

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

# **AGENDA**

for the

**Ordinary Meeting of Council**

to be held

**2PM, WEDNESDAY 22<sup>nd</sup> JULY 2020**

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 items”.
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.

<b>1.</b>	<b>DECLARATION OF OPENING:</b> .....	<b>2</b>
<b>2.</b>	<b>ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:</b> .....	<b>2</b>
2.1.1	Attendance	2
2.1.2	Apologies	2
2.1.3	Leave of Absence	2
<b>3.</b>	<b>STANDING ORDERS:</b> .....	<b>2</b>
<b>4.</b>	<b>PUBLIC QUESTION TIME:</b> .....	<b>2</b>
<b>4.1</b>	<b>RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:</b> .....	<b>2</b>
<b>4.2</b>	<b>WRITTEN QUESTIONS PROVIDED IN ADVANCE:</b> .....	<b>2</b>
<b>4.3</b>	<b>PUBLIC QUESTIONS FROM THE GALLERY:</b> .....	<b>3</b>
<b>5.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE:</b> .....	<b>3</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES:</b> .....	<b>3</b>
6.1.1	Ordinary Meeting of Council held on Wednesday 17 <sup>th</sup> June 2020	3
6.2.	Special Meeting of Council held on Wednesday 1 <sup>st</sup> July 2020	3
<b>7.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:</b> .....	<b>3</b>
<b>8.</b>	<b>DISCLOSURE OF FINANCIAL INTEREST:</b> .....	<b>3</b>
<b>9.</b>	<b>REPORTS OF OFFICERS AND COMMITTEES:</b> .....	<b>4</b>
<b>9.1</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER:</b> .....	<b>4</b>
9.1.1	List of Payments – June 2020	4
9.1.2	Statement of Financial Activity – Period Ending 30 June 2020	11
9.1.3	Financial Hardship Policy	35
9.1.4	Adoption of the 2020/21 Budget	41
9.1.5	Sale of Property – Outstanding Rates - 76 Francis Street, Popanyinning	47
9.1.6	Withdrawal of Caveat – Williams Location 11270	50
<b>9.2</b>	<b>CHIEF EXECUTIVE OFFICER:</b> .....	<b>55</b>
9.2.1	Scheme Amendment No. 5 to the Shire of Cuballing Local Planning Scheme No. 2	55
9.2.2	Elected Member, Chief Executive Officer and Employee Attendance At Events Policy	75
9.2.3	Local Event And Project (LEAP) Grant Program Policy	81
9.2.4	Rates Incentive Prize Draw 2020/21	89
9.2.5	Refund of Building Services - Divine You	93
9.2.6	COVID Response – Cuballing Tavern	96
9.2.7	Permission to Trade in a Public Place – Francis Street, Popanyinning and Ridley Street, Cuballing	99
<b>9.3</b>	<b>MANAGER OF WORKS AND SERVICES:</b> .....	<b>103</b>
<b>10.</b>	<b>ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:</b> .....	<b>103</b>
<b>11.</b>	<b>URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:</b> .....	<b>103</b>
<b>12.</b>	<b>CONFIDENTIAL MATTERS:</b> .....	<b>103</b>
<b>13.</b>	<b>NEXT MEETING:</b> .....	<b>103</b>
<b>14.</b>	<b>CLOSURE OF MEETING:</b> .....	<b>103</b>

**1. DECLARATION OF OPENING:**

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

**2.1.1 Attendance**

Cr Mark Conley  
Cr Eliza Dowling  
Cr Scott Ballantyne  
Cr Dawson Bradford  
Cr Robert Harris  
Cr Deb Hopper

President  
Deputy President

Mr Gary Sherry  
Ms Bronwyn Dew  
Mr Bruce Brennan

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Works and Services

**2.1.2 Apologies**

Nil at this time.

**2.1.3 Leave of Absence**

Nil

**3. STANDING ORDERS:**

**OFFICER'S RECOMMENDATION:**

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

**4. PUBLIC QUESTION TIME:**

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

Nil

**4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

Nil

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

Nil at this time.

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

Nil at this time.

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

##### **6.1.1 Ordinary Meeting of Council held on Wednesday 17<sup>th</sup> June 2020**

###### **OFFICER'S RECOMMENDATION:**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 17<sup>th</sup> June 2020 be confirmed as a true record of proceedings.**

##### **6.2. Special Meeting of Council held on Wednesday 1<sup>st</sup> July 2020**

###### **OFFICER'S RECOMMENDATION:**

**That the Minutes of the Special Meeting of Council held on Wednesday 1<sup>st</sup> July 2020 be confirmed as a true record of proceedings.**

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

Nil at this time.

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

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

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

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

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

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

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

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

#### **9.1.1 List of Payments – June 2020**

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	2 <sup>nd</sup> July 2020
Author:	Nichole Gould
Attachments:	9.1.1A List of June 2020 Municipal Accounts 9.1.1.B Credit Card Transactions

#### **Summary**

**Council is to review payments made under delegation in June 2020.**

Background – Nil

Comment

Council is provided at Attachments 9.1.1A with a list of payments made from Council's bank account during the month of June 2020.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not note the list of accounts.

Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council receives:**

1. the List of Accounts paid in June 2020 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 \$333,450.34 included at Attachment 9.1.1A; and
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 3<sup>rd</sup> June 2020.

**LIST OF JUNE 2020 MUNICIPAL FUND ACCOUNTS**

<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
02062020	Police Licensing Payments	877.40
03062020	Police Licensing Payments	15,536.95
04062020	Police Licensing Payments	668.35
05062020	Police Licensing Payments	445.80
08062020	Police Licensing Payments	7.85
09062020	Interest on Graders	275.38
09062020	Loan Repayment No. 63 Graders	3,438.90
09062020	Police Licensing Payments	345.80
10062020	Rent for Grader Driver House	360.00
10062020	Police Licensing Payments	695.70
12062020	Police Licensing Payments	27.70
15062020	Police Licensing Payments	1,110.05
16062020	Police Licensing Payments	2,921.70
17062020	Police Licensing Payments	3,358.20
19062020	Police Licensing Payments	1,451.80
19062020	ATO Clearing Account BAS	16,264.00
22062020	Police Licensing Payments	878.55
23062020	Police Licensing Payments	2,344.65
24062020	Police Licensing Payments	271.55
25062020	Police Licensing Payments	13,109.50
26062020	Police Licensing Payments	1,717.90
29062020	Police Licensing Payments	87.50
30062020	Police Licensing Payments	1,069.50
EFT5216	Supply and spread Prima seal	12,768.36
EFT5217	Repairs to Cat loader	10,692.55
EFT5218	Water Charges for War Memorial July-June 2020	62.84
EFT5219	Monthly Copier Charges	837.30
EFT5220	Repair tree damaged tarp at Vintage Machinery display	429.00
EFT5221	50% Reimbursement of Internet as per contract	55.00
EFT5222	Extend box Culvert and two new insitu head and wing walls	13,750.00
EFT5223	Council Meeting Catering	340.00
EFT5224	Heritage Signage	495.00
EFT5225	Flora and Vegetation surveys for Shaddick road gravel pit	12,662.00
EFT5226	10 x bag rapid cement	89.98
EFT5227	Supply and deliver 80 ton 10mm Washed Granite to Stratherne road	4,701.84

<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
EFT5228	Upgrade to SynergySoft prior to EOFY	1,361.80
EFT5229	Cotton gloves	14.39
EFT5230	Freight Charges - Corsign	181.06
EFT5231	Self greasing parts for PZ320 /lift arm	71.46
EFT5232	Monthly Computer Licenses & Backup Charges	801.70
EFT5233	Advert - Narrogin Observer 21/05/2020 Town Planning Scheme Amendment	287.47
EFT5234	Various air fittings for Hino to hook air up for grease and air line	39.11
EFT5235	Supply and lay 5.6m <sup>3</sup> Concrete at Yornaning Dam	6,183.32
EFT5236	2 x 5lt Red Barron 1 x 5 ltNo rinse sanitizer 1 x 4 pack Purell	282.90
EFT5237	11 ton metal dust for structures at Yornaning dam and paths	105.47
EFT5238	Staff Uniform	1,019.55
EFT5239	Telephone Conferences - Council, LEMC Meetings	57.03
EFT5240	13 x 375 class 2 pipes and rubber rings 4 x 375 headwalls 10 x 450 class 2 pipes and rubber rings 2 x 450 headwalls 3 x 750 x 600 x 1.2 RCBC 3 x 750 x base links	5,839.19
EFT5241	Dog Pound Fees	410.00
EFT5242	Install electricity connection to McGarrigal Park	14,434.20
EFT5243	May 2020 Building Forms	188.65
EFT5244	Monthly Legal Fee Costs for Rates Debt Recovery	1,659.69
EFT5245	Signs and post	532.40
EFT5246	Install Shelter and tables and chairs at Yornaning Dam	2,156.00
EFT5247	Postage / Freight	371.90
EFT5248	2000 DLX Window Face Envelopes	385.00
EFT5249	Pickup and deliver culverts to Wandering Narrogin Road	971.52
EFT5250	Monthly Fuel Delivery to Above Ground Tank	5,690.87



<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
EFT5251	Rubbish Removal - Household Service	5,573.20
EFT5252	Regional Risk Co-Ordinator Program 2019-20 Instalments	2,533.30
EFT5253	Account for June 2020 - Tek Screws	87.10
EFT5254	1 x lifting hook for jib lift Komatsu loader	288.90
EFT5255	Logo embroidering	61.00
EFT5256	10 x Black Tablecloths for Council Meeting	120.00
EFT5257	Cement Stabilise Stratherne road 4920m <sup>2</sup>	22,024.04
EFT5258	4 x Hose Assembly	709.20
EFT5259	BCITF Forms March 2020	1,176.29
EFT5260	Renovation Works to Popanyinning Hall	21,946.05
EFT5261	Excavator hire install subsoil drain at Cuballing Oval	1,237.50
EFT5262	Town Planning - General	774.40
EFT5263	20 Ton Cracker dust	188.12
EFT5264	Parts for 25 lt /12volt pump	7.86
EFT5265	Final design of pavement surface for Power lines crossing new alignment for Western Power	1,091.73
EFT5266	Freight Charges - Westrac	10.73
EFT5267	Service Isuzu truck 30,000km	794.70
EFT5268	2 x Medium Native ANZAC Day Wreaths	240.00
14843	Water Charges - Park Ridley St Cuballing	1,600.22
20001	Monthly Electricity Charge Street Lightning x 42 Lights	608.39
20002	Pre-Employment Medical	126.00
20003	Mobile Charge - Ipad Cr Ballantyne	417.20
DD2298.1	Monthly Internet Wireless Limitless Inc Calls	89.99
DD2301.1	Superannuation contributions	231.08
DD2301.2	Payroll deductions	5,162.27
DD2301.3	Superannuation contributions	173.42
DD2301.4	Superannuation contributions	450.28

<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
DD2301.5	Superannuation contributions	35.96
DD2301.6	Superannuation contributions	429.83
DD2304.1	Credit Card Transactions	3,097.80
DD2317.1	Superannuation contributions	231.08
DD2317.2	Payroll deductions	5,155.88
DD2317.3	Superannuation contributions	173.42
DD2317.4	Superannuation contributions	450.28
DD2317.5	Superannuation contributions	111.09
DD2317.6	Superannuation contributions	429.83
DD2317.7	Superannuation contributions	100.67
EFT5269	Deborah Hopper Council Sitting Fees February - June 2020	892.00
EFT5270	Dawson Bradford Council Sitting Fees February - June 2020	805.00
EFT5271	Eliza Dowling Deputy President Allowance February - June 2020	1,877.50
EFT5272	1 x Fuel cap	104.40
EFT5273	Mark Conley President Allowance February June 2020	5,380.00
EFT5274	4xgel burners	11.20
EFT5275	Scott Ballantyne Council Sitting Fees February - June 2020	810.00
EFT5276	New tyre for multi roller	1,061.00
EFT5277	1 x Earth lead and connector for mig welder	29.70
EFT5278	Robert Harris Council Sitting Fees February - June 2020	790.00
EFT5279	1 x digital door lock for fire shed	851.77
EFT5280	Serving on Council - E-Learning Course Cr Hopper	585.00
EFT5281	1 x 462-1017	1,343.83
EFT5282	Buro Verve High Back Chair	379.66
20004	Service Charge - Shire Office	266.53
20005	Water Charges - Standpipe Ridley St Cuballing	6,910.39
EFT5283	Western Power commercial works tax for McGarrigal park power	1,124.00
EFT5284	Repair all Storm Damage to Cuballing Hall	57,588.44
EFT5285	Monthly Fuel Delivery to Above Ground Tank	4,522.52
EFT5286	National Construction Codes - Annual Subscription	2,995.30
DD2323.1	Credit Card Fees	-9.99

Chq/EFT	Description	Amount
		333,450.34

**CREDIT CARD TRANSACTIONS****Period Ending 3<sup>rd</sup> June 2020**

<b>SUPPLIER</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Pathtech Pty Ltd	Thermometer, Face Mask, Alcohol Wipes	720.45
Officeworks Cannington	HDMI Cable & Mobile Phone Case	29.88
Arteil WA Pty Ltd	Castors for Councillor Chair	62.50
Bunnings	Screening	54.72
WA Skills Training	Elevated Work Platform Training	2,206.25
Hancock & Sons	Key Cutting	24.00
<b>TOTAL</b>		<b>3,097.80</b>

## 9.1.2 Statement of Financial Activity – Period Ending 30 June 2020

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	14 <sup>th</sup> July 2020
Author:	Bronwyn Dew, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity

### **Summary**

#### **Council is to consider the Statement of Financial Activity for June 2020.**

### **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**

Revenue from operating activities exceeded year to date budget estimates to 30<sup>th</sup> June 2020 in a positive manner. Some key points include;

- General Purpose Funding – Rates were raised on 31<sup>st</sup> July 2019;
- Governance – Youth Traineeship Funding received \$30 000;
- Governance – LGIS Rebates received;
- Transport – MRWA Direct Grant amount received \$115 490;
- Transport – Eligible claims for Regional Road Group have been submitted;
- Transport – 100% of Roads to Recovery funding has been claimed & received;
- Recreation and Culture – Yornaning Dam grant funding has been received;
- Grants commission funding is less than anticipated during budget preparations;
- Standpipe charges are higher than budgeted, with increased consumption of water due to the dry season, this is offset by standpipe expenses also being over budget;
- Private Works income is less than budgeted – this is offset by the Private Works expenses also being well under budget;
- Building Surveyor income is less than budgeted – this is offset by the Building Surveyor expenses also being underbudget;
- Financial Assistance Grants – early payment of 2020/21 grant has been received; and
- FESA – ESL grant funding – early payment of 2020/21 grant has been received.

Operating Expenses – The key items of variance include:

- Insurance expenses are slightly over budget;

- Housing Maintenance well underbudget;
- Community Event Expenses underbudget as events were not able to be held during Pandemic;
- Health expenses overbudget due to costs related to Pandemic;
- Depreciation on road plant and bridges is higher than budgeted; and
- Capital expenses are below YTD budget due to the delays in obtaining the clearing permits holding up the road works capital program. Plus the Aged Person Accommodation project will be carried over to the new financial year.

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

Administration Allocations have been calculated to 30<sup>th</sup> June 2020.

Depreciation expense is calculated to 30<sup>th</sup> June 2020.

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:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 30<sup>th</sup> June 2020 be received.**

**SHIRE OF CUBALLING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 June 2020**

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

**TABLE OF CONTENTS**

Monthly Summary Information	2-4
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Note 1      Net Current Assets	9
Note 2      Explanation of Material Variances	10
Note 3      Cash and Investments	11
Note 4      Receivables	12
Note 5      Rating Revenue	13
Note 6      Disposal of Assets	14
Note 7      Capital Acquisitions	15-17
Note 8      Borrowings	18
Note 9      Reserves	19
Note 10     Grants and Contributions	20
Note 11     Trust Fund	21
Note 12     Budget Amendments	22

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2020**

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 March 2019  
Prepared by: Bronwyn Dew, Deputy Chief Executive Officer  
Reviewed by: Gary Sherry, Chief Executive Officer

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

**CRITICAL ACCOUNTING ESTIMATES**

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

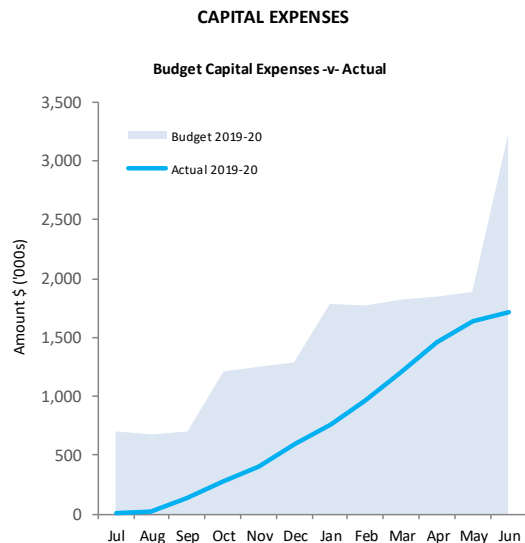
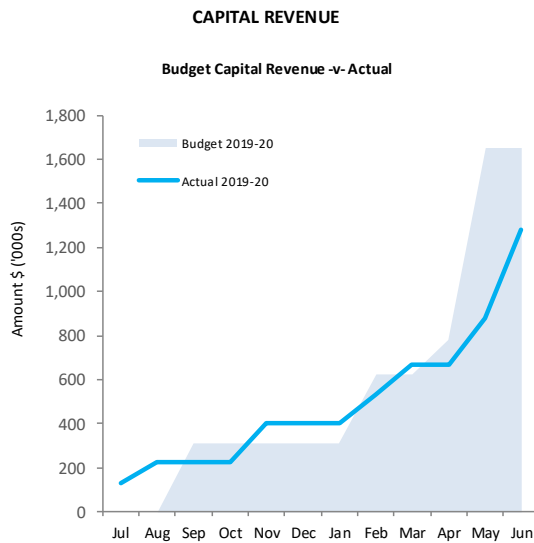
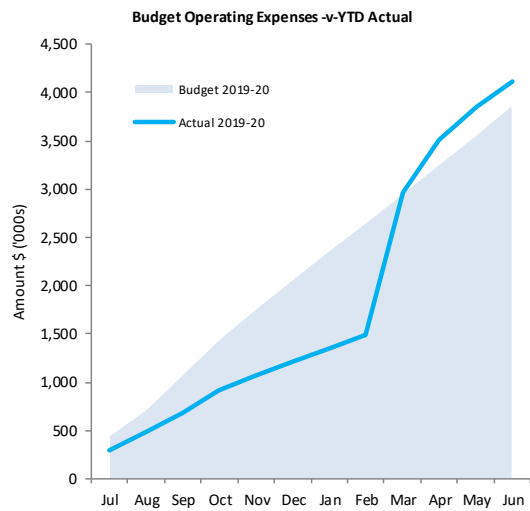
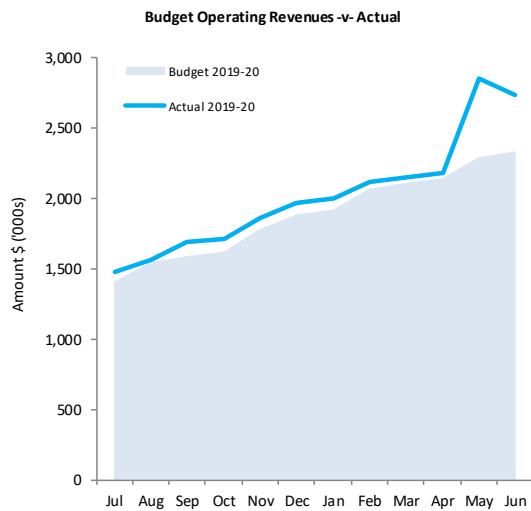
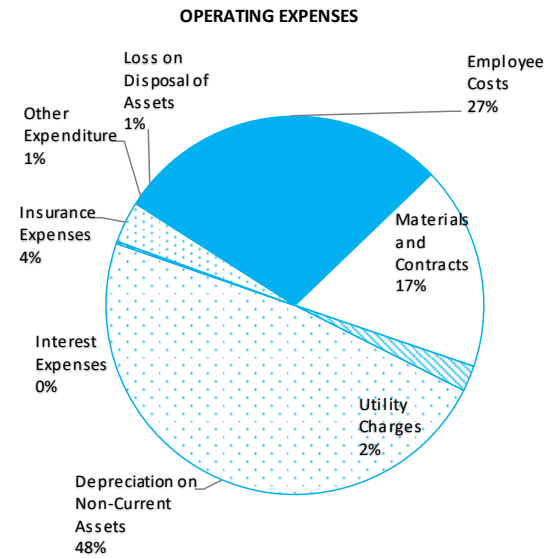
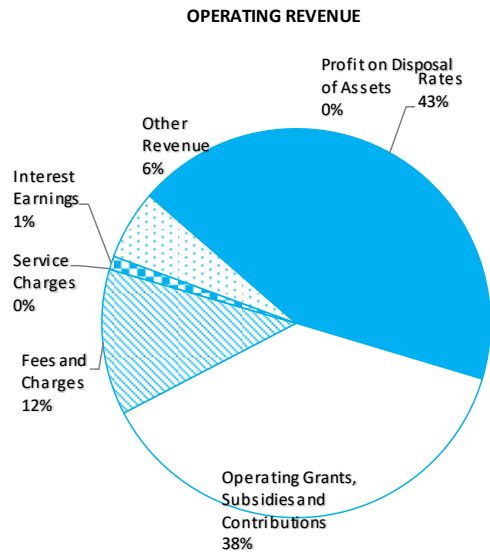
**ROUNDING OFF FIGURES**

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



**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2020**

**SUMMARY GRAPHS**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 JUNE 2020**

**STATUTORY REPORTING PROGRAMS**

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

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	687,002	687,002	<b>643,815</b>	<b>(43,187)</b>	<b>(6%)</b>	
<b>Revenue from operating activities</b>							
General Purpose Funding	5	1,497,676	1,497,676	<b>1,779,495</b>	281,819	19%	▲
Governance		1,295	1,295	<b>64,329</b>	63,034	4,868%	▲
Law, Order and Public Safety		28,019	28,019	<b>44,645</b>	16,626	59%	▲
Health		800	800	<b>13,936</b>	13,136	1,642%	▲
Education and Welfare		2,500	2,500	<b>0</b>	<b>(2,500)</b>	<b>(100%)</b>	
Housing		4,680	4,680	<b>4,680</b>	0	0%	
Community Amenities		77,382	77,382	<b>87,705</b>	10,323	13%	▲
Recreation and Culture		84,877	84,877	<b>13,150</b>	<b>(71,728)</b>	<b>(85%)</b>	▼
Transport		310,631	310,631	<b>484,781</b>	174,150	56%	▲
Economic Services		38,250	38,250	<b>70,375</b>	32,125	84%	▲
Other Property and Services		284,380	284,380	<b>176,417</b>	<b>(107,963)</b>	<b>(38%)</b>	▼
		<b>2,330,490</b>	<b>2,330,490</b>	<b>2,739,512</b>			
<b>Expenditure from operating activities</b>							
General Purpose Funding		<b>(75,915)</b>	<b>(75,915)</b>	<b>(86,666)</b>	<b>(10,751)</b>	<b>(14%)</b>	▼
Governance		<b>(149,640)</b>	<b>(149,640)</b>	<b>(148,327)</b>	1,313	1%	
Law, Order and Public Safety		<b>(186,043)</b>	<b>(186,043)</b>	<b>(174,321)</b>	11,722	6%	
Health		<b>(41,600)</b>	<b>(41,600)</b>	<b>(63,756)</b>	<b>(22,156)</b>	<b>(53%)</b>	▼
Education and Welfare		<b>(17,694)</b>	<b>(19,194)</b>	<b>(17,413)</b>	1,781	9%	
Housing		<b>(43,610)</b>	<b>(43,610)</b>	<b>(29,829)</b>	13,782	32%	▲
Community Amenities		<b>(343,128)</b>	<b>(343,128)</b>	<b>(352,552)</b>	<b>(9,424)</b>	<b>(3%)</b>	
Recreation and Culture		<b>(376,688)</b>	<b>(376,688)</b>	<b>(366,254)</b>	10,434	3%	
Transport		<b>(2,206,625)</b>	<b>(2,206,625)</b>	<b>(2,504,703)</b>	<b>(298,079)</b>	<b>(14%)</b>	▼
Economic Services		<b>(180,605)</b>	<b>(174,705)</b>	<b>(187,444)</b>	<b>(12,739)</b>	<b>(7%)</b>	
Other Property and Services		<b>(239,064)</b>	<b>(239,064)</b>	<b>(200,913)</b>	38,151	16%	▲
		<b>(3,860,611)</b>	<b>(3,856,211)</b>	<b>(4,132,178)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,500,557	1,500,557	<b>1,978,249</b>	477,692	32%	▲
Adjust (Profit)/Loss on Asset Disposal	6	24,437	24,437	<b>38,362</b>	13,926	57%	▲
Adjust Provisions and Accruals		0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>(5,127)</b>	<b>(727)</b>	<b>623,946</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	1,650,739	1,650,739	<b>1,279,232</b>	<b>(371,507)</b>	<b>(23%)</b>	▼
Proceeds from Disposal of Assets	6	96,334	96,334	<b>96,123</b>	<b>(211)</b>	<b>(0%)</b>	
Land Held for Resale		0	0	<b>0</b>	0		
Capital Acquisitions	7	<b>(3,223,916)</b>	<b>(1,915,459)</b>	<b>(1,722,307)</b>	193,152	10%	▲
<b>Amount attributable to investing activities</b>		<b>(1,476,843)</b>	<b>(168,386)</b>	<b>(346,952)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	<b>0</b>	<b>(310,000)</b>	<b>(100%)</b>	▼
Repayment of Debentures	8	<b>(69,160)</b>	<b>(54,937)</b>	<b>(54,937)</b>	0	0%	
Transfer from Reserves	9	563,826	289,103	<b>289,103</b>	0	0%	
Transfer to Reserves	9	<b>(28,713)</b>	<b>(31,356)</b>	<b>(31,356)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>775,953</b>	<b>512,810</b>	<b>202,810</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(19,015)</b>	<b>1,030,699</b>	<b>1,123,618</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 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

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

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 30 JUNE 2020****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

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

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**EXPENSES****EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**BY NATURE OR TYPE**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	687,002	687,002	643,815	(43,187)	(6%)	
<b>Revenue from operating activities</b>							
Rates	5	1,175,270	1,175,270	1,184,618	9,348	1%	
Operating Grants, Subsidies and Contributions	10	733,442	733,442	1,033,528	300,087	41%	▲
Fees and Charges		347,392	347,392	332,051	(15,341)	(4%)	
Interest Earnings		32,887	32,887	30,532	(2,355)	(7%)	
Other Revenue		41,500	41,500	158,783	117,283	283%	▲
Profit on Disposal of Assets	6	0	0	0	0		
		<b>2,330,490</b>	<b>2,330,490</b>	<b>2,739,512</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(1,140,325)	(1,139,925)	(1,092,309)	47,616	4%	
Materials and Contracts		(896,675)	(892,675)	(719,238)	173,437	19%	▲
Utility Charges		(64,076)	(64,076)	(91,026)	(26,951)	(42%)	▼
Depreciation on Non-Current Assets		(1,500,557)	(1,500,557)	(1,978,249)	(477,692)	(32%)	▼
Interest Expenses		(7,520)	(7,520)	(8,108)	(588)	(8%)	
Insurance Expenses		(143,652)	(143,652)	(146,749)	(3,097)	(2%)	
Other Expenditure		(83,370)	(83,370)	(58,136)	25,234	30%	▲
Loss on Disposal of Assets	6	(24,437)	(24,437)	(38,362)	(13,926)		
		<b>(3,860,611)</b>	<b>(3,856,211)</b>	<b>(4,132,178)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,500,557	1,500,557	1,978,249	477,692	32%	▲
Adjust (Profit)/Loss on Asset Disposal	6	24,437	24,437	38,362	13,926	57%	▲
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>(5,127)</b>	<b>(727)</b>	<b>623,946</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	1,650,739	1,650,739	1,279,232	(371,507)	(23%)	▼
Proceeds from Disposal of Assets	6	96,334	96,334	96,123	(211)	(0%)	
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,223,916)	(1,915,459)	(1,722,307)	193,152	10%	▲
<b>Amount attributable to investing activities</b>		<b>(1,476,843)</b>	<b>(168,386)</b>	<b>(346,952)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%)	▼
Repayment of Debentures	8	(69,160)	(54,937)	(54,937)	0	0%	
Transfer from Reserves	9	563,826	289,103	289,103	0	0%	
Transfer to Reserves	9	(28,713)	(31,356)	(31,356)	0	0%	
<b>Amount attributable to financing activities</b>		<b>775,953</b>	<b>512,810</b>	<b>202,810</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>(19,015)</b>	<b>1,030,699</b>	<b>1,123,618</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 2 for an explanation of the reason: Wardering Road Bridge Widening  
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

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

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**EMPLOYEE BENEFITS**

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

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

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

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

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

**INVENTORIES**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

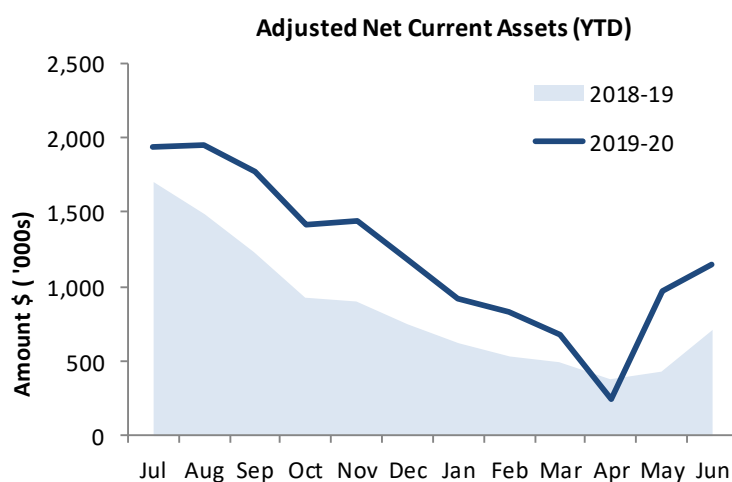
Adjusted Net Current Assets	R Note	Last Years	This Time Last	Year to Date
		Closing	Year	Actual
		30 June 2019	30 Jun 2019	30 Jun 2020
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	669,181	669,181	1,008,189
Cash Restricted	3	1,574,152	1,574,152	1,316,404
Receivables - Rates	4	63,701	63,701	101,076
Receivables - Other	4	32,263	32,263	113,119
Loans receivable		0	0	0
ATO Receivable		0	0	17,312
Inventories		8,986	8,986	8,986
Land held for resale - current		0	0	0
		2,348,282	2,348,282	2,565,086
<b>Less: Current Liabilities</b>				
Payables		(130,316)	(130,316)	(79,135)
ATO Payables		0	0	(45,928)
Provisions - employee		(209,084)	(209,084)	(209,084)
Long term borrowings		(54,937)	(54,937)	0
		(394,337)	(394,337)	(334,147)
<b>Unadjusted Net Current Assets</b>		<b>1,953,945</b>	<b>1,953,945</b>	<b>2,230,938</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,574,152)	(1,574,152)	(1,316,404)
Less: Land held for resale		0	0	0
Less: Loans receivable		0	0	0
Add: Provisions - employee		209,084	209,084	209,084
Add: Long term borrowings		54,937	54,937	(0)
<b>Adjusted Net Current Assets</b>		<b>643,815</b>	<b>643,815</b>	<b>1,123,618</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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

**This Year YTD****Surplus(Deficit)****\$1.12 M****Last Year YTD****Surplus(Deficit)****\$.64 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019/20 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Vi	Timing/ Permane	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	63,034	4,868%	▲	Permanent	LSL Reimbursement Narrogin Shire & Traineeship grant funding, LGIS Surplus rebate
General Purpose Funding	281,819	19%	▲	Permanent	Grants Commission Funding early payment for 2020/21 & Rates legal fees recovered.
Law, Order and Public Safety	16,626	59%	▲	Permanent	ESL Funding early payment for 2020/21
Health	13,136	1,642%	▲	Permanent	Income from Pandemic Reimbursements
Education and Welfare	(2,500)	(100%)		Permanent	Grant Funding Not Received
Housing	0	0%		Timing	Not Material
Community Amenities	10,323	13%	▲	Permanent	Protection of Environment Grant (not budgeted) & Cemetery fees
Recreation and Culture	(71,728)	(85%)	▼	Permanent	Yornaning Dam Grant Income moved to Capital Income as part of EOFY process
Transport	174,150	56%	▲	Permanent	Local Roads Grant early payment for 2020/21
Economic Services	32,125	84%	▲	Permanent	Standpipe charges
Other Property and Services	(107,963)	(38%)	▼	Timing	Private Works & Buidling Surveyor Income down
<b>Expenditure from operating activities</b>					
Governance	1,313	1%		Permanent	Office maintenance, FBT, general administration costs.
General Purpose Funding	(10,751)	(14%)	▼	Permanent	Legal fees rates recovery.
Law, Order and Public Safety	11,722	6%		Permanent	General costs down
Health	(22,156)	(53%)	▼	Permanent	Pandemic Expenses - offset by reimbursements
Education and Welfare	1,781	9%		Permanent	Under budget in general administration
Housing	13,782	32%	▲	Permanent	Maintenance underbudget
Community Amenities	(9,424)	(3%)		Permanent	Refuse site expenses & cemetery costs
Recreation and Culture	10,434	3%		Permanent	Maintenance underbudget
Transport	(298,079)	(14%)	▼	Permanent	Depreciation on road plant & bridges
Economic Services	(12,739)	(7%)		Timing	Expenditure - Standpipe costs up -offset by increased income
Other Property and Services	38,151	16%	▲	Timing	Cumulative effect of all areas being under budget
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(371,507)	(23%)	▼	Timing	Timing - Budget lists full amount of Aged Person Accommodation grant income in 2019/20 year
Proceeds from Disposal of Assets	(211)	(0%)		Timing	Not Material
Land Held for Resale	0				Not Applicable
Capital Acquisitions	193,152	10%	▲	Timing	Capital Works Program - Narrogin Wandering Road & Memorial Park
<b>Financing Activities</b>					
Proceeds from New Debentures	(310,000)	(100%)	▼	Timing	Relates to - Aged Persons Accommodation
Transfer from Reserves	0	0%		Timing	Not material
Repayment of Debentures	0	0%		Timing	Not material
Transfer to Reserves	0	0%		Timing	Not material



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

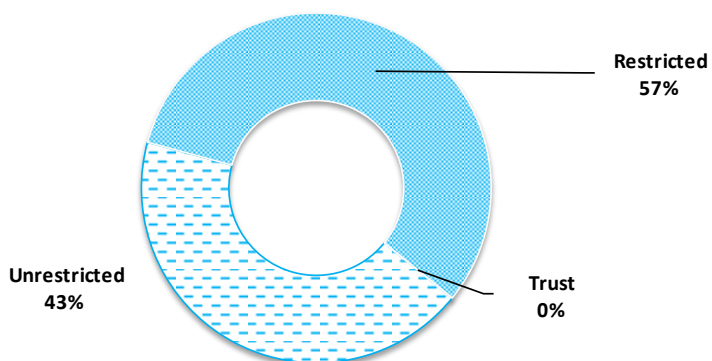
Cash and Investments	Unrestricted	Restricted	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	700			700	CBA	1.50%	At Call
<b>At Call Deposits</b>							
Municipal Fund	1,007,489			1,007,489	CBA	1.90%	At Call
Trust Fund			0		CBA	0.00%	At Call
<b>Term Deposits</b>							
Reserve Funds		1,316,404		1,316,404	CBA	2.39%	24-Oct-19
<b>Total</b>	<b>1,008,189</b>	<b>1,316,404</b>	<b>0</b>	<b>2,324,593</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



Total Cash	Unrestricted
<b>\$2.32 M</b>	<b>\$1.01 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Rates Receivable	30 June 2019	30 Jun 20
	\$	\$
Opening Arrears Previous Year	51,735	63,701
Levied this year	1,199,303	1,258,745
Less Collections to date	(1,187,337)	1,221,370
Equals Current Outstanding	63,701	101,076
<b>Net Rates Collectable</b>	<b>63,701</b>	<b>101,076</b>
% Collected	94.69%	91.97%
	(0)	

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	111,843	0	30	1,246	113,119
Percentage	99%	0%	0%	1%	
<b>Balance per Trial Balance</b>					
Sundry debtors					113,119
GST receivable					17,312
<b>Total Receivables General Outstanding</b>					<b>130,431</b>

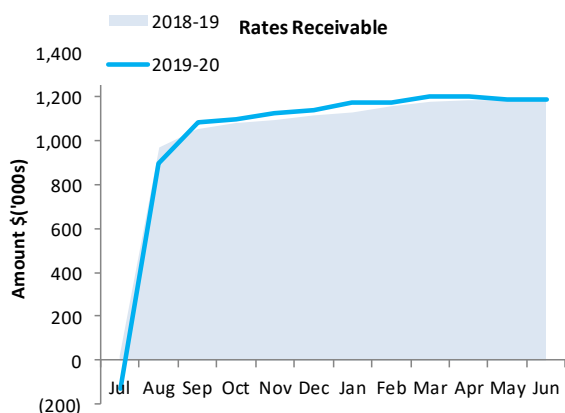
Amounts shown above include GST (where applicable)

KEY INFORMATION

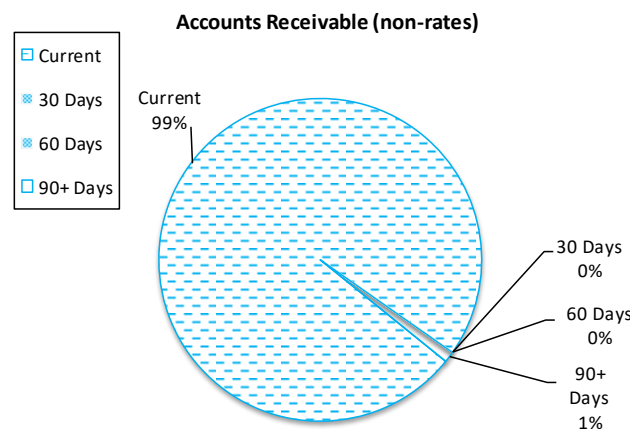
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
<b>92%</b>	<b>\$101,076</b>



<b>Debtors Due</b>
<b>\$130,431</b>
<b>Over 30 Days</b>
<b>1%</b>
<b>Over 90 Days</b>
<b>1%</b>

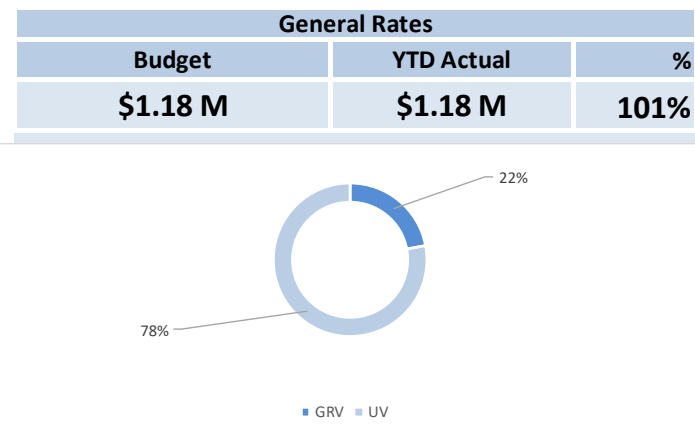
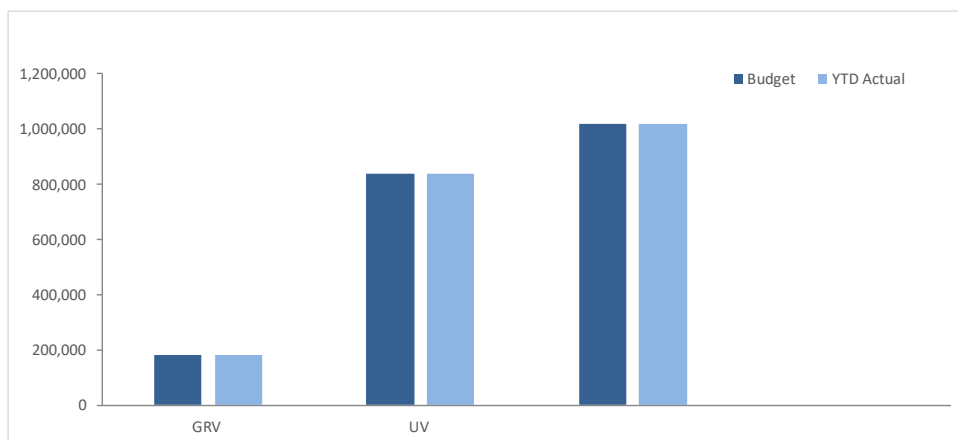
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE

General Rate Revenue	Annual Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	0.0770	187	2,350,114	180,881	0	0	180,881	180,881	0	0	180,881
UV	0.0073	188	115,229,000	839,904	0	0	839,904	839,904	0	0	839,904
<b>Sub-total</b>		<b>375</b>	<b>117,579,114</b>	<b>1,020,785</b>	<b>0</b>	<b>0</b>	<b>1,020,785</b>	<b>1,020,785</b>	<b>0</b>	<b>0</b>	<b>1,020,785</b>
<b>Minimum</b>	\$										0
GRV	690	140	622,278	96,600	0	0	96,600	96,600	0	0	96,600
UV	930	152	13,308,900	141,360	0	0	141,360	141,360	0	0	141,360
		292	<b>13,931,178</b>	<b>237,960</b>	<b>0</b>	<b>0</b>	<b>237,960</b>	<b>237,960</b>	<b>0</b>	<b>0</b>	<b>237,960</b>
<b>Sub-Totals</b>		<b>667</b>	<b>131,510,292</b>	<b>1,258,745</b>	<b>0</b>	<b>0</b>	<b>1,258,745</b>	<b>1,258,745</b>	<b>0</b>	<b>0</b>	<b>1,258,745</b>
Discount							(76,775)				(75,410)
Concession / Write Offs							(6,700)				(97)
Interim Rates											1,380
<b>Amount from General Rates</b>							<b>1,175,270</b>				<b>1,184,618</b>
Ex-Gratia Rates							0				0
<b>Total General Rates</b>							<b>1,175,270</b>				<b>1,184,618</b>

SIGNIFICANT ACCOUNTING POLICIES

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

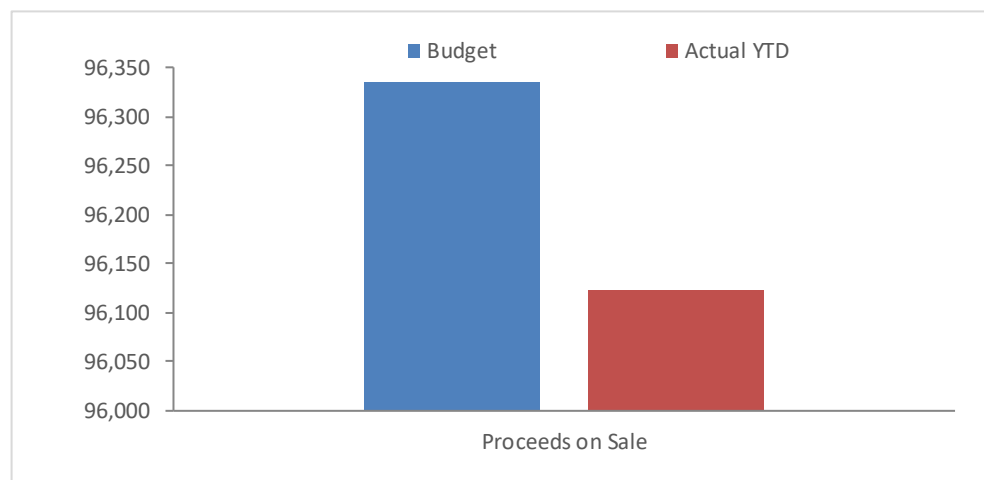


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

Attachment 9.1.2A  
**OPERATING ACTIVITIES**  
**NOTE 6**  
**DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
10074	CN047 UD Nissan GW 400	77,905	50,000		(27,905)	74,674	57,273		(17,401)
10096	CN027 Holden Colorado Crew Cab 2016	16,587	19,227		2,640	15,958	13,988		(1,970)
10101	CN0 Holden Colorado Ute 4X4	26,279	27,107		828	34,000	24,862		(9,138)
13066	Fuji Xerox Copier	0	0		0	2,200	0		(2,200)
16036	Yornaning Dam Old Playgournd	0	0		0	7,653	0		(7,653)
		<b>120,771</b>	<b>96,334</b>	<b>0</b>	<b>(24,437)</b>	<b>134,485</b>	<b>96,123</b>	<b>0</b>	<b>(38,362)</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$96,334</b>	<b>\$96,123</b>	<b>100%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

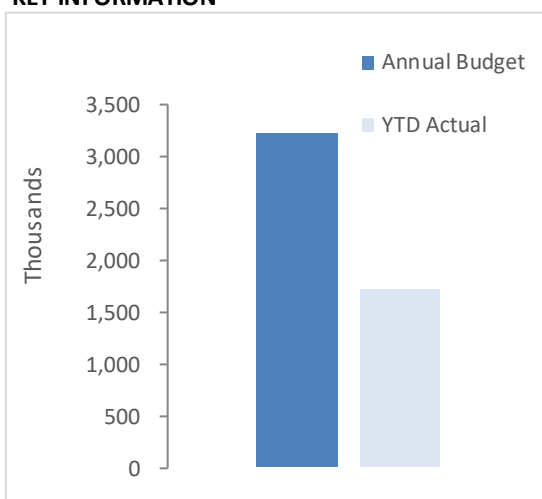
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	1,618,460	364,078	324,631	39,447
Plant & Equipment	544,000	544,000	470,749	73,251
Furniture & Equipment	9,075	0	8,720	(8,720)
Roads	1,007,381	1,007,381	863,526	143,855
Recreation	0	0	0	0
Parks, Gardens, Recreation Facilities	0	0	0	0
Other Infrastructure	45,000	0	54,682	(54,682)
<b>Capital Expenditure Totals</b>	<b>3,223,916</b>	<b>1,915,459</b>	<b>1,722,307</b>	<b>193,152</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,650,739	1,650,739	1,279,232	(371,507)
Borrowings	310,000	310,000	0	(310,000)
Other (Disposals & C/Fwd)	96,334	96,334	96,123	(211)
Cash Backed Reserves				
Plant & Equipment Reserve	244,000	0	0	0
IT and Office Equipment Reserve	15,675	0	0	0
Housing Reserve	43,000	0	0	0
Recreation and Community Facility Reserve	261,151			
Contribution - operations	603,017	(141,614)	346,952	488,566
<b>Capital Funding Total</b>	<b>3,223,916</b>	<b>1,915,459</b>	<b>1,722,307</b>	<b>(193,152)</b>

## SIGNIFICANT ACCOUNTING POLICIES

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

## KEY INFORMATION



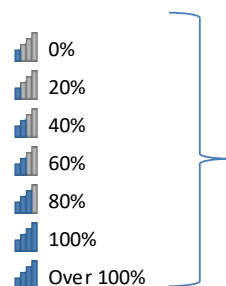
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$3.22 M</b>	<b>\$1.72 M</b>	<b>53%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.65 M</b>	<b>\$1.28 M</b>	<b>77%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total












Level of Completion Indicators



















Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

 Level of completion indicator

	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance
<b>Capital Expenditure</b>					
<b>Land</b>					
 Lot 74 Austral Street	12126	10,500	10,500	7,080	3,420
 Cuballing Railway Reserve Design	C176A	20,000	20,000	7,757	12,243
<b>Buildings</b>					
 Popanyinning Hall Front Entrance	J163A	26,046	26,046	26,670	(624)
 Building Renewal - Cuballing Memorial Park	C176	153,209	153,209	7,588	145,621
 Building Renewal - Yornaning Dam	C188	140,323	140,323	138,208	2,115
 Administration Building - Solar Panels	J4114B	14,000	14,000	13,636	364
 Cuballing Transfer Station Surface Water Treatment	C159	0	0	39,860	(39,860)
 Cuballing Cemetery Upgrade 2019/20	C161	12,382	12,382	9,027	3,355
 Cuballing Town Hall - Septics Upgrade	C162	20,000	0	23,430	(23,430)
 Aged Persons Accommodation	C084	1,222,000	1,222,000	15,040	1,206,960
 Cuballing Fire Shed Extension	05140	0	0	36,336	(36,336)
<b>Total Land &amp; Buildings</b>		<b>1,618,460</b>	<b>364,078</b>	<b>324,631</b>	<b>159,719</b>

<b>Plant &amp; Equipment</b>						
	Dual Cab Utility with Canopy (Building)	12405	20,000	20,000	39,433	(19,433)
	Dual Cab Utility (MWS)	12406	24,000	24,000	42,681	(18,681)
	Prime Mover	12407	300,000	300,000	166,190	133,810
	Side Tipper - Tri Axle Trailer	12408	100,000	100,000	111,945	(11,945)
	Water Tanker - Tri Axle Trailer	12409	100,000	100,000	110,500	(10,500)
	<b>Total Plant &amp; Equipment</b>		<b>544,000</b>	<b>544,000</b>	<b>470,749</b>	<b>73,251</b>
<b>Furniture &amp; Equipment</b>						
	Photocopier	4247	9,075	0	8,720	(8,720)
	<b>Total Furniture &amp; Equipment</b>		<b>9,075</b>	<b>0</b>	<b>8,720</b>	<b>(8,720)</b>
<b>Infrastructure - Roads</b>						
	RRG _ Narrogin Wandering Road	R129B	350,729	350,729	192,137	158,592
	RRG - Stratherne Road 19/20	R001B	150,942	150,942	151,296	(354)
	RTR - Wandering Narrogin Road	R129C	81,045	81,045	91,857	(10,813)
	RTR - Popanyinning West Reseal	R004E	14,000	14,000	15,646	(1,646)
	BS - Narrogin Wandering Road Black Spot	BS129	410,666	410,666	412,589	(1,924)
	<b>Total Road Infrastructure</b>		<b>1,007,381</b>	<b>1,007,381</b>	<b>863,526</b>	<b>143,855</b>
<b>Recreation</b>						
	Nil					
	<b>Total Recreation</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Parks, Ovals &amp; Playgrounds</b>						
	Nil					
	<b>Total Parks, Ovals &amp; Playgrounds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Infrastructure</b>						
	Bridge Improvements - Capital Upgrades	11214	30,000	0	30,620	(30,620)
	Depot Fencing & Gates - Capital Upgrades	10744	15,000	15,000	24,062	(9,062)
	<b>Total Other Infrastructure</b>		<b>45,000</b>	<b>0</b>	<b>54,682</b>	<b>(30,620)</b>
	<b>TOTAL CAPITAL EXPENDITURE</b>		<b>3,223,916</b>	<b>1,915,459</b>	<b>1,722,307</b>	<b>337,486</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS

Information on Borrowings	2018/19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 63 - Graders	111,951	0	0	40,446	40,446	71,505	71,505 0	4,715	4,126
<b>Economic Services</b>									
Loan 64 - Lot 74 Austral St	160,000			14,491	14,491	145,509	138,145	3,394	3,394
<b>Education and Welfare</b>									
Loan 65 - Aged Persons Housing			310,000		14,223		295,777		2,775
<b>Total</b>	<b>271,951</b>	<b>0</b>	<b>310,000</b>	<b>54,937</b>	<b>69,160</b>	<b>217,014</b>	<b>505,427</b>	<b>8,108</b>	<b>10,295</b>

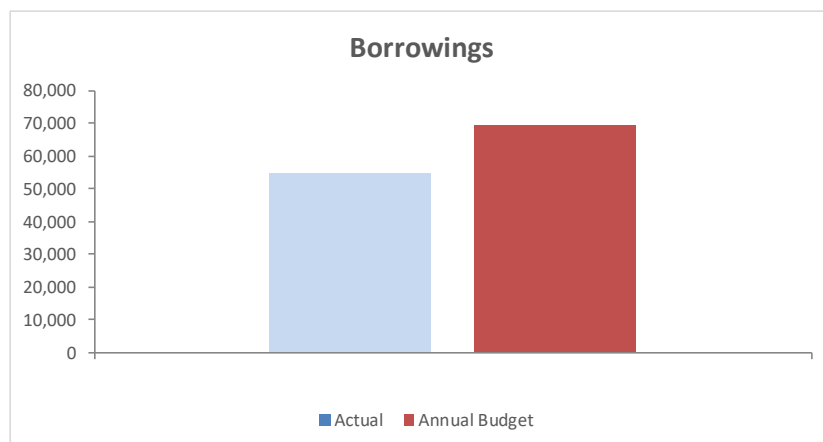
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



<b>Principal Repayments</b>	<b>\$54,937</b>
<b>Interest Earned</b>	<b>\$30,532</b>
<b>Interest Expense</b>	<b>\$8,108</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$1.32 M</b>	<b>\$0.22 M</b>

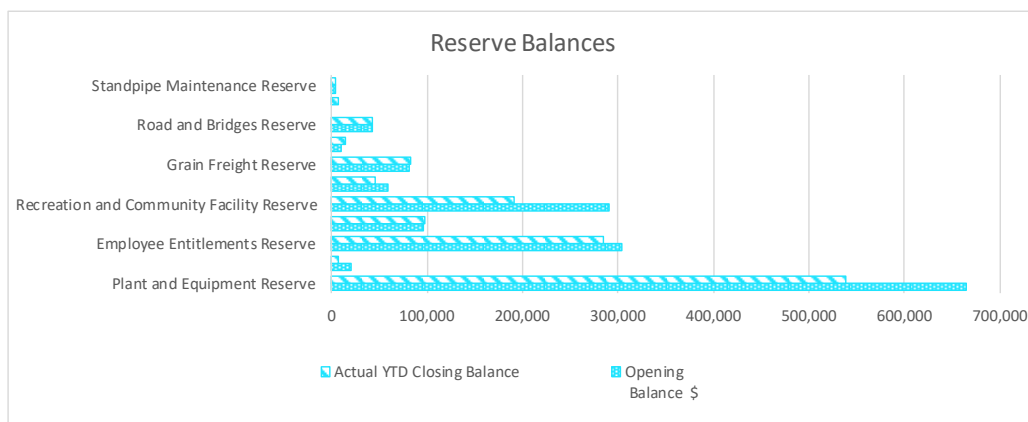


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

Cash Backed Reserve

Reserve Name	Opening	Budget Interest	Actual Interest	Budget Transfers	Actual Transfers	Budget Transfers	Actual Transfers	Budget Closing	Actual YTD
	Balance	Earned	Earned	In (+)	In (+)	Out (-)	Out (-)	Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	664,195	5,456	6,417		6,417	(244,000)	(131,898)	425,651	538,714
IT and Office Equipment Reserve	21,068	169	199		199	(15,675)	(14,546)	5,562	6,721
Employee Entitlements Reserve	303,437	2,998	3,526		3,526	0	(21,992)	306,435	284,971
Housing Reserve	96,817	870	1,023		1,023	(43,000)	0	54,687	97,840
Recreation and Community Facility Reserve	291,199	2,996	3,524	2,443	5,967	(261,151)	(105,978)	35,487	191,188
Refuse Site Reserve	58,763	971	1,142		1,142	0	(14,689)	59,734	45,216
Grain Freight Reserve	81,912	776	913		913	0		82,688	82,825
Equestrian Reserve	10,166	49	58	4,545	4,603			14,760	14,769
Road and Bridges Reserve	42,542	696	819		819	0		43,238	43,361
Community and Sporting Club Reserve	0	0	0	6,725	6,725	0		6,725	6,725
Standpipe Maintenance Reserve	4,052	19	23		23	0		4,071	4,075
	<b>1,574,151</b>	<b>15,000</b>	<b>17,642</b>	<b>13,713</b>	<b>31,356</b>	<b>(563,826)</b>	<b>(289,103)</b>	<b>1,039,038</b>	<b>1,316,404</b>

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

NOTE 10  
GRANTS AND CONTRIBUTIONS

## Grants and Contributions

Description	Annual Budget	YTD Budget	YTD Actual	Variance
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose Funding</b>				
Grants Commission - General Purpose	285,073	285,073	535,483	250,410
<b>Governance</b>				
Great Southern Business Development Group	0	0	0	0
Insurance & Other Reimbursements	595	595	0	(595)
Insurance - February Storm Damage	0	0	(57,102)	(57,102)
Department Primary Industries & Regional Development	0	0	30,000	30,000
<b>Law, Order &amp; Public Safety</b>				
DFES - Bush Fire Brigades	24,769	24,769	39,939	15,171
<b>Education &amp; Welfare</b>				
Good Things Foundation	2,500	2,500	0	(2,500)
<b>Housing</b>				
Rental Income	4,680	4,680	180	(4,500)
<b>Community Amenities</b>				
Cemetery	6,362	6,362	0	(6,362)
Protection of the Environment	0	0	7,366	7,366
<b>Recreation &amp; Culture</b>				
Yornaning Dam Stage 2	73,832	73,832	0	(73,832)
Sport & Recreation	3,500	3,500	3,900	400
<b>Transport</b>				
Main Roads - RRG	0	0	0	0
Main Roads - Direct Grant	115,490	115,490	115,490	0
Grants Commission - Roads Component	185,141	185,141	357,272	172,131
<b>Economic Services</b>				
Youth Day	4,000	4,000	1,000	(3,000)
Volunteers Day	1,000	1,000	0	(1,000)
Digital Literacy Workshops	1,500	1,500	0	(1,500)
<b>Other Property &amp; Services</b>				
Workers Compensation	25,000	25,000	0	(25,000)
<b>Operating grants, subsidies and contributions Total</b>	<b>733,442</b>	<b>733,442</b>	<b>1,033,528</b>	<b>300,087</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Education &amp; Welfare</b>				
Aged Person Accommodation Funding	872,000	872,000	428,777	(443,223)
	0	0	0	0
<b>Recreation &amp; Culture</b>				
Wardering Road Bridge Widening	0	0	0	0
Yornaning Dam Stage 2			80,924	80,924
<b>Transport</b>				
Main Roads - RRG	334,630	334,630	287,829	(46,801)
Roads to Recovery (RTR)	211,000	211,000	211,000	0
Black Spot (BS)	233,109	233,109	233,109	0
<b>Law, Order &amp; Public Safety</b>				
DFES - Bush Fire Brigades	0	0	37,593	0
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,650,739</b>	<b>1,650,739</b>	<b>1,279,232</b>	<b>(409,100)</b>
<b>Grand Total</b>	<b>2,384,181</b>	<b>2,384,181</b>	<b>2,312,761</b>	<b>(109,013)</b>

## KEY INFORMATION

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

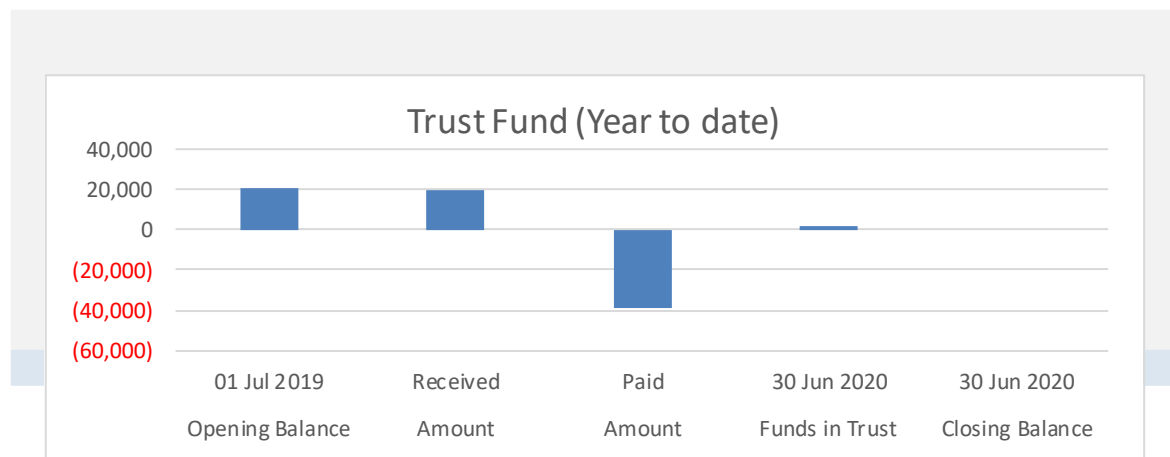
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 11  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening	Amount	Amount	Funds in	Closing
	Balance			Trust	Balance
	01 Jul 2019	Received	Paid	30 Jun 2020	30 Jun 2020
	\$	\$	\$	\$	\$
Bonds - Building	6,889	0	(6,799)	90	0
Bonds - Hall Hire	1,150	500	(1,650)	0	0
Badminton Club		0	0	0	0
Commodine Tennis Club	2,890	0	(2,890)	0	0
Cuballing Progress Association	1,094	0	(1,094)	0	0
Cuballing Cricket Club	200	0	0	200	0
Yornaning Dam	0	0	0	0	0
Cuballing Football Association	566	0	(566)	0	0
Environment and Townscape Trust Fund	6,362	250	(6,612)	0	0
Police Licensing	355	18,701	(19,056)	0	0
Swipe Cards	1,550	0	0	1,550	0
Reimbursements	0	560	(560)	0	0
	<b>21,056</b>	<b>20,011</b>	<b>(39,227)</b>	<b>1,840</b>	<b>0</b>

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				0
	<b>Permanent Changes</b>						
	Nil						0
	Nil						0
	Nil						0
	Nil						0
				0	0	0	

**ADDITIONAL INFORMATION**

Note 12 to be completed as part of budget review process and/or as per Council Resolutions during the financial year

### 9.1.3 Financial Hardship Policy

Applicant: N/A  
File Ref. No: ADM129  
Disclosure of Interest: N/A  
Date: 16<sup>th</sup> July 2020  
Author: Bronwyn Dew  
Attachments: 9.1.3A Hardship Policy

#### **Summary**

**Council is to consider endorsing a draft Financial Hardship Policy.**

#### **Background**

The Shire of Cuballing recognises the COVID-19 pandemic as both a health, social and economic crisis, and as such Council recognises the impact on households and businesses within the Shire of Cuballing.

Federal and State Governments have announced significant response actions and stimulus packages in the face of the COVID-19 crisis which are welcomed by Council.

On 8<sup>th</sup> May 2020 the Minister for Local Government is the Local Government (Covid-19 Response) Order 2020 which initiated a number of measures to assist electors adversely impacted by the COVID-19 pandemic. These measures included:

#### Instalment Option interest (s.6.45)

Local governments may charge a current maximum of 5.5% per annum interest on those taking up instalment payment options only where a Financial Hardship Policy is in place. If the local government has no policy it can only charge 3.0% per annum. Ratepayers assessed by a local government to be suffering financial hardship as a consequence of the pandemic are not to be charged Instalment Option interest.

#### Interest on overdue rates or service charges (s.6.51)

Local governments may charge a maximum of 8% per annum interest on overdue rates and service charges, down from the previous cap of 11% per annum. Ratepayers assessed by a local government to be suffering financial hardship as a consequence of the pandemic are not to be charged interest on overdue rates/service charges for the 2020/21 year.

#### **Comment**

The Hardship Policy provides a suite of actions to support Shire of Cuballing ratepayers and residents in financial difficulty. The implementation of a Hardship Policy has been proposed by the Department of Local Government Sport and Cultural Industries and WALGA as a means to assist those in financial hardship and is required to be in place if the Shire proposes to apply interest charges beyond 8% for outstanding rates.

When ratepayers fall into arrears, staff will inform them of the availability of the hardship policy and how to access this consideration.

The proposed hardship policy details aspects of

- Recent unemployment or under-employment;

- Sickness or recovery from sickness;
- Low income or loss of income; and
- Unanticipated circumstances such as caring for extended family.

The policy details payment arrangements, interest charges, deferment of rates and suspension of the debt recovery processes – and when they would apply.

### Strategic Implications

ECONOMY – Our Economy, Infrastructure, Systems and Services.

#### Goals

- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

	Strategy	Outcome
3.7	Advocate and plan for local economic development in a sustainable manner.	A growing community supported by improved job opportunities and diversity in our industries, businesses and housing.

GOVERNANCE & ORGANISATION – Our Council, Services, Policies and Engagement.

#### Goals

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.
- Building the organisation and managing its structure, finances and assets in a sustainable manner.
- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

	Strategy	Outcome
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.3	Ensure open and consistent communication between the Shire and the community.	The community is aware of Council decisions and activities.
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.

### Statutory Environment

Local Government Act 1995

Section 2.7 (2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

### Policy Implications

The introduction of a Hardship Policy.  
Existing Policy 2.3 Rates Debtor Collection

### Financial Implications

The financial implications of the policy are immediate but understandable. The Shire of Cuballing is required to provide a suite of assistance to ratepayers and residents to assist with the economic recovery following COVID-19, with a major target being payment of rates in 2020/21.

The financial impact provided by this policy will be felt by the Shire of Cuballing for at least 12 months, before normal business practice is expected to resume.

### Economic Implication

The COVID-19 Pandemic and the response to COVID-19 is having a major impact on Australia's and the world's economy currently and this is expected to continue for some considerable time.

Environmental Considerations – Nil

Social Implications - Nil

Consultation - NIL

### Options

Council may resolve:

1. the Officer's Recommendation;
2. An alternate view to the Officer's Recommendation; or
3. Not endorse the draft policy; Financial Hardship

Voting Requirements – Absolute Majority

### **OFFICER'S RECOMMENDATION:**

**That Council adopts the Financial Hardship Policy included at Attachment 9.1.3A.**

## 2.15 Financial Hardship

### Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic, the Shire of Cuballing recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that the Shire of Cuballing offers fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

### Policy Scope

This policy applies to

- Outstanding rates and service charges as at the date of adoption of this policy; and
- Rates and service charges for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

### Policy Statement

#### 1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Cuballing recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

#### 2. Anticipated Financial Hardship due to COVID-19

The Shire of Cuballing recognises that many ratepayers are already experiencing financial hardship due to COVID19. The Shire respects and anticipates the probability that additional financial difficulties will arise when their rates are received.

The Shire of Cuballing will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration.

Where possible and appropriate, the Shire will also provide contact information for a recognised financial counsellor and/or other relevant support services.



### 3. Financial Hardship Criteria

While evidence of hardship will be required, the Shire of Cuballing recognises that not all circumstances are alike. The Shire of Cuballing will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

### 4. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Cuballing of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, the Shire of Cuballing reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

### 5. Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

### 6. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid;
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- May be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

### 7. Debt recovery

The Shire of Cuballing will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in

accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, the Shire will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

**8. Review**

Then Shire of Cuballing will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

**9. Communication and Confidentiality**

The Shire of Cuballing will maintain confidential communications at all times and the Shire of Cuballing undertakes to communicate with a nominated support person or other third party at the debtor's request.

The Shire of Cuballing will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire of Cuballing recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. The Shire of Cuballing will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Shire of Cuballing will ensure all communication with applicants is clear and respectful.

## 9.1.4 Adoption of the 2020/21 Budget

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	15 <sup>th</sup> July 2020
Author:	Bronwyn Dew, Deputy CEO
Attachments:	9.1.4A Draft 2020/21 Budget – Included separately

### Summary

**The Draft 2020/21 Budget for the financial year ending 30<sup>th</sup> June 2021 is presented for Council consideration.**

### Background

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

Council resolved at the Special Meeting of Council on Wednesday 1<sup>st</sup> July 2020 to:

#### COUNCIL DECISION – 2020/62:

That Council seek to include in their 2020/21 Budget, utilising reserves as required, the following:

	Project/Details	Cost
1	Popanyinning Main Street Refurbishment – \$71,800;	71,800
3	Yornaning Dam Shade Sails for Playground - \$35,000; and	35,000
4	Shire Administration Building – Disabled Access - \$60,768;	60,768
5	Congelin Road Culvert	35,856
6	Cuballing Town Hall – Paint Exterior	14,400
7	Popanyinning East Road Drainage – to Victoria Street	21,000
8	Cuballing Town Hall Drainage	28,879
9	Depot Water Tank	5,000
10	Works Supervisors Firefighting unit	4,500

Moved: Cr Hopper

Seconded: Cr Dowling

Carried 6/0

### Comment

This Draft 2020/21 Budget incorporates a total operating expenditure of \$4,228,993, a increase from 2019/20's budgeted expenditure of \$3,860,611.

#### 1. Major Capital Expenditure

The following capital works and purchases, are included in the Draft 2020/21 Budget:

Popanyinning Main Street Refurbishment	\$73,800
Yornaning Dam - Shade Sails Over Playground	\$35,000
Shire Administration Building – Disabled Access	\$62,833
Cuballing Town Hall – Repaint Exterior	\$14,400
Cuballing Town Hall Drainage	\$25,879
Cuballing Memorial Park Upgrade	\$99,309
Cuballing Railway Reserve Design	\$31,065
Cuballing Tennis Club Lighting Upgrade	\$30,000

Popanyinning East Road Drainage	\$21,654
Depot Water Tank	\$25,879
Transfer Station Bin Lids	\$7,500
Yornaning Dam Upgrade – Stage 3	\$77,150
Cuballing Cemetery – Completion of upgrade	\$5,000
Congelin Road Culvert Replacement	\$35,856

## 2. Road Construction

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

Road	Expenditure	Associated Grant Income
Wandering Narrogin Road 2019/20	\$158,635	\$380,763
Wandering Narrogin Road 2020/21	\$350,069	
Stratherne Road 2020/21 Shoulder Widening	\$150,944	
Popanyinning East Road Gravel Sheeting	\$76,266	\$146,405
Reeds Road Gravel Sheeting	\$63,335	
Narrogin Wandering Road Final Seal	\$6,804	
Wandering Narrogin Road Realignment	\$472,669	\$420,378

## 3. Capital Grant Income

The Shire of Cuballing has budgeted to receive \$1,702,022 in grants towards capital projects within the Shire.

## 4. Property Rates

The Draft 2020/21 Budget has no increase to property rates in line with Council's response to the COVID-19 pandemic. With the increasing cost of materials, utilities, contractors and staff wages, this budget has needed to reduce costs.

There was an overall decrease of 6.5% in the annual revaluation of unimproved values.

An 8% Early Payment Discount is offered to ratepayers who choose to pay their rates in full by Thursday 10<sup>th</sup> September 2020, being within 35 days of the date of issue of Council's rate notice. The date to receive an early payment discount has been extended from 21 days after issue to 35 days. This is anticipated to make it simpler for rate payers to interpret their rates notice.

Minimum rates for GRV valued properties and UV valued properties have not increased from 2019/20.

## 5. Fees and Charges

Fees and charges have been reviewed and have incurred a NIL increase despite increased costs, in line with Council's COVID response.

In 2020/21 Council is continuing to impose charges under the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) including:

- a \$255 charge for the collection of Kerbside Waste and Recycling within the Shire of Cuballing with a reduced charge of \$200 for eligible pensioners; and
- a Waste Management Charge on all Unimproved Value rateable properties of \$30.00 per rates assessment. This charge will offset the cost of Waste Transfer Stations within the Shire of Cuballing.

Both of these charges are unchanged from 2019/20, despite a budgeted increase in waste collection charges.

#### 6. Exclusions from the Draft 2020/21 Budget

The following items were considered for the Draft 2020/21 Budget during budget deliberations, however have not been included in the final Budget:

Replace Chairs & Tables – Public Halls	\$8,000
Toro Mower & Trailer – Parks & Gardens	\$60,000
Upgrade Bottom Fence & Gates - Depot	\$15,000
Cement Shed Floor – Cuballing Transfer Station	\$9,592
Wall Mounted Projector – Council Chambers	\$2,530

#### 7. Conclusion

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

Strategic Implications - Nil

#### Statutory Environment

The Draft 2020/21 Budget document contains a number of items that require adoption by Council under the Local Government Act. They are that in accordance with:

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

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	7.6970	690
Unimproved Value	0.6804	930

2. Section 6.35 (5) of the Local Government Act 1995 requires that the Minister for Local Government's approval be sought for the imposing of a minimum payment where the number of separately rated properties in the district on which a minimum payment is imposed is greater than 50%. This is not applicable to the Shire of Cuballing in 2020/21;
3. Section 6.46 of the Local Government Act allows a discount of 8% be allowed for payment of rates in full within 35 days of the date of issue of the rate notice;
4. Section 6.45 of the Local Government Act a 5.5% interest charge be levied on rates installments, Deferred Pensioners Rates' excluded;
5. Section 6.45 of the Local Government Act an administration charge of \$10 be levied for the second and each of the subsequent rates installments;

6. Section 6.51 of the Local Government Act an 11% interest charge be levied on all overdue rates outstanding, Deferred Pensioners' Rates excluded;
7. Section 6.32 (1) of the Local Government Act 1995 the Schedule of Rents, Leases and Charges as detailed in the budget document;
8. Section 67 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) provides for a local government to arrange for the proper disposal of waste, by making an annual charge per waste receptacle.
9. Section 66 of the of the WARR Act 2007 provides for a local government to impose on rateable land an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides. Revenue raised from this charge is used to cover running costs of the Shire of Cuballing's Transfer Stations.
10. Section 64 (2) of the Local Government (Financial Management) Regulations 1996 that the due date for installments be set as follows:
  - 1<sup>st</sup> Instalment due not before 10<sup>th</sup> September 2020; and
  - 2<sup>nd</sup> Instalment due not before 10<sup>th</sup> November 2020; and
  - 3<sup>rd</sup> Instalment due not before 11<sup>th</sup> January 2021; and
  - 4<sup>th</sup> Instalment due not before 11<sup>th</sup> March 2021.
11. Section 6.19 of the Local Government Act 1995 requires a local government to give local public notice of any fees or charges it wishes to impose after adoption of the annual budget; and
12. Section 6.1 of the Local Government (Financial Management) Regulations 1996 requires that Council is required to adopt a percentage or value, to be used in statements of financial activity for reporting material variances against the adopted Budget

Policy Implications – Nil

Financial Implications

The Draft 2020/21 Budget sets the Council approved revenue and expenditure for the 2020/21 financial year.

Economic Implication - Nil

Environmental Considerations - Nil

Social Implications

Many projects contained within the 2020/21 Budget are focused on improving facilities within the general community.

Consultation

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

## Options

Council may resolve:

1. the Officer's Recommendation;
2. that the Draft 2020/21 Budget be adopted with minor amendments;
3. that the Draft 2020/21 Budget be deferred for further deliberations.

## Voting Requirements – Absolute Majority

### **OFFICER'S RECOMMENDATION**

**That Council, as detailed in the Draft 2020/21 Budget included at Attachment 9.1.1A, adopt:**

1. **the Rates and Minimum Rates to be levied in 2020/21 on all rateable property be as follows:**

<b>Valuation</b>	<b>Rate cents/dollar</b>	<b>Minimum Rate \$</b>
<b>Gross Rental Value</b>	<b>7.6970</b>	<b>690</b>
<b>Unimproved Value</b>	<b>0.6804</b>	<b>930</b>

2. **a due date for the payment of rates being Thursday 10<sup>th</sup> September 2020, being within 35 days from the date of issue of Council's rate notice;**
3. **an Early Payment Rates Discount of 8% for payment of annual rates paid in full, including all arrears, by Thursday 10<sup>th</sup> September 2020, being within 35 days of the date of issue of Council's rate notice;**
4. **a 2.5% interest charge be levied on rates instalments, eligible and deferred pensioners rates excluded;**
5. **an 8% interest charge be levied on all overdue rates, deferred pensioners rates excluded;**
6. **an administration charge of \$10 be levied for the second and each of any subsequent rates instalments;**
7. **due dates for instalments of rates payments as follows:**
  - a. **1<sup>st</sup> Instalment due on 10<sup>th</sup> September 2020; and**
  - b. **2<sup>nd</sup> Instalment due on 10<sup>th</sup> November 2020; and**
  - c. **3<sup>rd</sup> Instalment due on 11<sup>th</sup> January 2021; and**
  - d. **4<sup>th</sup> Instalment due on 11<sup>th</sup> March 2021;**
8. **a Kerbside Rubbish Collection Fee \$255.00 and Kerbside Rubbish Collection Fee Pensioner \$200.00;**
9. **a Waste Management Charge on all Unimproved Value rateable properties of \$30.00 per rates assessment;**
10. **the Schedule of Fees and Charges as detailed in the Draft 2020/21 Budget;**

- 11. the Revenue and Expenditure as detailed in the Draft 2020/21 Budget; and**
- 12. the Significant Accounting Policies, as detailed in the Draft 2020/21 Budget, including a materiality threshold of +/- 10% of the budget allocation unless the dollar value of any variance is less than \$5,000 in the Statement of Financial Activity for 2020/21.**



## 9.1.5 Sale of Property – Outstanding Rates - 76 Francis Street, Popanyinning

Applicant: N/A  
File Ref. No: ADM132  
Disclosure of Interest: Nil  
Date: 14<sup>th</sup> July 2020  
Author: Bronwyn Dew, Deputy Chief Executive Officer  
Attachments: Nil

### Summary

**Council is to consider taking possession of the property located at 76 Francis Street, Popanyinning and returning it to the Crown.**

### Background

The owner of the 76 Francis Street, Popanyinning property has been deceased for some considerable time.

Investigations undertaken by both Shire Staff, AMPAC Debt Recovery and Cloud Payment Group have failed to establish a direct linkage to a next of kin for the owner of this property.

Council has not received any payment on this property since the property again became Rateable in 2009.

Total outstanding as at 14 July 2020 is \$14,833.67.

In April 2020, Council's current debt collection agent, Cloud Payment Group, recommended for Council to apply to have ownership of the property transferred to the Shire of Cuballing. At the Ordinary Meeting of Council held in April 2020 Council resolved;

#### COUNCIL DECISION – 2020/33:

That Council:

1. pursuant to Section 6.64(1)(d) of the Local Government Act 1995, proceed with the transfer of the property at 76 Francis Street Popanyinning WA 6309, which has rates and services in arrears for 3 or more years to the Shire of Cuballing; and
2. delegate the authority to the CEO required to finalise this transaction.

Moved: Cr Bradford

Seconded: Cr Hopper

Carried 6/0

### Comment

On 2<sup>nd</sup> July 2020 Cloud Payment Group advised that they had exhausted all avenues in having the land transferred to Council.

As Ms Tate died before the Public Trustee was in force, the Public Trustee do not wish to handle the matter and therefore Council is unable to make an application to the court to take possession of the property of a deceased owner, where the estate of the owner has not been dealt with.

This has left Council with four options:

1. Apply to the court to become the executor of the deceased estate and proceed with an application to take possession of the property. This process is quite lengthy, and will

have Council becoming the executor of all of Ms Tate's estate. The costs involved in this would be between \$8,000 and \$10,000;

2. Under Section 6.64 of the Local Government Act, 1995, Council can take possession of the property and return the property to Crown;
3. Council can take possession of the property and can make an application for a title by adverse possession if Council can show possession for a period of thirty years.

By returning the property to the Crown there would be opportunity in the future for interested purchasers to make an application to the Crown to purchase the property. This would then allow Council to charge rates on the property and generate income.

Ample opportunity will exist for next of kin, should they be found, to pay outstanding rates in full or offered a suitable payment plan to stop the transfer of land.

The Shire's Rates Department will be handling all matters in relation to the transfer of the property in conjunction with the CEO and Council's Debt Recovery agent.

Strategic Implications - Nil

Statutory Environment

Local Government Act 1995

Section 6.64 – Actions to be taken

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —
  - (a) from time to time lease the land; or
  - (b) sell the land; or
  - (c) cause the land to be transferred to the Crown; or
  - (d) cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.

\* Absolute majority required.

Section 6.74 – Power to have land revested in Crown if rates in arrears 3 years

- (1) If land is —
  - (a) rateable land; and
  - (b) vacant land; and
  - (c) land in respect of which any rates or service charges have been unpaid for a period of at least 3 years,the local government in whose district the land is situated may apply in the form and manner prescribed to the Minister to have the land revested in the Crown in right of the State.
- (2) The Minister is to consider the application and the circumstances surrounding the application and may grant or refuse the application.

- (3) If the application is granted the Minister is to execute a transfer or conveyance of the land to the Crown and is to deliver the transfer or conveyance to the Registrar of Titles or the Registrar of Deeds and Transfers, as the case requires, for registration.
- (4) Upon the delivery of the transfer or conveyance Schedule 6.3 clause 8 has effect in relation to the exercise of the power referred to in subsection (1)

Policy Implications – Nil

Financial Implications

The successful transfer of this property would require that Council write off the outstanding rates of \$14,833.67

Should the property be sold at a later date Council would again be able to rate the property. Any costs incurred as a result of this process would be borne by the Shire of Cuballing.

Economic Implication – Nil

Environmental Considerations - Nil

Consultation

Cloud Payment Group

Options

Council may resolve:

1. the Officer's Recommendation;
2. to apply to the court to become the executor of Ms Tate's estate; or
3. defer this matter and seek further information.

Voting Requirements – Absolute Majority

**OFFICER'S RECOMMENDATION:**

**That Council:**

- 1. pursuant to Section 6.64(1)(d) of the Local Government Act 1995, take possession of the property at 76 Francis Street Popanyinning WA 6309, which has rates and services in arrears for 3 or more years and return the property to the Crown;**
- 2. write off all existing rates; and**
- 3. delegate the authority to the CEO required to finalise this transaction.**

## 9.1.6 Withdrawal of Caveat – Williams Location 11270

Applicant: N/A  
File Ref. No: ADM132  
Disclosure of Interest: Nil  
Date: 14<sup>th</sup> July 2020  
Author: Bronwyn Dew, Deputy Chief Executive Officer  
Attachments: 9.1.6A Location Map

### Summary

**Council is to consider removing a Council lodged caveat on Williams location 11270 upon receipt of funds as a contribution to outstanding fees and charges on the Rates Assessment 2620.**

### Background

The legal owner of Williams location 11270, Mr Eli Hart, has been deceased for some considerable time. Location maps showing Location 11270 are included at Attachment 9.1.3A

Council has always rated Williams Location 11270 jointly with the adjoining property Williams location 882. The property is 0.8 hectares in size and is adjoined by farmland on all boundaries. The property is a long thin piece of land and is only attractive as a purchase to adjoining land owners.

It appears that for a number of land transactions, settlement agents have failed to notice that the small Williams location 11270 was not part of the settlement of the property sale. Therefore the ownership of the property has remained in the deceased owners name.

In March 2018 Mr Ken Hart purchased the adjoining property Williams location 882 but believing the purchase also included Williams location 11270.

In completing the transfer of the property on Council's rate record, staff became aware that the legal ownership of Williams location 11270 was Mr Eli Hart who has been deceased for some considerable time. Mr Ken Hart is Mr Eli Hart's grandson.

With the discovery of the separate ownership Council was required create a rates assessment in the name of the owner's name, obtain a value for the property and charge rates and charges against the assessment. Council has not received any payment for charges against this property since 2018 and at 14<sup>th</sup> July 2020 the following charges are outstanding on this assessment:

Charge	Outstanding Balance
Rates	1,860.00
Interest	351.65
Legal Charges	1,878.10
ESL Penalty	23.73
Waste Management Levy	30.00
ESL	166.00
<b>TOTAL</b>	<b>4,309.48</b>

### Comment

Council has incurred costs in investigating legal options for an appropriate solution for this situation. In doing this Council has incurred legal costs.

In March Council was advised that Mr Ken Hart had a legal claim to the Williams location 11270 and was able to apply for letters of administration in order to have the property transferred. If Mr Hart undertakes that course of action, the property would be transferred without Council receiving any of the outstanding rate and charges which accrued prior.

Upon legal advice Council lodged a caveat on the title of Williams location 11270 in March 2020 to prevent the transfer of the property.

Mr Ken Hart has now submitted an offer to Council to pay \$2,500 to Council as a contribution towards the amounts of rates and charged on this property. With Council agreement, upon receipt of this payment, Council would withdraw the caveat and allow Mr Hart to seek to transfer the property.

The offer from Mr Ken Hart is greater than the legal costs and ESL paid by Council and reflects the cash cost to Council of dealing with the matter.

Strategic Implications - Nil

Statutory Environment

Local Government Act 1995

Section 6.68 – Exercise of power to sell land

- (1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the power of sale) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.
- (2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —
  - (a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or
  - (b) having made reasonable efforts to locate the owner of the property is unable to do so.
- (3A) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made.
- (3) Schedule 6.3 has effect in relation to the exercise of the power of sale.

Policy Implications – Nil

Financial Implications

Mr Ken Hart has offered to pay \$2,500 to Council as a contribution towards the amounts of rates and charged on this property.

A transfer of the property could proceed without Council receiving any payment.

Economic Implication – Nil

Environmental Considerations - Nil

Consultation

Cloud Payment Group  
Mr Ken Hart

## Options

Council may resolve:

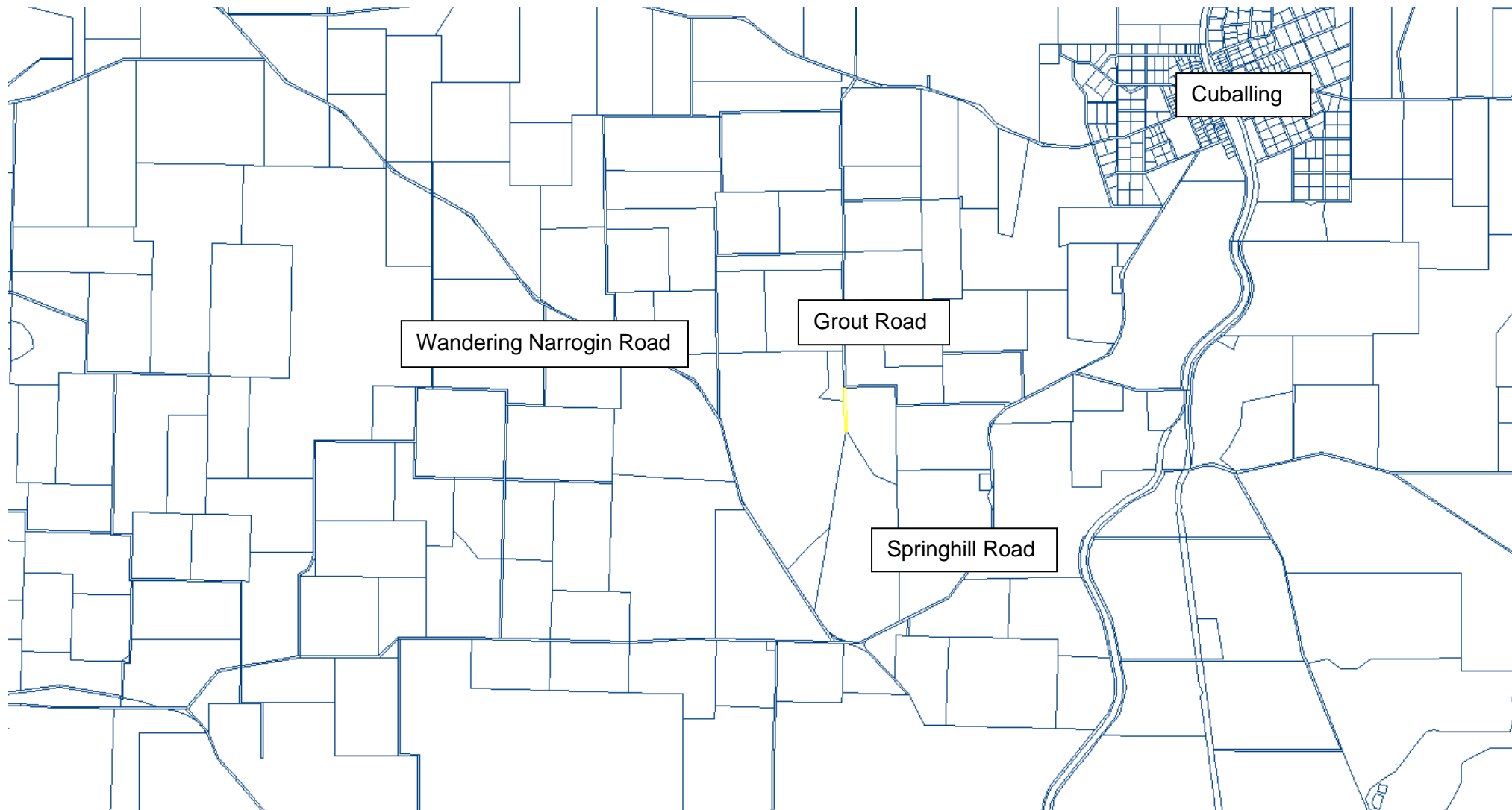
1. the Officer's Recommendation;
2. an alternative recommendation which may require additional consultation with Mr Ken Hart; or
3. to defer this matter and seek further information.

Voting Requirements – Absolute Majority

### **OFFICER'S RECOMMENDATION:**

**That Council:**

1. **agree to withdraw the caveat lodged on Williams location 11270 upon payment of \$2,500 from Mr Ken Hart;**
2. **write off all the outstanding rates and charges against Assessment 2620; and**
3. **delegate Council authority to the CEO required to finalise this transaction.**







## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Scheme Amendment No. 5 to the Shire of Cuballing Local Planning Scheme No. 2

Location:	Various properties in Alton Street, Austral Street and Beeston Street, Cuballing
Applicant:	Edge Planning & Property for the Shire of Cuballing
File Ref. No:	ADM327
Disclosure of Interest:	Nil
Date:	16 July 2020
Author:	Gary Sherry
Attachments	9.2.1A – Extract of Scheme Amendment No. 5 documentation 9.2.1B – Submissions 9.2.1C – Schedule of Submissions

#### Summary

**Following a review of the submissions, it is recommended that Council support Scheme Amendment No. 5 and advise the Minister for Planning to approve Amendment No. 5.**

#### Background

As outlined in Attachment 9.2.1A, Amendment 5 proposes to amend Local Planning Scheme No. 2 (LPS2) through amending the R-Coding and the zoning of various properties in Alton Street, Austral Street and Beeston Street.

Amendment 5 proposes to retain the Rural Townsite zoning for most of the site but change the R-Coding to facilitate subdivision/development including housing for aged or dependent persons. Additionally, the Amendment also addresses some anomalies with LPS2 including that a portion of Lot 56 Austral Street and a portion of Lot 397 Beeston Street are a 'Local Road' Reserve. This is an anomaly given the freehold tenure. Amendment 5 proposes to:

- Recode Lot 7 Alton Street, Lot 9 Alton Street, Lot 8 Austral Street, Lot 91 Austral Street, Lot 92 Austral Street and Lot 90 Beeston Street from 'Rural Townsite R5' Zone to 'Rural Townsite R10' Zone;
- Rezone a portion of Lot 56 Austral Street from the 'Local Road' Reserve to the 'Rural Townsite' Zone and allocate an R-Coding of 'R5'; and
- Rezone a portion of Lot 397 Beeston Street from the 'Local Road' Reserve to the 'Rural Townsite' Zone and allocate an R-Coding of 'R2.5'.

The residential density of R5 refers to a density of 1 dwelling per 2000m<sup>2</sup> or a minimum lot size of 2,000m<sup>2</sup>. The residential density of R10 refers to a density of 1 dwelling per 1000m<sup>2</sup> or a minimum lot size of 875m<sup>2</sup>.

The amendment documentation is supported by a Bushfire Management Plan (Bushfire Hazard Level Assessment) and a site classification (geotechnical assessment). The Bushfire Management Plan (Bushfire Hazard Level Assessment) by Lush Fire & Planning demonstrates that the hazard level on the site will be reduced and permanently altered by the site being developed and the *Bushfire Protection Criteria in the Guidelines* can be achieved in the subsequent planning stages.

The main section of the site, generally bounded by Austral, Beeston and Alton Streets, has the following characteristics and features:

- It is largely undeveloped. There is a disused dwelling in poor condition and several associated outbuildings along with a small dam in the northern section. Lot 56 is a depot yard;

- It contains various mature trees;
- It has a gentle gradient, sloping down to the east; and
- There is open drainage on some of the streets.

Lot 397 has frontage to Beeston Street and Andover Street. Lot 397 Beeston Street contains a dwelling and an outbuilding.

At the Council Meeting on 19<sup>th</sup> February 2020, the Council passed the following motion, at Minute No. 2020/009:

That Council:

1. in accordance with Section 75 of the Planning and Development Act 2005 amends the Shire of Cuballing Local Planning Scheme No. 2 by:
  - a. Recoding Lot 7 Alton Street, Lot 9 Alton Street, Lot 8 Austral Street, Lot 91 Austral Street, Lot 92 Austral Street and Lot 90 Beeston Street from 'Rural Townsite R5' Zone to 'Rural Townsite R10' Zone and amending the Scheme Map accordingly;
  - b. Rezoning a portion of Lot 56 Austral Street from the 'Local Road' Reserve to the 'Rural Townsite' Zone, allocating an R-Coding of 'R5' and amending the Scheme Map accordingly; and
  - c. Rezoning a portion of Lot 397 Beeston Street from the 'Local Road' Reserve to the 'Rural Townsite' Zone, allocating an R-Coding of 'R2.5' and amending the Scheme Map accordingly;
2. determines that Amendment No. 5 is 'standard' under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, contained in Regulation 34, on the basis it is:
  - a. An amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
  - b. An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment; and
  - c. An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
3. authorises the Shire President and the Chief Executive Officer to execute the Scheme Amendment No. 5 documents as outlined in Attachment 9.2.1D; and
4. notes the Shire will refer Scheme Amendment No. 5 to the Environmental Protection Authority for assessment pursuant to section 81 of the Planning and Development Act 2005. Should the Environmental Protection Authority advise that the amendment does not require assessment, advertise the amendment in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.'

Following the Council resolution, the Environmental Protection Authority (EPA) determined that the scheme amendment should not be assessed via an environmental impact assessment. The EPA decision effectively gave its 'environmental clearance' to Amendment No. 5.

The Shire met the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015* through seeking public comment on Scheme Amendment No. 5 for a period of 42 days through:

- writing to relevant State Government and servicing agencies;
- placing public notices in local papers;
- details being on the Shire's website; and
- having information available at the Shire office.

The Shire received three submissions on Scheme Amendment No. 5 with two submissions raising no objections and the Department of Fire and Emergency Services (DFES) seeking modifications to the bushfire management plan (see Attachment 9.2.1B). Importantly, DFES highlight that the Amendment and future subdivision/development can comply with *State Planning Policy 3.7 Planning in Bushfire Prone Areas*.

The associated Schedule of Submissions is set out in Attachment 9.2.1C. This includes the local government response, incorporating recent comments from Lush Fire & Planning and the local government recommendation.

### Comment

It is recommended that Council resolves to support Scheme Amendment No. 5 with no modifications to the version considered by the Council on 19<sup>th</sup> February 2020 and which was subject to community and stakeholder advertising.

It is noted:

- The Amendment is consistent with the State, regional and local planning framework. The R5 coding (average lot size of 1000m<sup>2</sup>) is consistent with the Local Planning Strategy;
- The supporting technical investigations outline the site is suitable and capable of accommodating residential development and/or additional lots for residential purposes;
- Recoding the site will facilitate new development opportunities including the potential for a greater range of lot sizes and increased housing choices (including housing for aged or dependent persons and people seeking to downsize);
- It addresses an anomaly with LPS2 given a portion of Lot 56 Austral Street and a portion of Lot 397 Beeston Street, which are freehold, are reserved as 'Local Road' in LPS2;
- The Amendment addresses land use compatibility, key environmental assets and bushfire risks;
- Future development and/or subdivision will be appropriately serviced; and
- The Amendment supports the local community and the local economy.

Subject to the Council's decision, copies of the submissions, the Schedule of Submissions and the amendment documentation will be forwarded to the Western Australian Planning Commission who will assess the scheme amendment request with the final decision made by the Minister for Planning.

### Strategic Implications

The Amendment is consistent with the Local Planning Strategy and consistent with the *Strategic Community Plan 2017-2027*. This includes promoting population growth and supporting local facilities. The Amendment assists to provide a greater range of housing in Cuballing.

### Statutory Environment

*Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and LPS2.*

*Planning and Development (Local Planning Schemes) Regulations 2015* provide for basic, standard and complex amendments. Having regard to Regulation 34, Amendment No.5 is considered a 'standard' amendment for the following reasons:

- An amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission.
- An amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment.
- An amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

#### Policy Implications

Various policies have been given due consideration in relation to this Amendment including:

- *State Planning Policy No. 2: Environment and Natural Resources Policy*
- *State Planning Policy No. 2.9: Water Resources*
- *State Planning Policy No. 3: Urban Growth and Settlement*
- *State Planning Policy 3.7: Planning in Bushfire Prone Areas.*

#### Financial Implications

This has already been budgeted for.

#### Economic Implications

Residential development is an important contributor to the district economy.

#### Social Implications - Nil

#### Environmental Considerations

There is a need to address the *Government Sewerage Policy* for on-site sewage disposal.

#### Consultation

Amendment No. 5 was publicly advertised in accordance with the Regulations.

#### Options

Based on Regulation 50(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Council has various options available to it which are summarised below:

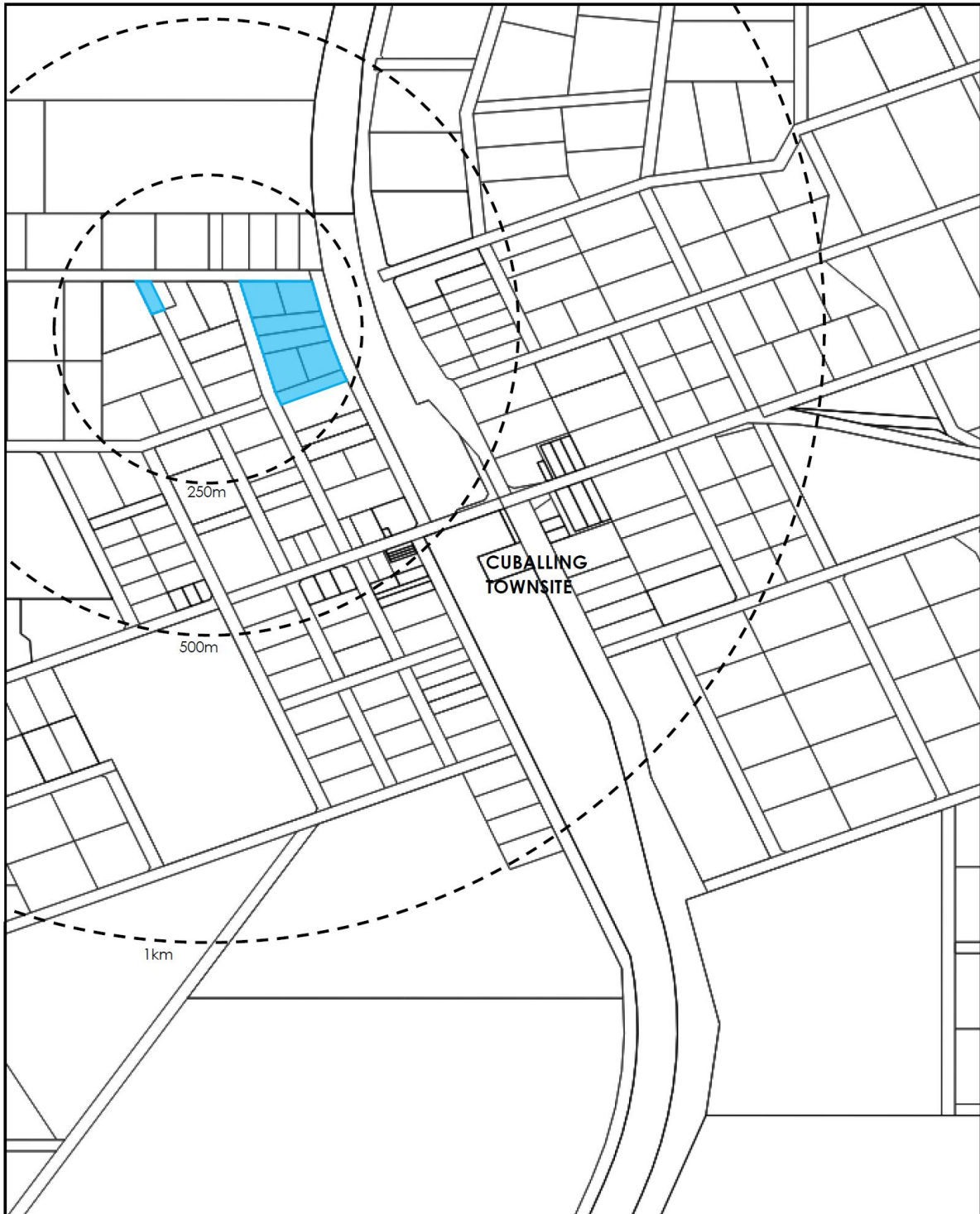
- support the amendment without modification;
- support the amendment with proposed modifications to address issues raised in the submissions; or
- not to support the amendment (giving reasons).

#### Voting Requirements - Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council**

- 1. agrees to support a standard amendment to the Shire of Cuballing Local Planning Scheme No. 2, pursuant to Part 5 of the Planning and Development Act 2005;**
- 2. endorses the 'Local Government Recommendation' in the Schedule of Submissions as outlined in Attachment 9.2.1C;**
- 3. advises agencies who lodged a submission that their comments were noted;**
- 4. authorises the Shire President and the Chief Executive Officer to execute the Scheme Amendment No. 5 documents; and**
- 5. forwards a copy of all submissions as shown in Attachment 9.2.1B and the Schedule of Submissions as outlined in Attachment 9.2.1C to the Western Australian Planning Commission for assessment and final approval by the Minister for Planning.**



### LOCATION PLAN

Lots 7 & 9 Alton Street  
Lots 8, 91, 92 & Part Lot 56 Austral Street  
Lot 90 & Part Lot 397 Beeston Street  
Shire of Cuballing



Edge Planning & Property  
134 Hare Street, Mount Clarence  
ALBANY WA 6330  
W: [www.edgeplanning.com.au](http://www.edgeplanning.com.au)  
E: [steve@edgeplanning.com.au](mailto:steve@edgeplanning.com.au)  
M: 0409 107 336





EXISTING SCHEME MAP

Legend

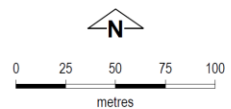
Cadastre with Lot number	Local road
R Codes	Public purposes
<b>LPS Zones</b>	CH Public purposes : Church
General agriculture	W Public purposes : Waterway
Rural residential	Railway
Rural townsite	Recreation and open space
<b>LPS Reserves</b>	
Highway	



Department of Planning, Lands and Heritage

Produced by Geospatial Research and Modelling,  
 Department of Planning, Lands and Heritage, Perth WA  
 Base Information supplied by Western Australian  
 Land Information Authority SLIP 1096-2018-1




**Shire of Cuballing**  
 Local Planning Scheme No. 2  
 Amendment No. 5





**PROPOSED SCHEME AMENDMENT MAP**

**Legend**

-  Cadastral with Lot number
-  R Code amendments
- LPS Zones and Reserves Amendments**
-  Rural townsite



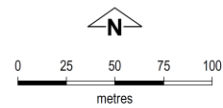
Department of Planning,  
Lands and Heritage

**Shire of Cuballing**

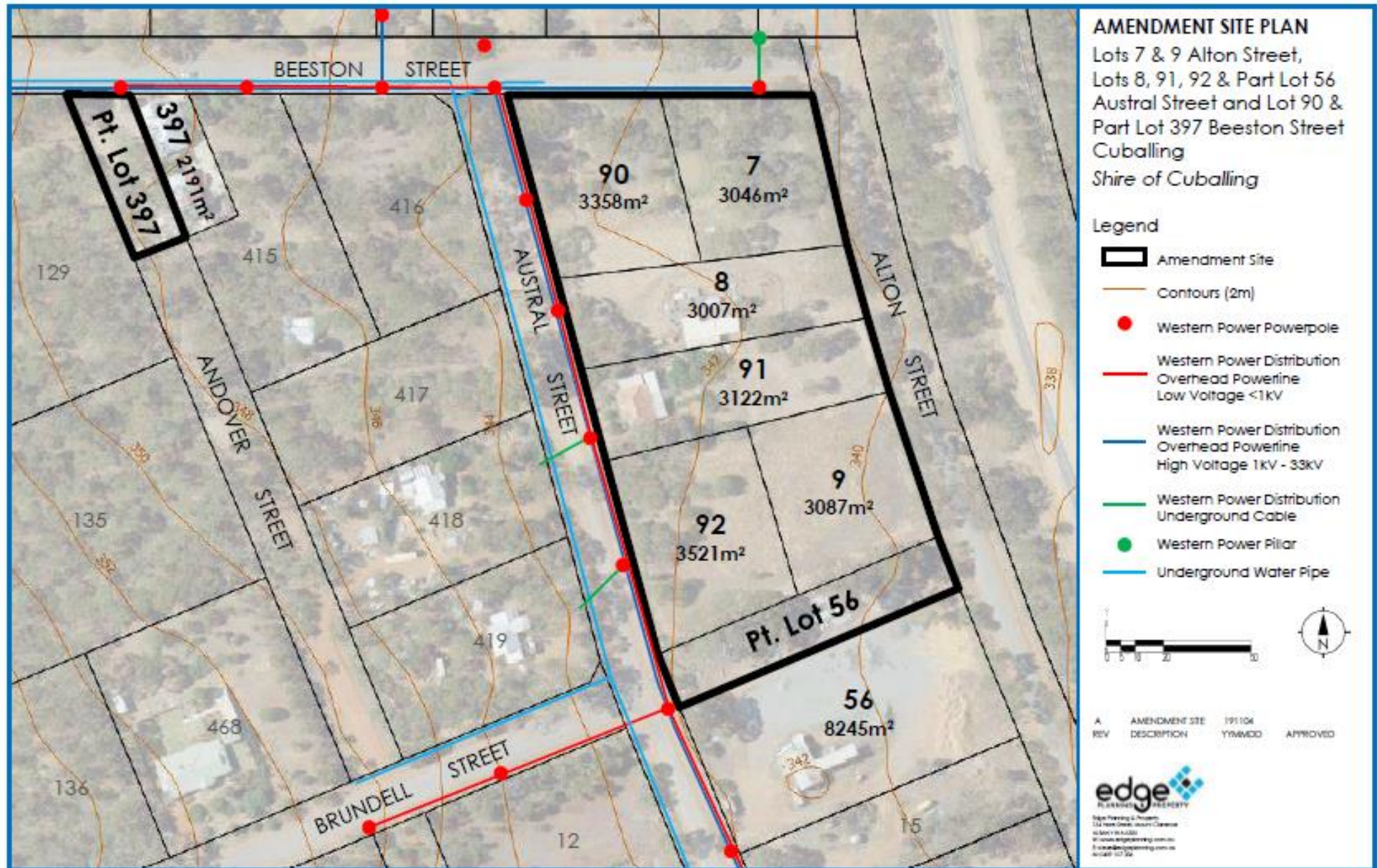
Local Planning Scheme No. 2

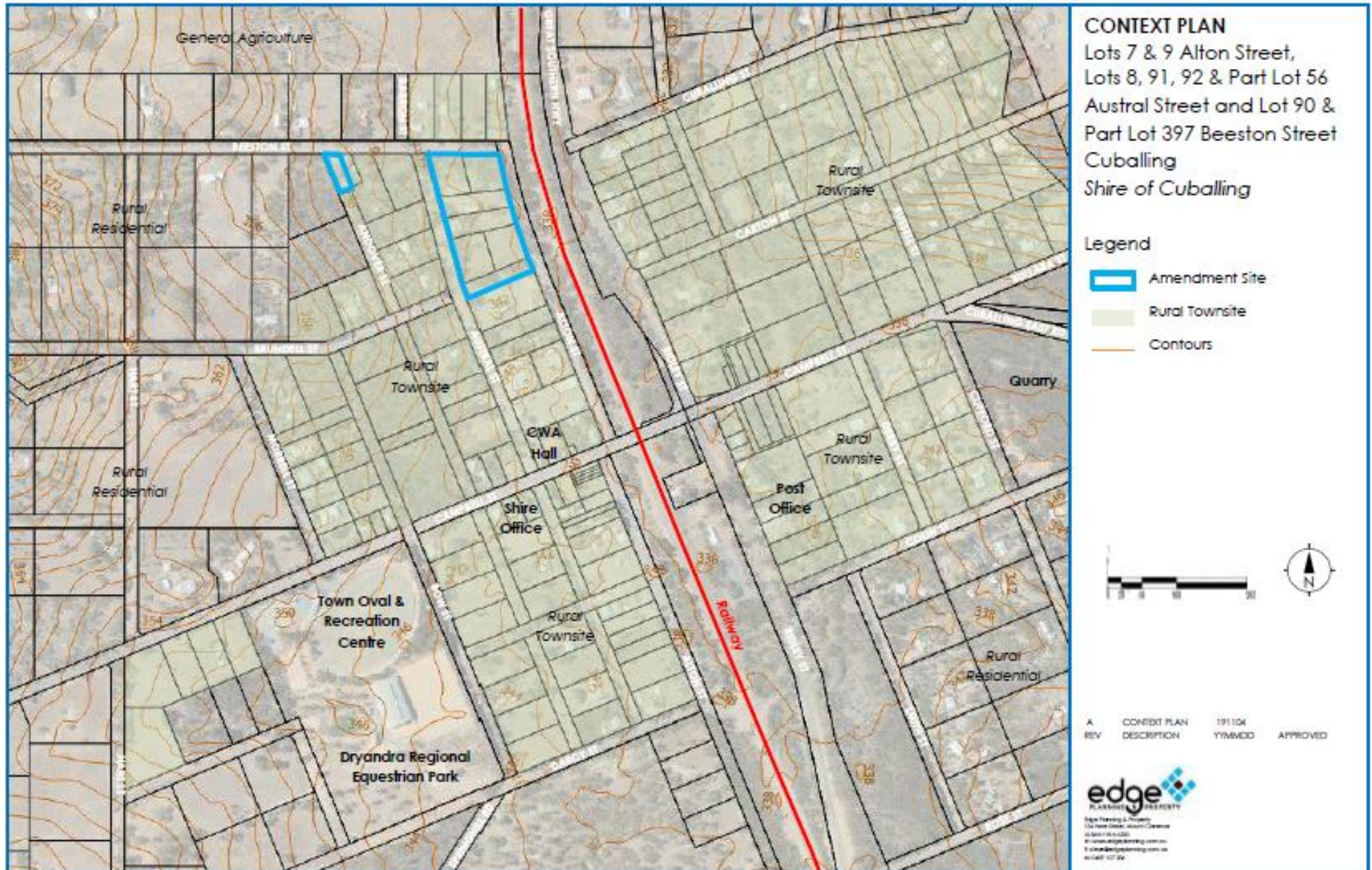
Amendment No. 5

Produced by Geospatial Research and Modelling,  
Department of Planning, Lands and Heritage, Perth WA  
Base Information supplied by Western Australian  
Land Information Authority SLIP 1096-2018-1









**Gary Sherry**

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**From:** Brett Coombes <Brett.Coombes@watercorporation.com.au>  
**Sent:** Wednesday, 1 July 2020 9:11 AM  
**To:** Gary Sherry  
**Subject:** Shire of Cuballing Amendment No.5 - Omnibus

Attention: Mr Gary Sherry, Chief Executive

Good morning Gary,

Thank you for referring the Shire's proposed amendment to the Water Corporation for comment. The Amendment is relatively minor in nature and as such the Water Corporation has no objections or concerns with the proposed scheme changes.

I have reviewed the amendment documents and concur with the summary advice concerning water servicing. Existing 100mm diameter water reticulation mains run along part of Beeston Street, along Austral Street and for a short length along Brundell Street, as depicted on the existing servicing plans contained in the amendment report. There is no water main along Alton Street. In the event that lots in this area undergo future subdivision to create additional lots exclusively fronting Alton Street, the subdivider will need to extend the water main to the frontage of the lot/s.

If you have any further queries in this regard, please call me on Tel. 9420-3165.

Regards

Brett Coombes  
Senior Urban Planner  
Development Services  
Tel. 9420-3165

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ADM327

05 JUN 2020



Government of Western Australia  
Department of Water and Environmental Regulation

Your ref: ADM327  
Our ref: RF3746, PA034211  
Enquiries: Jane Sturgess, Ph 9550 4228

Shire of Cuballing  
PO Box 13  
Cuballing WA 6311

Attention: Chief Executive Officer

Dear Gary

**SCHEME AMENDMENT NO 5 TO THE SHIRE OF CUBALLING TOWN  
PLANNING SCHEME NO 2 - OMNIBUS AMENDMENT TO SCHEME TEXT**

Thank you for providing the scheme amendment for the Department of Water and Environmental Regulation (Department) to consider.

The Department does not object to the Scheme Amendment No. 5 to the Planning Scheme No 2 and has no comments.

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact Jane Sturgess on 9550 4228.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brett Dunn'.

Brett Dunn  
Program Manager – Planning Advice  
Kwinana Peel Region

05 / 06 / 2020

Kwinana Peel Region  
107 Breakwater Parade Mandurah Ocean Marina Mandurah Western Australia 6210  
PO Box 332 Mandurah Western Australia 6210  
Telephone: 08 9550 4222 Facsimile: 08 9581 4560  
[www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)



Our Ref: D15357  
Your Ref: AMD327

Gary Sherry  
Shire of Cuballing  
enquiries@cuballing.wa.gov.au

Dear Mr Sherry

**RE: LOCAL PLANNING SCHEME OMNIBUS AMENDMENT NO 5 – VARIOUS LOTS,  
CUBALLING**

I refer to your correspondence dated 12 May 2020 regarding the submission of a Bushfire Management Plan (BMP) (Version B), prepared by Lush Fire and Planning and dated 17 October 2019, for the above proposal. The BMP is accompanied by a scheme amendment report from Edge Planning & Property dated February 2020.

It should be noted that this advice relates only to *State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)* and the *Guidelines for Planning in Bushfire Prone Areas (Guidelines)*. It is the responsibility of the proponent to ensure that the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.

**Assessment**

**1. Policy Measure 6.3 a) (ii) Preparation of a BHL Assessment**

Issue	Assessment	Action
Methodology	Appendix 2 of	Modification to the BMP is required.
Vegetation classification	<p><b>Plot 2 – not demonstrated</b> Vegetation Plot 2 has been classified as Class B Woodland and Excluded 2.2.3.2 (f).</p> <p>Evidence to support the exclusion of Plot 2 as managed to low threat in accordance with AS3959 is required. It is further noted that the vegetation classification attributed to photo 2 appears to exceed 30% and photo 4 does not align with the mapping and appears to be a typological error.</p>	Modification to the BMP is required.

<b>Vegetation classification</b>	<p>Vegetation plots 1, 6, 7 and 10 cannot be substantiated with the limited information and photographic evidence available. The BMP should provide canopy crown density information and consider the potential for revegetation, particularly where the worst-case scenario is not applied.</p> <p>The density of the foliage cover of the Woodland depicted in photo 10 appears to exceed 30%.</p> <p>The height of the overstorey of the vegetation depicted in photo 12 appears to exceed 6 m such that a Low Forest classification is warranted.</p> <p>Areas excluded from classification in close proximity to Austral Street north of the viewpoint for photo 16 and west of the viewpoint for photo 17 reflects that of Class D Scrub.</p>	<p>Modification to the BMP is required.</p>
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## 2. Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria

Element	Assessment	Action
<b>Location</b>	<p><b>A1.1 – not demonstrated</b> The BAL ratings cannot be validated, as the vegetation classification inputs require clarification/ modification and a BAL Contour Map needs to be prepared as per the above table.</p>	<p>Modification required. Resolve issues in the table above to ensure compliance to Element 1.</p>
<b>Siting and design</b>	<p><b>A2.1 – not demonstrated</b> The BAL ratings cannot be validated for the reason(s) highlighted in the above table. Therefore, compliance to this Element has not been demonstrated.</p> <p>The BMP should identify and assess existing and future bushfire risks and seek to reduce vulnerability. As such, Asset Protection Zones (APZ's) should be identified for existing habitable buildings of sufficient size to accommodate outbuildings and associated infrastructure such as water tanks.</p>	<p>Modification required. Resolve issues in the table above to ensure compliance to Element 2.</p>

**Recommendation – not supported modifications required**

DFES has assessed the BMP for the proposed scheme amendment and has identified a number of issues that need to be addressed prior to support of the proposal.

It is; however, acknowledged that compliance with SPP 3.7 can be achieved. The Shire may choose to advise the applicant that these modifications be undertaken to support subsequent stages of the planning process (structure plan, subdivision & development applications).

If you require further information, please contact me on telephone number 9413 3715.

Yours sincerely



Joel Gajic  
**SENIOR LAND USE PLANNING OFFICER**

7 July 2020

CC ceo@cuballing.wa.gov.au



Government of **Western Australia**  
Department of Health

16 JUL 2020

Your Ref: ADM327

Our Ref: EHB-01834 D-AA-20/62976

Contact: Vic Andrich (08) 9222 2000

Mr Gary Sherry  
Chief Executive Officer  
Shire of Cuballing  
PO Box 13  
CUBALLING WA 6311

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

Dear Mr Sherry

**TOWN PLANNING SCHEME NO.2 AMENDMENT NO. 5 - OMNIBUS**

Thank you for your letter of 12 May 2020 requesting comments from the Department of Health (DOH) on the above proposal.

The DOH has no objection to the proposed amendments.

Should you have any queries or require further information please contact Vic Andrich on (08) 9222 2000 or at [ehinfo@health.wa.gov.au](mailto:ehinfo@health.wa.gov.au)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mirella Goetzmann'.

Mirella Goetzmann  
**A/EXECUTIVE DIRECTOR  
ENVIRONMENTAL HEALTH DIRECTORATE**

9 July 2020

185 Royal Street East Perth Western Australia 6004  
Telephone (08) 9222 4222 TTY 133 677  
PO Box 8172 Perth Business Centre Western Australia 6849  
ABN 28 684 750 332  
[www.health.wa.gov.au](http://www.health.wa.gov.au)



<b>Shire of Cuballing Local Planning Scheme No. 2 Scheme Amendment No. 5 – Schedule of Submissions</b>				
<b>No.</b>	<b>Name and Address of Submitter</b>	<b>Summary of Submissions</b>	<b>Local Government Comments</b>	<b>Local Government Recommendation</b>
1	Brett Coombes Senior Urban Planner Development Services Water Corporation Brett.coombes@watercorporation.com.au	<p>Water Corporation has no objections or concerns with the proposed scheme changes.</p> <p>I have reviewed the amendment documents and concur with the summary advice concerning water servicing. Existing 100mm diameter water reticulation mains run along part of Beeston Street, along Austral Street and for a short length along Brundell Street, as depicted on the existing servicing plans contained in the amendment report.</p> <p>There is no water main along Alton Street. In the event that lots in this area undergo future subdivision to create additional lots exclusively fronting Alton Street, the subdivider will need to extend the water main to the frontage of the lot/s.</p>	That the submission be noted.	No modification to the amendment is required.
2	Brett Dunn Program Manager – Planning Advice Kwinana-Peel Region Department of Water and Environmental Regulation PO Box 332 MANDURAH WA 6210	<p>The Department does not object to the Scheme Amendment No.5 and has no comments.</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.</p>	That the submission be noted.	No modification to the amendment is required.
3	Joel Gajic Senior Land Use Planning Officer	This advice relates only to State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP3.7) and the guidelines for Planning in Bushfire Prone Areas (Guidelines).	Lush Fire and Planning note the issues raised primarily relate to any proposed subdivision or	No modification to the amendment is required.

<b>Shire of Cuballing Local Planning Scheme No. 2 Scheme Amendment No. 5 – Schedule of Submissions</b>				
<b>No.</b>	<b>Name and Address of Submitter</b>	<b>Summary of Submissions</b>	<b>Local Comments</b>	<b>Government Recommendation</b>
	Department of Fire and Emergency Services PO Box P1174 PERTH WA 6844	<p>DFES has acknowledged that compliance with SPP 3.7 can be achieved but has identified a number of issues that need to be addressed at the subsequent stages of the planning process (structure plan, subdivision and development applications).</p> <p>Modification of the Bushfire Management Plan (BMP) is required.</p> <p><b>Policy Measure 6.3 a) (ii) Preparation of a BHL Assessment</b>  <u>Vegetation Classification:</u> Vegetation Plot 2 has been classified as Class B Woodland and Excluded 2.2.3.2 (f).</p> <p>Evidence to support the exclusion of Plot 2 as managed to low threat in accordance with AS3959 is required. It is further noted that the vegetation classification attributed to photo 2 appears to exceed 30% and photo 4 does not align with the mapping and appears to be a typological error.</p> <p>Vegetation plots 1,6,7 and 10 cannot be substantiated with the limited information and photographic evidence available. The BMP should provide canopy crown revegetation, particularly where the worst case scenario is not applied.</p> <p>The density of the foliage cover of the Woodland depicted in photo 10 appears to exceed 30%.</p>	<p>development application where a Bushfire Attack Level (BAL) Assessment and compliance against the Bushfire Protection Criteria are assessed against a specific development plan.</p> <p>The current BMP contains a bushfire hazard level assessment which is consistent with Appendix 5 Table 7 of the Guidelines for Planning in Bushfire Prone Areas and a BAL Contour Map is not required.</p> <p>DFES is adopting a conservative approach/ worst case scenario regarding the classification of various vegetation plots requesting that these should generally be Class A Forest. However, this will not alter the development site having a moderate bushfire hazard level as it has minimal vegetation which will be further reduced when development</p>	<p>Table 4 of the BMP be modified to reinforce DFES comment that the issues referenced be undertaken to support subsequent stages of the planning process (structure plan, subdivision and development applications).</p>

<b>Shire of Cuballing Local Planning Scheme No. 2 Scheme Amendment No. 5 – Schedule of Submissions</b>				
<b>No.</b>	<b>Name and Address of Submitter</b>	<b>Summary of Submissions</b>	<b>Local Comments</b>	<b>Government Recommendation</b>
		<p>The height of the overstorey of the vegetation depicted in photo 12 appears to exceed 6m such that a Low Forest classification is warranted.</p> <p>Areas excluded from classification in close proximity to Austral Street north of the viewpoint for photo 17 reflects that of Class D Scrub.</p> <p><b>Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria</b></p> <p><u>Location:</u> A1.1 - Not demonstrated</p> <p>The BAL ratings cannot be validated, as the vegetation classification inputs require clarification/modification and a BAL Contour Map needs to be prepared as per the above table.</p> <p><u>Siting and design:</u> The BAL ratings cannot be validated for the reason(s) highlighted above. Therefore, compliance to this Element has not been demonstrated.</p> <p>The BMP should identify and assess existing and future bushfire risks and seek to reduce vulnerability. As such, Asset Protection Zones (APZ's) should be identified for existing habitable buildings of sufficient size to accommodate outbuildings and associated infrastructure such as water tanks.</p>	<p>occurs. It is noted that with the current review of the Guidelines and Bushfire Protection Criteria, a revised BMP will be required in the future.</p> <p>The site was also considered in the previous strategic BHL assessment prepared for the Local Planning Strategy and was not excluded from more intensive development in terms of its local setting i.e. Element 1 of the Bushfire Protection Criteria.</p>	

<b>Shire of Cuballing Local Planning Scheme No. 2 Scheme Amendment No. 5 – Schedule of Submissions</b>				
<b>No.</b>	<b>Name and Address of Submitter</b>	<b>Summary of Submissions</b>	<b>Local Comments</b>	<b>Government Recommendation</b>
		<p>DFES has assessed the BMP for the proposed scheme amendment and has identified a number of issues that need to be addressed prior to support of the proposal.</p> <p>It is, however, acknowledged that the compliance with SPP 3.7 can be achieved. The Shire may choose to advise the applicant that these modifications be undertaken to support subsequent stages of the planning process (structure plan, subdivision and development applications).</p>		
4	Mirella Goetzmann A/Executive Director Department of Health PO Box 8172 Perth Business Centre WA 6849	The DOH has no objection to the proposed amendments.	That the submission be noted.	No modification to the amendment is required.

9.2.2 Elected Member, Chief Executive Officer and Employee Attendance At Events Policy

Applicant: N/A  
File Ref. No: ADM118  
Disclosure of Interest: The Author declares a Financial Interest that requires disclosure as the author of the report to whom the policy may benefit, noting that the law requires preparation of such a policy  
Date: 14<sup>th</sup> July 2020  
Author: Gary Sherry  
Attachments: 9.2.2A Draft Elected Member, Chief Executive Officer and Employee Attendance At Events Policy  
9.2.3B

**Summary**

**Council is to consider a draft policy relating to the attendance of Elected Members and staff at events as required by legislative change.**

Background

The Local Government Act 1995 was amended in October 2019 to require adoption of an attendance at events policy by all local governments

Comment

In developing the recommended draft policy, included at Attachment 9.2.2A, the Chief Executive Officer has considered custom and practice of events in the Shire of Cuballing.

The majority of events that the Elected Members and Chief Executive Officer or employees at the Shire get invited to are by far free, non-ticketed, free community events .

In drawing together this policy, staff have utilised the Department of Local Government, Sport and Cultural Industries (DLGSCI) guide and policies of other local governments as templates.

Strategic Implications

GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.  
Goals

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

	Strategy	Outcome
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.3	Ensure open and consistent communication between the Shire and the community.	The community is aware of Council decisions and activities.

Statutory Environment

Local Government Act 1995

5.90A. Policy for attendance at events

- (1) In this section —  
*event* includes the following —
- (a) a concert;
  - (b) a conference;
  - (c) a function;

- (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
- (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* Absolute majority required.

- (3) A local government may amend\* the policy.

\* Absolute majority required.

- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (5) The CEO must publish an up-to-date version of the policy on the local government's official website".

### Policy Implications

The Officer's Recommendation establishes a new Council policy, consistent with the intent of the legislation and the DLGSCI Guidelines and has been adopted to include reference to all Shire of Cuballing employees (not just the Chief Executive Officer) as permitted by the Guidelines.

### Financial Implications

There are no specific financial implications from adopting this policy, but future, budgeted expenditure for Elected Members and staff to attend events may occur under the guidelines of the draft policy.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

### Consultation

In drawing together this policy, staff have utilised the Department of Local Government, Sport and Cultural Industries (DLGSCI) guide and policies of other local governments as templates.

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to the draft policy; or
3. to defer and seek further information on alternative policy options.

Voting Requirements – Absolute Majority

### **OFFICER'S RECOMMENDATION:**

**That Council adopt the draft Policy, included at Attachment 9.2.2A, relating to the attendance of Elected Members and staff at events.**

### 3.15 ELECTED MEMBER, CHIEF EXECUTIVE OFFICER AND EMPLOYEE ATTENDANCE AT EVENTS POLICY

#### Objective

The Shire of Cuballing is required under the Local Government Act 1995 to approve and report on attendance at events for Elected Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event.

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council members, the Chief Executive Officer (CEO) and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

#### Note:

1. If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
2. In their role with the Shire, the Chief Executive Officer and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
3. If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct regarding notifiable and prohibited gifts.

#### Definitions

Elected Members includes the Shire President and all Councillors.

In accordance with Section 5.90A of the Local Government Act 1995 an *event* is defined as a:

- concert;
- conference;
- function;
- sporting event; or
- occasions prescribed by the Local Government (Administration) Regulations 1996.

#### Scope

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Cuballing in their capacity as an Elected Member or employees of the Shire.

#### Policy Statement

1. Pre-Approved Events

In order to meet the policy requirements tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire:

- a. advocacy lobbying or Ministerial briefings. Only Elected Members and the Chief Executive Officer are approved for this type of event;
- b. meetings of clubs or organisations within the Shire of Cuballing;
- c. any free event held within the Shire of Cuballing;
- d. Australian or West Australian Local Government events;
- e. events hosted by Clubs or Not for Profit Organisations within the Shire of Cuballing to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- f. Shire of Cuballing hosted ceremonies and functions;
- g. Shire of Cuballing hosted events with employees;
- h. Shire of Cuballing run tournaments or events;
- i. Shire of Cuballing sponsored functions or events;
- j. community art exhibitions;
- k. cultural events/festivals;
- l. events run by a Local, State or Federal Government;
- m. events run by schools and universities within the region of the Shire of Cuballing;
- n. major professional bodies associated with local government at a local, state and federal level;
- o. opening or launch of an event or facility within the Shire of Cuballing;
- p. recognition of Service event's;
- q. RSL events; and
- r. where Shire President, Elected Member or Chief Executive Officer representation has been formally requested.

All Elected Members, the Chief Executive Officer and employees are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, will be paid for by the Shire by way of reimbursement, unless the event is a conference or training event in which attendance dealt with under clause 4 of this policy.

In addition to the above pre-approved events, Elected Members may also attend a paid event held within the Shire of Cuballing, to be paid for by the Shire of Cuballing by way of reimbursement, other than the following events:

- a. party political events and fundraisers;
- b. social events;
- c. entertainment events with no link to the Shire of Cuballing; or
- d. events that primarily benefit Elected Members in a personal capacity or in a role other than their role at the Shire of Cuballing.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

## 2. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:



- a. events for the Shire President may be approved by the Deputy Shire President;
- b. events for Councillors may be approved by the Shire President;
- c. events for the Chief Executive Officer may be approved by the Shire President; and
- d. events for employees may be approved by the Chief Executive Officer.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid from the Members Training & Conference allocated budget.

Where the Chief Executive Officer or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budgeted expenditure.

Considerations for approval of the event include:

- any justification provided by the applicant when the event is submitted for approval;
- the benefit to the Shire of the person attending;
- the budget allocation to Members Training & Conference;
- alignment to the Shire's Strategic Objectives; and
- the number of Shire representatives already approved to attend.

### 3. Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public then no action is required;
- If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required; and
- If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets, and any other associated hospitality, within 10 days.

### 4. Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in avoidance with Council Policies:

- 3.10 Councillor Expenses
- 3.11 Councillor Attendance at Conferences, Seminars or Workshops
- 4.19 Conference Expenses - Staff

### 5. Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the Chief Executive Officer and the Chief Executive Officer in relation to other employees.

#### Associated Procedures

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the ticket is transferable to another Shire representative.

Tickets that are provided to the Shire of Cuballing without denotation as to who they are for, will be provided to the Chief Executive Officer and attendance determined by the Chief

Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

## 9.2.3 Local Event And Project (LEAP) Grant Program Policy

Applicant:	N/A
File Ref. No:	ADM118
Disclosure of Interest:	Nil
Date:	16 <sup>th</sup> July 2020
Author:	Gary Sherry
Attachments:	9.2.3A Draft LEAP Policy 9.2.3B Draft LEAP Grant Application Form

### **Summary**

**Council is to consider policy to guide a Council grant program to support small grants to local community groups to provide local events and capital building projects.**

### **Background**

At their May 2020 Ordinary Meeting Council decided on a response to the COVID-19 pandemic.

One response was to allocate \$4,000 in 2020/21 to a small grants process to assist local community organisations to hold events and activities in the Shire of Cuballing that bring the Shire of Cuballing community together or boost the Shire of Cuballing local economy.

The LEAP program will also be supported by funds in the Community and Sporting Club Reserve that is created from revenue received from private purchases of advertising in the Council prepared *The Cuby News* newsletter.

### **Comment**

The Local Event And Project (LEAP) Grant Program seeks to provide financial support to local community groups to complete small events and projects.

A draft LEAP program policy, included at Attachment 9.2.3A:

- requires a supporting contribution from the community group of 50% of the projects cost. This requirement puts an onus on the community group to commit to the project or event rather than just use funds from Council because they are available;
- requires a community group's contribution to include a cash component of at least half of the group's total contribution. An in-kind contribution by the community group, most likely volunteer labour, can be up to half of their total contribution;
- eligible projects are capital works and community events;
- that community groups can receive a maximum contribution from LEAP of \$2,000 per year. This could be from one LEAP grant or a combination of smaller grants.
- Allows Council flexibility to approve applications that Council that fit with the "Spirit" of LEAP program. This flexibility extends to reject applications that do not.

The draft policy requires groups to apply prior to the program. A draft application form is included at Attachment 9.2.3B.

All applications would be decided by Council. It will be important that community groups lodge their applications before the Council meeting prior to the date when the funds are required.

Examples of previous community projects and activities that would have been eligible to utilise the LEAP program include the:

- Popanyinning Progress Association's Popanyinning Bonfire event;
- Cuballing Men's Shed's construction of a disabled toilet;
- organisers of the Christmas Tree events held in Cuballing and Popanyinning; and
- Cuballing Golf Club's repainting of the Cuballing Golf Club House.

### Strategic Implications

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

#### Goals

- A healthy and caring community which has strong support for all ages and abilities.
- A safe community where residents feel secure and comfortable at home, work and play.
- A healthy community engaging in positive and rewarding lifestyles with access to recreational and leisure opportunities.
- A vibrant community, enjoying access to a wide range of quality arts and cultural activities.

	Strategy	Outcome
1.1	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.
1.2	Create a vibrant built environment that is accessible and inclusive and reflects the Shire's identity and local heritage.	Active, attractive and affordable towns which the community are proud of and engaged in.
1.3	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.
1.4	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals

### Statutory Environment – Nil

### Policy Implications |

The draft Policy will provide guidance to community groups in preparing applications for Council financial support.

### Financial Implications

The LEAP grants will be funded by the Community And Sporting Club Reserve which collects advertising revenue from *The Cuby News* newsletter.

Currently the Community And Sporting Club Reserve holds \$6,725.20.

### Economic Implication

### Social Implication

The LEAP grants will support local community groups providing activities for local community.

### Environmental Considerations

Local environmental groups may apply for LEAP grants to assist their activities.

Consultation – Nil

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. to defer and seek further information prior to a future consideration of the small grants program.

Voting Requirements – Simple Majority

### **OFFICER'S RECOMMENDATION:**

**That Council adopt the Local Event And Project (LEAP) Grant Program policy included at Attachment 9.2.3A.**

## 2.15 Local Event And Project (LEAP) Grant Program

### Policy Statement:

The LEAP Grant Program seeks to provide financial support to local service, community and sporting organisations to provide facilities and events for local residents.

The total contribution from LEAP to an event or project is a maximum of \$2,000.

Organisations may be granted more than one LEAP application within a financial year but the total of amounts approved are not to exceed \$2,000 in total.

Council will provide financial support under LEAP on a 50% (LEAP)/ 50% (organisation) basis.

An organisation is to contribute to their event or project:

- at least half of the organisations total contribution is to be a cash contribution (ie the cash contribution will be equal to half the amount requested from LEAP); and
- in-Kind works of up to half of the applicant's total required contribution may be considered by Council as part of the applicant's contribution.

Eligible events and projects include:

1. capital projects that have an anticipated life span of over 5 years,
2. events that are open to participation of the community as a whole; and/or
3. any other project approved by Council that befits the "Spirit" of LEAP.

Events and projects that are not eligible applications include:

1. consumables or general maintenance;
2. disposable items;
3. retrospective funding; and/or
4. any application Council considers is not in the "Spirit" of LEAP

Completed application forms should be submitted to Council for consideration a minimum 4 weeks before the event or project funding is required.

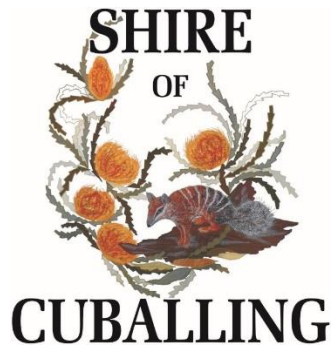
At the project completion a LEAP acquittal form must be completed to finalise the funding agreement which is included on the application form.

Objective:

To establish guidelines for the distribution of funds received from receipts of advertising in Cuby News newsletter to local service, community and sporting organisations.

Resolution No:

Resolution Date:



## **LOCAL EVENT AND PROJECT (LEAP) GRANT**

### **Application Form**

1. Grant Applicant \_\_\_\_\_
2. Contact Address \_\_\_\_\_
3. Phone \_\_\_\_\_ Email \_\_\_\_\_
4. ABN \_\_\_\_\_
5. Project Name \_\_\_\_\_
6. Project Purpose \_\_\_\_\_
  
7. Who are the main beneficiaries of the project?
  
8. Project Description. Please summarise your project.

9. Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

9. Project Funding Contributors

Income	Cash	In-Kind	Total	Confirmed
TOTAL				

10. What have the membership numbers of your club been over the past 3 years?

11. How has the need for your project been identified and assessed?

12. How have you assessed the feasibility of your project?

13. Have you developed a management plan for your facility? No.  
If so, please attach a copy with this application.



13. Have you considered the needs of different user groups within the community?

14. Please provide the costs of completing your project.

<b>Expenses</b>	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
<b>TOTAL</b>			

15. Who will be responsible for any operational deficit and how will it be funded?

16. Please provide details of funding applications made to other organisations and their response?

17. Supporting Information

The following must be included with this application:

- Locality, Site and design specifications
- An itemised project cost
- Current bank statement of club or group applying for funding
- Confirmation of financial commitments applied for from other sources

Declaration by applicant

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein is to the best of my knowledge true and correct.

Name \_\_\_\_\_

Position Held \_\_\_\_\_

This \_\_\_\_\_ Day of \_\_\_\_\_

Signature \_\_\_\_\_

## 9.2.4 Rates Incentive Prize Draw 2020/21

Applicant: N/A  
File Ref. No: ADM130  
Disclosure of Interest: Nil  
Date: 16<sup>th</sup> July 2020  
Author: Gary Sherry  
Attachments: Nil

### Summary

**Council is to consider providing Council supported prizes for ratepayers paying their rates in full by the due date.**

### Background

For many years the Shire of Cuballing has sought private sponsorship to provide a rates incentive prize draw for ratepayers who have paid their rates in full by the due date. The prizes were provided by accommodation businesses located outside the Shire of Cuballing who provided free accommodation in exchange for having small amounts of promotional material included in the envelope provided to ratepayers.

Council is not aware of how many ratepayers have taken used their prizes and some winners of these prizes signalled to staff that they were unlikely to use the prize because the cost of travel required to use the prize outweighed the benefit.

Council has provided funding of \$1,000 in the draft 2020/21 Budget to provide a rates incentive prize draw for rate payers paying in full by the due date.

### Comment

The Officer's Recommendation seeks for Council to provide the prizes for an early payment draw rather than accommodation providers from outside the Shire.

The prizes for the draw would be vouchers for use in a business located within the Shire of Cuballing. It is proposed to provide 20 vouchers of \$50 in value.

Upon receipt of the voucher, the business would provide the voucher to the Shire of Cuballing to receive payment of the funds.

The \$50 voucher is of a size that will allow one normal size transaction without a need to carry over funds for a second visit. A \$50 voucher would provide:

- A majority of a fuel purchase for a car;
- The majority of a purchase of a meal for two;
- A smaller component of a purchase of engineering or farm services.

### Strategic Implications

ECONOMY - Our Economy, Infrastructure, Systems and Services.

#### Goals

- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

	Strategy	Outcome
3.7	Advocate and plan for local economic development in a sustainable manner.	A growing community supported by improved job opportunities and diversity in our industries, businesses and housing.

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

Council has allocated \$1,000 in the draft 2020/21 Budget.

Economic Implication

Providing vouchers for use in local businesses is intended to be a small direct economic stimulus for local businesses during the COVID-19 pandemic. There is an indirect stimulus in that using a voucher could allow a local ratepayer to use a local business for the first time and provide an opportunity for that business to win repeat custom.

Social Implication

The vouchers will encourage ratepayers to consider using local businesses in the future.

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. not conduct a rates incentive prize draw.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council:**

1. **conduct a Rates Incentive Prize Draw for ratepayers who have paid their rates in full by the due date according to the terms conditions included at Attachment 9.2.4A; and**
2. **20 vouchers for goods or services from businesses located within the Shire of Cuballing to the value of \$50 as prizes for the Rates Incentive Prize Draw.**

**SHIRE OF CUBALLING  
Rates Incentive Prize Draw 2020/21  
Terms And Conditions**

1. This competition is a promotion run by the Shire of Cuballing (“Promoter”).
2. Entries and information on prizes and how to enter form part of these Terms and Conditions.
3. Participation in this competition constitutes acceptance of these Terms and Conditions.
4. The competition is open to rate payers of the Shire of Cuballing who satisfy the competition requirements by the 10<sup>th</sup> September 2020.
5. Winners are chosen by random computer selection. Councillors and employees of the Shire and government bodies and their related agencies. These parties are ineligible as a sole or part owner of any property within the Shire of Cuballing boundaries. Rates exempt properties such as schools and churches are also ineligible.
6. Your rates payment must be by cash, cheque, credit card, online or postal order. Your entry will automatically be disqualified and ineligible, if your payment is dishonoured by the financial institution concerned for any reason.
7. There are 20 prizes available. To be eligible to win a prize, you must first satisfy clauses 4 and 5 above.
8. At the end of the competition period, the Shire’s ‘Prize Draw’ computer program will select at random ratepayers who have paid their 2020/2021 rates assessment in full (including all arrears but not inclusive of Deferred Rates) by the 10<sup>th</sup> September 2020. The details of the ratepayers and their payment details will be checked and then verified under the supervision of the Shire’s Senior Staff.
9. The competition will commence with the release of the 2020/2021 rate notices on 6<sup>th</sup> August 2020 and will close at midnight on 10<sup>th</sup> September 2020 with the receipt of rates money either by phone, credit card, over the internet, over the counter at the Shire of Cuballing Administration Centre or by other means.
10. Decisions made by Shire of Cuballing Officers in regard to the awarding of prizes is final and no debate will be entered into.
11. The Shire of Cuballing reserves the right to verify the validity of entries and to disqualify any entry that is not in accordance with the competition ‘Terms and Conditions’.
12. Entries will only be valid once they have been received and receipted by the Shire of Cuballing. The Shire accepts no responsibility whatsoever for late, lost or misdirected entries, whatever the cause.
13. Winners will be notified by phone and mail.
14. Collection of prizes must be organized by individual winners following notification of their winning entry. The Shire of Cuballing will not be liable for any delivery or travel costs associated with claiming a prize. The winner must collect their prize by 8<sup>th</sup> December 2020 or it will be judged forfeited.
15. Prizes are not transferable or exchangeable. The Shire of Cuballing is neither responsible nor liable for any changes in the value of a prize occurring between the date of printing and the date the prize is claimed.
16. Total prize pool is valued at \$1,000 at the date of publication of draw prizes and the prize packages are 20 vouchers for goods or services from businesses located within the Shire of Cuballing to the value of \$50.

17. The Shire of Cuballing shall not be liable for any loss or damage whatsoever that is suffered (including but not limited to indirect or consequential loss) or for any personal injury suffered or sustained in connection with any of the prizes offered except for any liability which cannot be excluded by law. It is a condition of accepting the prize that a winner may be required to sign a legal release in a form determined by the Shire of Cuballing in its absolute discretion.
18. The Shire of Cuballing accepts no responsibility for any tax implications (including any Fringe Benefits Tax) that may arise from the prize winnings. You should seek independent, qualified financial advice about potential tax implications.
19. The Shire of Cuballing accepts no responsibility for any incorrect or inaccurate information, either caused by website users or by any of the equipment or programming associated with, or utilised in this competition or by any technical error that may occur in the course of the administration of the competition. The Shire of Cuballing assumes no responsibility for any error, omission, interruption, deletion, defect, delay in operation or transmission, communications line failure, theft or destruction or unauthorised access to or alteration of entries.
20. As a condition of accepting any prize, the winner must agree to be photographed, interviewed and/or filmed for use in any promotional, marketing or other creative initiative arranged by the Shire of Cuballing or its agents. The Shire shall be solely responsible for all marketing and editorial control.
21. The Shire of Cuballing reserves the right to cancel or terminate the competition if, for any reason beyond the Shire's control, the integrity of the competition or its fairness or security is compromised.

## 9.2.5 Refund of Building Services - Divine You

Applicant: N/A  
File Ref. No: ADM19  
Disclosure of Interest: Nil  
Date: 16<sup>th</sup> July 2020  
Author: Gary Sherry  
Attachments: Nil

### **Summary**

**Council is to consider a request to refund the cost of building services purchased by Divine You during 2018/19 and 2019/20.**

### **Background**

Council completed building services for Divine You, a not for profit incorporated association based in Narrogin. The services were associated with the construction of a new building on Divine You's property at 8 Federal Street Narrogin and were issued in the name of a Mr Stajic, a member of the organisation.

The work completed included:

1. a Certificate of Design Compliance (CDC) costing \$1,425.95. Quotation 0742 was provided by Council's Building Officer on 15<sup>th</sup> April 2019, invoice 4734 was provided on 24<sup>th</sup> May 2019 and paid the same day; and
2. a Certificate of Construction Compliance (CCC) costing \$1,004.70. Quotation 0912 was provided by Council's Building Officer on 10<sup>th</sup> February 2020, invoice 5042 was provided on 18<sup>th</sup> February 2019 and paid the following day.

These certificates were required by Divine You to lodge with the Shire of Narrogin to comply with normal council building regulation.

### **Comment**

Council has now received the following from Ms Jannette Liddelow, the Treasurer of Divine You seeking a refund of the costs of the CDC and CCC. The correspondence includes:

I am writing as representative of Divine You, a not for profit community group, in relation to the building at our base at 8 Federal St, Narrogin.

Divine You Incorporated is at present feeding the needy of the Region on Saturdays and as needed and providing ongoing support to people with disability, the aged, and anyone who is in need. Members visit the sick and the elderly and Sunday and school holiday program classes for children are held to teach human values. On Saturdays and School holidays sewing and craft lessons are facilitated to provide skills and therefore assist with the self- esteem of children. We are shortly commencing art classes weekly for people with disability and yoga and meditation classes for children.

The Divine You Mission Statement is: Divine You seeks to put Love into action.

The Divine You Vision Statement is: A community where all individuals achieve their full human potential The Objects of the Association are: Divine You seeks to put Love into action by:

- Feeding the hungry
- Helping the poor

- Sheltering the homeless, those in crisis, and providing accommodation when needed
- Comforting the sick and terminally ill
- Advocating for and serving people with disability
- Caring for the elderly
- Comforting and supporting the needy
- Visitation and support of the lonely
- Spiritual Awareness programs for all ages including Meditation, Seminars, Retreats, Yoga, Reiki and Tai Chi
- Prayers offered for the community and environment'
- Encouraging youth and children to grow spiritually
- Spiritual and Human Values lessons for children
- Craft and Sewing classes for adults and children.

In our Business Planning we established that there was a need to have a new building to facilitate the Objects of the Association and subsequently the building inspection has been completed by the Cuballing building inspector, Darryl Baxter.

Darryl had estimated that the cost of the Final Inspection would be approximately \$1,100 and yet the final cost was \$2,439.65 (Invoice No 4734 and Invoice No 50420 in the name of our Member Ilija Stajic).

We write to sincerely request that the Shire of Cuballing kindly consider waiving the cost of the Final Inspection in order that Divine You can continue to fulfill our Mission and Vision.

We are only a few committed members who are working hard for the good of the people of the Region and we have limited funds.

While I don't doubt the work of Divine You is a valuable community service for the residents of Narrogin, the services provided by the Shire of Cuballing were a commercial undertaking. Council's Building Officer provide a quotations for both services. It was open to Divine You to purchase the services from a from another private building certification practitioner to complete their building project. Using a private building certification practitioner would have most likely have cost more.

The total cost of the services provided would not have been a significant cost of the transportable building constructed on the site. Had the cost of the services been extreme, Divine You should have approached the Shire of Cuballing, seeking assistance at that time.

The Officer's Recommendation is not refund the cost of either service to Divine You.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

Should Council wish to provide a refund to Divine You, this would be an expense of the 2020/21 financial year. Council has budgeted \$1,000 for donations during 2020/21.

Economic Implication – Nil



Social Implication

Divine You provide a valuable social service from their Narrogin premises.

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. provide Divine You with a full or partial refund of the cost of the building services.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council not refund to Divine You the cost of building services purchased in May 2019 and February 2020.**

## 9.2.6 COVID Response – Cuballing Tavern

Applicant: N/A  
File Ref. No: ADM329  
Disclosure of Interest: Nil  
Date: 17<sup>th</sup> July 2020  
Author: Gary Sherry  
Attachments: Nil

### **Summary**

**Council is to consider additional support to the Cuballing Tavern as part of a response to the COVID-19 pandemic.**

### **Background**

As part of a range of measures adopted in a response to the COVID-19 pandemic at the May 2020 Ordinary Meeting, Council decided to provide COVID-19 rate relief packages for ratepayers of the Shire be eligible on application and assessment on the following basis (total Budget pool available of \$10,000 GST exempt):

1. a refund of up to \$400 of local government rates (not ESL or waste charges);
2. applications are to be in writing by and determined jointly by the Shire President and Chief Executive Officer;
3. applications to demonstrate a link between the COVID-19 pandemic control measures and a 30% reduction in business income or loss of employment;
4. any approvals are credited to their 2020/21 year's rates;

Council has allocated \$5,000 in the draft 2020/21 Council budget for this response measure.

To date Council has received only two applications for a refund. One application was from the owner of a rural lifestyle property who has lost his job and is currently receiving a JobSeeker payment. The other application was from the Cuballing Tavern whose business operations were drastically altered by state government measures to combat the COVID-19 pandemic.

The Shire President and Chief Executive Officer intend to approve the application of the from the owner of a rural lifestyle property. This approval of a \$400 rates refund will represent a 43% reduction in the 2020/21 rates on this property.

### **Comment**

Given that Council has had only two applications for a rate refund and Council has budgeted \$5,000 for this measure, there is scope for Council to consider a higher refund to the Cuballing Tavern given the substantial impact on their business and the higher rates paid for this business compared to other GRV rates assessments.

Council will again charge the Cuballing Tavern \$4,802.74 in rates in 2020/21. In comparison to the other approved applicant, a 43% rate refund would be \$2,065.

The Officer's Recommendation is that Council specifically authorise a greater COVID-19 response rates refund to the Cuballing Tavern than that included in Council's response decision, because:

1. Of the substantial impact on this business of the state regulations in response to the COVID-19;
2. the comparatively large amount of GRV rates paid by this relatively small business; and
3. of the current under allocation of the Council budget for this program

### Strategic Implications

#### Shire of Cuballing Strategic Community Plan

#### GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement. Goals

- Governance structures that ensure accountable, transparent and ethical decision making.
- Building the organisation and managing its structure, finances and assets in a sustainable manner.
- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

	Strategy	Outcome
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.3	Ensure open and consistent communication between the Shire and the community.	The community is aware of Council decisions and activities.
4.4	Actively engage with the community to inform decision making and improve conversations within the community.	The community have a variety of opportunities to be involved and are able to make meaningful contributions to decision making.
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.

Statutory Environment – Nil

Policy Implications – Nil

### Financial Implications

Council has allocated \$5,000 in the draft 2020/21 Council budget for this response measure.

### Economic Implication

COVID and the response to COVID is having a major impact on Australia's and the world's economy currently and this is expected to continue for some considerable time.

### Social Implication

While the measures taken by Governments in response to COVID are supported, these decision have impact social and financial impacts on the community.

Environmental Considerations – Nil

Consultation – Nil

## Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. to support the existing provisions of Council's COVID-19 response.

Voting Requirements – Simple Majority

### **OFFICER'S RECOMMENDATION:**

**That Council provide the Cuballing Tavern, Assessment A41, with a COVID-19 rate relief packages of \$1,500 because:**

- 1. of the substantial impact on this business of the state regulations in response to the COVID-19;**
- 2. the comparatively large amount of GRV rates paid by this relatively small business in comparison to other applicants; and**
- 3. Council has currently under allocated the budget for this program.**

9.2.7	Permission to Trade in a Public Place – Francis Street, Popanyinning and Ridley Street, Cuballing
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Applicant: Darrel Marwick, The Fresh Fish Van  
File Ref. No: ADM339  
Disclosure of Interest: Nil  
Date: 17<sup>th</sup> July 2020  
Author: Gary Sherry  
Attachments: Nil

### **Summary**

**Council is to consider a request to trade in a thoroughfare in the Shire of Cuballing by a local, licence food business.**

### **Background**

Mr Darrel Marwick of Popanyinning operates The Fresh Fish Van and sells fresh fish in the Shires of Narrogin, Williams and Boddington.

To complete these operations Mr Marwick maintains a registration as a food businesses and has been inspected by Shire of Cuballing's Environmental Health Officer.

This application needs to be addressed by Council because the Shire of Cuballing does not have a thoroughfares local law.

Mr Marwick has requested permission to operate his business, The Fresh Fish Van, in Cuballing and Popanyinning on alternate Saturday mornings. Mr Marwick expects this service to be a small expansion on his current operations in larger neighbouring towns.

Mr Marwick is seeking permission from Council to operate his business on alternative Saturdays from:

- the Francis Street road reserve, roughly opposite the Popanyinning General Store, from 8am to 5pm; and
- the car park on Ridley Street opposite the Cuballing Roadhouse road reserve, from 8am to 5pm.

### **Comment**

In reviewing Mr Marwick's application, staff considered the following matters.

#### **A. Ability to Consider Application**

Trading in a thoroughfare or public places is normally dealt with by local governments using a local law relating to thoroughfares. The Shire of Cuballing does not have such a law. Council has provided a similar permission in 2008 to allow a "Breakout Smoking Area", including consumption of food and liquor, on the footpath at the front of the Cuballing Tavern.

While the nominated location on Francis Street, Popanyinning is part of the Francis Street Road reserve, the nominated location in Cuballing is sited on the railway reserve. Council is not able to grant permission to the Cuballing site without amending the lease with Arc Infrastructure. This is unlikely and will be time consuming to negotiate.

It is possible for Council to approve a nearby site within the road reserve in front of the Skate Park on Ridley Street.

#### B. Suitability of Nominated Location

The nominated location are central to each town and located away from residences. Both are serviced by suitable road access and not requiring any additional works by the Shire of Cuballing to allow the requested activity to proceed.

#### C. Insurance Implications

On the nominated locations Council would normally take full responsibility for liability or damage that may arise. Council will need to ensure, and continue to ensure, that Mr Marwick holds and maintains adequate public liability insurance protecting Council.

#### D. Access Charge

It is open for Council to charge Mr Marwick for access to Council property to conduct his business. Council currently charges the Cuballing Tavern \$100 per annum for full access to the footpath area of the road reserve in front of the Cuballing Tavern. A similar pro rata charge on Mr Marwick would be \$15 per annum.

Given the relatively small size of a pro rata access charge, and the current uncertainty of the viability of the business, it may be appropriate for Council not to impose a charge at this time, but indicate to Mr Marwick that a future charge may be imposed in future years.

#### E. Other Business Registrations

As previously mentioned, to operate his current business, Mr Marwick maintains a registration as a food businesses and has been inspected by Shire of Cuballing's Environmental Health Officer. While this registration and inspection will be required to sell food in the Shire of Cuballing, the registration and future inspections will occur separate to the outcome of this application.

### Strategic Implications

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

	Strategy	Outcome
3.7	Advocate and plan for local economic development in a sustainable manner.	A growing community supported by improved job opportunities and diversity in our industries, businesses and housing.

### Statutory Environment – Nil

Trading in a thoroughfare or public places is normally dealt with by local governments using a local law relating to thoroughfares. The Shire of Cuballing does not have such a law.

### Policy Implications – Nil

### Financial Implications

The Officer's Recommendation does not impose any direct financial cost on the Shire of Cuballing. Without a local law relating to thoroughfares and a Council set fee, Council is not in a position to charge for such permission.

Conduction retail operations in a thoroughfare or public places does expose Council to a potential risk of from claim against damages arising from the such an operation. Council should seek to ensure that the business has and maintains public liability insurance.

### Economic Implication

Favourable consideration of the application by Mr Marwick will assist in the expansion of a local business in the Shire of Cuballing.

### Social Implication

The business operated by Mr Marwick selling fish, is a service not readily available in the Shire of Cuballing to local residents. Mr Marwick operating his business in the Shire of Cuballing will allow local residents to consider local purchases not currently available.

Environmental Considerations – Nil  
Consultation – Nil

### Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation;
3. to defer, seeking further information prior to a future consideration; or
4. refuse the application of Mr Marwick, giving reasons.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council approve Mr Darrel Marwick of The Fresh Fish Van to trade in a public place within the Shire of Cuballing:**

- 1. at the locations of:**
  - a. In the road reserve on Francis Street, Popanyinning, nearby the water standpipe; and**
  - b. In the road reserve on Ridley Street, Cuballing, nearby the Cuballing Skate Park; and**
- 2. conditional upon:**
  - a. only operating from 8am to 3pm on only a Saturday each week;**
  - b. Mr Marwick maintaining and providing proof to the Shire of Cuballing of all relevant and requested registrations and permissions normally required of food business; and**
  - c. Mr Marwick maintaining and providing proof of a public liability insurance policy with a reputable insurer with a sum insured for any single event of at least \$1,000,000; and**
  - d. payment of any charge for permission imposed by the Shire of Cuballing. In 2020/21 the Shire of Cuballing will not impose a fee but this will be reviewed by Council prior to the 2021/22 financial year.**



**9.3 MANAGER OF WORKS AND SERVICES:**

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 19<sup>th</sup> August 2020 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

**14. CLOSURE OF MEETING:**