

*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 21<sup>st</sup> APRIL 2021**

Popanyinning Hall  
Francis Street, Popanyinning

# 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.

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**1. DECLARATION OF OPENING:**

The Shire President will open the meeting.

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

**2.1.1 Attendance**

Cr Mark Conley	President
Cr Scott Ballantyne	
Cr Dawson Bradford	
Cr Robert Harris	
Cr Deb Hopper	

Mr Gary Sherry	Chief Executive Officer
Ms Bronwyn Dew	Deputy Chief Executive Officer
Mr Bruce Brennan	Manager of Works and Services

**2.1.2 Apologies**

Nil at this time

**2.1.3 Leave of Absence**

Cr Eliza Dowling	Deputy President
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**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> March 2021

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

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 17<sup>th</sup> March 2021 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 – March 2021**

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	7 <sup>th</sup> April 2021
Author:	Nichole Gould
Attachments:	9.1.1A List of March Municipal Accounts 9.1.1.B Credit Card Transactions

#### **Summary**

**Council is to review payments made under delegation in March 2021.**

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 March 2021.

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 March 2021 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 \$375,398.07 included at Attachment 9.1.1A; and
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 28<sup>th</sup> February 2021 included at Attachment 9.1.1B.

## LIST OF MARCH 2021 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Name	Description	Amount
02032021	Police Licensing	Police Licensing Payments	1,266.75
03032021	Rent for Grader Driver House	Rent for Grader Driver House	360.00
03032021	Police Licensing	Police Licensing Payments	1,384.00
04032021	Private Health Member Fees	Private Health Member Fees	239.00
04032021	Police Licensing	Police Licensing Payments	1,916.25
05032021	Police Licensing	Police Licensing Payments	614.65
08032021	Police Licensing	Police Licensing Payments	7,586.95
08032021	Interest on Graders	Interest on Graders	159.95
08032021	Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders	3,554.33
09032021	Police Licensing	Police Licensing Payments	78.40
11032021	Police Licensing	Police Licensing Payments	190.40
12032021	Police Licensing	Police Licensing Payments	1,483.50
15032021	Police Licensing	Police Licensing Payments	1,061.40
17032021	Rent for Grader Driver House	Rent for Grader Driver House	360.00
17032021	Police Licensing	Police Licensing Payments	2,081.80
18032021	Private Health Member Fees	Private Health Member Fees	239.00
18032021	Police Licensing	Police Licensing Payments	306.05
19032021	Police Licensing	Police Licensing Payments	1,134.90
22032021	Police Licensing	Police Licensing Payments	547.30
22032021	ATO Clearing Account BAS	ATO Clearing Account BAS	44,718.00
23032021	Police Licensing	Police Licensing Payments	905.55
24032021	Police Licensing	Police Licensing Payments	4,640.00
25032021	Police Licensing	Police Licensing Payments	3,154.80
26032021	Police Licensing	Police Licensing Payments	1,455.95
29032021	Police Licensing	Police Licensing Payments	891.85
30032021	Police Licensing	Police Licensing Payments	1,662.80
31032021	Police Licensing	Police Licensing Payments	1,027.30
31032021	Rent for Grader Driver House	Rent for Grader Driver House	360.00
2154	Shire of Cuballing	Transfer of Funds as per Council Resolution February 2021	1,550.00
EFT5975	Ashley Blyth Tree Lopping	Cherry picker hire to cut down dangerous tree	550.00
EFT5976	B & V Hegarty Pty Ltd	Pick up and deliver 60 Grader Blades to Cuballing Shire Depot.	275.00
EFT5977	Bitutek	Reseal seal Wandering Narrogin Rd SLK 25.13 - 27.21 Prima Seal SLK 27.21 - 29.56"	48,180.00
EFT5978	Builders Registration Board Building Commission	February 2021 Building Forms	56.65

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT5979	E Fire and Safety	Service all Fire Extinguishers in Plant and Buildings - February 2021	1,349.70
EFT5980	Farmworks Narrogin	1 x pallet GP Cement 56 bags	559.22
EFT5981	Fire & Safety WA	Fire Uniform - Boots & Zips, Ladies Boots & Kestral	4,766.61
EFT5982	IT Vision	Update Payslip Template to include ABN	275.00
EFT5983	JR & A Hersey P/L	2 x boxes P2 Masks 200 x Surgical Masks	341.00
EFT5984	Kalexpress & Quality Transport	Freight Charges - Corsign	300.19
EFT5985	Makit Narrogin Hardware	Account for February - Brass Nut, Poly Nut, Sealing Wash Cistern, Toilet Seat & Bolt Set, Screws, External Door, Undercoat Paint, Privacy Knob set	192.65
EFT5986	Marketforce	Tender Advertisement - RFT1/2021	577.58
EFT5987	O'Rourke Electric Services	Supply & Install exhaust fans to ladies & mens bathrooms. Supply & install smoke alarm	544.50
EFT5988	R Munns Engineering Consulting Services	Concept CAD plans for Popanyinning main street project	2,992.92
EFT5989	Shire of Narrogin	Ranger Duties	123.00
EFT5990	Toll Transport Pty Ltd	Freight Charges	33.00
EFT5991	Total Quality Clean	Weekly Clean of Shire Office	891.00
EFT5992	Total Undercar	Repair tyre	24.25
EFT5993	Urbis Pty Ltd	Cuballing Rail Reserve Concept Design	9,273.00
EFT5994	Want Safety & Industrial Supplies	1 x WATSSBF2 floor bund spill deck, 1 x WATSSBP2 2 Drum spill deck	965.25
EFT5995	Winc Australia Pty Limited	Stationery	149.42
EFT5996	Bitutek	Prima Seal Stratherne Rd SLK 4.04 - 5.04 Final Seal SLK 3.04 - 4.04	55,054.69
EFT5997	Bronwyn Dew	Reimbursement of Internet	55.00
EFT5998	Corsign (WA) Pty Ltd	12 x Yellow RHS posts 3.4m	651.20
EFT5999	Cuby Tavern	Catering	228.00
EFT6000	Fairway Carriers	Freight on Pipes for Cuballing hall drainage	291.06
EFT6001	Geofabrics Australasia Pty Ltd	1 x 100m roll Ag pipe slotted with sock	429.00
EFT6002	Great Southern Fuel Supplies	Bulk Diesel Supply and Delivery - 3,700 Litres of Diesel	4,595.03



Chq/EFT	Name	Description	Amount
EFT6003	Great Southern Waste Disposal	Rubbish removal - Recycling service	6,114.32
EFT6004	ITR Pacific Pty Ltd	60 x Grader Blades HT	5,412.00
EFT6005	JR & A Hersey P/L	2 x Jacark hats 12 x spray mark paint 1 x 15kg rags 3 x litter pickers 2 x boxes p2 dust masks 4 x D shackles 1 x box of latex gloves 2 x litre Jerry cans 12 x c size batteries 4 x spray bottles 1 x Bypass Pruners 2 x posthole shovels 3 x Rakes 12 x sunscreen	1,435.10
EFT6006	KP & CM Hart	4,000m <sup>3</sup> Gravel for Blackspot Wandering Narrogin Road.	8,800.00
EFT6007	Komatsu Australia Pty Limited	1x set of blade slide wear plates for Komatsu Grader	769.08
EFT6008	Landgate	Monthly UV & GRV Schedule Rolls - R2021/2	85.46
EFT6009	McDougall Weldments	Steel cable to hold pontoon in place and various shackles and fittings	212.97
EFT6010	Melchiorre Plumbing and Gas	Replace two toilet cisterns	1,381.60
EFT6011	Narrogin Packaging and Motorcycles & Accessories	2 x cartons urinal pads	185.60
EFT6012	Narrogin Valley Stockfeed & Gas	Second hand IBS 1000 lt pod for patching	80.00
EFT6013	Narrogin Pumps Solar and Spraying	parts for hooking up 1000 litre pod bitumen patching/cam locks, clamps and poly parts	86.28
EFT6014	Toll Transport Pty Ltd	Freight Charges	21.51
EFT6015	Westrac	10 x SK1695 SOS service kit.	297.00
EFT6016	Winc Australia Pty Limited	Stationery	55.22
EFT6017	Jack Ross Michael Elswyk	Reimbursement of Training Expenses	98.00
EFT6018	3EM Engineering Consultants	Phase 2 Design & Documentation	1,034.00
EFT6019	All West Building Approvals	Assess Drawings, Provide Compliance Advice, Provide CDC	770.00
EFT6020	C&D Cutri	Install 750mm Pipe and headwall	5,280.00
EFT6021	Cannon Hygiene Australia Pty Ltd	Sanitary Bin service	1,402.50
EFT6022	Cloud Payment Group	Monthly Debt Collection Charges	326.70
EFT6023	Cuby Roadhouse	Councillor Meals	323.35
EFT6024	Dryandra Regional Equestrian Association	DREA LEAP Grant - DREC Manure Bunker Project	2,000.00
EFT6025	Dryandra Country Visitor Centre	2020/21 Annual Subscription	7,000.00

Chq/EFT	Name	Description	Amount
EFT6026	Finishing WA	Shire of Cuballing Minute Book Binding	616.00
EFT6027	Fox Global Pty Ltd	1 x 75mm x 20m Red lay flat heavy duty hose	154.00
EFT6028	Farmworks Narrogin	Pellet of post-crete for signs	473.88
EFT6029	Fire & Safety WA	Zip Kits for Oliver Boots x 5	172.81
EFT6030	Local Government Professionals Australia WA	Finance Professionals Conference 2021	995.00
EFT6031	Narrogin Toyota & Mazda	40,000km Service Toyota ute	639.74
EFT6032	Narrogin Pumps Solar and Spraying	Diesel powered 12v pump	272.00
EFT6033	St John Ambulance Western Australia Ltd	Service of all first aid kits and defibs in Shire Vehicles and Buildings - Replacement Defib Pads	1,270.98
EFT6034	Security Man Pty Ltd	Quarterly Monitoring for Security System	110.00
EFT6035	Shire of Wandering	CEO appraisal training	1,155.00
EFT6036	Toll Transport Pty Ltd	Freight Charges	47.21
EFT6037	Visimax	Dog Infringement Books	59.60
EFT6038	Western Stabilisers	Cement Stabilising	64,200.09
EFT6039	Whitford Fertilisers Narrogin	Weighbridge Waste Management	38.50
EFT6040	Zircodate Pty Ltd	Record Boxes for Destruction	63.36
EFT6041	Ashley Blyth Tree Lopping	Cherry picker hire	1,540.00
EFT6042	BMR Mechanical Pty Ltd	Diagnose truck break down PTO seal blown	235.40
EFT6043	Bruce Brennan	Synergy Reimbursement	201.14
EFT6044	Bronwyn Dew	50% Subsidy for power as per DCEO contract.	222.08
EFT6045	Corsign (WA) Pty Ltd	1 x MR-HM-9 Combination Tee Intersection, 12 x RHS Post Caps 24 x 10x75HH bolts	574.20
EFT6046	Farmworks Narrogin	2 x bundles 25 steel droppers	319.00
EFT6047	Great Southern Fuel Supplies	Bulk Diesel Supply and Delivery - 3,800 Litres of Diesel	4,808.25
EFT6048	Komatsu Australia Pty Limited	3500hr service for Komatsu loader	1,706.23
EFT6049	Narrogin Pumps Solar and Spraying	1 x 12v Jump pack and torch	199.00
EFT6050	Shire of Wickepin	Local Government Bowls day	180.00
EFT6051	Winc Australia Pty Limited	Stationery	45.09
20059	Synergy	Monthly Electricity Charge Street Lightning	646.03
20060	Telstra	Mobile Enhanced SMS Message Harvest Ban Service	104.40
20061	Synergy	Electricity Charge - Lot 1 Great Southern Hwy Popanyinning	370.81

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
20062	Telstra	Service Charge - Shire Office	571.58
20063	Water Corporation	Water Charges - Standpipe Francis Street	1,929.71
20064	Synergy	Electricity Charge - 42 Austral St Cuballing	2,933.03
20065	Shire of Cuballing	Cuballing Standpipe Water Jan 2021 to Mar 2021	3,049.80
20066	Water Corporation	Water Charge - Standpipe Stratherne Rd	46.60
20067	Shire of Cuballing	Staff Expense	288.40
DD2555.1	Hostplus Super	Superannuation contributions	235.12
DD2555.2	Aware Super Pty Ltd	Payroll deductions	5,502.22
DD2555.3	Matrix Superannuation	Superannuation contributions	173.56
DD2555.4	Australian Super	Superannuation contributions	458.17
DD2555.5	Westscheme Superannuation	Superannuation contributions	437.36
DD2555.6	ANZ Smart Choice Super	Superannuation contributions	130.84
DD2563.1	National Australia Bank	Credit Card	2,371.72
DD2568.1	Hostplus Super	Superannuation contributions	311.96
DD2568.2	Aware Super Pty Ltd	Payroll deductions	5,459.96
DD2568.3	Matrix Superannuation	Superannuation contributions	173.56
DD2568.4	Australian Super	Superannuation contributions	458.17
DD2568.5	Westscheme Superannuation	Superannuation contributions	456.37
DD2568.6	ANZ Smart Choice Super	Superannuation contributions	130.84
DD2569.1	linet Limited	Monthly Internet Connection	89.99
DD2584.1	Hostplus Super	Superannuation contributions	267.41
DD2584.2	Aware Super Pty Ltd	Payroll deductions	5,467.56
DD2584.3	Matrix Superannuation	Superannuation contributions	173.56
DD2584.4	Australian Super	Superannuation contributions	458.17
DD2584.5	Westscheme Superannuation	Superannuation contributions	446.28
DD2584.6	ANZ Smart Choice Super	Superannuation contributions	130.84
			<b>375,398.07</b>

**CREDIT CARD TRANSACTIONS**

<b>Supplier</b>	<b>DETAIL OF PURCHASE</b>	<b>TOTAL</b>
Smugmug.com	Images for Tourism Brochure	82.40
Spot Finder	Annual Subscription for GPS Tracking Devices x 3	823.92
Aussie Broadband	Monthly NBN Internet Subscription	79.00
Metric Fencing	3 x Gate Runners	240.00
Hancocks Home Hardware	Seamungus 10kg bag	15.00
Hancocks Home Hardware	Storage Containers, Brass Nozzle, Hose, Key Cut	195.50
Main Roads WA	Class 1 RAV - Low Loader - Overmass Permit	432.00
Shire of Narrogin	HR License Probation - Works Trainee	49.90
Steele's Guns & Outdoors	Garmin GPS Map	450.00
Hancocks Home Hardware	Key Cut	4.00
<b>GRAND TOTAL</b>		<b>2,371.72</b>

## 9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	9 <sup>th</sup> April 2021
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 March 2021.**

### **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**

Operating Revenue key points include.

- General Purpose Funding – Rates were raised on 31<sup>st</sup> July 2020;
- Transport – MRWA Direct Grant amount received \$81,920;
- Transport – claims for Regional Road Group are up to date;
- Transport – Roads to Recovery 4<sup>th</sup> Quarter funding has been claimed;
- Transport – Blackspot Second 40% claim has been received;
- Transport – WSNF first 40% funding has been claimed;
- Recreation and Culture – Yornaning Dam grant funding has been received;
- Financial Assistance Grants – 3rd Quarter payment has been received;
- FESA – ESL grant funding – payment of 2020/21 grant has been received;
- Income from the sale of the Building Officers Vehicle has been received;
- Local Regional Community & Infrastructure Grant – 2<sup>nd</sup> 40% received;
- National Road Safety Week Grant Funding of \$1,470 has been received;
- Community Amenities – Unbudgeted Planning income received;
- FESA overspend of \$19,387 from 2019/20 reimbursement has been received;
- FESA vehicle repairs reimbursement of \$51,688 has been received;
- CSFFF Grant funding for Tennis Club Lighting has been received;
- Unbudgeted Fire Mitigation Grant Funding – initial claim received;
- Wheatbelt Secondary Freight Network – 2<sup>nd</sup> 40% claimed;
- Private Works – budgeted income underbudget; and
- Income from sale of Komatsu Grader received - \$114,897.61

Operating Expenses – The key items of variance include:

- Employee costs are underbudget;
- Law, Order & Public Safety overbudget due to fire vehicle repairs (reimbursed);
- Utility charges are overbudget;
- Community Amenities – overbudget due to unbudgeted planning fees;
- Plant repairs overbudget due to loader repairs & fire vehicle repairs;
- Private works expenses underbudget;
- Insurance expenses are overbudget by \$3,966; and
- Capital expenses are underbudget – due to timing of major projects.

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

Administration Allocations have been calculated to 31<sup>st</sup> March 2021.

Depreciation expense is calculated to 31<sup>st</sup> March 2021.

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 31<sup>st</sup> March 2021 be received.**

**SHIRE OF CUBALLING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 March 2021**

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

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## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2021

## INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 February 2021

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

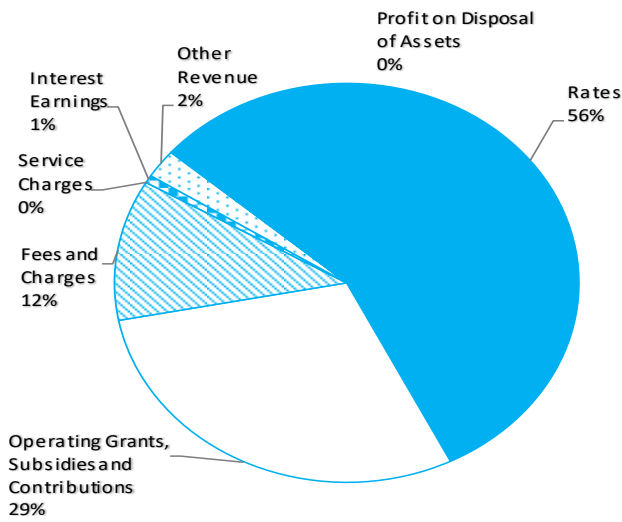
All figures shown in this statement are rounded to the nearest dollar.



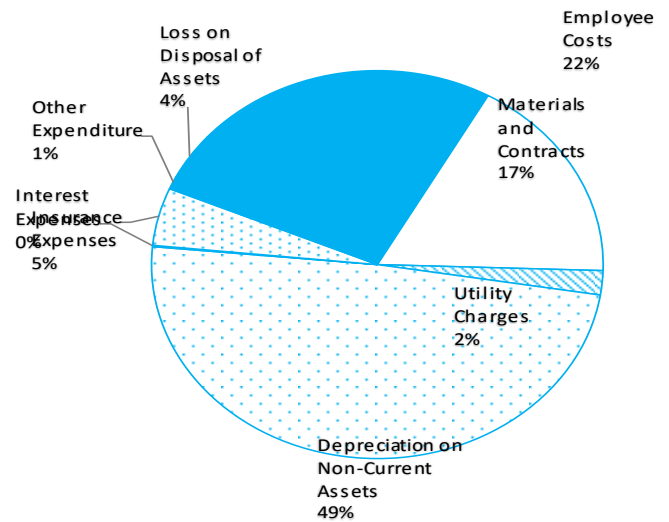
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2021**

**SUMMARY GRAPHS**

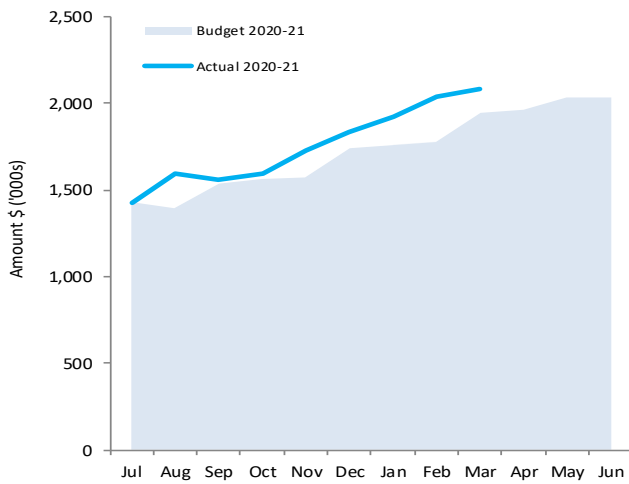
**OPERATING REVENUE**



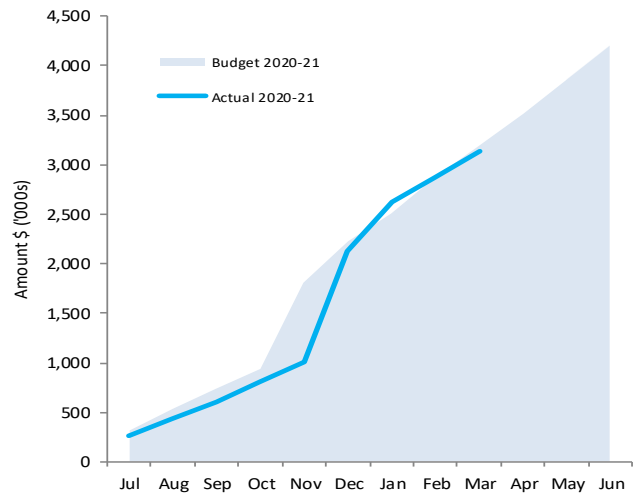
**OPERATING EXPENSES**



**Budget Operating Revenues -v- Actual**

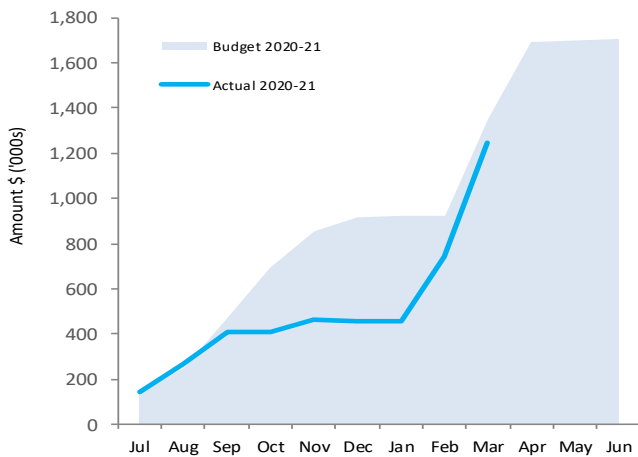


**Budget Operating Expenses -v- YTD Actual**



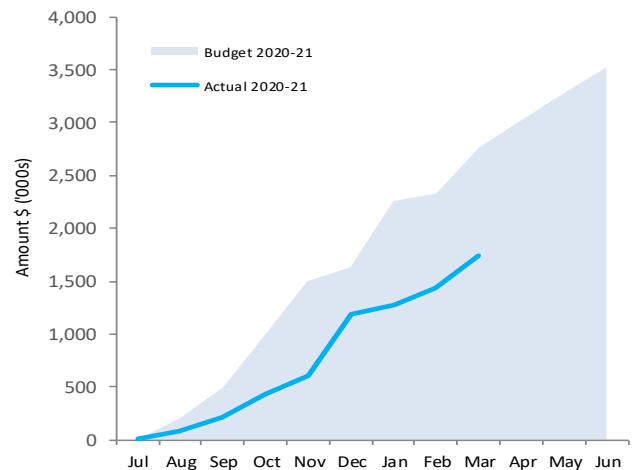
**CAPITAL REVENUE**

**Budget Capital Revenue -v- Actual**



**CAPITAL EXPENSES**

**Budget Capital Expenses -v- Actual**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MARCH 2021**

**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 Iese.
<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 31 MARCH 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	945,522	945,522	<b>1,106,989</b>	161,467	17%	
<b>Revenue from operating activities</b>							
General Purpose Funding	5	1,484,292	1,479,019	<b>1,421,944</b>	(57,075)	(4%)	
Governance		1,780	1,323	<b>25,600</b>	24,277	1,835%	▲
Law, Order and Public Safety		35,444	34,624	<b>186,559</b>	151,935	439%	▲
Health		800	594	<b>937</b>	343	58%	
Education and Welfare		1,000	747	<b>0</b>	(747)	(100%)	
Housing		4,680	3,510	<b>3,600</b>	90	3%	
Community Amenities		71,830	71,502	<b>123,817</b>	52,315	73%	▲
Recreation and Culture		25,150	24,897	<b>26,202</b>	1,305	5%	
Transport		283,262	232,914	<b>212,338</b>	(20,576)	(9%)	
Economic Services		38,650	25,959	<b>48,892</b>	22,933	88%	▲
Other Property and Services		92,000	67,744	<b>35,391</b>	(32,353)	(48%)	▼
		<b>2,038,888</b>	<b>1,942,833</b>	<b>2,085,281</b>			
<b>Expenditure from operating activities</b>							
General Purpose Funding		(78,415)	(58,797)	<b>(63,228)</b>	(4,431)	(8%)	
Governance		(131,679)	(124,974)	<b>(113,685)</b>	11,289	9%	
Law, Order and Public Safety		(182,585)	(139,669)	<b>(178,612)</b>	(38,943)	(28%)	▼
Health		(45,440)	(37,056)	<b>(36,801)</b>	255	1%	
Education and Welfare		(21,728)	(16,263)	<b>(15,036)</b>	1,227	8%	
Housing		(37,745)	(28,260)	<b>(22,154)</b>	6,106	22%	▲
Community Amenities		(337,403)	(252,873)	<b>(273,114)</b>	(20,241)	(8%)	
Recreation and Culture		(380,209)	(286,319)	<b>(283,435)</b>	2,884	1%	
Transport		(2,770,985)	(2,059,034)	<b>(1,830,140)</b>	228,894	11%	▲
Economic Services		(152,740)	(116,604)	<b>(143,049)</b>	(26,445)	(23%)	▼
Other Property and Services		(59,000)	(98,634)	<b>(177,188)</b>	(78,554)	(80%)	▼
		<b>(4,197,928)</b>	<b>(3,218,483)</b>	<b>(3,136,443)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,962,282	1,471,653	<b>1,535,753</b>	64,100	4%	
Adjust (Profit)/Loss on Asset Disposal	6	155,513	97,199	<b>121,362</b>	24,163	25%	▲
Adjust Provisions and Accruals		0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>(41,245)</b>	<b>293,202</b>	<b>605,952</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	1,702,022	1,352,361	<b>1,247,324</b>	(105,037)	(8%)	
Proceeds from Disposal of Assets	6	138,000	138,000	<b>163,203</b>	25,203	18%	▲
Land Held for Resale		0	0	<b>0</b>	0		
Capital Acquisitions	7	(3,530,068)	(2,677,990)	<b>(1,747,645)</b>	930,345	35%	▲
<b>Amount attributable to investing activities</b>		<b>(1,690,046)</b>	<b>(1,187,630)</b>	<b>(337,118)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	<b>0</b>	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(38,888)	<b>(38,888)</b>	0	0%	
Transfer from Reserves	9	551,774	0	<b>0</b>	0		
Transfer to Reserves	9	(17,545)	(4,942)	<b>(4,942)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>787,156</b>	<b>266,170</b>	<b>(43,830)</b>			
<b>Wardering Road Bridge Widening</b>							
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>1,387</b>	<b>317,265</b>	<b>1,331,993</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 2020/21 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 31 MARCH 2021

## 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 31 MARCH 2021**

**BY NATURE OR TYPE**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	945,522	945,522	<b>1,106,989</b>	161,467	17%	▲
<b>Revenue from operating activities</b>							
Rates	5	1,171,584	1,174,523	<b>1,172,631</b>	(1,892)	(0%)	
Operating Grants, Subsidies and Contributions	10	615,168	560,448	<b>612,259</b>	51,811	9%	
Fees and Charges		166,672	141,212	<b>237,954</b>	96,742	69%	▲
Interest Earnings		20,800	15,579	<b>13,106</b>	(2,473)	(16%)	
Other Revenue		64,665	51,071	<b>48,456</b>	(2,615)	(5%)	
Profit on Disposal of Assets	6	0	0	<b>874</b>	874		
		<b>2,038,888</b>	<b>1,942,833</b>	<b>2,085,281</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(996,469)	(782,759)	<b>(682,806)</b>	99,953	13%	▲
Materials and Contracts		(804,728)	(620,307)	<b>(543,708)</b>	76,599	12%	▲
Utility Charges		(67,601)	(50,562)	<b>(63,323)</b>	(12,761)	(25%)	▼
Depreciation on Non-Current Assets		(1,962,282)	(1,471,653)	<b>(1,535,753)</b>	(64,100)	(4%)	
Interest Expenses		(5,383)	(4,032)	<b>(3,483)</b>	549	14%	
Insurance Expenses		(147,848)	(146,989)	<b>(150,955)</b>	(3,966)	(3%)	
Other Expenditure		(58,105)	(44,982)	<b>(34,181)</b>	10,801	24%	▲
Loss on Disposal of Assets	6	(155,513)	(97,199)	<b>(122,235)</b>	(25,036)		
		<b>(4,197,928)</b>	<b>(3,218,483)</b>	<b>(3,136,443)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,962,282	1,471,653	<b>1,535,753</b>	64,100	4%	
Adjust (Profit)/Loss on Asset Disposal	6	155,513	97,199	<b>121,362</b>	24,163	25%	▲
Adjust Provisions and Accruals		0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>(41,245)</b>	<b>293,202</b>	<b>605,952</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	1,702,022	1,352,361	<b>1,247,324</b>	(105,037)	(8%)	
Proceeds from Disposal of Assets	6	138,000	138,000	<b>163,203</b>	25,203	18%	▲
Land held for resale		0	0	<b>0</b>	0		
Capital acquisitions	7	(3,530,068)	(2,677,990)	<b>(1,747,645)</b>	930,345	35%	▲
<b>Amount attributable to investing activities</b>		<b>(1,690,046)</b>	<b>(1,187,630)</b>	<b>(337,118)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	<b>0</b>	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(38,888)	<b>(38,888)</b>	0	0%	
Transfer from Reserves	9	551,774	0	<b>0</b>	0		
Transfer to Reserves	9	(17,545)	(4,942)	<b>(4,942)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>787,156</b>	<b>266,170</b>	<b>(43,830)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>1,387</b>	<b>317,265</b>	<b>1,331,993</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.

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 31 MARCH 2021**

**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 31 MARCH 2021

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

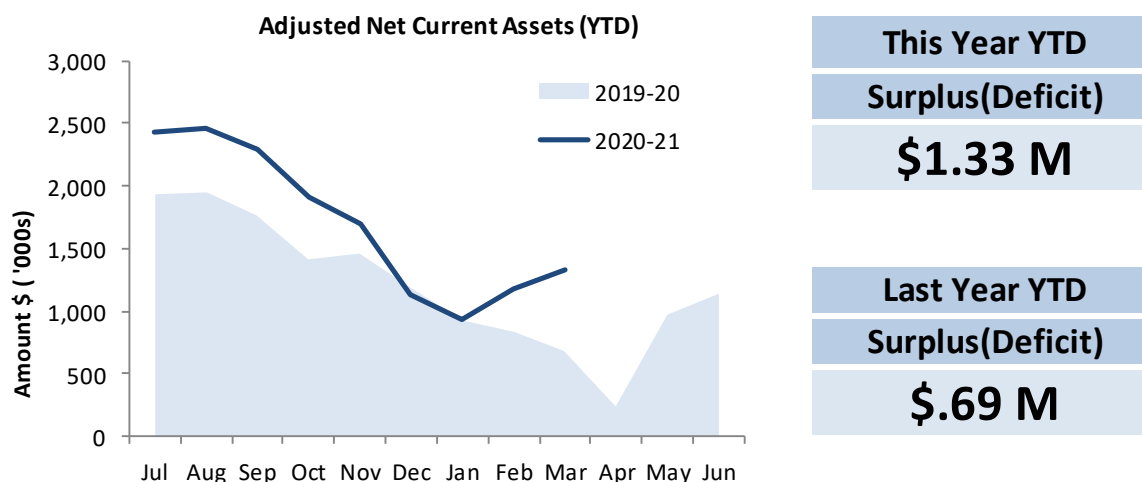
	Re Note	Last Years Closing 30 June 2020	This Time Last Year 30 Mar 2020	Year to Date Actual 31 Mar 2021
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	1,008,179	530,856	979,750
Cash Restricted	3	1,316,404	1,590,630	1,321,346
Receivables - Rates	4	101,076	119,963	121,175
Receivables - Other	4	113,119	110,169	296,553
Loans receivable		0	0	0
ATO Receivable		51	0	23,757
Inventories		6,061	8,986	6,061
		2,544,890	2,360,604	2,748,643
<b>Less: Current Liabilities</b>				
Payables		(119,366)	(84,728)	(29,696)
ATO Payables		0	0	(63,865)
Provisions - employee		(196,543)	(209,084)	(196,543)
Long term borrowings		(57,073)	(17,564)	(18,185)
Bonds & Deposits		(2,131)	13,598	(1,743)
		(375,113)	(311,376)	(310,032)
<b>Unadjusted Net Current Assets</b>		<b>2,169,777</b>	<b>2,049,228</b>	<b>2,438,611</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,316,404)	(1,590,630)	(1,321,346)
Less: Loans receivable		0	0	0
Add: Provisions - employee		196,543	209,084	196,543
Add: Long term borrowings		57,073	17,564	18,185
<b>Adjusted Net Current Assets</b>		<b>1,106,989</b>	<b>685,246</b>	<b>1,331,993</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.





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**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 2020/21 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Variance	Timing/ Permane	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	24,277	1,835%	▲	Permanent	Insurance reimburse for truck hire & Trainee Subsidy. CEO car contribution.
General Purpose Funding	(57,075)	(4%)		Timing	Grant Commission Income (timing of payments) & grant income less than budgeted.
Law, Order and Public Safety	151,935	439%	▲	Permanent	Fire Mitigation Grant Income \$84,825, reimbursement on fire truck repairs \$51,688. And 2018/19 overspend reimbursed \$19,387
Health	343	58%		Timing	Not Material
Education and Welfare	(747)	(100%)		Timing	Not Material
Housing	90	3%		Timing	Not Material
Community Amenities	52,315	73%	▲	Permanent	Income from planning applications
Recreation and Culture	1,305	5%		Timing	Not Material
Transport	(20,576)	(9%)		Timing	Roads grant funding - timing of payments
Economic Services	22,933	88%	▲	Timing	Standpipe income over budget, Tourism grant income under budget
Other Property and Services	(32,353)	(48%)	▼	Timing	Private Works income less than budgeted & Workers Compensation Claims less than budgeted
<b>Expenditure from operating activities</b>					
Governance	11,289	9%		Timing	Administration salaries & super lower than budgeted.
General Purpose Funding	(4,431)	(8%)		Timing	Legal Fees over budget (Rates Recovery)
Law, Order and Public Safety	(38,943)	(28%)	▼	Timing	Repairs to Fire Vehicles over budget, (recovered). Ranger service, animal control both under budget
Health	255	1%		Timing	Not Material
Education and Welfare	1,227	8%		Timing	Not Material
Housing	6,106	22%	▲	Timing	CEO Housing maintenance under budget
Community Amenities	(20,241)	(8%)		Permanent	Planning costs (offset by increased planning income)
Recreation and Culture	2,884	1%		Timing	Not material
Transport	228,894	11%	▲	Timing	Road maintenance underbudget due to focus on capital roads projects
Economic Services	(26,445)	(23%)	▼	Timing	Standpipe expenses overbudget
Other Property and Services	(78,554)	(80%)	▼	Timing	Includes cost of fire truck repairs \$51,688 & Cat loader repairs \$58,463. Private works expenses under budget.
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(105,037)	(8%)		Timing	Timing of grant income claims for roads projects. Claimed WSNF funding.
Proceeds from Disposal of Assets	25,203	18%	▲	Permanent	Received more for sale of assets than budgeted.
Land Held for Resale	0				Not Applicable
Capital Acquisitions	930,345	35%	▲	Timing	Capital works program - Mostly Aged Persons Units
<b>Financing Activities</b>					
Proceeds from New Debentures	(310,000)	(100%)	▼	Timing	Aged Persons Accommodation
Transfer from Reserves	0			Timing	Not material
Repayment of Debentures	0	0%		Timing	Not material
Transfer to Reserves	0	0%		Timing	Not material



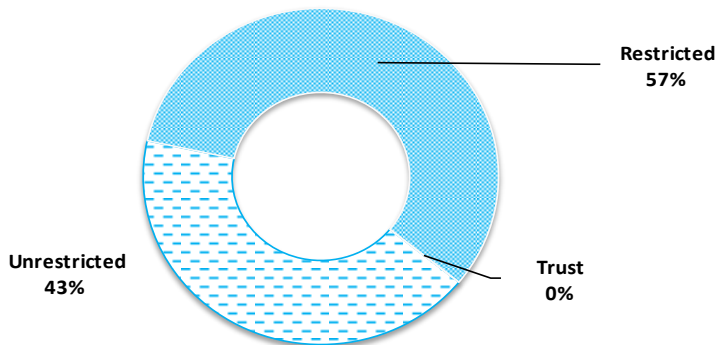
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	700			700	NAB	0.00%	At Call
<b>At Call Deposits</b>							
Municipal Fund	979,050			979,050	NAB	0.00%	At Call
<b>Term Deposits</b>							
Reserve Funds		1,321,346		1,321,346	NAB	0.80%	10-Mar-21
<b>Total</b>	<b>979,750</b>	<b>1,321,346</b>	<b>0</b>	<b>2,301,096</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.



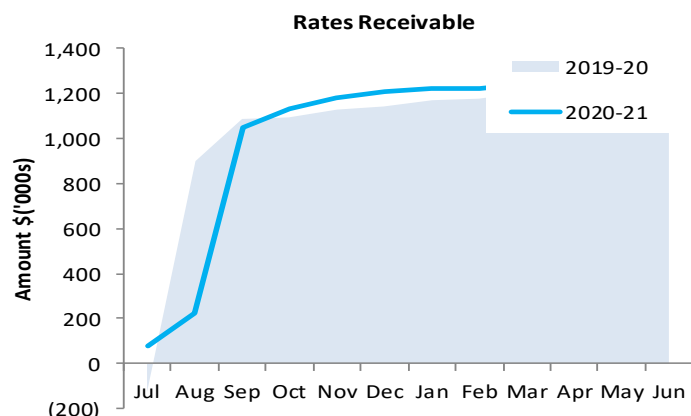
Total Cash	Unrestricted
<b>\$2.3 M</b>	<b>\$.98 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

Rates Receivable	30 June 2020	31 Mar 21
	\$	\$
Opening Arrears Previous Year	63,701	101,076
Levied this year	1,258,745	1,260,109
Less Collections to date	(1,221,370)	1,240,010
Equals Current Outstanding	<b>101,076</b>	<b>121,175</b>
<b>Net Rates Collectable</b>	<b>101,076</b>	<b>121,175</b>
% Collected	91.97%	90.38%

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.



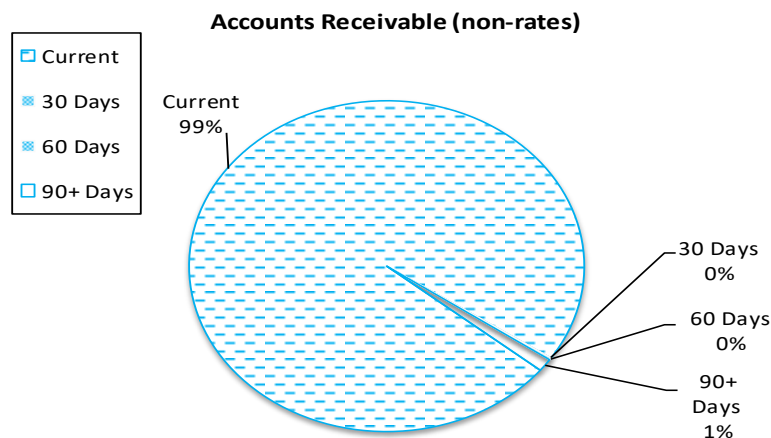
<b>Collected</b>	<b>Rates Due</b>
<b>90%</b>	<b>\$121,175</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	292,241	0	570	3,742	296,553
Percentage	99%	0%	0%	1%	
<b>Balance per Trial Balance</b>					
Sundry debtors					296,553
GST receivable					23,757
<b>Total Receivables General Outstanding</b>					<b>320,310</b>

Amounts shown above include GST (where applicable)

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.



<b>Debtors Due</b>
<b>\$320,310</b>
<b>Over 30 Days</b>
<b>1%</b>
<b>Over 90 Days</b>
<b>1%</b>

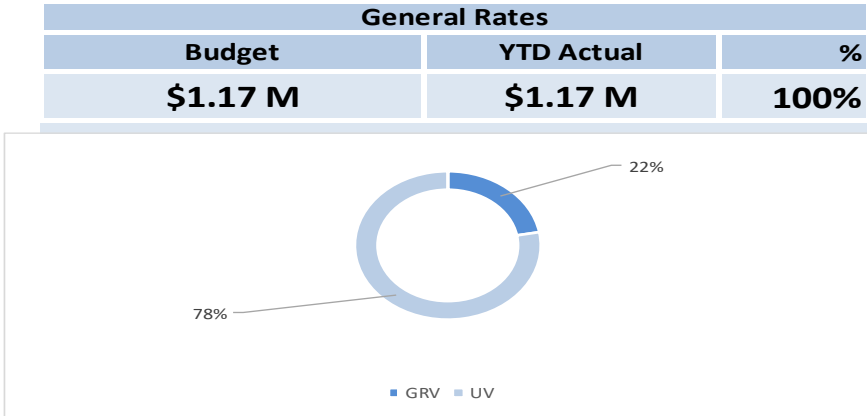
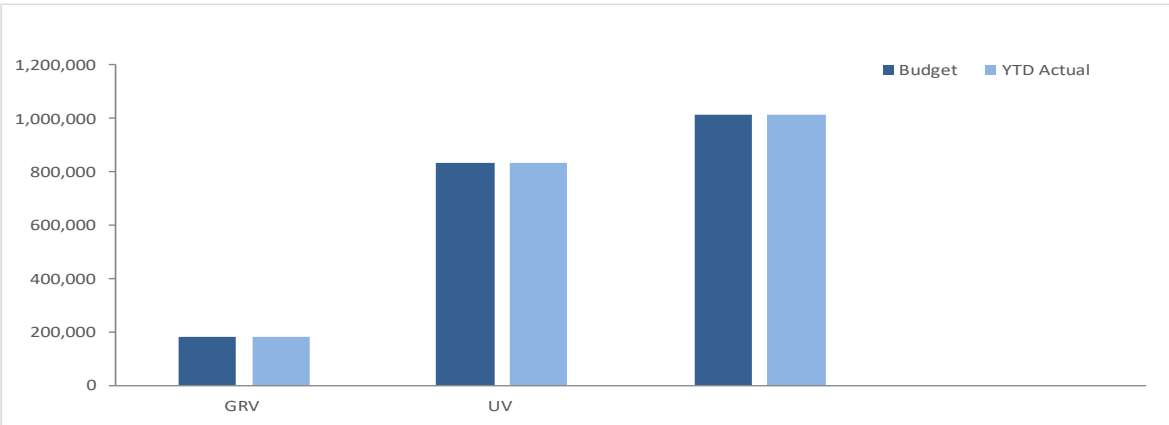
**Attachment 9.1.2A**  
**OPERATING ACTIVITIES**  
**NOTE 5**  
**RATE REVENUE**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

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	180,888	0	0	180,888	180,888	0	0	180,888
UV	0.0068	181	122,755,879	835,231	0	0	835,231	835,231	0	0	835,231
<b>Sub-total</b>		<b>368</b>	<b>125,105,993</b>	<b>1,016,119</b>	<b>0</b>	<b>0</b>	<b>1,016,119</b>	<b>1,016,119</b>	<b>0</b>	<b>0</b>	<b>1,016,119</b>
	<b>Minimum</b>										
	\$										0
GRV	690	142		97,980	0	0	97,980	97,980	0	0	97,980
UV	930	157		146,010	0	0	146,010	146,010	0	0	146,010
		299	0	243,990	0	0	243,990	243,990	0	0	243,990
<b>Sub-Totals</b>		<b>667</b>	<b>125,105,993</b>	<b>1,260,109</b>	<b>0</b>	<b>0</b>	<b>1,260,109</b>	<b>1,260,109</b>	<b>0</b>	<b>0</b>	<b>1,260,109</b>
Discount							(76,775)				(84,700)
Concession / Write Offs							(7,000)				(152)
COVID Subsidy							(5,000)				(3,095)
Interim Rates							250				0
Ex-Gratia Rates							446				469
<b>Amount from General Rates</b>							<b>1,171,584</b>				<b>1,172,630</b>
Ex-Gratia Rates											0
<b>Total General Rates</b>							<b>1,171,584</b>				<b>1,172,630</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.

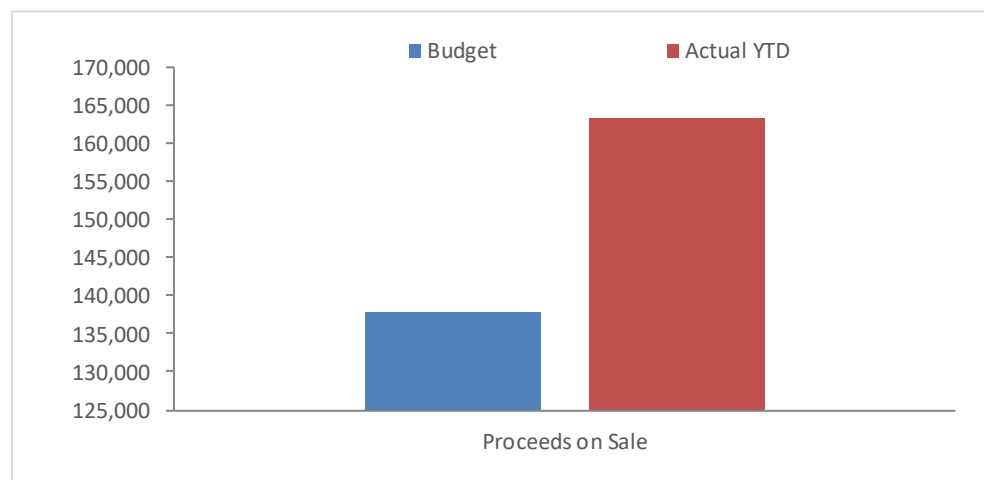


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				Net Book Value	YTD Actual		
		Net Book Value	Proceeds	Profit	(Loss)		Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	
1	Komatsu Grader	232,500	90,000		(142,500)		114,898	(108,780)	
10100	CEO Vehicle	28,127	17,000		(11,127)		14,545	(13,455)	
15	CN027 Holden Colorado Ute 4X4	32,886	31,000		(1,886)	32,886	33,760	874	
		<b>293,513</b>	<b>138,000</b>	<b>0</b>	<b>(155,513)</b>	<b>32,886</b>	<b>163,203</b>	<b>874</b>	
								<b>(122,235)</b>	

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$138,000</b>	<b>\$163,203</b>	<b>118%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

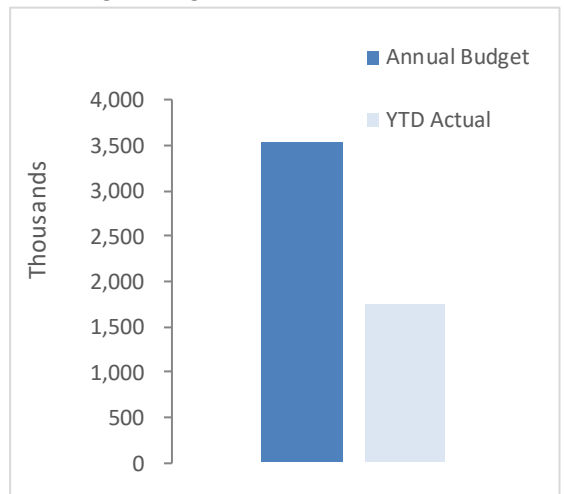
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	1,518,697	1,038,328	124,089	914,239
Plant & Equipment	494,424	494,424	446,869	47,555
Furniture & Equipment	0	0	0	0
Roads	1,336,233	1,001,961	1,085,613	(83,652)
Recreation	31,065	31,065	33,416	(2,351)
Parks, Gardens, Recreation Facilities	112,150	84,096	41,938	42,158
Other Infrastructure	37,500	28,116	15,720	12,396
<b>Capital Expenditure Totals</b>	<b>3,530,068</b>	<b>2,677,990</b>	<b>1,747,645</b>	<b>930,345</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,702,022	1,352,361	1,247,324	(105,037)
Borrowings	310,000	310,000	0	(310,000)
Other (Disposals & C/Fwd)	138,000	138,000	163,203	25,203
Cash Backed Reserves				
Infrastructure Reserve	329,311	0	0	0
Pensioner Unit Maintenance Reserve	0	0	0	0
Plant Replacement Reserve	40,000	0	0	0
Contribution - operations	1,010,735	877,630	337,118	(540,512)
<b>Capital Funding Total</b>	<b>3,530,068</b>	<b>2,677,990</b>	<b>1,747,645</b>	<b>(930,345)</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

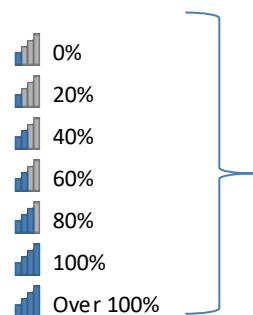


<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$3.53 M</b>	<b>\$1.75 M</b>	<b>50%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.7 M</b>	<b>\$1.25 M</b>	<b>73%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

Attachment 9.1.2A  
**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.

% of Completion Level of completion indicator

		Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance	
<b>Capital Expenditure</b>							
<b>Land</b>							
0.96		Cuballing Railway Reserve Design	C176A	30,000	22,500	28,766	(6,266)
<b>Buildings</b>							
0.02		Administration Building Disabled Access	J4114C	62,833	47,124	1,091	46,033
0.07		Building Renewal - Cuballing Memorial Park	C176	99,309	74,457	7,061	67,396
0.51		Cuballing Town Hall Drainage	C162A	25,879	19,377	13,167	6,210
0.00		Cuballing Town Hall - Paint Exterior	C162B	14,400	10,800	0	10,800
0.00		Cuballing Cemtery Upgrade 2019/20	C161	5,000	3,744	0	3,744
0.35		Popanyinning Main Street Refurbishment	C193	73,800	55,350	25,925	29,425
0.04		Aged Persons Accommodation	C084	1,207,475	804,976	45,480	759,496
1.00		Fire Shed Extension - Carry over 2019/20	05140	0	0	2,599	(2,599)
<b>Total Land &amp; Buildings</b>				<b>1,518,697</b>	<b>1,038,328</b>	<b>124,089</b>	<b>914,239</b>

Plant & Equipment						
0.93	 Grader	12412	395,000	395,000	368,700	26,300
1.00	 Rake For Loader	12410	18,500	18,500	18,500	0
0.00	 Two Way System	12411	20,000	20,000	0	20,000
0.99	 CEO Vehicle	12405	55,924	55,924	55,171	753
0.90	 Tank for Depot	12413	5,000	5,000	4,498	502
	<b>Total Plant &amp; Equipment</b>		<b>494,424</b>	<b>494,424</b>	<b>446,869</b>	<b>47,555</b>
<b>Furniture &amp; Equipment</b>						
1.00	 Nil		0	0	0	0
	<b>Total Furniture &amp; Equipment</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Roads</b>						
1.01	 RRG - Narrogin Wandering Road	R129B	158,635	118,944	159,964	(41,020)
0.31	 RRG - Stratherne Road 20/21	R001C	150,944	113,175	47,341	65,834
1.01	 RRG - Wandering Narrogin Road	R129D	350,069	262,530	352,807	(90,277)
0.42	 RTR - Popanyinning East Road Gravel Sheeting	RTR004	76,266	57,177	31,790	25,387
0.00	 RTR - Reeds Road Gravel Sheeting	RTR017	63,335	47,466	0	47,466
0.80	 RTR - Wandering Narrogin Road - Final Seal Stevens Road	RTR129	6,804	5,103	5,436	(333)
0.60	 BS - Narrogin Wandering Road Black Spot	BS129	472,670	354,483	282,604	71,879
1.11	 Congelin Road Culvert Renewal	CUL029	35,856	26,865	39,899	(13,034)
1.12	 Popanyinning East Road Drainage	R004H	21,654	16,218	24,298	(8,080)
1.00	 WSNF - Cuballing East Road	WSF006	0	0	141,475	(141,475)
	<b>Total Road Infrastructure</b>		<b>1,336,233</b>	<b>1,001,961</b>	<b>1,085,613</b>	<b>57,823</b>
<b>Recreation</b>						
1.08	 Tennis Club Lighting Upgrade	11128	31,065	31,065	33,416	(2,351)
	<b>Total Recreation</b>		<b>31,065</b>	<b>31,065</b>	<b>33,416</b>	<b>(2,351)</b>
<b>Parks, Ovals &amp; Playgrounds</b>						
0.07	 Yornaning Dam - Stage 3	C189	77,150	57,852	5,760	52,092
	 Yornaning Dam - Shade Sails	C195	35,000	26,244	36,178	(9,934)
	<b>Total Parks, Ovals &amp; Playgrounds</b>		<b>112,150</b>	<b>84,096</b>	<b>41,938</b>	<b>42,158</b>
<b>Other Infrastructure</b>						
0.52	 Bridge Improvements - Capital Upgrade	11214	30,000	22,491	15,720	6,771
0.00	 Transfer Station Bin Lids	C163	7,500	5,625	0	5,625
	<b>Total Other Infrastructure</b>		<b>37,500</b>	<b>28,116</b>	<b>15,720</b>	<b>12,396</b>
0.50	 <b>TOTAL CAPITAL EXPENDITURE</b>		<b>3,530,068</b>	<b>2,677,990</b>	<b>1,747,645</b>	<b>1,071,820</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

Information on Borrowings	2019/20	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	71,505	0	0	31,524	42,266	39,981	29,239	1,904	2,305
<b>Economic Services</b>									
Loan 64 - Lot 74 Austral St	145,509			7,364	14,807	138,145	130,781	1,579	3,078
<b>Education and Welfare</b>									
Loan 65 - Aged Persons Housing			310,000				310,000		
<b>Total</b>	<b>217,014</b>	<b>0</b>	<b>310,000</b>	<b>38,888</b>	<b>57,073</b>	<b>178,126</b>	<b>470,020</b>	<b>3,483</b>	<b>5,383</b>

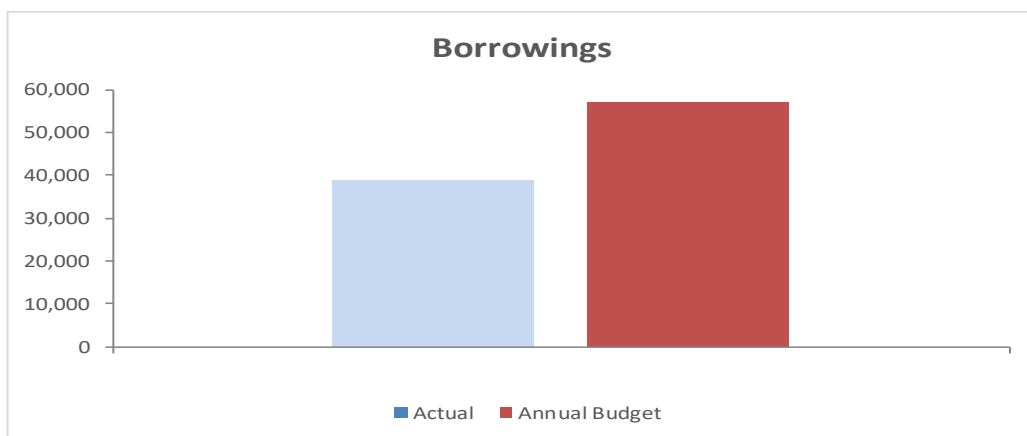
All debenture repayments were financed by general purpose revenue.

**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>\$38,888</b>
<b>Interest Earned</b>	<b>\$13,106</b>
<b>Interest Expense</b>	<b>\$3,483</b>
<b>Reserves Bal</b>	<b>\$1.32 M</b>
<b>Loans Due</b>	<b>\$.18 M</b>

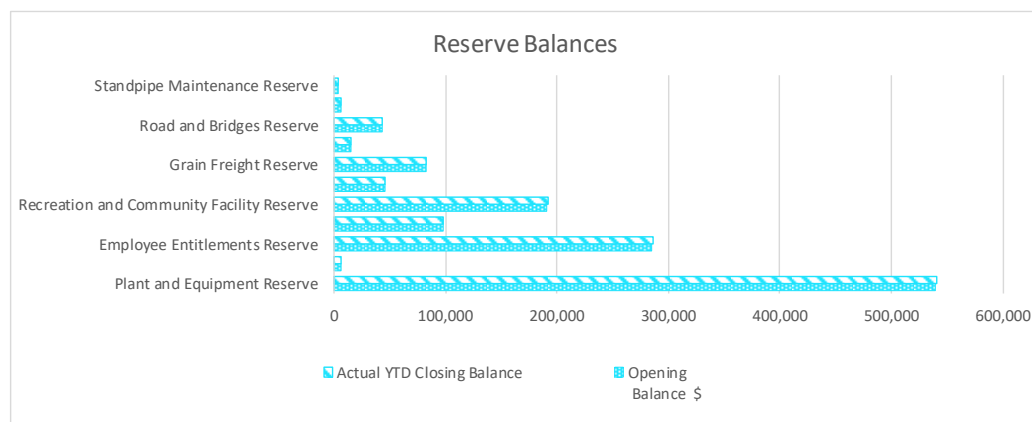


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

## 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	538,714	4,728	1,979		1,979	(329,311)		214,131	540,693
IT and Office Equipment Reserve	6,721	147	31		31	0		6,868	6,752
Employee Entitlements Reserve	284,971	2,598	1,054		1,054	(20,000)		267,569	286,025
Housing Reserve	97,840	754	352		352	(40,000)		58,594	98,192
Recreation and Community Facility Reserve	191,187	2,596	769		769	(129,309)		64,474	191,956
Refuse Site Reserve	45,216	841	198		198	(7,500)		38,557	45,414
Grain Freight Reserve	82,825	672	300		300	0		83,497	83,125
Equestrian Reserve	14,769	42	48	4,545	48	0		19,356	14,817
Road and Bridges Reserve	43,361	603	175		175	(21,654)		22,310	43,536
Community & Sporting Club Reserve	6,725	3	20		20	(4,000)		2,728	6,745
Standpipe Maintenance Reserve	4,075	16	14		14	0		4,091	4,089
	<b>1,316,404</b>	<b>13,000</b>	<b>4,942</b>	<b>4,545</b>	<b>4,942</b>	<b>(551,774)</b>	<b>0</b>	<b>782,175</b>	<b>1,321,346</b>

## KEY INFORMATION



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	279,962	279,962	207,062	(72,901)
<b>Governance</b>				
Insurance - February Storm Damage	7,250	7,250	7,166	(84)
Insurance & Other Reimbursements	0	0	630	630
Department Primary Industries & Regional Development	0	0	0	0
<b>Law, Order &amp; Public Safety</b>				
DFES - Bush Fire Brigades	32,194	32,194	97,482	65,288
Fire Mitigation Grant	0	0	84,825	84,825
<b>Education &amp; Welfare</b>				
Good Things Foundation	1,000	747	0	(747)
<b>Housing</b>				
Rental Income	0	0	3,600	3,600
<b>Community Amenities</b>				
Other Income - Reimbursements	0	0	38	38
<b>Recreation &amp; Culture</b>				
Cuballing Tennis Club - Contribution to lighting upgrade	0	0	10,335	10,335
Youth Week Funding	0	0	1,000	1,000
<b>Transport</b>				
Main Roads - RRG	0	0	0	0
Main Roads - Direct Grant	81,920	81,920	81,920	0
Grants Commission - Roads Component	191,342	143,506	114,272	(29,235)
<b>Economic Services</b>				
Community Events	6,500	4,869	1,470	(3,399)
<b>Other Property &amp; Services</b>				
Workers Compensation	15,000	10,000	2,460	(7,540)
<b>Operating grants, subsidies and contributions Total</b>	<b>615,168</b>	<b>560,448</b>	<b>612,259</b>	<b>51,811</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Education &amp; Welfare</b>				
Aged Person Accommodation Funding	443,223	221,612	0	(221,612)
<b>Recreation &amp; Culture</b>				
Yornaning Dam Stage 3	53,130	39,843	53,130	13,287
CSRFF (Tennis Club Lighting)	10,355	10,355	10,355	0
<b>Transport</b>				
Main Roads - RRG	380,763	266,000	360,635	94,635
Roads to Recovery (RTR)	211,000	211,000	103,188	(107,812)
Black Spot (BS)	355,783	355,783	284,624	(71,159)
Wheatbelt Freight Secondary Network	0	0	237,439	237,439
<b>Other Infrastructure</b>				
Community Infrastructure Grants	247,768	247,768	197,953	(49,815)
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,702,022</b>	<b>1,352,361</b>	<b>1,247,324</b>	<b>(105,037)</b>
<b>Grand Total</b>	<b>2,317,190</b>	<b>1,912,809</b>	<b>1,859,583</b>	<b>(53,225)</b>

KEY INFORMATION

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

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 2021 WAEC Election Postal Voting

Applicant:	N/A
File Ref. No:	ADM27
Disclosure of Interest:	Nil
Date:	12 <sup>th</sup> April 2021
Author:	Gary Sherry
Attachments:	9.2.1A 2021 LG Election Schedule

#### Summary

**Council is to formally consider using the WA Electoral Commission (WAEC) to conduct the October 2021 Council election.**

#### Background

In the past Council has conducted mostly Voting in Person elections, using Shire staff. The WAEC is the only body that can hold a Postal Voting election.

In Voting in Person elections, electors can register to go on Council's postal register and receive a postal vote.

Included at Attachment 9.2.1A is a schedule for the 2021 local government elections.

The WAEC has provided a cost estimate of \$12,500 (GST Exclusive) to conduct the October 2019 Local Government Elections on behalf of Council. The quote is based on

- 650 electors;
- a response rate of approximately 60%;
- 3 vacancies and the count to be conducted at the premises of the Shire of Cuballing;
- the appointment of a local returning officer;
- regular Australia Post delivery to apply. Council can pay an additional \$130 for the Australia Post Priority Service.

The cost estimate may change, either decrease or increase, if the parameters on which the cost is calculated change as the WAEC operate on a cost recovery basis.

The WAEC would conduct the Council election as a postal election although Council would still be required to open at least one polling booth on the day of the election and provide one member of staff to assist in the election.

Should Council choose not to conduct a Postal Voting Election, Council can complete a Voting in Person Election utilising Shire staff. The anticipated cost for Shire staff to conduct a Voting in Person Election is \$4,550.

#### Comment

The participation of Shire of Cuballing residents in elections is particularly poor in comparison to other similar local governments.

The number of residents who are enrolled to vote is only about 70% of the population. The turnout of voters in the Shire of Cuballing is relatively low in comparison to other similar local governments. In the Shire of Cuballing's last three elections where a poll was conducted, the poll turnout has been less than 35%.

Year	No Eligible Voters	No Actual Voters	% Turnout
2019	636	219	34%
2015	624	175	28%
2013	645	205	32%

In the 2019 Election the following comparable Shires conducted Postal Voting polls:

Shire	No Eligible Voters	% Turnout
Brookton	681	46%
Boddington	1,170	54%
Gnowangerup	761	53%
Lake Grace	544	60%
Ravensthorpe	1,098	53%
Three Springs	325	56%
Yilgarn	378	59%

Increasingly the number of Shire of Cuballing voters choosing to vote early is increasing, in line with increases in postal and early voting in state and federal elections. A postal voting election would assist electors wishing to do this.

Whilst the cost of a WAEC held election is significantly higher cost, Council should consider holding a postal voting election to increase participation in Shire of Cuballing elections.

### Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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

- 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
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
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

Local Government Act 1995

4.20 CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —
  - (a) an election; or
  - (b) all elections held while the appointment of the person subsists.

\* Absolute majority required.

- (3) An appointment under subsection (2) —
  - (a) is to specify the term of the person’s appointment; and
  - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

\* Absolute majority required.

- (5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.

Policy Implications – Nil

Financial Implications

The WAEC, quoted \$11,818 (GST Exclusive) to conduct the 2021 Local Government Ordinary Election on behalf of the Shire of Cuballing. Council will still be required to have one polling booth open on Election Day and this would be an expense to Council.

Based on the 2019 Election, staff will budget accordingly for a Voting in Person Election.

Expense	2019	2021
Wages	1,439	1,700
Statutory Advertising	1,950	2,500
Material/Stationary Purchases		250
	3,389	4,450

Councillors should remember that the Voting In Person election costs include costs that are not allocated including printing and venue use charges.

Economic Implication – Nil

Social Implication

A Postal Voting election could provide greater ease of voting for a larger number of electors in the Shire of Cuballing, not requiring the attendance of a polling place.

A Voting in Person election conducted by Shire staff will allow polling booths in both Cuballing and Popanyinning.

Environmental Considerations – Nil

### Consultation

The WAEC have provided a quotation to complete a postal voting Local Government election in 2021 for the Shire of Cuballing.

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. to conduct a Voting In Person election in a Voting in Person election in 2021 and:
  - a. to not appoint the Western Australian Electoral Commission to conduct the October 2021 election on behalf of the Shire of Cuballing; and
  - b. to appoint the Chief Executive Officer, Mr Gary Sherry, as Returning Officer for the October 2021 election.

### Voting Requirements

Absolute Majority is required if Council appoints the WAEC to hold Council's 2021 Local Government Election.

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

**That Council:**

1. conducts a Postal Voting election in 2021; and
2. appoint the Western Australian Electoral Commission to conduct the October 2021 election on behalf of the Shire of Cuballing.

Days from Polling Day	Election Activities or Events	Day	Date
273 to 92	If an elected member's office becomes vacant on or between these days, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled until the ordinary election.	Sat to Fri	16 January 2021 to 16 July 2021
91	If an elected member's office becomes vacant on or after this day the vacancy will remain unfilled until the ordinary election.	Sat	17 July 2021
80	Last day for local governments to gain agreement from the Electoral Commissioner to conduct the election (compulsory if intent is to hold a postal election).	Wed	28 July 2021
80	A decision for the Electoral Commissioner to conduct the election cannot be rescinded after this day.	Wed	28 July 2021
70 to 56	Between these days, the CEO of the local government is to give Statewide public notice of the closing date and time for elector enrolments.	Sat to Sat	7 August 2021 to 21 August 2021
56	Last day for the local government's CEO to advise the Electoral Commissioner of the need to prepare an updated residents roll.	Sat	21 August 2021
56	Advertising may begin for council nominations from 56 days, and no later than 45 days, before election day.	Sat	21 August 2021
50	<b>Close of Rolls – 5.00pm</b>	Fri	<b>27 August 2021</b>
45	Last day for advertisement to be placed calling for council nominations.	Wed	1 September 2021
44	<b>Nominations Open</b> First day for candidates to lodge completed nomination papers, in the prescribed form, with the Returning Officer. Nominations are open for 8 days.	Thu	<b>2 September 2021</b>
38	If a candidate's nomination is withdrawn not later than 4.00pm on this day, the candidate's deposit is to be refunded.	Wed	8 September 2021
37	<b>Close of Nominations – 4.00pm</b>	Thu	<b>9 September 2021</b>
36	Last day for the Electoral Commissioner to prepare an updated residents roll for the election. Last day for the local government's CEO to prepare an owners and occupiers roll.	Fri	10 September 2021
36	Returning Officer to give Statewide public notice of the election as soon as practicable but no later than 19 days before election day.	As soon as practicable	
22	The preparation of any consolidated roll (combined roll of residents, owners and occupiers) under regulation 18(1) is to be completed on or before this day.	Fri	24 September 2021
19	Last day for the Returning Officer to give Statewide public notice of the election.	Mon	27 September 2021
4	Close of absent voting and close of postal vote applications for 'voting in person' elections – 4.00pm.	Tue	12 October 2021
1	Close of early voting for 'voting in person' elections – 4.00pm.	Fri	15 October 2021
0	<b>Election Day</b> Close of poll – 6.00pm.	Sat	<b>16 October 2021</b>
2	Election results declared and published.	As soon as practicable	
2 - 14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election. (See Online 'Form 20' at <a href="http://www.dlgc.wa.gov.au">www.dlgc.wa.gov.au</a> )	As soon as practicable	
Within 28 days of result publication	An invalidity complaint can be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	As applicable	

9.2.2	Dryandra Regional Equestrian Centre - Upgrade of the Surface of the Show Jumping Arena
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Applicant: N/A  
File Ref. No: ADM25  
Disclosure of Interest: Nil  
Date: 12<sup>th</sup> April 2021  
Author: Gary Sherry  
Attachments: Nil

### **Summary**

**Council is to consider approving and financially supporting a proposal of the Dryandra Pony Club and the Dryandra Regional Equestrian Association to upgrade the surface of the show jumping arena at the Dryandra Regional Equestrian Centre.**

### **Background**

In July 2015 Council entered into a lease agreement with the Dryandra Pony Club (DPC) and the Dryandra Regional Equestrian Association (DREA) of the Dryandra Regional Equestrian Centre.

In 2015/16 the Shire constructed the Show Jumping Arena as a project part funded by the Community Sporting and Recreation Facilities Fund (CSRFF) and the equestrian clubs.

The project summary costs included:

Cost	\$
Plant	19,931.69
Labour & Overheads	47,561.80
Materials	96,190.30
TOTAL	163,683.79

The project was funded by:

Funding	\$
DPC contribution	13,202.48
DREA contribution	26,404.95
CSRFF Grant	82,845.75
TOTAL	122,453.18

In February 2021 the DREA wrote to Council to seeking funding assistance to upgrade the show jumping arena.

In correspondence includes:

On Behalf of the Dryandra Regional Equestrian Association and Dryandra Pony Club committees, I would like to submit a request to the Shire of Cuballing for consideration at your next meeting.

After discussing the matter and sourcing advice, the Committees have agreed that the red sand show jumping arena needs the surface professionally upgraded. The variation in the depth of the sand, from too shallow into too deep presents a real danger of injury to horses and is difficult footing for people to work on for any length of time and is currently becoming unsuitable for competitions.



We have sourced quotes from arena specialists and believe that KAMMCO provides the best value for money and enables the arena base to be inspected after removal of the sand, to ensure there is no damage, before replacing with a mix of sand and wood chips. I have included the quote from KAMMCO, which totals \$17,908.

We have discussed applying for CSRFF Funding with Jenifer Collins from DSR, however she advises that arena upgrades are usually a low priority for this funding. We also wish to commence the work in March so the arena it is ready for our 2021 season.

We understand the DREC reserve fund currently has a balance of \$19,342.92. We would like to request release of \$6,000 to be allocated to the arena upgrade. This represents one third of the cost of the upgrade with DREA and DPC to contribute the remaining \$12,000.

The upgrade of the arena will result in a professional surface which can be better utilised by both clubs for training and clinics, increase participation and increase entries at our events - including Championships.

The KAMMCO quote is included at Attachment 9.2.2A

### Comment

The Officer's Recommendation is to agree to the request to contribute \$6,000 to the DREA and DPC show jumping arena upgrade. This recommendation considers that:

- 1 Despite being built to the requested specification in 2015, because the sand fill is too thick, the show jumping arena is currently under utilised. The proposed works will improve the arena to a competition standard resulting in more show jumping competitors participating and also more use by recreational riders;
- 2 The proposed works have been rigorously reviewed by the DPC and DREA. The clubs have reviewed multiple suppliers and are convinced that the proposed solution is the best solution and the best value for money;
- 3 the DREA and DPC are contributing the substantial amount of the proceeds. The Shire of Cuballing's proposed contribution from the Equestrian Centre Reserve Fund will be one third of the total cost.
- 4 The Equestrian Centre Reserve Fund is funded through the lease payments of the DPC and DREA to the Shire of Cuballing. The request amount is only \$1,455 more than the annual lease payments (GST Exclusive) made the club.
- 5 Council holds sufficient funds in Council's Equestrian Centre Reserve Fund and a payment from the Reserve will not impact on the Shire of Cuballing in the short term. In fact the DPC and DREA are fully aware that any payment from the Reserve will reduce Council's ability to fund any other projects at the Equestrian Centre in the future. The Clubs may have asked for a greater portion of the proposed works, but rather have chosen to use their own financial reserves instead.

### Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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.

	Strategy	Outcome
1.3	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.

#### ECONOMY - Our Economy, Infrastructure, Systems and Services.

##### Goals

- Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.
- Managing community assets in a whole of life and economically sustainable manner.

	Strategy	Outcome
3.4	Create and strengthen partnerships to advocate for and deliver community facilities, and services and major infrastructure.	The community has access to a range of education, health, cultural, recreational and transport opportunities to maximise their potential.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.

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

##### Goals

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

	Strategy	Outcome
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

##### Dryandra Regional Equestrian Centre Lease Agreement

#### 4.7 Maintenance

- (a) The Lessee must at the Lessee's expense:
  - (i) Keep and maintain the Leased Premises and all Improvements in good and safe repair and condition;
  - (ii) Keep and maintain the leased Premises in a clean and tidy condition;
  - (iii) Make good any damage caused to the Leased Premises by the Lessee, the lessee's employees, others under his or her control or hirers of the premises other than the lessor.
- (b) The lessee shall not use or permit toilets, grease traps and other sanitary appliances to be used for any purpose other than that for which they were constructed and not to do or allow any act or thing to be done that might choke or otherwise affect or damage the same.

## Policy Implications

### 2.7 Purpose & Funding of Reserve Accounts

#### Policy Statement:

The following Reserve Accounts shall be maintained by Council and shall be for the purpose indicated and funded as detailed:

#### 8 EQUESTRIAN CENTRE RESERVE FUND

PURPOSE: to maintain the standard of the Dryandra Regional Equestrian Centre facilities.

FUNDING: Council to make a transfer \$5,000 from Council's Municipal Fund each year

## Financial Implications

Council currently has a balance of \$14,816.73 in the Equestrian Centre Reserve Fund and anticipates a balance of at least \$19,362.19 at 30 June 2021 without any payments from the reserve.

Should Council agree to a payment of \$6,000 from the Equestrian Centre Reserve Fund, a balance of \$13,362 can be expected at 30 June 2021.

## Economic Implication

The equestrian activities conducted by DREA and DPC at the DREC attract a significant numbers of visitors and residents to the Cuballing Shire. This attraction provides economic opportunity for existing and new local businesses.

## Social Implication

The equestrian activities conducted by DREA and DPC at the DREC are the largest regular community events held in the Shire of Cuballing.

## Environmental Considerations – Nil

## Consultation

Cr Conley, Cr Ballantyne, the Chief Executive Officer and Manager Works & Services attended a meeting with Ms Joy Gray, President of DREA, and Ms Wiese, President of the DPC, at the Dryandra Regional Equestrian Centre on Wednesday 24<sup>th</sup> March 2021 to discuss the project.

## Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. to not to a financial contribution to the upgrade the surface of the show jumping arena at the Dryandra Regional Equestrian Centre.

## Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council:**

- 1 approve the proposal of the Dryandra Pony Club and the Dryandra Regional Equestrian Association to upgrade the surface of the show jumping arena at the Dryandra Regional Equestrian Centre;**
- 2 agree to contribute \$6,000 to the upgrade the surface of the show jumping arena**
- 3 transfer the contribution from the Equestrian Centre Reserve Fund**

# KAMCO CONTRACTORS

5/23 Mill Point Road  
SOUTH PERTH WA 6151  
Australia  
info@kamco.net.au  
ABN: 54 108 383 921

Quote: KQ1098

Quote

Quote date: 20/12/2020

Bill to:  
Dryandra Regional Equestrian Park  
Cuballing WA 6311

Expiry:  
19/01/2021

ITEM	DESCRIPTION	UNITS	UNIT PRICE (ex GST)	TAX TYPE	AMOUNT (ex GST)
S1	Quote Option 1 Re surface 70m x 70m Arena Lift existing river sand surface Supply 160 cubic m of woodchip arena mix Mix current river sand with woodchip arena mix & spread new surface. Stockpile excess river sand	Qty 1	16,280.00	GST	16,280.00
Sub-Total (ex GST):					\$16,280.00
GST:					\$1,628.00
<b>TOTAL (inc GST):</b>					<b>\$17,908.00</b>

### 9.2.3 Appointment of Fire Control Officers – 2021/22

Applicant: N/A  
File Ref. No: ADM081  
Disclosure of Interest: Nil  
Date: 13<sup>th</sup> April 2021  
Author: Gary Sherry  
Attachments: 9.2.3A Minutes of Bush Fire Advisory Committee 7<sup>th</sup> April 2021

#### **Summary**

**Council is to consider appointments of Fire Control Officers on the recommendation of the Shire of Cuballing’s Bush Fire Advisory Committee.**

#### **Background**

The Shire of Cuballing considers annually the appointment of Fire Control Officers (FCO) recommended by the Shire of Cuballing’s Bush Fire Advisory Committee (BFAC). The Minutes of the April 2021 BFAC Meeting are included at Attachment 9.2.3A.

#### **Comment**

The latest BFAC Meeting made the following recommendations to Council regarding the appointment of FCO’s for the 2021/22 bush fire season:

1. appoint:
  - a. Anthony Mort as Chief Bush Fire Control Officer; and  
  
Mr Mort was elected into the role of CBFCO in 2011, and has been involved with the Cuballing Town Volunteer Bush Fire Brigade for a number of years.
  - b. Graeme Dent as Deputy Chief Bush Fire Control Officer;  
  
Mr Dent was elected to the role of DCBFCO in 2011 and has been involved with the Yornaning area for many years.
2. appoint the following persons as Fire Control Officers for the following regions:

CBFCO	Anthony Mort
DCBFCO	Graeme Dent
Popanyinning Town	Wayne Bird
Popanyinning East:	Graeme Dent and Justin Page
Popanyinning West:	Brayden Potts Craig Cousins
Cuballing Town	Daniel Christensen
Cuballing East:	Mike Burges and Rob Harris
Cuballing West:	Nelson Young and
Shire of Cuballing:	Gary Sherry, Bruce Brennan and.

These recommendations differ from previous appointments in that:

- Craig Cousins has requested to step down from the Popanyinning West region. Mr Brayden Potts, formerly an FCO in the Cuballing West region has been recommended to replace him, given his property is located in both Popanyinning West and Cuballing West regions; and
- Bushfire Risk Management consultant Mr Peter Cupitt no longer requires his FCO appointment.

3. seek to have neighbouring Council's appoint the following persons as Dual Fire Control Officers:
- |                     |               |
|---------------------|---------------|
| Shire of Narrogin:  | Rob Harris    |
| Shire of Wickepin:  | Mike Burges   |
| Shire of Pingelly:  | Graeme Dent   |
| Shire of Wandering: | Craig Cousins |
| Shire of Williams:  | Nelson Young  |
- Dual Fire Control Officers have authority to act in fire situations that cross or are located just across the Shire boundary.

4. appoint Anthony Mort and Gary Sherry as Clover Burning Permit Officers.

Clover burns are normally conducted during the prohibited burning period and because of the increased risk, a lesser number of authorised officers are normally appointed.

The Shire of Cuballing will consider nominations made to the Shire of Cuballing by neighbouring local governments for FCO's of those neighbouring shires to serve as Dual FCO's in the Shire of Cuballing later in 2021.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027  
 SOCIAL – Our Community, Neighbourhoods, Recreation and Culture.  
 Goals

- A safe community where residents feel secure and comfortable at home, work and play.

	Strategy	Outcome
1.7	Create and maintain a safe environment for the community.	A feeling of safety within our neighbourhoods and a sense of being looked out for.

Statutory Environment

Bush Fires Act 1954

S 38. Local government may appoint Bush Fire Control Officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

Policy Implications - Nil

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation

Council has received a recommendation on the appointment of FCO's from the Shire of Cuballing BFAC.

## Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended resolution with different appointments;
3. to defer consideration at this time.

## Voting Requirements – Simple Majority

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

**That Council, for the 2021/22 bush fire season:**

1. **the following persons as Fire Control Officers;  
appoint Anthony Mort as Chief Bush Fire Control Officer;**
2. **appoint Graeme Dent as Deputy Chief Bush Fire Control Officer;**
3. **appoint the following persons as Fire Control Officers**

<b>CBFCO</b>	<b>Anthony Mort</b>
<b>DCBFCO</b>	<b>Graeme Dent</b>
<b>Popanyinning Town:</b>	<b>Wayne Bird</b>
<b>Popanyinning East:</b>	<b>Graeme Dent and Justin Page</b>
<b>Popanyinning West:</b>	<b>Brayden Potts</b>
<b>Cuballing East:</b>	<b>Mike Burges and Rob Harris</b>
<b>Cuballing Town:</b>	<b>Daniel Christensen</b>
<b>Cuballing West:</b>	<b>Nelson Young</b>
<b>Shire of Cuballing:</b>	<b>Gary Sherry and Bruce Brennan</b>
4. **seek to have neighbouring Council's appoint the following persons as Dual Fire Control Officers;**

<b>Shire of Narrogin:</b>	<b>Rob Harris</b>
<b>Shire of Wickepin:</b>	<b>Mike Burges</b>
<b>Shire of Pingelly:</b>	<b>Graeme Dent</b>
<b>Shire of Wandering:</b>	<b>Craig Cousins</b>
<b>Shire of Williams:</b>	<b>Nelson Young</b>
5. **appoint Anthony Mort and Gary Sherry as Clover Burn Permit Officers for the Shire of Cuballing; and**
6. **cancel all previous appointments.**



**SHIRE OF CUBALLING  
BUSH FIRE ADVISORY COMMITTEE**

**Minutes  
Wednesday 7<sup>th</sup> April 2021  
Council Chambers**

**1. OPENING**

The meeting commenced at 7:31pm

**2. ATTENDANCE AND APOLOGIES**

Anthony Mort	Chief FCO
Graeme Dent	Deputy Chief FCO
Rob Harris	Shire of Cuballing, FCO Cuballing East
Daniel Christensen	FCO Cuballing Town
Mike Burges	FCO Cuballing East
Nelson Young	FCO Cuballing West
Brayden Potts	FCO Cuballing West
Craig Cousins	FCO Popanyinning West
Wayne Bird	FCO Popanyinning Town
Fred Chapman	Captain Popanyinning Bush Fire Brigade
Gary Sherry	Chief Executive Officer
Blake Halford	Department of Fire and Emergency Services

Apologies

Paul Blechynden	Department of Fire and Emergency Services
Justin Page	FCO Popanyinning East

**3. CONFIRMATION OF MINUTES**

**Moved: G Dent**

**Seconded: W Bird**

**That the minutes of the BFAC meeting held on Wednesday 26<sup>th</sup> August 2021 are a true and correct record.**

**Carried**

**4. REPORTS**

**4.1 CHIEF BUSH FIRE CONTROL OFFICER**

The 2020/21 bush fire season has been extremely quiet with a handful of fires mostly in the Popanyinning area which have been harvest fires.

There has been many vehicle movement bans that has possibly had the impact on harvest and people possibly not working in the extreme heat days.

Both Popo and Cuballing town brigades have been working together when a fire is 000 called in. The Test message that is sent to all brigade members and FCOs is some what

working and with the chief not being present at most of fires that have been reported others have had to work the system out. These people have done a wonderful job.

The Town fire trucks were all serviced and repaired through South West Fire in Collie. This contractor is very particular with their workmanship and after the Popanyinning crew were deployed to Forrestiana and Hyden there were small issues with repairs needed that only South West Fire Appliances could do.

The Popanyinning Fire Brigade went on a Deployment to Wooraloo this season to help with the Perth Hills fires. They spent a week away in a strike team from the Great Southern, managed by Grant Hansen.

The DOAC I attended last month didn't have a lot of operational content in it but something that caught my attention was the fact that a lot of Chief Fire Control Officers are stepping down and they had bought the next in line to the meeting to see how it all works.

This has made me think of our FCO's and the tears some have put in and do we need to start thinking of a plan to get some others involved with the Fire Brigade for the future of Cuballing's Brigade.

Anthony Mort is also happy to sit the CBFCA position for another season.

#### 4.2 DEPUTY BUSH FIRE CONTROL OFFICER

Request that Bush Fire Advisory Meetings be held earlier. 7.30pm is too late.

Good performance by the Popanyinning Fire Brigade at multiple local fires.

#### 4.3 Mike Burges – Cuballing East

Fire at Hassell's at East Popanyinning

- Acting as FCO I was mobbed by other brigades from neighbouring Shires. This is a high pressure scenario and supports the Incident Controller being located slightly away from the fire ground.

#### 4.4 Rob Harris – Cuballing East

There are differences in the Forest Fuel Index vs Grass Fuel Index. The Forest Fuel Index is higher.

Remote SMS works well. Mike Burges, Rob Harris and Anthony Mort have access.

#### 4.5 Craig Cousins - Popanyinning West

Fire Report – Williams Road, West Popanyinning, Coogabbie Farm, Tim & Sally Haslam

Attended fire at Coogabbie Farm early afternoon on Sunday 27<sup>th</sup> December 2020.

On arriving, fire was burning in a standing barley crop and I recorded wind blowing from the south east, temperature in the mid 30's. Farmer fire units from Pingelly, Popanyinning and Cuballing also arrived.

The fire units divided into two control areas, managing fires on the south and north side of a tree lined creek. Fire was under control within 40 minutes of arriving. We continued

to mop up the fire until 6.30, created a fire break to the north to isolate a large burning tree, which was later pushed over, and gradually dispersed volunteers and brigades.

After site observation and consultation with other FCO's, the fire ground was declared under control at 6.30.

Documented one truck and two trailers completely burnt, one tractor and field bin smoke and paint damaged, one ute with right hand door fire damage and one farmer with burns to arm sustained whilst fighting the fire. Approximately 40 tonne of barley in burnt trailers continued to smoulder but did not pose a threat to surrounding areas.

Fire was reported to be started by harvester colliding with a rock, causing ignition of the fire. Approximately 5 acres of standing barley was burnt and 10 acres of stubble, trees, fencing and water infrastructure was destroyed.

4.6 Wayne Bird – Popanyinning Town

Nil

4.7 Daniel Christensen – Cuballing Town

Drum fires. There were a few Easter incidents with drum fires. A cooking fire can be lit between 6pm – 11pm but not on a Total Fire Ban. FCOs should require people wishing to have a drum fire during restricted period to obtain a permit to burn.

Burn at Tim Shorts property went well

4.8 Brayden Potts – Cuballing West

Nil

4.9 Nelson Young – Cuballing West

Nil

4.10 DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTION

Nil

4.11 DEPARTMENT OF FIRE AND EMERGENCY SERVICES

Blake reported of his role as Bushfire Risk Management Officer and, because he is a recently hired DFES employee, explained his experience as a senior FCO in Gibson and the wider Esperance region.

**5. ELECTION OF OFFICERS**

5.1 CHIEF BUSH FIRE CONTROL OFFICER

Mike Burges & Brayden Potts nominated Anthony Mort - Accepted

There being no further nominations Anthony Mort was nominated for Chief Bush Fire Control Officer for the Shire of Cuballing for 2021/22.

5.2 DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

Anthony Mort & Wayne Bird nominated Graeme Dent – Accepted

There being no further nominations Graeme Dent was nominated the position of Deputy Chief Bush Fire Control Officer for the Shire of Cuballing for 2021/22.

### 5.3 FIRE CONTROL OFFICERS FOR SHIRE OF CUBALLING

The following nominations were made:

Cuballing Town FCO:	Daniel Christensen - Accepted
Cuballing East FCO:	Rob Harris – Accepted
	Mike Burges - Accepted
Cuballing West FCO:	Nelson Young - Accepted
Popanyinning Town FCO:	Wayne Bird - Accepted
Popanyinning East FCO:	Justin Page - Subject to Acceptance
	Graeme Dent - Accepted
Popanyinning West FCO:	Brayden Potts - Accepted.

The Shire of Cuballing would like to acknowledge the service of Craig Cousins.

### 5.4 DUAL FIRE CONTROL OFFICERS

The following nominations were made for the Shire of Cuballing to offer to neighbouring local governments for Shire of Cuballing FCO's to serve as Dual FCO's:

Shire of Narrogin	Rob Harris – Accepted
Shire of Wickepin	Mike Burges - Accepted
Shire of Pingelly	Graeme Dent - Accepted
Shire of Wandering	Brayden Potts - Accepted
Shire of Williams	Nelson Young - Accepted

### 5.5 CLOVER BURN PERMIT OFFICERS

The following nominations were made:

Chief Bush FCO	- Accepted
Shire CEO	- Accepted

## 6. GENERAL BUSINESS

- 6.1 Mike Burges explained a recent situation where he received an application from a farmer to burn “small heaps” on his property. Subsequently it was discovered that the heaps were much larger than small and his neighbour had concerns about the farmer lighting the fire and not staying on site to monitor the fire. Mike did not provide a permit.

The meeting discussed this situation and the requirement for an FCO to be satisfied of the total safety of providing a permit to burn.

- 6.2 DFES Morning Tea

BFB members within the region have been invited to a morning tea at the Narrogin DFES at 10am on Wednesday 14 April 2021 to meet the Deputy Commissioner visiting the region.

**7. NEXT MEETING**

The next meeting of the Shire of Cuballing Bush Fire Advisory Committee is to be held at the Shire Council Chambers at 6.00pm on Wednesday 1<sup>st</sup> September 2021.

**8. CLOSE**

There being no further business, the meeting closed at 9.10pm.

## 9.2.4 Tender RFT 2021-1 - Construction of Four Aged Independent Living Units

Applicant:	N/A
File Ref. No:	ADM347
Disclosure of Interest:	Nil
Date:	14 <sup>th</sup> April 2021
Author:	Gary Sherry
Attachments:	9.2.4A Aged Unit Location
Confidential Attachment	9.2.4B RFT 1/2021 Construction of Four Aged Independent Living Unit Review Report

### **Summary**

**Council is to consider the selection of a building contractor to complete the construction of four aged independent living units.**

### **Background**

Council has joined together with other local governments in the Wheatbelt South Region to progress a project that has the aim of constructing dedicated aged persons independent living units in the separate communities within the region.

The interested local governments committed to a Memorandum of Understanding (MOU) that outlined the objectives of the Wheatbelt South Aged Housing Alliance (WSAHA), the nature of the collaboration and the responsibilities of the members. The Shires of Corrigin, Cuballing, Kondinin, Kulin, Narembreen, Narrogin, Wandering, Wickepin and the Town of Narrogin signed the MOU. The WSAHA have continued to meet semi-regularly and wish to continue to seek alternative funding sources for aged housing in the region. The Shire of Wickepin has agreed to be the lead agency for the Alliance and has nominated a Project Coordinator.

The WSAHA did successfully apply for Royalties for Regions Funding to construct 38 units throughout the region with a \$12,977,555 total grant. The Shire of Cuballing was to receive \$1,062,000 from Royalties to Regions to construct 4 two-bedroom independent living units in Cuballing in 2018/19. However, this approval by the previous State Government, but the incoming State Government has withdrawn that approval.

While the participating Councils evolved over time the WSAHA submitted further applications including an unsuccessful application to the federal Building Better Regions Fund and a successful application through the Royalties for Regions program. This successful application for \$2,820,000 will construct four units in Cuballing, 4 units in Wickepin, two units in Corrigin and two units in Hyden and two units in Kondinin for the Shire of Kondinin.

The Officer Recommendation suggests that Council consider approval a contribution of up to \$110,000 per unit. Further consideration by Council would be required for a project contribution of greater than this amount.

In Council's consideration of this project in the past Council:

1. identified support of up to \$110,000 per unit;
2. indicated a preference for insitu construction rather than transportable/modular construction;
3. selected rental rather than lease for life for accommodating tenants.
4. Appointed H+H Architects as to complete the building design.

Allowing the project to having a local builder consider participating in the project was also a preference for Council. Council is the final stages of a rezoning of the proposed site from 'Rural Townsite R5' Zone to 'Rural Townsite R10' Zone.

Through RFT 2020-1 Council sought tenders for the construction of the four aged persons units in Cuballing to allow Council to select a suitably qualified builder to:

- Construct four three bedroom dwellings on freehold land in Cuballing including all authorities' fees and permits, earth works and site works, landscaping, driveways, crossovers, reticulation, connection to services, head works costs, rain water tanks, drainage, soak wells, sheds and fencing are to be included, unless otherwise noted.
- complete the construction process within 52 weeks from appointment.

The Tender adopted a best value for money approach, meaning that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

The tenders were scored according to compliance criteria and qualitative criteria.

Compliance criteria were assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may have eliminated a Tender from consideration. The compliance criteria included:

1. acknowledgment that the tenderer has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required;
2. compliance with the Specification contained in the Request.
3. Providing a Delivery Date,
4. A risk assessment including tenderers providing information addressing organisational structure, company or trust information, years in operation, subcontracting of requirements, financial position, ability to pay debts,

A scoring system was used as part of the assessment of the qualitative criteria. The extent to which a Tender demonstrates greater satisfaction of each of these criteria resulted in a greater score. The qualitative criteria were also attached a weighting to indicate level of importance of the criteria. The aggregate score of each Tender was one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money. Failure to provide the information may have resulted in a lower score

The qualitative criteria included:

Qualitative Criteria	Weighting
Relevant Experience	35%
Key Personnel Skills and Experience	15%
Respondent's Resources	15%
Demonstrated Understanding	35%

### Comment

Council received 3 tender offers from:

An assessment of the tenders is included at Confidential Attachment 9.2.4B

The Officer's Recommendation is to select the tender of Stallion Building Co. Pty Ltd as the preferred tender.

### Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027  
SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.  
Goals

- A healthy and caring community which has strong support for all ages and abilities.

- A healthy community engaging in positive and rewarding lifestyles with access to recreational and leisure opportunities.

	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.
1.4	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.
1.7	Create and maintain a safe environment for the community.	A feeling of safety within our neighbourhoods and a sense of being looked out for.

Statutory Environment – Nil  
Policy Implications – Nil

#### Financial Implications

The Shire of Cuballing has fund the construction of the aged units using Grant funding obtained jointly with the Shire's of Wickepin, Corrigin and Kondinin through the Royalties For Regions program.

	Grant Total	Per Unit	Shire of Cuballing	
			2019-20	2020-21
Stage 1	750,000	53,571	214,491	
Stage 2	750,000	53,571	214,286	
Stage 3	880,000	62,857		251,429
Stage 4	420,000	30,000		120,000
	2,800,000	200,000	428,777	371,429

A summary of the funding of the construction program includes:

Source	2019-20	2020-21	2021-22	Total
Grant	428,777	251,429	120,000	800,206
Reserve Transfer		40,000		40,000
In kind Works	15,042		60,000	75,042
Loan			860,000	850,000
Total	443,819	291,429	1,040,000	1,765,248

A summary of the costing of the construction program includes:

Expense	2019-20	2020-21	2021-22	Total
Site works	15,042		60,000	75,042
Design		60,000	20,000	80,000
Construction			1,510,000	1,510,000
Contingency			100,000	100,000
Total	15,042	60,000	1,690,000	1,765,042



### Economic Implication

Council has pursued separate design and construction stages, to maximise the opportunity for local builders and contractors to participate. Unfortunately no local builders chose to tender, however local contractors may still receive contracts on a subcontractor basis.

Increasing the number of houses in the Shire of Cuballing will permanently increase the local economy.

Social Implication – Nil

Environmental Considerations – Nil

### Consultation

Council has discussed the provision of aged housing in the Shire of Cuballing over a number of years.

The Shire of Cuballing regularly attends the WSAHA meetings.

### Options

Council may resolve:

1. the Officer's Recommendation;
2. an alternative purchase from the existing tenders, giving reasons;
3. defer this matter at this time and request further information about the tenderers from staff;
4. to not accept any tender and conduct an alternative course of action, giving reasons.

Voting Requirements – Simple Majority

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

**That Council:**

- 1. selects the tender of Stallion Building Co. Pty Ltd provided for the RFT 1/2021 Aged Unit Construction for a cost of 1,508,788.57 (GST Exclusive) as the preferred tender; and**
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.**





## Tender Review Report

RFT Number:	RFT 2021-1
Request for Tender:	Design Services for Independent Aged Living Units
Deadline:	4.00pm, Thursday 18 June 2020

3 tenders were received for the project. The tenders received, in order of opening, are as follows (all tender sums exclude GST):

1.	Famlonga Building Contractors	\$1,394,340.00
2.	KBuilt Construction P/L	\$1,765,501.63
3.	Stallion Building Co. Pty Ltd	\$1,508,788.57

Famlonga submitted the lowest tender price of \$1,394,340.00 (GST Exclusive). This price is \$317,660 or approximately 17% lower than the pretender estimate.

The second lowest tenderer was Stallion Homes. Their tendered price of \$1,508,788.57 (GST Exclusive) is \$193,211 lower or approximately 10.2% lower than the pretender estimate

### Review Summary

All tenders met the compliance assessment of the tenders. The tender of Famlonga, while complying, is generally lacking information.

In reviewing the qualitative analysis every tenderer could complete the design project.

The most significant assessment point in the qualitative analysis of tenders was the capacity and experience of the submission of Stallion. Stallion have a large suite of current projects with a larger staff and resources to complete them. Stallion Homes also have completed a large number of construction projects with a similar requirements for Councils in the wheatbelt region.

The tender of Stallion Homes was the highest rated in the qualitative analysis and had a construction cost that was the second lowest.

**SUMMARY REVIEW OF TENDERS**

No	Tenderer	Assessment		Tendered Cost
		Compliance	Qualitative	Total
1	Famlonga	Yes	5.05	1,394,340.00
2	KBuilt	Yes	7.35	1,765,501.63
3	Stallion	Yes	8	1,508,788.57

**NOTES OF ASSESSMENT****Tender 1 – Famlonga**

## Relevant Experience

- Provided list of completed residential and commercial projects;
- Local government and wheatbelt/midwest projects;
- No details of outcomes
- No demonstration of competency
- Not details of issues.

## Key Personnel Skills and Experience

- Only include mentions owner/registered builder and office manager.
- Mentions extensive years of experience.

## Respondent's Resources

- Extensive list of plant and equipment.
- Not commitment schedule. Comment that project can be included in schedule.
- No backup or support staff or resources.
- No mention of any subcontractors.

## Demonstrated Understanding

- No demonstration of understanding or explanation of process of building.
- No timeline provided.

**Tender 2 – KBuilt**

## Relevant Experience

- Provided list of completed residential and commercial projects;
- Local government and great southern/wheatbelt projects;
- Constructed similar units in Broomehill and Wickepin;
- Photos of relevant projects.

## Key Personnel Skills and Experience

- Staff CV's provided;
- All staff experienced in roles and have appropriate skills and experience'

Respondent's Resources

- substantial list of plant and equipment.
- Staff include Director and 4 support staff.
- List of subcontractors provided.
- Commitment schedule provided including units in Wickepin and 2 residences. Start dates 30/9/2020, 31/12/2020 and 1/1/2021

Demonstrated Understanding

- Detailed project schedule/timeline provided.

**Tender 3 – Stallion**

Relevant Experience

- Provided extensive list of completed residential and commercial projects;
- Local government and wheatbelt projects;
- Constructed work for local government;
- 3 detailed examples including staff list and challenges and solutions experienced in the project.

Key Personnel Skills and Experience

- Staff CV's provided;
- All staff experienced in roles and have appropriate skills and experience'

Respondent's Resources

- list of plant and equipment.
- Staff include Director and 4 support staff.
- List of subcontractors provided.
- Commitment schedule provided including units in Corrigin. Schedule includes detail on the current stages 40 projects.

Demonstrated Understanding

- Detailed project schedule/timeline provided.
- Construction Management Plan provided.

## ASSESSMENT

## Compliance Assessment

No	Tenderer	Offer Form	Compliance	Delivery Date	Risk Assessment												
					Org Structure	ASC Extracts	Director Owners	Years in Business	Referees	Agents	Trust	Sub-contract	Conflict	Litigation	Financial	Insurance	OSH
1	Famlonga	Yes	Yes	No date provided	Yes	If Required/ Upon success	Yes	Yes. 40 Years	Yes	No	No	No	No	No	Yes. Accountant	Yes	No details provided
2	KBuilt	Yes	Yes	Schedule provided. December 2021	Yes	Yes	Yes	Yes. 6 Years	Yes	No	No	Yes. List provided	No	No	Yes. Accountant	Yes	Considerable WH&S Policy
3	Stallion	Yes	Yes	Schedule provided. December 2021	Yes	Yes	Yes	Yes. 11 Years	Yes	No	Yes	No	No	No	Yes. Accountant	Yes	Extensive WH&S Policy

## Qualitative Assessment

No	Tenderer	Criteria								Total
		1		2		3		4		
		Relevant Experience		Key Personnel Skills and Experience		Respondent's Resources		Demonstrated Understanding		
		Score	Weighted 35%	Score	Weighted 15%	Score	Weighted 15%	Score	Weighted 35%	
1	Famlonga	7	2.45	5	0.75	3	0.45	4	1.4	5.05
2	KBuilt	8	2.8	7	1.05	7	1.05	7	2.45	7.35
3	Stallion	8	2.8	8	1.2	8	1.2	8	2.8	8

### QUALITATIVE CRITERIA

As included in Request For Tender 2021-1

No	Qualitative Criteria	Weighting	Assessment Points
1	Relevant Experience	35%	<p>Describe your experience in completing/supplying similar Requirements.</p> <ul style="list-style-type: none"> <li>• Provide details of similar work.</li> <li>• Provide scope of the Respondent's involvement including details of outcomes.</li> <li>• Demonstrate competency and proven track record of achieving outcomes.</li> <li>• Provide details of issues that arose during the project and how these were managed.</li> </ul>
2	Key Personnel Skills and Experience	15%	<p>Respondents should provide as a minimum information of proposed personnel to be allocated to this project.</p> <ul style="list-style-type: none"> <li>• Their role in the performance of the Contract.</li> <li>• Their Curriculum vitae.</li> <li>• Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement.</li> <li>• Membership to any professional or business associations</li> </ul>
3	Respondent's Resources	15%	<p>Respondents, as a minimum, should demonstrate their ability to supply and sustain the necessary workload to complete the requirement.</p> <ul style="list-style-type: none"> <li>• A current commitment schedule</li> <li>• Any contingency measures or backup of resources including personnel.</li> <li>• Plant, equipment and materials</li> </ul>
4	Demonstrated Understanding	35%	<p>Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Process of design identified and explained. Suitability and clarity</p> <ul style="list-style-type: none"> <li>• Demonstrated understanding of the Scope of Work.</li> <li>• The process and consideration for the delivery of the design services.</li> <li>• A project schedule/timeline..</li> </ul>



Schedule	Pre Tender Estimate	Famlonga	KBuilt	Stallion
Preliminaries	151,545	73,000	209,935	67,251
Earthwork	238,898	85,000	84,040	52,526
Sitework		126,240	119,539	198,200
Concrete	112,220	77,000	97,680	67,389
Structural steel		-	88,715	In Carpentry
Metalwork	85,160	28,000	-	-
Brickwork/blockwork	90,900	67,500	64,173	99,543
Carpentry	335,978	127,000	232,185	165,366
Joinery and Cabinetwork		100,000	133,496	123,371
Hardware		14,000	24,640	9,960
Roofing	108,275	63,800	61,453	103,646
Drainage and Plumbing	175,500	139,800	168,300	193,206
Electrical Services	177,560	165,000	112,750	160,109
Mechanical Services		In Provisional	In Provisional	In Provisional
Plastering	96,388	108,000	118,800	71,983
Wall and Floor Tiling	26,080	36,000	4,042	34,943
Resilient Finishes	22,500	48,000	77,238	44,029
Glazing		24,000	19,316	40,000
Painting	48,996	80,000	79,200	45,269
Provisional Sums (total)	10,000	32,000	32,000	32,000
<b>VALUE OF WORK</b>	<b>1,680,000</b>	<b>1,394,340</b>	<b>1,727,502</b>	<b>1,508,789</b>
<b>GST</b>	<b>168,000</b>	<b>139,434</b>	<b>172,750</b>	<b>150,879</b>
<b>TENDER SUM</b>	<b>1,848,000</b>	<b>1,533,774</b>	<b>1,900,252</b>	<b>1,659,667</b>

## 9.2.5 Administration Refurbishment Project

Applicant: N/A  
 File Ref. No: ADM153  
 Disclosure of Interest: Nil  
 Date: 15<sup>th</sup> April 2021  
 Author: Gary Sherry  
 Attachments: 9.2.5A Plan of Shire Entrance Upgrade

### Summary

**Council is to consider aspects of the Administration Refurbishment Project, partly funded by the Local Roads and Community Infrastructure Program and decide on implementing the two stages of the Project in 2021/22.**

### Background

On 22<sup>nd</sup> May 2020 the Australian Government announced the \$500 million Local Roads and Community Infrastructure Program (LRCI Program). The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities

Council received LRCI funding of \$247,768 to be expended in the 2020/21 financial year.

Given the short time frames from the announcement of the LRCI program and Council's adoption their 2020/21 Budget, Council allocated funding amounts to projects with aspects of some projects to be confirmed later.

Council sought and received approval for following projects.

No.	Project Name/Description	Infrastructure Type	Work Category	Eligible	LRCI Funding
1	Shire of Cuballing administration building – improved accessibility	Community	Improved Accessibility of Community Facilities and Areas	Yes	\$62,833
2	Yornaning Dam Recreation Area – shade sails	Community	Playgrounds and Skateparks	Yes	\$35,000
3	Congelin- Narrogin Road Cuballing – culvert replacement	Road	Road Drainage	Yes	\$35,856
4	Popanyinning Main Street Refurbishment Popanyinning Main Street Refurbishment – CCTV installation, rest area upgrade, playground upgrade, traffic control devices	Community	Closed Circuit TV (CCTV), Landscaping Improvements, Picnic Shelters or Barbecue Facilities at Community Parks, Playgrounds and Skateparks, Toilet Blocks	Yes	\$73,800
5	Cuballing Town Hall – painting	Community	Painting/Improvements to community facilities	Yes	\$14,400
6	Cuballing Town Hall – drainage improvements	Community	Other (drainage)	Yes	\$25,879
	TOTAL LRCI Program Funding				\$247,768

Council has now completed all but the Administration Building improved accessibility and the Popanyinning Main Street refurbishment. Council has received approval to extend these projects.

### Comment

In completing a design for the Shire of Cuballing Administration Building – Improved Accessibility Project, significant difficulties were experienced in obtaining a suitable structurally sound design for the entrance. The location of the existing door of the Administration Centre with a roof valley above did not give sufficient structure to mount an roof extension.

Therefore it is suggested Council consider an updated project with three possible stages

#### Stage 1 – Entrance Ramp and New Doorway

This was the original stage proposed to be completed in 2020/21 using LRCI funding. With issues around obtaining design and building services and obtaining an extension on acquitting the LRCI funding, this can now be completed in 2021/22.

Staff have obtained an alternative design for an entrance that:

- Moves the entrance to become a new entrance through what is currently an office window. This entrance would have an automatic door, further improving the accessibility of the building,
- Places the level of the entrance closer to the external ground level. This reduces the length of ramp required to reach from the door level to ground level;
- Bricks up the current entrance doorway. This will provide wall area to locate an official Council notice board on the exterior of the building. Currently staff use the glass door as the official noticeboard for posting official Council notices;
- Extends a skillion roof over the new entrance, landing, accessibility ramp and steps. The skillion roof would be freestanding;
- The entrance, including landing ramp and cover, extends out into the driveway in front of the entrance. Adopting this design will require the western entrance from Campbell Street to be closed. Staff anticipate using bollards to complete this to allow pedestrian but not vehicle access.

The above works would require an upgrade of the administration building parking off Austral Street. This upgrade would organise the parking area with access only from Austral Street. This would reduce the area allocated to parking but would include new line marking, installation of an accessible parking bay and allow additional garden space in front of the building. New Shire signage would also be included.

#### Stage 2 – Administration Office modifications

Due to the changes to the entry to the Administration Building proposed in Stage 1, Stage 2 is a required to be completed.

Relocating the entrance requires that the current Administration office set up be altered. These alterations would:

- Replace the current counter with a new shorter counter facing the new entrance and new, smaller, foyer area. This new counter would have two serving areas, one at a higher level suitable for adults standing and a lower, desk level counter suitable for customers needing to sit or use a chair. This is an accessibility improvement on the current office;

- have access to the remainder of the building for visitors through the existing door near the existing front door. This would allow basic level security where staff can record visitors entering the office for OSH purposes. This is a standard practice at most offices. The inability to impose this security was identified in the most recent Shire OSH audit;
- build a room to enclose the existing IT equipment and connections located in the north west corner of the Administration building. The Administration building's telephone equipment, the cabinets with the server, internet and network connections and the building's security alarm are all located here. All this equipment could be housed in a purpose built room, with an air conditioner to control temperature, with doors opening into the foyer area. This solution would reduce the server noise in the office area, provide the secure room for IT equipment recommended in previous Council audits and still allow access for IT contractors when required. This solution does not require the installation of a new computer network originating from another location;
- Close the current corridor access to the toilets, kitchen and rear office. This corridor duplicates the corridor coming from the rear, staff entrance of the building. Currently the noise of people using the ladies toilet is clearly audible in the office area. The currently unused access to the DCEO/MWS office from the existing foyer would also be used;
- Requires replacement of the flooring in the new foyer area and the installation of carpet and other flooring in the current foyer area, Lighting in the main office area of the building would be upgraded;
- An air-conditioning solution will be incorporated to provide a constant temperature around the building. The current equipment cannot keep an even temperature in the main office area and the DCEO/MWS office. Other areas are serviced by individual systems because of the failures of the main system;
- At least one additional desk will be required. Visitors to the Council chambers will need to walk through the office to reach the chambers.
- Storage of records, stationery and other equipment will be moved to either the existing storage near the DCEO/MWS office or the Shire Depot. Non-essential or surplus items will be discarded.

Stage 1 and Stage 2 were originally proposed as two different stages due to funding provided to Stage 1 under the LRCI program. However with the extension to the LRCI acquittal, Stage 2 can now be completed at the same time as Stage 1.

### Stage 3 – New Council Chambers – CWA Hall upgrade

The most under utilised space in the Administration Centre is the Council Chambers. The Chambers could be converted into additional office space if Council was to shift meetings permanently to an alternative site. Such an alternative site could be the CWA Hall in Cuballing.

Transforming the Chambers to office space would include:

- Construction of two partition walls across the room. This would create an office for the Deputy CEO and MWS; and.
- a meeting room space would be created against the existing cabinetry. This meeting room would have small table and six chairs. The regular meetings would be suitable for work meetings including the monthly OSH committee, meeting with visiting politicians and similar.
- The existing DCEO and MWS office would remain as is with office space for administration and the part time EHO/BS.

In considering the CWA Hall as a location for Council Meetings and larger Council events:

- A refit would significantly extend the useful life of the CWA Hall as a public building in Cuballing. While Council has updated the windows and carpet, the plumbing, cabinetry and particularly toilet facilities are well out of date;

- The CWA Hall is larger than the Council Chambers. In a refit the current servery could be replaced with cabinetry on the external wall that would provide additional useful space;
- The CWA Hall would require a fit out with appropriate furniture. Furniture could be provided to adequately complete Council's meeting requirements and also the needs of the other users of the building;
- New male, female and accessible toilets would be required. The current toilets are located in an extension to the heritage stone building. The extension would be removed and replaced with a new construction.
- A refit of the CWA hall for a wider use, may attract funding. Use by Council for administrative events like Council meetings would not attract funding.

### Strategic Implications

#### Shire of Cuballing Strategic Community Plan 2017-2027

#### 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.
1.4	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.
1.7	Create and maintain a safe environment for the community.	A feeling of safety within our neighbourhoods and a sense of being looked out for.

#### ECONOMY - Our Economy, Infrastructure, Systems and Services.

##### Goals

- Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.

	Strategy	Outcome
3.1	Deliver a diverse range of affordable services and infrastructure across the Shire.	A range of services, facilities and programs that the broadest community can access.
3.2	Ensure essential services and infrastructure are aligned to community needs now and in the future.	Services and infrastructure which meets the needs of the broadest community and responds to changing priorities.

Statutory Environment – Nil

Policy Implications – Nil

## Financial Implications

	Stage 1	Stage 2	Stage 3
<b>Admin Office</b>			
Stage 1 - New Entry	62,833		
<b>Admin Office Stage 2</b>			
Front counter		18,371	
Server Room			
Floor Coverings		5,550	
New PC		2,500	
New Desks		420	
Front Counter Stool		250	
Screen Dividers		220	
Racking & Cabling for the server		2,000	
Air Conditioner (Server room)		1,500	
Electrical & Network Cabling		5,000	
Notice Board		1,500	
Bollards, kerbing, line marking, signage and front garden		20,000	
<b>Existing Chambers to Administration Space</b>			
Install new walls into chambers			10,000
Meeting Table			450
Meeting Room chairs			1,200
Phone lines & network cabling			2,000
Lighting			1,000
Air conditionersx2			4,000
<b>CWA Hall Upgrade</b>			
New Toilets			100,000
Kitchen			20,000
Floor Covering			5,000
Furniture			5,000
<b>TOTAL</b>	<b>62,833</b>	<b>57,311</b>	<b>148,650</b>

## Economic Implication

Any works completed will have a significant local component.

## Social Implication

The proposed works will meet Council's Disability Access and Inclusion Plan 2019-2024 requirements and will assist the development of a community facilities that are accessible and inclusive for people with disabilities, their families and carers.

## Environmental Considerations – Nil Consultation – Nil

## Options

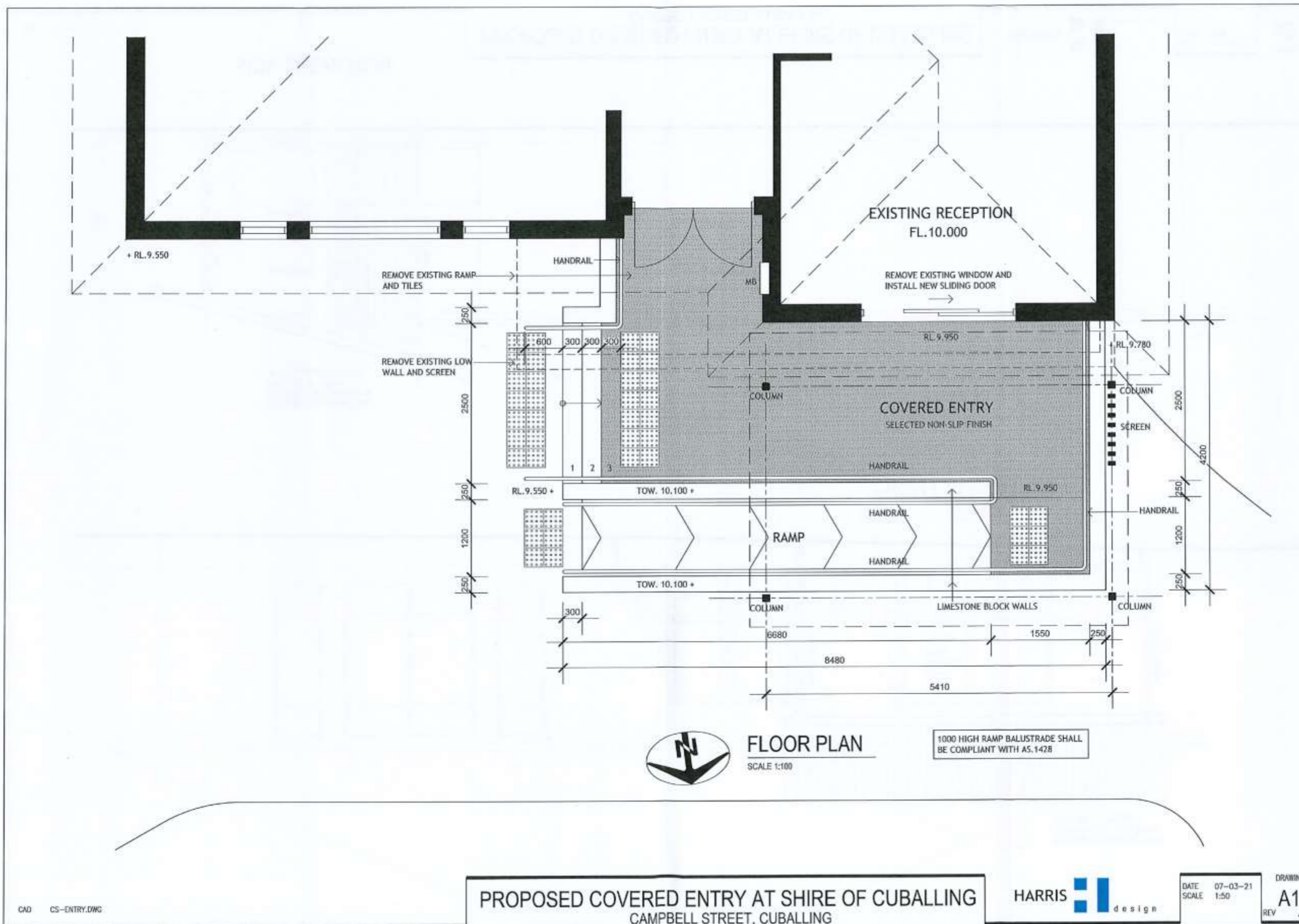
Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation without point 3; or
3. defer consideration of this matter and seek staff to provide further information on the

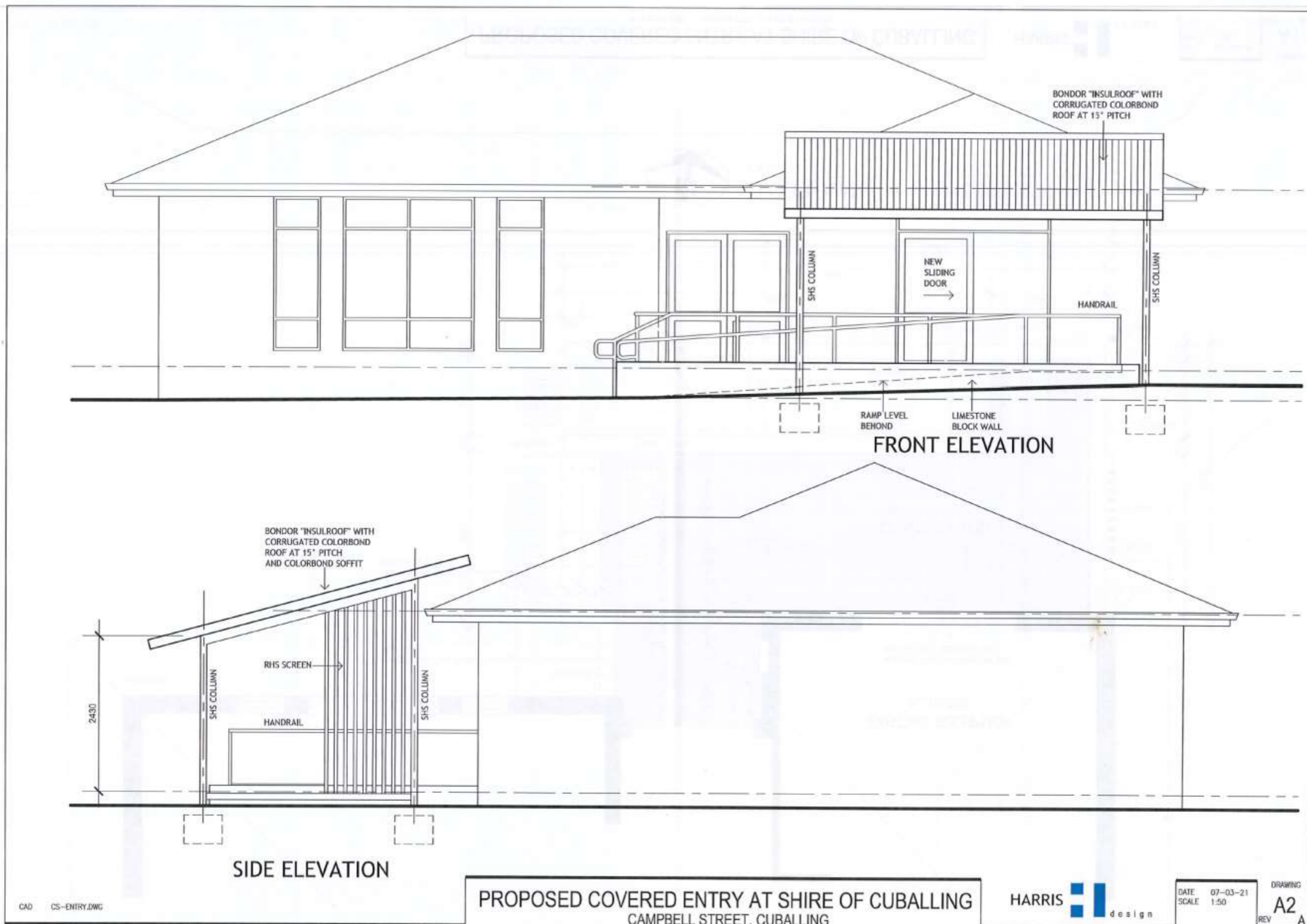
**OFFICER’S RECOMMENDATION:**

**That Council:**

- 1. adopt the new entry to the Administration Centre included at Attachment 9.2.5A;**
- 2. agree to complete stages 1 and 2 of the proposed Administration Centre development in 2021/22;**
- 3. agree in principle to relocating Council Meetings to an alternative location and request staff provide information on possible external grant funding to support redevelopment of the Cuballing CWA Hall.**







**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> May 2021 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

**14. CLOSURE OF MEETING:**