Development Act 2005* (**PD Act**) into new regulations.

Planning Codes can:

- Deal with any matter that can be dealt with by a local planning scheme as listed in Schedule 7 of the PD Act.
- Be read into local planning schemes and will have the status of subsidiary legislation.

#### Disclaimer

The information in this document provides a summary of the proposed reforms and associated background information, to assist with project understanding.



State Planning Policies will:

- Focus on strategic policy, providing direction on land use planning.
- Remain 'due regard' documents for decision making.

## 2. Proposed Changes

Two new sets of regulations have been prepared:

1. Planning and Development (Planning Codes) Regulations 2023 (**Planning Code Regulations**)
2. Planning and Development (State Planning Policies) Regulations 2023 (**SPP Regulations**)

These regulations include the processes to make, amend and repeal Planning Codes and SPP, and will replace the current processes outlined in Part 3 of the PD Act.

### 2.1 Key Changes to the SPP and Planning Code Process

The key changes to the process associated with SPP and Planning Codes included in the regulations are outlined below:

- Enables the review of part of a SPP or Planning Code, rather than the whole document having to be reviewed.
- Allows for the Western Australian Planning Commission (**WAPC**) to determine the classification of an amendment as basic/administrative, standard, or substantial.
- Introduces administrative amendments to SPPs, which are not required to be advertised.
- Requires standard or substantial amendments to be advertised for specified periods based on the classification of the amendment.
- Requires the Minister for Planning's approval before a new Planning Code, SPP or substantial amendment can be advertised.
- Provides for the Minister for Planning to grant final approval for basic / administrative amendments (instead of the Governor).
- Provides for the Governor to grant final approval for all other types of amendments, new SPP and Planning Codes, and repeal of SPP and Planning Code.





## 2.2 Amendment Streams for SPP and Planning Codes

To create a more contemporary and adaptable State planning system, risk-based amendment streams will be introduced for SPP and Planning Codes. The table below provides a summary of the three amendment streams available:

| Amendment Streams for Planning Codes          |   |                                      |                                |
|---|---|--------------------------------------|--------------------------------|
| Stream  |   | Advertising Period                   | Ministerial Approval to Advise |
| Basic   | A standard amendment to correct an administrative or minor error related to a map, plan or diagram; and/or a change to ensure consistency with a public planning document, subsidiary legislation or a government policy.<br><br>These amendments are not likely to adversely affect any land or owner or occupier, and are not referred to the EPA or not being assessed by the EPA. | 14 days                              | Not required                   |
| Standard                                      | An amendment that the WAPC considers does not constitute a substantial alteration to the policy.  | 60 days                              | Not required                   |
| Substantial                                   | An amendment that is not a standard amendment.  | 90 days or longer if WAPC determines | Required                       |
| Amendment Streams for State Planning Policies |   |                                      |                                |
| Stream  |   | Advertising Period                   | Ministerial Approval to Advise |
| Administrative                                | A standard amendment to correct an administrative or minor error related to a map, plan or diagram; and/or a change to ensure consistency with a public planning document, subsidiary legislation or a government policy.   | Not required                         | Not required                   |
| Standard                                      | An amendment that the WAPC considers does not constitute a substantial alteration to the policy.  | 60 days                              | Not required                   |
| Substantial                                   | An amendment that is not a standard amendment.  | 90 days or longer if WAPC determines | Required                       |



## 2.3 Consequential Amendments to the LPS Regulations

Amendments are required to the LPS Regulations to integrate Planning Codes into local planning schemes, to ensure they are considered by decision makers. The following changes are being made:

- Basic and standard definition to reference Planning Codes (r.34)
- Scheme review requirements to reference Planning Codes (r.66).

Schedule 1 (**Model Provisions**) and Schedule 2 (**Deemed Provisions**) of the LPS Regulations will also be amended as outlined below:

| Schedule in LPS Regulations | Amendments  |
|-----------------------------|---|
| Model Provisions            | <ul style="list-style-type: none"> <li>• Clauses 29 and 30 to facilitate Planning Codes to be read as part of a scheme (replacing Clauses 27 to 30 regarding SPPs).</li> <li>• Clause 32 to enable schemes to specify requirements relating to development that are additional to those set out in the Residential Design Codes (<b>R-Codes</b>) and any other Planning Code/s (that may be prepared by the WAPC).</li> </ul> |
| Deemed Provisions           | <ul style="list-style-type: none"> <li>• R-Codes definition to remove reference to s.26 of the PD Act.</li> <li>• Clauses 28 and 67 to ensure SPP and Planning Codes can be considered when decision makers are exercising their powers under these provisions.</li> </ul>  |



## 2.4 Further Amendments to SPP and Planning Code Regulations

The Bill proposes further amendments to the provisions in the PD Act for the preparation, amendment and review of SPP and Planning Codes. If the Bill is approved by Parliament, further changes will be required to the new SPP Regulations and Planning Code Regulations. These changes are foreshadowed as follows:

| Instrument                 | Amendments   |
|----------------------------|--|
| Planning Codes Regulations | <ul style="list-style-type: none"> <li>• Provide that a basic amendment to Planning Codes will not require advertising (amend division 3 of draft regulations).</li> <li>• Rename basic amendment to administrative amendment, for consistency with SPP amendment types.</li> <li>• Amend division 2 of the Planning Code regulations to reflect that Planning Codes may be referred to the EPA.</li> <li>• Provide the review process for conducting a 10 year review, and outline the preparation and approval process of review reports.</li> </ul> |
| SPP Regulations            | <ul style="list-style-type: none"> <li>• Provide the review process for conducting a 10 year review, and outline the preparation and approval process of review reports.</li> </ul>  |

## 2.5 Transitional Provisions

Section 291 of the Planning and Development Amendment Act 2020 (**Amendment Act**) provides that the R-Codes are taken to be Planning Codes. The R-Codes will continue to be read into schemes and operation of the scheme and the R-Codes will not be impacted.

While no other Planning Codes are proposed at this time, there is legislative scope for further Planning Codes to be developed and implemented in the future. Other Planning Codes will only have effect when a local planning scheme or an improvement scheme is amended to include reference to that specific Planning Code.

Local planning schemes that incorporate SPP will need to be amended to remove reference to any SPP being read as part of the scheme. This amendment, which is to align with the Model Provisions, is likely to be able considered a 'basic' amendment and will not require advertising.

## 3. More Information and Questions

If you require further information, please contact the Policy and Projects team on 6551 8002 or email [policy@dplh.wa.gov.au](mailto:policy@dplh.wa.gov.au).



## Acronyms and Abbreviations Used

- **Amendment Act** – *Planning and Development Amendment Act 2020*
- **Bill** – Planning and Development Amendment Bill 2023
- **Deemed Provisions** – Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015
- **EPA** – Environmental Protection Authority
- **LPS Regulations** – Planning and Development (Local Planning Scheme) Regulations 2015
- **Model Provisions** – Schedule 1 of the Planning and Development (Local Planning Schemes) Regulations 2015
- **PD Act** – *Planning and Development Act 2005*
- **Planning Code Regulations** – Planning and Development (Planning Codes) Regulations 2023
- **R-Codes** – Residential Design Codes
- **SPP** – State Planning Policies
- **SPP Regulations** – Planning and Development (State Planning Policies) Regulations 2023
- **WAPC** – Western Australian Planning Commission

|       |   |
|-------|---|
| 9.2.4 | Appointment of Delegate to the Narrogin & Dryandra Visitor Centre Reference Group |
|-------|---|

|                         |  |
|-------------------------|--|
| Applicant:              | N/A  |
| File Ref. No:           | ADM 144  |
| Disclosure of Interest: | Nil  |
| Date:                   | 6 November 2023  |
| Author:                 | Stan Scott   |
|                         | 9.2.4 A Letter from the Shire of Narrogin                                      |
| Attachments:            | 9.2.4 B. Narrogin & Dryandra Visitor Centre Reference Group Terms of Reference |
|                         | 9.2.4 C Code of Conduct  |

### **Summary**

**Council is to consider the appointment of a delegate to the Narrogin & Dryandra Visitor Centre Reference Group – a committee of the Shire of Narrogin.**

### **Background**

At its special meeting of 25 October 2023 Council decided not to nominate a delegate to the Dryandra Country Visitor Centre. The visitor centre had been operating as a community based not for profit. That organisation was wound up and the responsibilities passed on to the Shire of Narrogin.

The Shire of Narrogin has now formed a reference group to support the operations of the Visitor Centre and has invited the Shire of Cuballing to nominate a delegate. There has been no request for a financial contribution.

### **Comment**

The purpose of the working group is to *provide advice regarding the management and coordination of the Narrogin & Dryandra Visitor Centre.*

It is expected to meet twice per year.

### **Strategic Implications**

The Strategic Plan supports the development of tourism.

### **Statutory Environment**

The committee would be a committee of the Shire of Narrogin.

### **Policy Implications** – Nil

### **Financial Implications** - Nil

### **Economic Implication** – Not significant

### **Social Implication**

Council has delegates and representatives on several community groups.

### **Environmental Considerations** – Nil

**Consultation** – Nil

**Options**

Council to determine whether or not to nominate a delegate for the Narrogin & Dryandra Visitor Centre Reference Group.

**Voting Requirement** – Absolute Majority

OFFICER RECOMMENDATION

That Council nominate Cr \_\_\_\_\_ as a delegate and Cr \_\_\_\_\_ as a deputy delegate to the Narrogin & Dryandra Visitor Centre Reference Group.

**COUNCIL RESOLUTION 111**

**That Council nominate Cr Kowald as a delegate to the Narrogin & Dryandra Visitor Centre Reference Group.**

**Moved Cr Harris**

**Seconded Cr Christensen**

**CARRIED 4/0**

**(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)**

*Council decided not to nominate a deputy delegate as there will be two casual vacancies on Council to fill and this may provide the opportunity for a new member.*

YOUR REF:

OUR REF: OCR2314845 – 2.7.1

ENQUIRIES: Dale Stewart



31 October 2023

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

89 Earl Street, Narrogin  
**Correspondence to:**  
PO Box 1145, Narrogin WA 6312  
**T** (08) 9890 0900  
**E** [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
**W** [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)

(via: [ceo@cuballing.wa.gov.au](mailto:ceo@cuballing.wa.gov.au) )

Dear Stan

## ESTABLISHMENT OF COUNCIL COMMITTEES

The Shire of Narrogin Biennial Local Government Election was held on 21 October 2023 and pursuant to the Local Government Act 1995, and Council's adopted Terms of Reference and the Standard Conditions for establishment of Council Committees, the term of the Narrogin & Dryandra Visitor Centre Reference Group expired 20 October 2023 and the committee was dissolved pending the outcome of the next Ordinary Council Meeting.

At the Ordinary Council Meeting held on 25 October 2023, Council endorsed the new Terms of Reference for the Narrogin & Dryandra Visitor Centre Reference Group and membership of that Committee comprising of delegates appointed from Council, representatives from three relevant community groups as follows;

| Composition resolved by Council                              |          |   |
|--|----------|---|
| Nomination of  | No.      |   |
| Elected members  | 1        | Committee Chairperson to be an Elected Member |
| Employees, including ex-officio                              | 1        |   |
| Shire of Cuballing   | 1        |   |
| Narrogin & Dryandra Visitor Centre Volunteers Representative | 1        |   |
| <b>Total Participation</b>                                   | <b>4</b> |   |

The Shire is seeking confirmation, or advice to the contrary, of your organisation's continued committee membership and the names of your proposed delegate and deputy delegate.

It would be appreciated if you could reply in writing (email is fine) to the undersigned at [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au), ideally, by Friday 10 November 2023.

Please note, that Council Committee members are bound by Council's Code of Conduct and requirement to disclose Financial, Proximity and / or Impartiality interests if relevant.

Should you require further information or clarification on the above, please contact Vanessa Ward via email at [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au) or by telephone on 9890 0900.

Yours sincerely



Dale Stewart  
**Chief Executive Officer**

cc Elected Members on the Committee: Councillor Roxanne McNab  
Mark Furr - Executive Manager Corporate and Community Services

Att: Terms of Reference – Committees of Council

Code of Conduct for Council Members, Committee Members and Candidates





## 2.4 Narrogin & Dryandra Visitor Centre Reference Group (N&DVC)

**Statutory context** Appendix 1 – Standard conditions for establishment of Council Committees and Reference Groups

**Corporate context** Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group

**History** Established 25 October 2023

### Establishment

**Objectives:** A working group to provide advice regarding the management and coordination of the Narrogin & Dryandra Visitor Centre

**Meeting frequency** Generally twice per annum

### Membership

| Composition resolved by Council                              |          |  |
|--|----------|--|
| Nomination of  | No.      |  |
| Elected members  | 1        | Committee Chairperson to be Elected Member |
| Employees, including ex-officio                              | 1        |  |
| Shire of Cuballing   | 1        |  |
| Narrogin & Dryandra Visitor Centre Volunteers Representative | 1        |  |
| <b>Total Participation</b>                                   | <b>4</b> |  |

Required staff attendance (non-voting) –

| Primary  | Secondary                                    |
|--|--|
| Executive Manager Corporate & Community Services |  |
| Community Development Officer                    | Community & Economic Development Coordinator |

### Administrative Support

|                            |  |
|----------------------------|--|
| Senior Officer responsible | Executive Manager Corporate & Community Services |
| Initial contact person     | Community Development Officer                    |

## **Role and Scope**

1. To provide feedback and advice on the strategic direction to the CEO in relation to –
  - a) how to operate the N&DVC in a sustainable manner.
  - b) how to better promote the N&DVC.
  - c) Merchandise options and management.
  - d) how to attract additional tourism opportunities.
  - e) how to support, retain and attract volunteers.
  - f) additional opportunities for area promotion
  - g) building management of the Railway Station Precinct.
2. To provide a further avenue of communication between the Administration and Council and the community groups which operate or contribute to the Service.

– End of TOR

# Code of Conduct for Council Members, Committee Members and Candidates



## Division 1 — Preliminary provisions

### 1. Citation

This is the *Shire of Narrogin* Code of Conduct for Council Members, Committee Members and Candidates.

### 2. Terms used

#### (1) In this code —

*Act* means the *Local Government Act 1995*;

*candidate* means a candidate for election as a council member;

*complaint* means a complaint made under clause 11(1);

*publish* includes to publish on a social media platform.

#### (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — General principles

### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### 4. Personal integrity

#### (1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

#### (2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## **5. Relationship with others**

- (1) A council member, committee member or candidate should —
  - (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive working environment.

## **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## **Division 3 — Behaviour**

### **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

### **8. Personal integrity**

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

### **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## 10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## 11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in [the form approved by the local government](#); and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## 12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.

- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
  - (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
  - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## **Division 4 — Rules of conduct**

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

### **16. Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

### **17. Misuse of local government resources**

- (1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

**resources of a local government** includes —

- (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

## **18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

## **19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## **20. Relationship with local government employees**

- (1) In this clause —
 

**local government employee** means a person —

  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —
  - closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
  - confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
  - document** includes a part of a document;
  - non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause —
  - interest** —
    - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
    - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and



- (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

## **23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

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## 9.2.5 Numbat Country Reprint

Applicant: Shire of Cuballing  
File Ref. No: ADM341  
Disclosure of Interest: Nil  
Date: 7 November 2023  
Author: Stan Scott, Chief Executive Officer  
Attachments: Nil

### Summary

**The reprint of the Numbat Country book is in train and we expect it to be available for sale by the end of November. Council is asked to decide on a price.**

### Background

In June last year we were approached Curtin University Library seeking out permission to prepare a digital copy of the Cuballing history book *Numbat Country – The story of the Shire of Cuballing from the earliest days until 1997*. We granted permission but requested that a digital copy be provided to the Shire of Cuballing.

That digital copy was provided to DX Print Group in Bunbury and they confirmed that it would be possible to reprint the book using the digital copy. Council allocated funds in this year's budget for the reprint.

The content of the book has remained unchanged, it is only a reprint. The Shire Logo has been replaced with the current logo, and the information page has been updated to indicate that it is a reprint. The cover will be grey scale rather than pink to distinguish it as a reprint.

### Discussion

The cost of printing 200 copies of the book including artwork is \$4,190. That is a unit cost of 20.95 ex GST.

Our CDO already has pre-publication orders for 36 copies without knowing the price.

|               | Cost    | Mark Up |         |         |
|---------------|---------|---------|---------|---------|
|               |         | 20%     | 40%     | 50%     |
| <b>Ex GST</b> | \$20.95 | \$25.14 | \$29.33 | \$31.43 |
| <b>Retail</b> | \$23.05 | \$27.65 | \$32.26 | \$34.57 |

Soft cover nonfiction books typically sell for around \$35. Essentially, we are looking at cost recovery rather than profit. It is likely with stock available that the book could also be used as a gift for special occasions such as visiting dignitaries or citizenship ceremonies.

It would also be appropriate to provide at least one free copy to the Curtin University Library.

Strategic Implications – Nil

Statutory Environment: - Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation - Nil

Options

That Council set the retail price of the Numbat Country book at \$30 retail including GST.

Council may set a higher or lower price.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION 2023 / 112**

**1. That Council sets the retails price for the reprint of *Numbat Country – The story of the Shire of Cuballing from the earliest days until 1997* at \$30 per copy including GST; and'**

**2. That Council donates a copy of the book to the Curtin University Library.**

**Moved Cr Christensen**

**Seconded Cr Kowald**

**CARRIED 4/0**

**(Cr Christensen, Cr Kowald, Cr Dowling and Cr Harris voted in favour)**

**9.3      MANAGER OF WORKS AND SERVICES:**

Nil at this time

**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 at this time.

**12.      CONFIDENTIAL MATTERS:**

Nil at this time.

**13.      NEXT MEETING:**

Ordinary Council Meeting, 2.00pm. Wednesday 20 December 2023 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing

**14.      CLOSURE OF MEETING:**

*Meeting Closed 3.07 pm*