



*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 16th JUNE 2021

Shire of Cuballing,
Council Chambers
Campbell Street, Cuballing

COUNCIL MEETING PROCEDURES

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

DISCLAIMER

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

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

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1. DECLARATION OF OPENING:

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

Cr Eliza Dowling Deputy President

2.1.3 Leave of Absence

Nil

3. STANDING ORDERS:

OFFICER'S RECOMMENDATION:

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

4. PUBLIC QUESTION TIME:

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:

Nil

4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:

Nil

4.3 PUBLIC QUESTIONS FROM THE GALLERY:

Nil at this time.

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil at this time.

6. CONFIRMATION OF MINUTES:

6.1.1 Ordinary Meeting of Council held on Wednesday 19th May 2021

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 19th May 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 – May 2021

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	
Author:	Nichole Gould
Attachments:	9.1.1A List of May Municipal Accounts 9.1.1.B Credit Card Transactions

Summary

Council is to review payments made under delegation in May 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 May 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 May 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 \$230,155.23 included at Attachment 9.1.1A; and
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 30th April 2021 included at Attachment 9.1.1B.

LIST OF MAY 2021 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Name	Description	Amount
04052021	Police Licensing	Police Licensing Payments	367.30
05052021	Police Licensing	Police Licensing Payments	683.15
06052021	Police Licensing	Police Licensing Payments	5,271.20
07052021	Fringe Benefits Tax	Fringe Benefits Tax	-12,326.00
07052021	Police Licensing	Police Licensing Payments	310.40
07052021	Interest on Graders	Interest on Graders	133.78
07052021	Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders	3,580.50
10052021	Police Licensing	Police Licensing Payments	222.65
11052021	Police Licensing	Police Licensing Payments	178.55
12052021	Police Licensing	Police Licensing Payments	1,197.20
13052021	Police Licensing	Police Licensing Payments	200.00
13052021	Private Health Member Fees	Private Health Member Fees	239.00
13052021	Interest on Loan No. 64 Land	Interest on Loan No. 64 Land	1,498.87
13052021	Loan Repayment No. 64 Land	Loan Repayment No. 64 Land	7,443.65
14052021	Police Licensing	Police Licensing Payments	7,143.35
17052021	Police Licensing	Police Licensing Payments	1,246.15
18052021	Police Licensing	Police Licensing Payments	1,009.25
19052021	Police Licensing	Police Licensing Payments	798.20
21052021	Police Licensing	Police Licensing Payments	196.30
24052021	Police Licensing	Police Licensing Payments	79.25
25052021	Police Licensing	Police Licensing Payments	57.20
26052021	ATO Clearing Account BAS	ATO Clearing Account BAS - Refund	-5,989.00
26052021	Police Licensing	Police Licensing Payments	1,848.10
27052021	Private Health Member Fees	Private Health Member Fees	239.00
27052021	Police Licensing	Police Licensing Payments	355.55
28052021	Police Licensing	Police Licensing Payments	5,093.85
31052021	Police Licensing	Police Licensing Payments	67.40
EFT6145	Advanced Traffic Management (WA) Pty Ltd	Traffic management and traffic control for Wandering Narrogin Blackspot project	30,066.95
EFT6146	BKS Electrical	CEO Residence - Diagnose and repair electrical fault	164.84
EFT6147	Color Contrast Painting Services	Paint Exterior of Cuballing Hall	15,840.00
EFT6148	Cuballing Building Company	Supply & install water tanks to Popanyinning fire shed	19,701.00
EFT6149	Cuby Agricultural Windscreens LJ & JD O'Connell Pty Ltd	Supply and install new windscreen	512.00

Chq/EFT	Name	Description	Amount
EFT6150	Dews Mini Excavations	Excavator and Bobcat Hire for fire shed works 3 loads sand for tank pads	2,442.00
EFT6151	Dryandra Regional Equestrian Association	Contribution to upgrade the surface of the sand Show jumping arena at the Dryandra Regional Equestrian Centre	6,000.00
EFT6152	DX Print Group Pty Ltd	re print Cuballing Brochure	264.00
EFT6153	Great Southern Fuel Supplies	Bulk Diesel Supply and Delivery - 4.800 Litres of Diesel	6,031.07
EFT6154	Hanson Construction Materials	150 ton x 14mm Washed Granite	13,980.14
EFT6155	Kalexpress & Quality Transport	Freight Charges - Corsign	250.03
EFT6156	Makit Narrogin Hardware	Account for April 2021 - Yellow adhesive tape	46.00
EFT6157	Marketforce	Advertising - Grader Operator The West - Saturday 17 th April 2021	647.13
EFT6158	Narrogin Auto Electrics	1 x PTO Switch 1 x warning light including installation	41.22
EFT6159	Narrogin Bearing Services	Tools	2,537.44
EFT6160	Narrogin Earthmoving and Concrete	2.6m ² cement slab for culvert	572.66
EFT6161	Narrogin Packaging and Motorcycles & Accessories	1x carton interleave towel 2 x cartons slimline towels 2 x boxes toilet rolls 2 x 5lt disinfectant cleaner 1 x cobweb extension broom	401.40
EFT6162	PH & KE Gow	Feature Survey as per quote	3,850.00
EFT6163	Parrys Narrogin	1 x pair work boots	183.55
EFT6164	Shire of Narrogin	Ranger Duties	253.50
EFT6165	Sheridan's	Plastic name plates – Cuballing Cemetery	527.34
EFT6166	Tutt Bryant Equipment	Parts for Bomag steel drum roller	1,342.79
EFT6167	Whitford Fertilisers Narrogin	Weighbridge Waste Management	49.50
EFT6168	Winc Australia Pty Limited	Stationery	142.13
EFT6169	Allwork Civil	No parking and parking bay re paint existing lines	350.00
EFT6170	Cuby Roadhouse	Catering	146.10
EFT6171	DX Print Group Pty Ltd	Prestart booklets	539.00
EFT6172	Fire Mitigation Services	Fire Mitigation works	33,023.50
EFT6173	Great Southern Fuel Supplies	24 Grease cartridges	430.53
EFT6174	Great Southern Towing Pty Ltd	Tow Isuzu Giga to Major motors as per quote	1,100.00
EFT6175	Great Southern Waste Disposal	Rubbish removal - Recycling service	7,313.32

Chq/EFT	Name	Description	Amount
EFT6176	Hanson Construction Materials	150 ton x 7mm Washed Granite MRD Spec	5,215.30
EFT6177	Hersey Safety Pty Ltd	24 x spray mark cans 25 x cut off discs 125mm 1 x 15kg bags rags 10 x hard hats 1 x roll brush cutter cord 12 x bushman repellent 1 x vinyl cutter	960.85
EFT6178	Komatsu Australia Pty Limited	8 x Loader Teeth 8 x Pin and retainer assembly for Komatsu WA 320 PZ-6	1,434.93
EFT6179	Linton Park Farms Pty Ltd	Lease on Springhill dam 2020/21	1,650.00
EFT6180	Narrogin Glass & Quickfit Windscreens & Narrogin Window Tinting	Supply and install two new windows	295.43
EFT6181	R J Smith Engineering	24 x 16mm rio bar cut to 700mm	149.60
EFT6182	Reinforced Concrete Pipes	Drainage products	903.10
EFT6183	Toll Transport Pty Ltd	Freight Charges	36.58
EFT6184	Watershed News	Advertising for Admin Trainee position	30.00
EFT6185	Winc Australia Pty Limited	Stationery	67.19
EFT6186	Color Contrast Painting Services	Popanyinning Hall internal Painting Ladies and gents toilets.	3,652.00
EFT6200	Advanced Traffic Management (WA) Pty Ltd	Traffic management and traffic control for Wandering Narrogin Blackspot project	7,842.66
EFT6201	Air Response	Repairs to air conditioner at CEO residence	688.19
EFT6202	BKS Electrical	Supply and install power pole and metre box Cuballing War Memorial	2,456.30
EFT6203	BMR Mechanical Pty Ltd	Repairs to Bomag roller steering and artic joint	5,458.64
EFT6204	Bronwyn Dew	Reimbursement of Internet	55.00
EFT6205	Caldwell Land Surveys	Amalgamation of Lot 7 & 90 Beeston Street - Stage 2B - Marking of Boundaries	1,856.80
EFT6206	Cuballing Mens Shed	Planter Boxes	1,200.00
EFT6207	Edge Planning & Property	Monthly Town Planning Advice	704.00
EFT6208	J & D Rural Fencing	Kanga Hire to dig holes for Bollards	352.00
EFT6209	Narrogin Country Fresh Meats	Catering	145.87
EFT6210	Peter John Denton	Plants for hall garden	100.00
EFT6211	Shire of Narrogin	Ranger Duties	526.50
EFT6212	Toll Transport Pty Ltd	Freight Charges	65.40
EFT6213	Total Undercar	4 x New tyres for CNO	2,022.00
20076	Synergy	Monthly Electricity Charge Street Lightning	787.40
20077	Water Corporation	Water Charges - Standpipe	1,874.22

Chq/EFT	Name	Description	Amount
20078	Synergy	Electricity Charge – Lot 1 Great Southern Hwy, Popanyinning	460.37
20079	Shire of Cuballing	Groceries	529.20
DD2628.1	Iinet Limited	Monthly Internet Connection	89.99
DD2633.1	Telstra	Mobile Enhanced SMS Message Harvest Ban Service	104.70
DD2636.1	National Australia Bank	April Credit Card Transactions	1,049.22
DD2638.1	Hostplus Super	Superannuation contributions	235.12
DD2638.2	Aware Super Pty Ltd	Payroll deductions	5,516.50
DD2638.3	Matrix Superannuation	Superannuation contributions	173.56
DD2638.4	Australian Super	Superannuation contributions	458.17
DD2638.5	Westscheme Superannuation	Superannuation contributions	202.45
DD2638.6	ANZ Smart Choice Super	Superannuation contributions	130.84
DD2638.7	MLC	Superannuation contributions	60.81
DD2642.1	Telstra	Service Charge - Shire Office	266.59
DD2652.1	Western Power	Design Fee - Aged Units	3,300.00
DD2653.1	Telstra	Mobile Charge - CEO Mobile	304.97
DD2660.1	Hostplus Super	Superannuation contributions	318.88
DD2660.2	Aware Super Pty Ltd	Payroll deductions	5,454.23
DD2660.3	Matrix Superannuation	Superannuation contributions	173.56
DD2660.4	Australian Super	Superannuation contributions	408.40
DD2660.5	Westscheme Superannuation	Superannuation contributions	202.45
DD2660.6	ANZ Smart Choice Super	Superannuation contributions	202.97
DD2660.7	MLC	Superannuation contributions	88.30
			230,155.23

CREDIT CARD TRANSACTIONS

Supplier	DETAIL OF PURCHASE	TOTAL
National Australia Bank	Annual Credit Card Fees	60.00
National Australia Bank	Annual Credit Card Fees	60.00
National Australia Bank	Annual Credit Card Fees	60.00
Quest Rockingham	Trainee Dogging Course Accommodation	332.31
Trinity Crawley	DCEO Admin Training Accommodation	110.00
Seek	Advertising - Grader Driver Position	324.50
Aussie Broadband	Monthly NBN Internet Subscription	79.00
Crown Promenade	Roads Forum Cr Harris Accommodation	201.39
Trinity Crawley	DCEO Admin Training Accommodation - Refund	- 110.00
Tech Review - Just Answer	Garmin GPS Map Tech Support - Refund	- 66.00
Tech Review - Just Answer	Garmin GPS Map Tech Support - Refund Bank Fees	- 1.98
GRAND TOTAL		1,049.22

9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	8 th June 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 May 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 31st July 2020;
- Transport – MRWA Direct Grant amount received \$81,920;
- Transport – claims for Regional Road Group are up to date;
- Transport – Roads to Recovery 4th Quarter funding has been received;
- Transport – Blackspot Second 40% claim has been received;
- Transport – WSNF second 40% funding has been received;
- Recreation and Culture – Yornaning Dam grant funding has been received;
- Financial Assistance Grants – 4th 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 – 2nd 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 50% claim received;
- 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; 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 31st May 2021.

Depreciation expense is calculated to 31st May 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 31st May 2021 be received.

SHIRE OF CUBALLING

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

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

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MAY 2021

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 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.

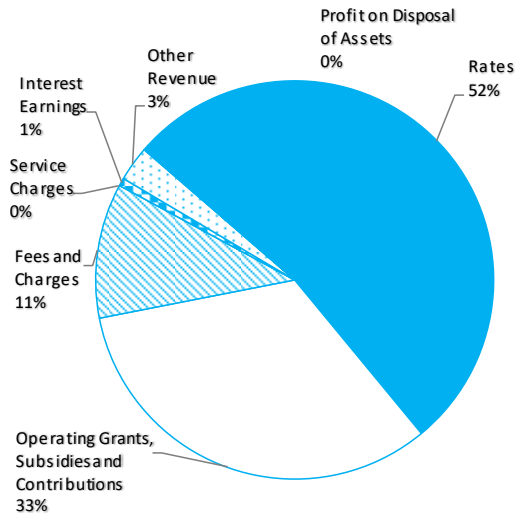
ROUNDING OFF FIGURES

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

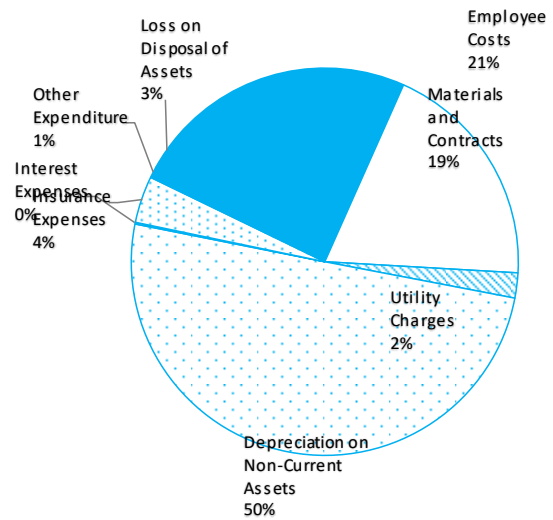
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2021**

SUMMARY GRAPHS

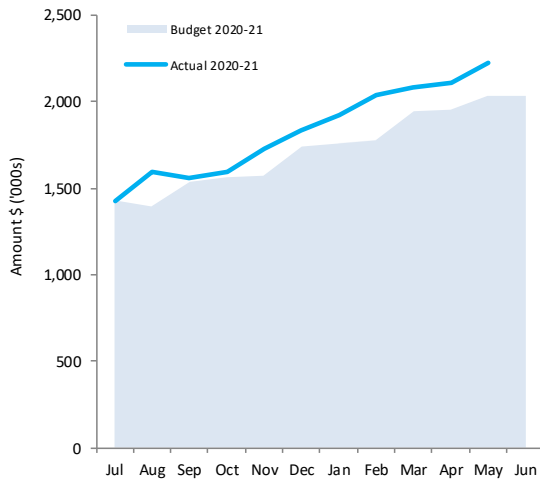
OPERATING REVENUE



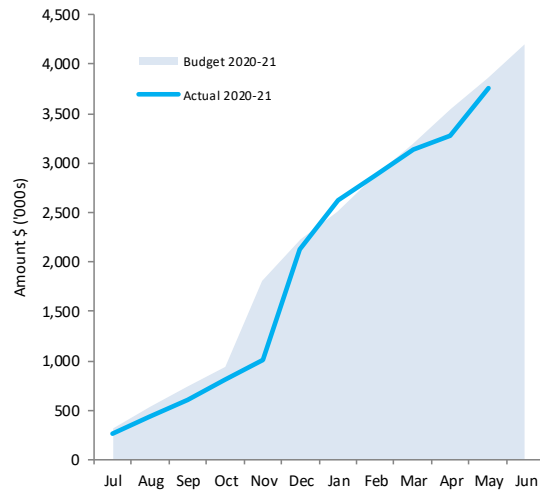
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

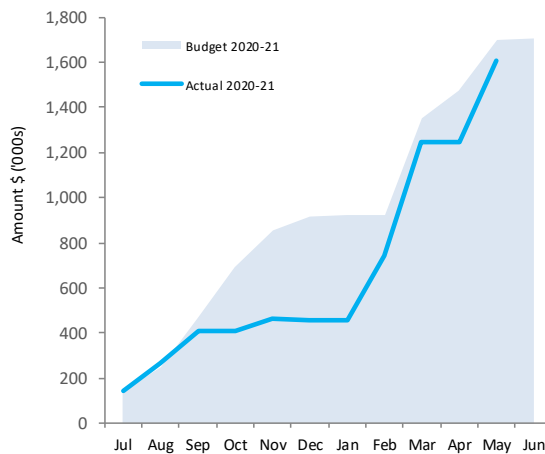


Budget Operating Expenses -v- YTD Actual



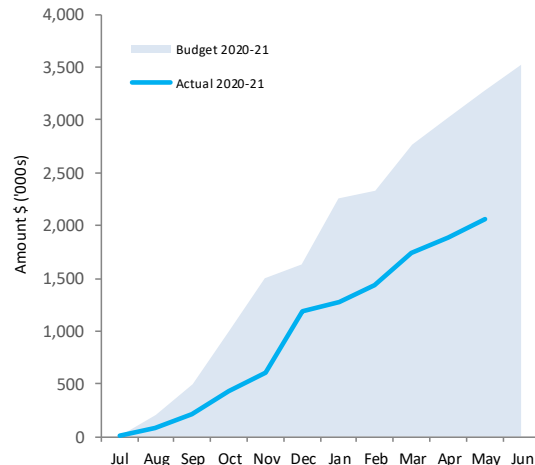
CAPITAL REVENUE

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 MAY 2021**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	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
GENERAL PURPOSE FUNDING	Rates, general purpose government grants and interest revenue	Manage Rates and collection. Maintain Property Data
LAW, ORDER, PUBLIC SAFETY	Supervision of various local laws, fire prevention, emergency services and animal control.	Provide ranger service, bush fire and emergency management
HEALTH	Inspections of septic and food control	Inspect food premises.
EDUCATION AND WELFARE	Support school activities	Provide activities of support of local schools
HOUSING	Provision and maintenance of staff housing	Provide staff & other housing
COMMUNITY AMENITIES	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.
RECREATION AND CULTURE	Maintenance of halls, recreation centre and various reserves. Support library services in Narrogin.	Maintain halls & Civic buildings, parks and gardens and recreational facilities including managing the Dryandra Equestrian Centre lease.
TRANSPORT	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.
ECONOMIC SERVICES	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.
OTHER PROPERTY AND SERVICES	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 MAY 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)
Opening Funding Surplus(Deficit)	1(b)	\$ 945,522	\$ 945,522	\$ 1,106,989	\$ 161,467	17%
Revenue from operating activities						
General Purpose Funding	5	1,484,292	1,482,513	1,495,984	13,471	1%
Governance		1,780	1,617	34,096	32,479	2,009% ▲
Law, Order and Public Safety		35,444	35,164	198,563	163,399	465% ▲
Health		800	726	937	211	29%
Education and Welfare		1,000	913	0	(913)	(100%)
Housing		4,680	4,290	3,960	(330)	(8%)
Community Amenities		71,830	71,718	124,141	52,423	73% ▲
Recreation and Culture		25,150	25,063	26,202	1,139	5%
Transport		283,262	282,414	253,189	(29,225)	(10%) ▼
Economic Services		38,650	29,061	51,699	22,638	78% ▲
Other Property and Services		92,000	84,326	39,651	(44,675)	(53%) ▼
		2,038,888	2,017,805	2,228,422		
Expenditure from operating activities						
General Purpose Funding		(78,415)	(71,863)	(85,238)	(13,375)	(19%) ▼
Governance		(131,679)	(126,480)	(124,719)	1,761	1%
Law, Order and Public Safety		(182,585)	(168,167)	(271,881)	(103,714)	(62%) ▼
Health		(45,440)	(42,624)	(42,706)	(82)	(0%)
Education and Welfare		(21,728)	(19,877)	(19,433)	444	2%
Housing		(37,745)	(34,540)	(26,674)	7,866	23% ▲
Community Amenities		(337,403)	(309,067)	(324,894)	(15,827)	(5%)
Recreation and Culture		(380,209)	(350,089)	(339,134)	10,955	3%
Transport		(2,770,985)	(2,533,584)	(2,168,970)	364,614	14% ▲
Economic Services		(152,740)	(140,526)	(174,132)	(33,606)	(24%) ▼
Other Property and Services		(59,000)	(72,086)	(172,011)	(99,925)	(139%) ▼
		(4,197,928)	(3,868,903)	(3,749,794)		
Operating activities excluded from budget						
Add Back Depreciation		1,962,282	1,798,687	1,879,231	80,544	4%
Adjust (Profit)/Loss on Asset Disposal	6	155,513	136,079	121,362	(14,717)	(11%) ▼
Adjust Provisions and Accruals		0	0	0	0	
Amount attributable to operating activities		(41,245)	83,668	479,221		
Investing Activities						
Non-operating Grants, Subsidies and Contributions	10	1,702,022	1,697,589	1,606,564	(91,025)	(5%)
Proceeds from Disposal of Assets	6	138,000	138,000	163,203	25,203	18% ▲
Land Held for Resale		0	0	0	0	
Capital Acquisitions	7	(3,530,068)	(3,279,306)	(2,066,465)	1,212,841	37% ▲
Amount attributable to investing activities		(1,690,046)	(1,443,717)	(296,698)		
Financing Activities						
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%) ▼
Repayment of Debentures	8	(57,073)	(53,480)	(53,480)	0	0%
Transfer from Reserves	9	551,774	0	0	0	
Transfer to Reserves	9	(17,545)	(5,140)	(5,140)	0	0%
Amount attributable to financing activities		787,156	251,380	(58,620)		
Wardering Road Bridge Widening						
Closing Funding Surplus(Deficit)	1(b)	1,387	(163,147)	1,230,892		

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 MAY 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 MAY 2021**

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	945,522	945,522	1,106,989	161,467	17%	▲
Revenue from operating activities							
Rates	5	1,171,584	1,172,565	1,172,624	59	0%	
Operating Grants, Subsidies and Contributions	10	615,168	613,282	733,434	120,152	20%	▲
Fees and Charges		166,672	152,798	243,944	91,145	60%	▲
Interest Earnings		20,800	19,041	14,280	(4,761)	(25%)	
Other Revenue		64,665	60,119	63,267	3,148	5%	
Profit on Disposal of Assets	6	0	0	874	874		
		2,038,888	2,017,805	2,228,422			
Expenditure from operating activities							
Employee Costs		(996,469)	(924,869)	(760,568)	164,301	18%	▲
Materials and Contracts		(804,728)	(744,163)	(721,679)	22,484	3%	
Utility Charges		(67,601)	(61,798)	(78,496)	(16,698)	(27%)	▼
Depreciation on Non-Current Assets		(1,962,282)	(1,798,687)	(1,879,231)	(80,544)	(4%)	
Interest Expenses		(5,383)	(4,928)	(5,262)	(334)	(7%)	
Insurance Expenses		(147,848)	(147,521)	(146,678)	843	1%	
Other Expenditure		(58,105)	(50,858)	(35,644)	15,214	30%	▲
Loss on Disposal of Assets	6	(155,513)	(136,079)	(122,235)	13,844		
		(4,197,928)	(3,868,903)	(3,749,794)			
Operating activities excluded from budget							
Add back Depreciation		1,962,282	1,798,687	1,879,231	80,544	4%	
Adjust (Profit)/Loss on Asset Disposal	6	155,513	136,079	121,362	(14,717)	(11%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(41,245)	83,668	479,221			
Investing activities							
Non-operating grants, subsidies and contributions	10	1,702,022	1,697,589	1,606,564	(91,025)	(5%)	
Proceeds from Disposal of Assets	6	138,000	138,000	163,203	25,203	18%	▲
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,530,068)	(3,279,306)	(2,066,465)	1,212,841	37%	▲
Amount attributable to investing activities		(1,690,046)	(1,443,717)	(296,698)			
Financing Activities							
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(53,480)	(53,480)	0	0%	
Transfer from Reserves	9	551,774	0	0	0		
Transfer to Reserves	9	(17,545)	(5,140)	(5,140)	0	0%	
Amount attributable to financing activities		787,156	251,380	(58,620)			
Closing Funding Surplus (Deficit)	1(b)	1,387	(163,147)	1,230,892			

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 MAY 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 MAY 2021

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

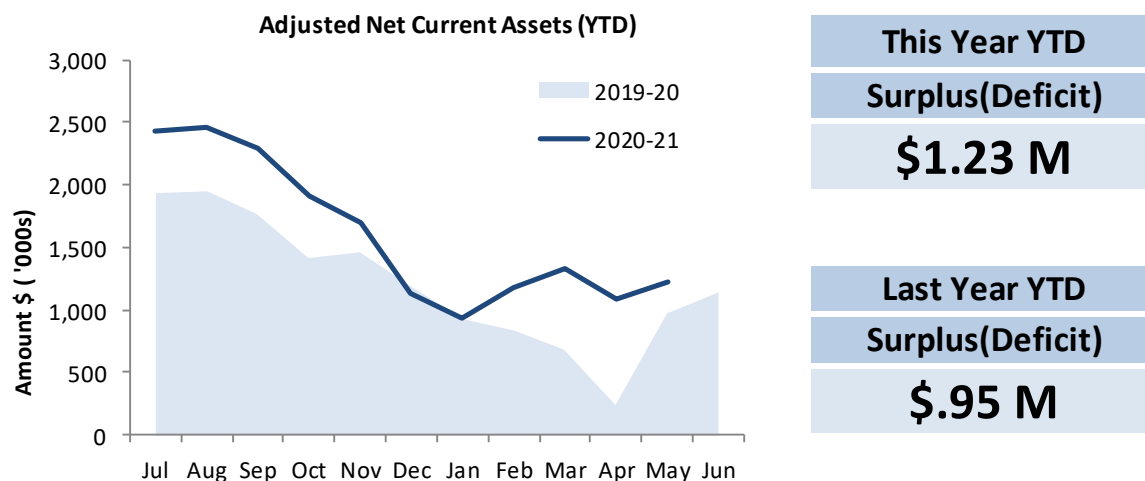
		Last Years Closing	This Time Last Year	Year to Date Actual
	Note	30 June 2020	30 May 2020	31 May 2021
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,008,179	714,192	934,482
Cash Restricted	3	1,316,404	1,390,983	1,321,544
Receivables - Rates	4	101,076	97,586	114,934
Receivables - Other	4	113,119	253,110	282,358
Loans receivable		0	0	0
ATO Receivable		51	0	12,093
Inventories		6,061	8,986	6,061
		2,544,890	2,464,857	2,671,472
Less: Current Liabilities				
Payables		(119,366)	(125,580)	(76,306)
ATO Payables		0	0	(42,054)
Provisions - employee		(196,543)	(209,084)	(196,543)
Long term borrowings		(57,073)	(3,439)	(3,593)
Bonds & Deposits		(2,131)	(992)	(678)
		(375,113)	(338,103)	(319,173)
Unadjusted Net Current Assets		2,169,777	2,126,754	2,352,299
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,316,404)	(1,390,983)	(1,321,544)
Less: Loans receivable		0	0	0
Add: Provisions - employee		196,543	209,084	196,543
Add: Long term borrowings		57,073	3,439	3,593
Adjusted Net Current Assets		1,106,989	948,294	1,230,892

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 MAY 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. %	V	Timing/ Permane	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	32,479	2,009%	▲	Permanent	Insurance reimburse for truck hire & trainee subsidy. CEO car contribution.
General Purpose Funding	13,471	1%		Permanent	Grant Commission Income less than budgeted. Rates Penalties Higher than budgeted.
Law, Order and Public Safety	163,399	465%	▲	Permanent	Fire Mitigation Grant Income \$84,825, reimbursement on fire truck repairs \$51,688. And 2018/19 overspend reimbursed \$19,387
Health	211	29%		Timing	Not Material
Education and Welfare	(913)	(100%)		Timing	Not Material
Housing	(330)	(8%)		Timing	Not Material
Community Amenities	52,423	73%	▲	Permanent	Income from planning applications
Recreation and Culture	1,139	5%		Timing	Not Material
Transport	(29,225)	(10%)	▼	Timing	Roads grant funding less than budgeted. Final Blackspot 20% to be claimed.
Economic Services	22,638	78%	▲	Permanent	Standpipe income over budget, Tourism grant income under budget
Other Property and Services	(44,675)	(53%)	▼	Timing	Private Works income less than budgeted & Workers Compensation Claims less than budgeted
Expenditure from operating activities					
Governance	1,761	1%		Timing	Not Material
General Purpose Funding	(13,375)	(19%)	▼	Timing	Legal Fees over budget (Rates Recovery)
Law, Order and Public Safety	(103,714)	(62%)	▼	Timing	Repairs to Fire Vehicles over budget, (recovered). Fire mitigation works (grant funded)
Health	(82)	(0%)		Timing	Not Material
Education and Welfare	444	2%		Timing	Not Material
Housing	7,866	23%	▲	Timing	CEO Housing maintenance under budget
Community Amenities	(15,827)	(5%)		Permanent	Planning costs (offset by increased planning income)
Recreation and Culture	10,955	3%		Timing	Halls maintenance and Parks & Gradens under budget
Transport	364,614	14%	▲	Timing	Road maintenance underbudget due to focus on capital roads projects
Economic Services	(33,606)	(24%)	▼	Timing	Standpipe expenses & community functions both overbudget
Other Property and Services	(99,925)	(139%)	▼	Timing	Includes cost of fire truck repairs \$51,688 & Cat loader repairs \$58,463. Private works expenses under budget.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(91,025)	(5%)		Timing	Timing of grant income claims for roads projects, LRCI & Aged Persons accommodation.
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	1,212,841	37%	▲	Timing	Capital works program - Mostly Aged Persons Units, some road projects & LRCI projects
Financing Activities					
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

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

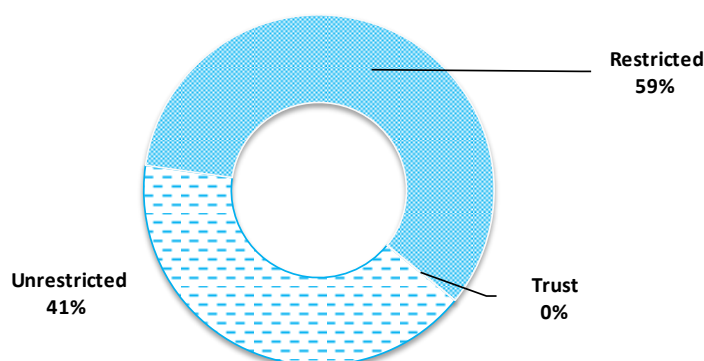
Cash and Investments	Unrestricted	Restricted	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	700			700	NAB	0.00%	At Call
At Call Deposits							
Municipal Fund	933,782			933,782	NAB	0.00%	At Call
Term Deposits							
Reserve Funds		1,321,544		1,321,544	NAB	0.80%	09-Jun-21
Total	934,482	1,321,544	0	2,256,026			

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****\$2.26 M****Unrestricted****\$.93 M**

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

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2020	31 May 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)	1,246,251
Equals Current Outstanding	101,076	114,934
Net Rates Collectable	101,076	114,934
% Collected	91.97%	90.88%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
Receivables - General	\$ 276,856	\$ 598	\$ 1,562	\$ 3,342	\$ 282,358
Percentage	98%	0%	1%	1%	
Balance per Trial Balance					
Sundry debtors					282,508
GST receivable					12,093
Total Receivables General Outstanding					294,601

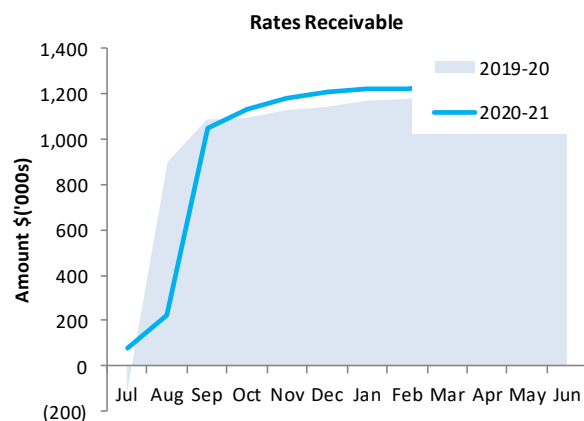
Amounts shown above include GST (where applicable)

KEY INFORMATION

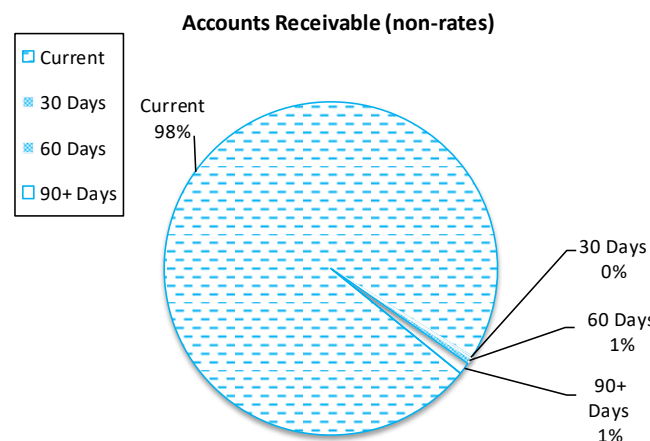
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
91%	\$114,934



Debtors Due
\$294,601
Over 30 Days
2%
Over 90 Days
1%

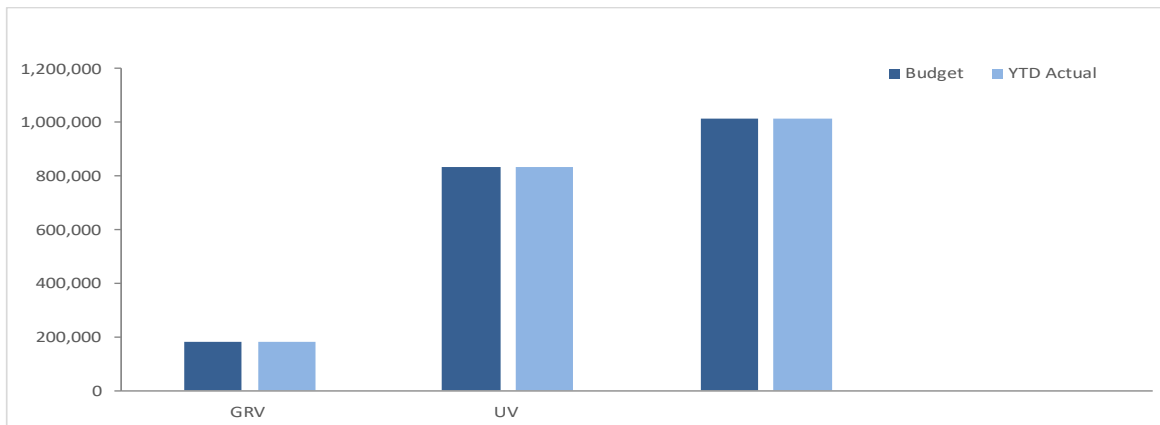
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

Attachment 9.1.2A
OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

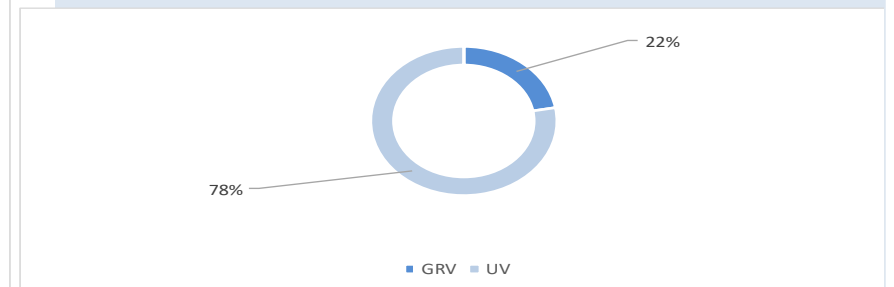
General Rate Revenue	Annual Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	0.0770	187	2,350,114	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
Sub-total		368	125,105,993	1,016,119	0	0	1,016,119	1,016,119	0	0	1,016,119
Minimum	\$										
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
Sub-Totals		667	125,105,993	1,260,109	0	0	1,260,109	1,260,109	0	0	1,260,109
Discount							(76,775)				(84,700)
Concession / Write Offs							(7,000)				(159)
COVID Subsidy							(5,000)				(3,095)
Interim Rates							250				0
Ex-Gratia Rates							446				469
Amount from General Rates							1,171,584				1,172,623
Ex-Gratia Rates											0
Total General Rates							1,171,584				1,172,623

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.



General Rates		
Budget	YTD Actual	%
\$1.17 M	\$1.17 M	100%

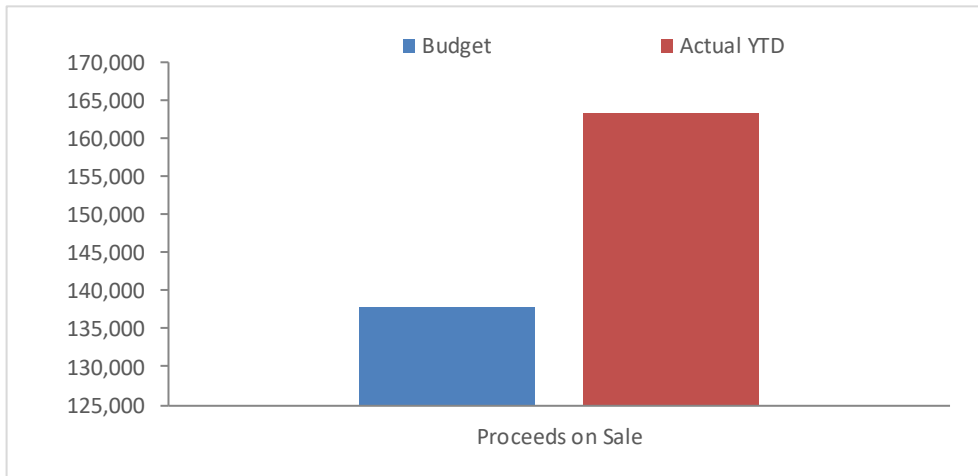


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

Attachment 9.1.2A
OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	
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	
		293,513	138,000	0	(155,513)	32,886	163,203	874	(122,235)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$138,000	\$163,203	118%

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

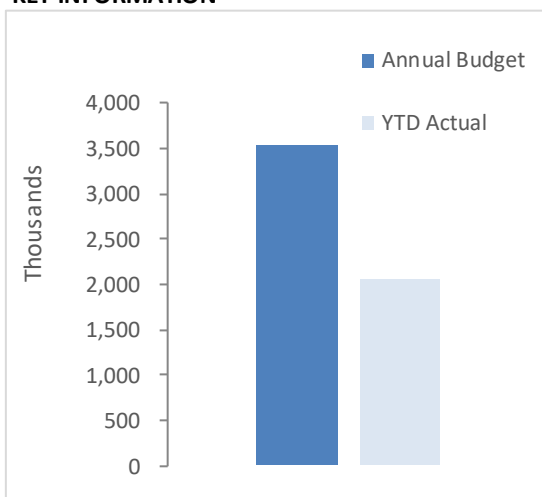
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	1,518,697	1,392,050	183,363	1,208,687
Plant & Equipment	494,424	494,424	446,869	47,555
Furniture & Equipment	0	0	0	0
Roads	1,336,233	1,224,619	1,343,292	(118,673)
Recreation	31,065	31,065	33,416	(2,351)
Parks, Gardens, Recreation Facilities	112,150	102,784	43,805	58,979
Other Infrastructure	37,500	34,364	15,720	18,644
Capital Expenditure Totals	3,530,068	3,279,306	2,066,465	1,212,841
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,702,022	1,697,589	1,606,564	(91,025)
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	1,133,717	296,698	(837,019)
Capital Funding Total	3,530,068	3,279,306	2,066,465	(1,212,841)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



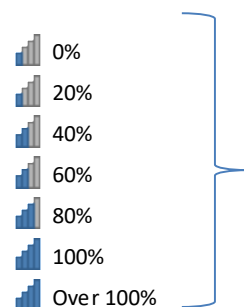
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.53 M	\$2.07 M	59%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.7 M	\$1.61 M	94%

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

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total

Level of Completion Indicators

























Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

Level of completion indicator

	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance
Capital Expenditure					
Land					
Cuballing Railway Reserve Design	C176A	30,000	27,500	28,766	(1,266)
Buildings					
Administration Building Disabled Access	J4114C	62,833	57,596	1,091	56,505
Building Renewal - Cuballing Memorial Park	C176	99,309	91,003	13,615	77,388
Cuballing Town Hall Drainage	C162A	25,879	23,683	25,514	(1,831)
Cuballing Town Hall - Paint Exterior	C162B	14,400	13,200	16,190	(2,990)
Cuballing Cemetery Upgrade 2019/20	C161	5,000	4,576	1,679	2,897
Popanyinning Main Street Refurbishment	C193	73,800	67,650	25,925	41,725
Aged Persons Accommodation	C084	1,207,475	1,106,842	67,983	1,038,859
Fire Shed Extension - Carry over 2019/20	05140	0	0	2,599	(2,599)
Water Tanks to Fire Sheds	05120	0	0	0	0
Total Land & Buildings		1,518,697	1,392,050	183,363	1,208,687

Plant & Equipment						
	Grader	12412	395,000	395,000	368,700	26,300
	Rake For Loader	12410	18,500	18,500	18,500	0
	Two Way System	12411	20,000	20,000	0	20,000
	CEO Vehicle	12405	55,924	55,924	55,171	753
	Tank for Depot	12413	5,000	5,000	4,498	502
	Total Plant & Equipment		494,424	494,424	446,869	47,555
Furniture & Equipment						
	Nil		0	0	0	0
	Total Furniture & Equipment		0	0	0	0
Infrastructure - Roads						
	RRG - Narrogin Wandering Road	R129B	158,635	145,376	159,964	(14,588)
	RRG - Stratherne Road 20/21	R001C	150,944	138,325	47,341	90,984
	RRG - Wandering Narrogin Road	R129D	350,069	320,870	352,807	(31,937)
	RTR - Popanyinning East Road Gravel Sheeting	RTR004	76,266	69,883	31,790	38,093
	RTR - Reeds Road Gravel Sheeting	RTR017	63,335	58,014	0	58,014
	RTR - Wandering Narrogin Road - Final Seal Stevens Road	RTR129	6,804	6,237	5,436	801
	BS - Narrogin Wandering Road Black Spot	BS129	472,670	433,257	530,838	(97,581)
	Congelin Road Culvert Renewal	CUL029	35,856	32,835	39,899	(7,064)
	Popanyinning East Road Drainage	R004H	21,654	19,822	24,298	(4,476)
	WSFN - Cuballing East Road	WSF006	0	0	150,920	(150,920)
	Total Road Infrastructure		1,336,233	1,224,619	1,343,292	32,247
Recreation						
	Tennis Club Lighting Upgrade	11128	31,065	31,065	33,416	(2,351)
	Total Recreation		31,065	31,065	33,416	(2,351)
Parks, Ovals & Playgrounds						
	Yornaning Dam - Stage 3	C189	77,150	70,708	7,627	63,081
	Yornaning Dam - Shade Sails	C195	35,000	32,076	36,178	(4,102)
	Total Parks, Ovals & Playgrounds		112,150	102,784	43,805	58,979
Other Infrastructure						
	Bridge Improvements - Capital Upgrade	11214	30,000	27,489	15,720	11,769
	Transfer Station Bin Lids	C163	7,500	6,875	0	6,875
	Total Other Infrastructure		37,500	34,364	15,720	18,644
	TOTAL CAPITAL EXPENDITURE		3,530,068	3,279,306	2,066,465	1,363,761

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

**Attachment 9.1.2A
FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2019/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 63 - Graders	71,505	0	0	38,672	42,266	32,833	29,239	2,185	2,305
Economic Services									
Loan 64 - Lot 74 Austral St	145,509			14,807	14,807	130,702	130,781	3,078	3,078
Education and Welfare									
Loan 65 - Aged Persons Housing			310,000				310,000		
Total	217,014	0	310,000	53,480	57,073	163,534	470,020	5,262	5,383

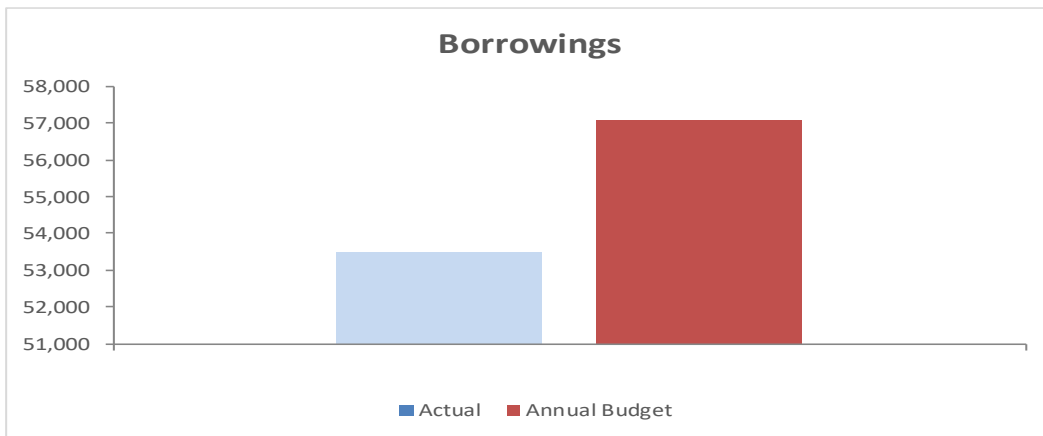
All debenture repayments were financed by general purpose revenue.

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.



Principal Repayments	\$53,480
Interest Earned	\$14,280
Interest Expense	\$5,262
Reserves Bal	\$1.32 M
Loans Due	\$.16 M

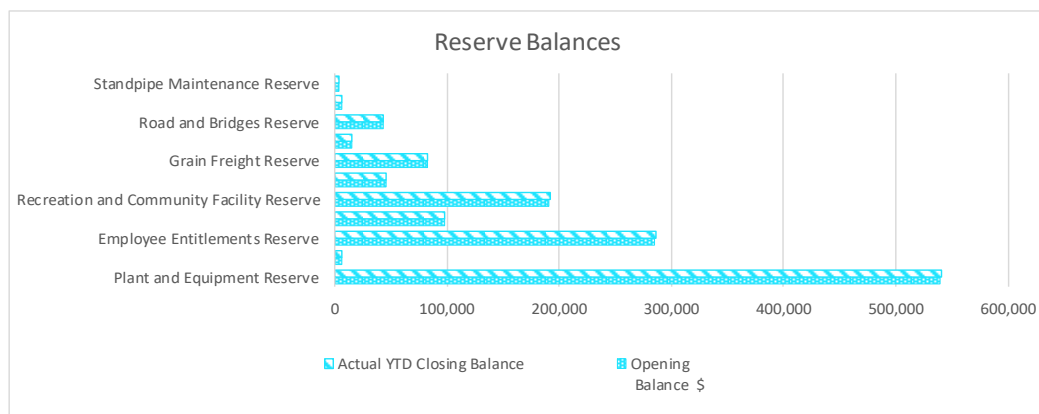
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2021

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	538,714	4,728	2,060		2,060	(329,311)		214,131	540,774
IT and Office Equipment Reserve	6,721	147	32		32	0		6,868	6,753
Employee Entitlements Reserve	284,971	2,598	1,097		1,097	(20,000)		267,569	286,068
Housing Reserve	97,840	754	367		367	(40,000)		58,594	98,207
Recreation and Community Facility Reserve	191,187	2,596	798		798	(129,309)		64,474	191,985
Refuse Site Reserve	45,216	841	205		205	(7,500)		38,557	45,421
Grain Freight Reserve	82,825	672	313		313	0		83,497	83,138
Equestrian Reserve	14,769	42	50	4,545	50	0		19,356	14,819
Road and Bridges Reserve	43,361	603	176		176	(21,654)		22,310	43,537
Community & Sporting Club Reserve	6,725	3	21		21	(4,000)		2,728	6,746
Standpipe Maintenance Reserve	4,075	16	20		20	0		4,091	4,095
	1,316,404	13,000	5,140	4,545	5,140	(551,774)	0	782,175	1,321,544

KEY INFORMATION



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

Attachment 9.1.2A
NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

Description	Annual Budget	YTD Budget	YTD Actual	Variance
Operating grants, subsidies and contributions				
General Purpose Funding				
Grants Commission - General Purpose	279,962	279,962	276,082	(3,880)
Governance				
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
Law, Order & Public Safety				
DFES - Bush Fire Brigades	32,194	32,194	108,686	76,492
Fire Mitigation Grant	0	0	84,825	84,825
Water Tanks Allocation Program	0	0	0	0
Education & Welfare				
Good Things Foundation	1,000	913	0	(913)
Housing				
Rental Income	0	0	3,960	3,960
Community Amenities				
Other Income - Reimbursements	0	0	38	38
Recreation & Culture				
Cuballing Tennis Club - Contribution to lighting upgrade	0	0	10,335	10,335
Youth Week Funding	0	0	1,000	1,000
Transport				
Main Roads - RRG	0	0	0	0
Main Roads - Direct Grant	81,920	81,920	81,920	0
Grants Commission - Roads Component	191,342	191,342	152,362	(38,980)
Economic Services				
Community Events	6,500	5,951	3,970	(1,981)
Other Property & Services				
Workers Compensation	15,000	13,750	2,460	(11,290)
Operating grants, subsidies and contributions Total	615,168	613,282	733,434	120,152
Non-operating grants, subsidies and contributions				
Education & Welfare				
Aged Person Accommodation Funding	443,223	443,223	251,429	(191,794)
Recreation & Culture				
Yornaning Dam Stage 3	53,130	48,697	53,130	4,433
CSRFF (Tennis Club Lighting)	10,355	10,355	10,355	0
Transport				
Main Roads - RRG	380,763	380,763	360,635	(20,128)
Roads to Recovery (RTR)	211,000	211,000	210,999	(1)
Black Spot (BS)	355,783	355,783	284,624	(71,159)
Wheatbelt Freight Secondary Network	0	0	237,439	237,439
Other Infrastructure				
Community Infrastructure Grants	247,768	247,768	197,953	(49,815)
Non-operating grants, subsidies and contributions Total	1,702,022	1,697,589	1,606,564	(91,025)
Grand Total	2,317,190	2,310,871	2,339,998	29,127

KEY INFORMATION

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

9.1.3 Review of Councillor Attendance Fees, Allowances and Expenses for 2020/21

Applicant: N/A
File Ref. No: ADM250
Disclosure of Interest: N/A
Date: 3rd June 2021
Author: Bronwyn Dew, Deputy CEO
Attachments: Nil

Summary

The purpose of this report is to determine the Councillor Fees, Allowances and Expenses to be paid in the 2021/22 financial year.

Background

The Local Government Act 1995 section 5.98 (the Act) and Local Government (Administration) Regulations 1996 provide for Councillors to receive certain payments, and sets minimum and maximum amounts which can be paid.

Fees, Allowances and Expenses available include:

- Meeting attendance Fees (or alternatively annual attendance Fees);
- Local Government allowance for the President and Deputy President;
- Information Technology and Communication allowance;
- Travel and Accommodation expense allowance;
- Travel reimbursement;
- Telecommunications reimbursement;
- Child Care reimbursement; and
- Other prescribed reimbursements approved by Council.

The Salary and Allowances Tribunal recently undertook the annual review of Fees, Allowances and Expenses for Councillors the with the determination made on 8th April 2021 effective from 1 July 2021. The tribunal has determined there will be no increase in remuneration, fees, expenses and allowance ranges provided to CEO's and elected members. A copy of the determination is available for interested Councillors.

Comment

Council may make any determination Councillor attendance fees, allowances and expenses for 2021/22 that is within the allocated range for a Band 4 Local Government. There is no compulsion for Council to make any increase from year to year as long as the decision is within the allotted Band range.

The details of the meeting attendance fees and allowances are included below:

	Actual 2020/21 \$	SAT Band 4 Range \$
Council Meeting Attendance Fee – Councillors	155	91 – 238
Council Meeting Attendance Fee – Shire President	210	91 – 490
Local Government Allowance - Deputy Shire President	2,000	128 – 5,016
Local Government Allowance - President	8,000	513 – 20,063
Committee Meeting Fees	50	46 – 119
Travel, Communication & Childcare Expenses	At cost	At cost

It is open for Council to move to receive an annual attendance fee in lieu of meeting fees for Council, committee and other prescribed meeting attendance fees. The prescribed range is between \$3,589 and \$9,504 for Councillors and between \$3,589 and \$19,534 for the Shire President.

Irrespective of the recent review it is open to Council to make any determination within the allocated range for a Band 4 Local Government. It also needs to be clearly identified that both Councillor Fees and Allowances, and the Chief Executive Officer's Total Reward Package are determined within the Band range provided by the Salaries and Allowances Determination each year however there is no compulsion for Council to make any increase from year to year as long as the decision is within the allotted Band range.

Strategic Implications

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

Statutory Environment

Local Government Act 1995

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
 - (c) an interest relating to-
 - (i) a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers; or

5.98. Fees etc. for council members

5.98A. Allowance for deputy mayor or deputy president

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

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

Salaries and Allowances Act 1975

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

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

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

Policy Implications – Nil

Financial Implications

Remunerated Event	Predicted Actual 2019/20 \$	Proposed 2020/21 \$	Increase (decrease) \$
Council Meeting Attendance Fee – Councillors	9,300	9,300	0
Council Meeting Attendance Fee – Shire President	2,520	2,520	0
Local Government Allowance - Deputy Shire President	2,000	2,000	0
Local Government Allowance - President	8,000	8,000	0
Committee Meeting Fees	0	600	600
Total	21,820	22,420	

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

Salaries and Allowances Tribunal 2021 Elected Member Remuneration

Options

Council may resolve:

1. the Officer's Recommendation;
2. not resolve the Officer's Recommendation and review Councillor Fees, Allowances and Expenses as part of Budget deliberations.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council in the 2021/22 financial year, pay:

1. a Shire President Meeting Fee of \$210 per Council Meeting;
2. a Councillor Meeting Fee of \$155 per Council Meeting;
3. a Shire President's Allowance of \$8,000;
4. a Deputy Shire President's Allowance of \$2,000;
5. a Committee Meeting Fee of \$50 per Committee Meeting; and
6. all travel, communication and childcare costs upon presentation of evidence of the actual costs.

9.1.4 Council Meeting Schedule 2021 – Budget 2021/22

Applicant: N/A
File Ref. No: ADM239
Disclosure of Interest: Nil
Date: 2nd June 2021
Author: Bronwyn Dew
Attachments: Nil

Summary

Council is to consider holding a Special Council Meeting to consider Council's Draft 2021/22 Budget.

Background

It is a legislative requirement for the public in general to be advised in advance of all meeting dates, place and starting times to facilitate attendance or participation in Council Meetings. Unforeseen circumstances may dictate a change to this schedule and local advertising will inform Electors accordingly.

At their December 2020 Ordinary Meeting, Council resolved the following Council Meeting schedule for 2021:

Wednesday 17 February 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 17 March 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 21 April 2020	Ordinary Meeting	2:00 PM	Popanyinning Hall
Wednesday 19 May 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 16 June 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 21 July 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 18 August 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 15 September 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 20 October 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 17 November 2020	Ordinary Meeting	2:00 PM	Council Chambers
Wednesday 15 December 2020	Ordinary Meeting	2:00 PM	Council Chambers

Comment

Council traditionally holds a Special Council Meeting annually in June to review the preparation for the annual Council Budget. This special meeting is not included in the annual Meeting Schedule to allow for flexibility in budget preparations.

Staff believe that budget preparations will be in a position to hold a Special Council Meeting to review the 2020/21 Draft Budget on Wednesday 23rd June 2021. This date is one week after the June 2021 Ordinary Council Meeting on Wednesday 16 June 2021.

Strategic Implications – Nil

Statutory Environment

Local Government (Administration) Regulations 1996

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

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
- (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

- are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
 - (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
 - (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Policy Implications – Nil

Financial Implications

Local advertising in the Narrogin Observer of the meeting dates adopted in December 2020 cost \$247.48. A slightly smaller charge, arising because of the reduced amount of content in each advert, would be incurred with each following advertisement by of meeting times by Council.

Economic Implication – Nil

Social Implication

Council has had a number of local residents and interested people attend Council's meetings in 2020. Council should seek to encourage this to occur in 2021 if there is community interest.

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. to alter the publicly advertised meeting schedule in an alternative way to make it more suitable for Councillors to attend; or
3. to not alter the publicly advertised meeting schedule.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council hold a Special Council Meeting to consider Council's Draft 2020/21 Budget at 4pm on Wednesday 23rd June 2021.

9.1.5 LRCI Phase 2 Expenditure

Applicant:	N/A
File Ref. No:	ADM153
Disclosure of Interest:	Nil
Date:	10 th June 2021
Author:	Bronwyn Dew, Deputy CEO
Attachments:	9.1.5A Approved Design of Popanyinning Main Street Improvements

Summary

Council is to consider approving project nominations for the Phase 2 Local Roads and Community Infrastructure Program grant funding.

Background

On 3rd July 2020 Council was advised that the Australian Government would be distributing grant funding to Councils under the Local Roads and Community Infrastructure Program (LRCI). The objective of the program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The Shire of Cuballing received \$247,768 under phase 1 of LRCI. Projects planned to be delivered under Phase 1 included;

Project	Funds	Status	Expected Completion
Repaint Cuballing Town Hall	14,400	Complete	
Cuballing Town Hall Drainage	25,879	Complete	
Popanyinning Main Street Refurbishment	73,800	In Progress	31 st December 2021
Yornaning Dam Playground Shade Sails	35,000	Complete	
Administration Office Accessible Entrance	62,833	In Progress	30 September 2021
Congelin Rd Culvert Replacement	35,856	Complete	
Total	247,768		

The Department expected that projects from phase 1 of LRCI would be completed by June 30th 2021. Staff have had difficulty completing two of the projects within the time frame due to staff availability, the large 2020/21 capital works program and a shortage of contractors and materials.

The Shire of Cuballing has been granted an extension to the completion date for two uncompleted projects under phase 1 of LRCI.

The Shire of Cuballing has since been allocated \$187,522 as part of phase 2 of LRCI. The phase 2 funding will be included in the 2021/22 budget.

Comment

The phase 2 LRCI funds will not be received until approval of the nominated projects.

In order to submit the project nominations for the phase 2 funding the Officer's Recommendation seeks approval of projects to be selected. By submitting the project nominations in June 2021 this will allow for the projects to commence in a timely manner and be completed by the deadline of 31st December 2021.

The Officer has recommended that the phase 1 LRCI projects be for the phase two LRCI the funding:

1. Popanyinning Main Street Refurbishment

The installation of the CCCTV is the only significant aspect of the works completed in 2020/21.

After extensive consultation, in March 2021 Council considered a design as included at Attachment 9.1.5A At the time it was acknowledged that there was significantly more works proposed than the funds remaining in phase 1 LRCI. .

Therefore the proposed works include:

- Constructing and sealing the parking lane on the east side of Francis Street. This area causes dust issues for residents when large vehicles pull of the road;
- Install concrete kerbing on the eastern edge of Francis Street;
- Correct pavement failures on the parking lane on the east side of Francis Street;
- Replace the kerbing on the western edge of Francis street. This kerbing is badly damaged in places where the pavement has failed;
- Complete white lining on new parking areas;
- Correct drainage at the intersection of Howard and Francis Street;
- Install 8 nibs in Francis Street to improve parking and provide traffic calming;
- Provide reticulation and small height plantings to the nibs in Francis Street;
- Remove the river gum adjacent to the Bus Stop. This shallow rooted tree is damaging the street pavement and the Shire has treated the tree for termite infestation in the past. The tree would be replaced with reticulated plantings; and
- Replace the current street bin mounts with wooden or steel bin surrounds.

The current budget costs for all these works total \$200,465. The Officer's Recommendation is to allocate \$114,311 of the phase 2 LRCI funds to the remaining \$47,875 from phase 1.

2. Administration Office Refurbishment

The phase 1 LRCI project was to provide improved accessibility to the Shire of Cuballing office. While the original intent was to provide just disabled access, design issues in providing all weather access have dictated a change in scope, implementing an alternative access to the Shire Office.

The phase 1 funds will provide complete the accessible ramp and cover and new doorway. Phase 2 funds would be allocated to:

Front Counter & Server Room	18,371.00
Floor Coverings	5,550.00
Furniture	3,390.00
Air Conditioner - Server room	2,000.00
Electrical	5,000.00
Air Conditioner MWS/DCEO Office	2,500.00
Brick up old front door	3,400.00
Noticeboard	1,000.00
Bollards, kerbing & front garden	20,000.00
Limestone Wall with Name	<u>12,000.00</u>
TOTAL	73,211.00

This project would meet Council's requirements under their Disability Access and Inclusion Plan, comply with the recommendations of the Auditor General regarding data and computer controls and separation of staff identified in the OSH Audit.

Project	LRCI Stage 1 Grant Funding	LRCI Stage 1 Grant Funding Carry Over	LRCI Stage 2 Grant Funding	TOTAL LRCI Funding for 2021/22
Popanyinning Main Street Refurbishment	73,800	47,875	114,311	162,186
Administration Office Accessible Entrance	62,833	62,833	73,211	136,044
Total	136,633	110,708	187,522	298,230

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.
1.2	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.
1.5	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.

Statutory Environment – Nil

Policy Implications - Nil

Financial Implications

The majority of the cost of the two projects will be covered by the LRCI grant funding. Council will be required to allocate a sum of \$48,154 from Council funds in the 2021/22 budget process for the remainder.

Economic Implication – Nil

Social Implication

The refurbishment of the Popanyinning Main Street will enhance the town of Popanyinning and encourage travellers to stop and visit the town. It will also provide areas for the residents of the town to enjoy recreation activities.

The refurbishment of the Administration Building will provide better facilities for both staff and customers. The separate waiting area provides a more secure workplace environment.

Environmental Considerations – Nil

Consultation

Options

Council may resolve:

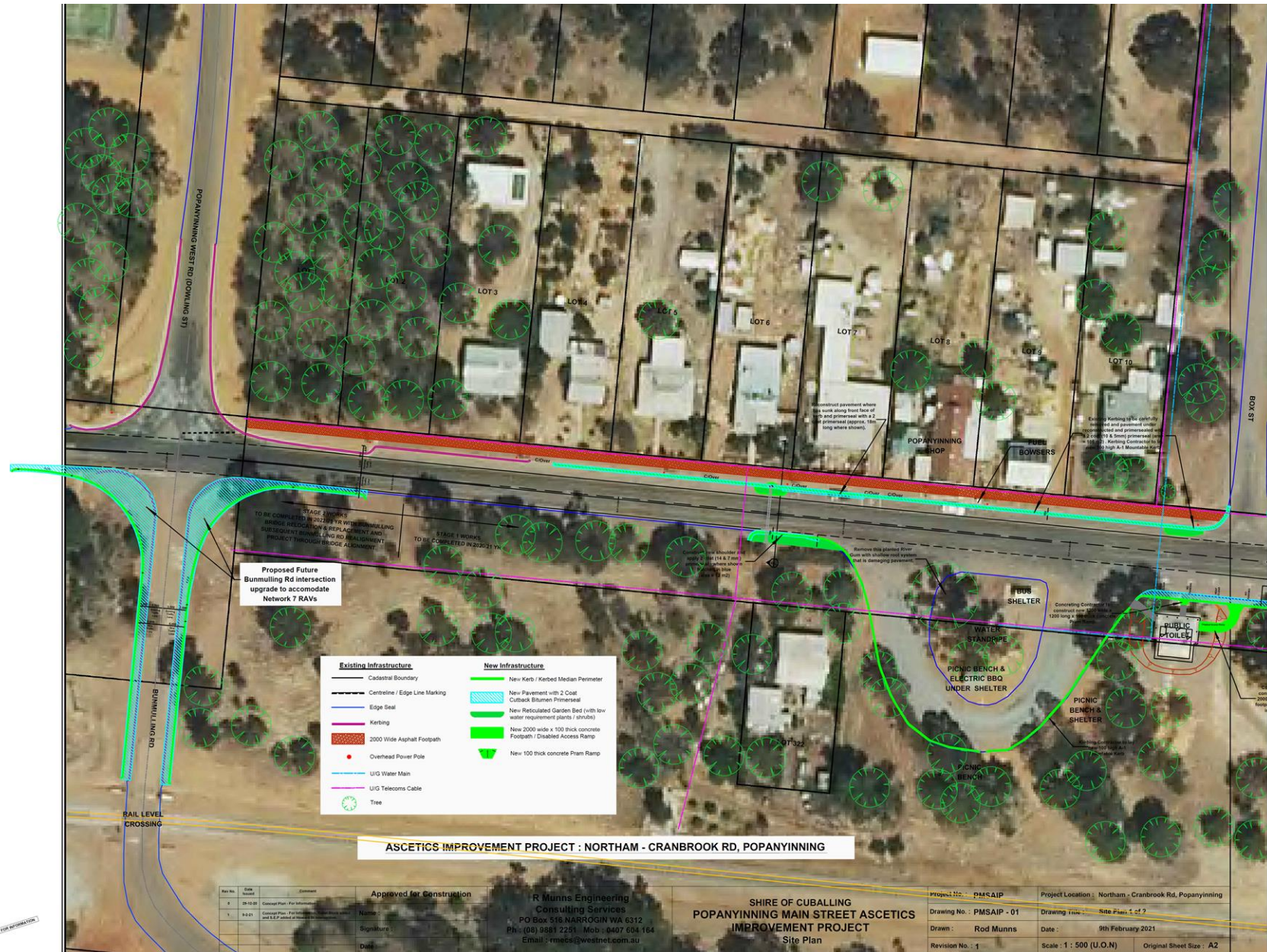
1. the Officer's Recommendation;
2. to not approve the project nomination for phase 2 LRCI funding.

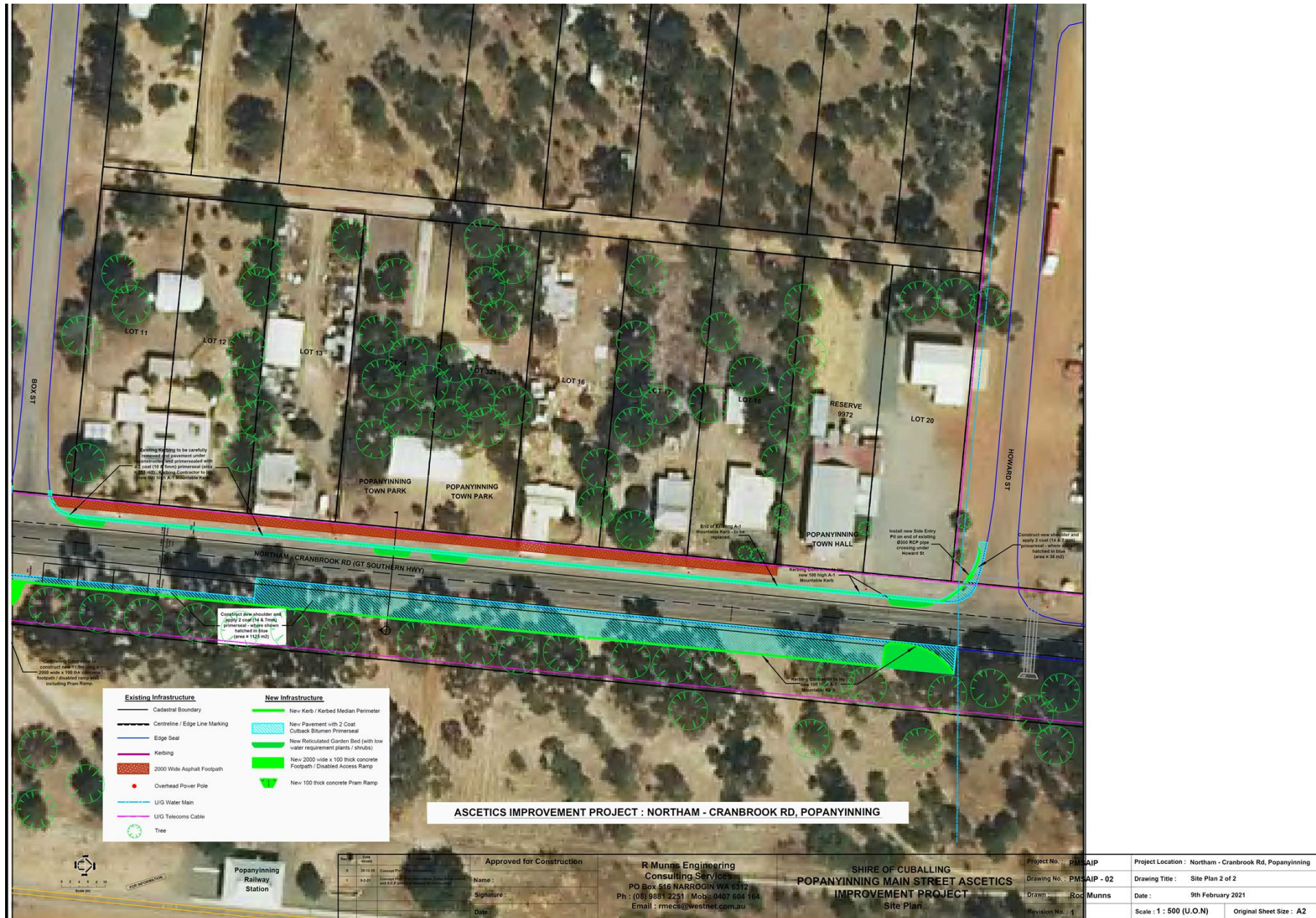
Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council nominate the following projects funding under phase 2 of the Local Roads and Community Infrastructure Program:

1. **Popanyinning Main Street Refurbishment - \$114,311; and**
2. **Shire of Cuballing Administration Building Refurbishment - \$73,211.**





9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Delegating Council Authority – 2021/22

Applicant:	N/A
File Ref. No:	ADM022
Disclosure of Interest:	Nil
Date:	3 rd June 2021
Author:	Gary Sherry
Attachments:	9.2.1A Draft June 2021 Delegations Register

Summary

Council is to review and confirm delegation of Council authority to the Chief Executive Officer.

Background

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made under the Act to the Chief Executive Officer and to employees and at least once every financial year.

Council last reviewed all their delegations on Wednesday 17th June 2020.

Council should note that under section 5.44 of the Local Government Act, Council can only delegate to the Chief Executive Officer and the Chief Executive Officer is able to delegate to Council employees. Therefore, although Council policy requires approval by two staff for some activities, the Council delegation is to the Chief Executive Officer and the Chief Executive Officer then on delegate, in writing, to additional staff. Some specialist delegations, particularly building and health matters, are on delegated to appropriately trained or qualified staff.

Currently the Chief Executive Officer's delegation of authority to Council employees possible under section 5.44 of the Local Government Act is recorded in the same document as Council's delegations to the Chief Executive Officer. In addition all staff who are provided with delegated authority by the Chief Executive Officer are formally advised in writing of that delegation.

Comment

A revised draft list of Council's delegations are included at Attachment 9.2.1A, with new additions included in red and deletions struck out.

There are no significant changes other proposed, with amendments relating to punctuation or spelling corrections, more efficient use of on-delegation.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.

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

	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.
4.6	Employees actively contribute to improved operational service delivery and ensure excellent customer service.	Employees continually improve the operational service delivery and the community receives excellent customer service.

Statutory Environment

Local Government Act 1996

5.42. Delegation of some powers and duties to Chief Executive Officer

(1) A local government may delegate* to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to Chief Executive Officer's

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

5.44 Chief Executive Officer may delegate powers and duties to other employees

(1) A Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officer's powers or the discharge of any of the Chief Executive Officer's duties under this Act other than this power of delegation.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the Chief Executive Officer under section 5.42, but in the case of such a power or duty —

- (a) the Chief Executive Officer's power under this section to delegate the exercise of that power or the discharge of that duty; and
- (b) the exercise of that power or the discharge of that duty by the Chief Executive Officer's delegate, are subject to any conditions imposed by the local government on its delegation to the Chief Executive Officer.

(4) Subsection (3)(b) does not limit the Chief Executive Officer's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —

“conditions” includes qualifications, limitations or exceptions.

5.46. Register of, and records relevant to, delegations to Chief Executive Officer’s and employees

- (1) The Chief Executive Officer is to keep a register of the delegations made under this Division to the Chief Executive Officer and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Building Act 2011

127 Delegation: special permit authorities and local governments

- (1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- (2) A delegation of a special permit authority’s powers or duties may be only to an employee of the special permit authority, or to an employee of one of the legal entities that comprise the special permit authority.
- (3) A delegation of a local government’s powers or duties may be only to a local government employee.
- (4) The delegation must be in writing executed by or on behalf of the delegator.
- (5) Except as provided for in subsection (6A), a person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- (6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty —
 - (a) the CEO’s power under this subsection to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO’s delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.
- (6) A person exercising or performing a power or duty that has been delegated to the person under this section is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.
- (7) Nothing in this section limits the ability of the delegator to perform a function through an officer or agent.
- (8) In subsections (3) and (6A) —
CEO means chief executive officer;
local government employee, in relation to a local government, means a person employed by the local government under the Local Government Act 1995 section 5.36.

Bush Fires Act 1954

48 Delegation by Local Government

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to subdelegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

Policy Implications

On occasions Council Policy guides or controls the use of Council's delegated authority.

Financial Implications – Nil

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation;
2. the Officer's Recommendation with additions to, amendment of or deletion of any of the delegations shown in the attached draft delegations register.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council endorses the draft Shire of Cuballing Delegations Register June 2020, included at Attachment 9.2.1A, as amended.

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1. ADMINISTRATION**A1: Legal Advice**

The Chief Executive Officer is delegated the authority to appoint legal counsel and obtain advice, assistance and opinions as the Chief Executive Officer deems necessary in the exercise of the management of the Shire of Cuballing with all legal advice received to be made available at the next Council meeting.

Guidelines

This delegation is subject to sufficient provision having been made in Council's budget for any expenses to be incurred.

Reference: Local Government Act 1995 section 5.42

A2: Purchase Orders

The Chief Executive Officer is delegated the authority to issue Purchase Orders for goods or services on behalf of the Shire of Cuballing.

Guidelines

Issuing of a Council order is only permitted where sufficient funds have been allocated in Council's budget and the mode of purchase is in accordance with Council's Purchasing Policies.

Reference: Local Government Act 1995 section 5.42

On Delegation	to the following officers in the following manner:	
	Deputy Chief Executive Officer	up to orders of \$20,000
	Manager Works & Services	up to orders of \$20,000
	Administration Officer	up to orders of \$3,000
	Works Supervisor	up to orders of \$3,000

A3: Tender Invitation

The Chief Executive Officer is delegated the authority to call Tenders to supply goods and/or services for all budgeted items.

Objective: To expedite the purchase of goods and services.

Reference: Local Government Act 1995 sections 3.57 & 5.42.
Local Government (Functions and General) Regulations 11.

A4: Media

The Chief Executive Officer is delegated the authority for the publicity of Council activities through the media.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Policy 1.6

A5: Common Seal

The Chief Executive Officer is delegated the authority to affix Common Seal (witnessed by President and CEO) to documents to be executed by the Shire of Cuballing where such documents are consistent and in accord with resolutions of Council, subject to Council being notified of executed documents in a timely manner.

Reference: Local Government Act 1995 sections 5.42, 9.49A(2) & 9.49A(4)

A7: Permission to Conduct Activities on Council Property

The Chief Executive Officer is delegated authority to grant permission to conduct activities on Council Property.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)

On Delegation: Deputy Chief Executive Officer

A8: Liquor Permits

The Chief Executive Officer is delegated the authority to determine applications for the consumption and sale of liquor on property under the care, control and management of the Shire of Cuballing.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)
Liquor Control Act 1988 sections 59 & 119

A9: Impounding

The Chief Executive Officer is delegated the authority to exercise power in relation to the removal and impoundment of any goods which are involved in any contravention that can lead to impoundment, and to use reasonable force in the exercise of this power.

Objective: To expedite good governance.

Reference: Local Government Act 1995 section 3.39 and Part 3.

A10: Enter Land in Emergencies

The Chief Executive Officer is delegated the authority to:

1. sign and issue Notices of Entry;
2. in the event of an emergency enter land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency; and
3. exercise reasonable force to gain entry to land in the event of an emergency.

Reference: Local Government Act 1995 section 3.32 and 3.34

A11: Appointment of Authorised Persons – Enforcement and Legal Proceedings

The Chief Executive Officer is delegated the authority to appoint:

1. persons pursuant to section 9.29 of the Local Government Act 1995, to represent the Shire of Cuballing generally in proceedings in the court of petty sessions and Local Court.
2. under section 9.10 of the Local Government Act 1995 persons or classes of persons to be authorised for the purposes of performing particular functions.
3. under section 3.24 of the Local Government Act 1995 any person to exercise the powers given to a Local Government under Subdivision 2 of Division 3 of Part 3 of the Act.
4. under section 3.39 of the Local Government Act any person to exercise the powers given to a Local Government under subdivision 4 of Division 3 of Part 3 of the Act.
5. persons or classes of persons in relation to enforcement and legal proceedings.

Reference: Local Government Act 1995 section 9.16
Dog Act
Bush Fires Act
Health Act
Local Laws

A12: Execution of Documents

The Chief Executive Officer is delegated the authority to prepare the necessary documentation taking into account any specific or policy requirements of Council and arrange for execution of the contract documents where:

1. the Council has authorised entering into a formal contract, or
2. a formal contract is authorised under a delegated authority from the Council, or
3. a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council;

Reference: Local Government Act 1995 section 5.42

A13: Destruction of Records

The Chief Executive Officer is delegated the authority to destroy records in accordance with Council's Record Keeping Plan.

Reference: Shire of Cuballing Record Keeping Plan
State Records Act 2000
State Records Office's General Disposal Authority for Local Government Records

A18: Industrial Representation

The Chief Executive Officer is delegated the authority to sign an employer's warrant for representation on industrial awards and to appear on the Shire of Cuballing's behalf.

Reference: Local Government Act 1995 sections 5.42

A19: Bond Refunds

The Chief Executive Officer is delegated the authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.

Objective: To expedite the Council approval process

Reference: Local Government Act 1995 section 5.42(1)

On Delegation: Deputy Chief Executive Officer

2. BUILDING

B1: Building Permit

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 20 of the Building Act.

Reference: Building Act 2011 Sections 20, 22, 127

On Delegation: Principal Environmental Health Officer/Building Surveyor

B2: Demolition Permit

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 21 of the Building Act.

Reference: Building Act 2011 Sections 21, 22, 127

On Delegation: Principal Environmental Health Officer/Building Surveyor

B3: Building Orders

The Chief Executive Officer is delegated authority to:

1. make building orders pursuant to section 110 of the Building Act 2011 in relation to: -
 - a. Building work;
 - b. Demolition work; or
 - c. An existing building or incidental structure; and
2. revoke building orders pursuant to section 117 of the Building Act 2011

Reference: Building Act 2011 Sections 110, 117, 127

On Delegation: Principal Environmental Health Officer/Building Surveyor

B4: Extension of Period of Duration of Occupancy Permit or Building Approval Certificate

The Chief Executive Officer is delegated the authority to approve or refuse to approve applications submitted under section 65 of the Building Act

Reference: Building Act 2011 Section 65, 127

On Delegation: Principal Environmental Health Officer/Building Surveyor

B5: Grant of Occupancy Permit, Building Approval Certificate

The Chief Executive Officer is delegated the authority to approve or refuse plans and specifications submitted under section 58 of the Building Act 2011.

Reference: Building Act 2011 Section 58, 127

On Delegation: Principal Environmental Health Officer/Building Surveyor

3. HEALTH

H1 Offences

The Chief Executive Officer is delegated the authority to to issue notices, serve direction and take actions on behalf of Council which is authorised by the Health Act 1911 or its subordinate legislation, conditional upon such action being reported to Council at its next held full meeting.

Reference: Health Act 1911
Shire of Cuballing Health Local Law 2007

On Delegation: Principal Environmental Health Officer/Building Surveyor

H2: Itinerant Food Vendors Licence

The Chief Executive Officer is delegated the authority to issue Itinerant Food Vendors Licence in accordance with the requirements of the Health Act and Shire of Cuballing Health Local Law.

Objective: To expedite the **consideration issue** of **planning vendors'** licence **applications approval**.

Reference: Local Government Act 1995 section 5.42
Health Act 1911
Shire of Cuballing Health Local Law 2007

On Delegation: Principal Environmental Health Officer/Building Surveyor

H3: Septic Tank Installations

That the Chief Executive Officer is delegated the authority to approve septic tanks and other apparatus for the treatment of sewage and disposal of effluent and liquid waste.

Reference: Health Act 1911 Section 107(2)(a)

On Delegation: Principal Environmental Health Officer/Building Surveyor

H4: Notices

The Chief Executive Officer is delegated the authority to issue notices to owners and occupiers of land requiring certain things to be done by the owner or occupier of that land.

Reference: Local Government Act 1995 section 3.25
Health Act Parts IV, V, VI, VII, VIIA, VIII, IX, XV

On Delegation: Principal Environmental Health Officer/Building Surveyor

H5: Renewing Licences

The Chief Executive Officer is delegated the authority to renew all licences provided the circumstances of the original licence have not substantially altered.

Reference: Health Act 1911

On Delegation: Principal Environmental Health Officer/Building Surveyor

H6: Administration of Health

The Chief Executive Officer is delegated the authority to exercise and discharge the powers and functions of the Shire of Cuballing under the Health Act 1911 relating to:

- forming of opinions and making of declarations;
- the granting and issue of licenses, permits, certificates and approval;
- the issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions; **and**
- the ordering and authorisation of legal proceedings for breaches of the Health Act 1911, all regulations and local laws.

Reference: Health Act 1911

On Delegation: Principal Environmental Health Officer/Building Surveyor

4. PLANNING

P1: Home Occupations

The Chief Executive Officer is delegated authority to approve the issue of Home Occupation Licence subject to compliance with Shire of Cuballing Town Planning Scheme No 2.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Town Planning Scheme No 2

P2: Planning

The Chief Executive Officer is delegated authority for:

1. Requirements for Public Notice

1.1 Making a determination on the form or forms of public notice to be given of a proposed development, scheme amendment, road closure or other proposal where the Local Planning Scheme or other legislation requires that such public notice be given and give such notice.

1.2 Making a determination to require that public notice of a development to be given in accordance with Local Planning Scheme where such notice is considered to be in the public interest.

2. Approval of Permitted “P” and Incidental Uses

Making a determination on all “P” and Incidental uses where a proposed development is generally in accordance with the Local Planning Scheme, Local Planning Strategy, Council policies and is consistent with guiding precedent approvals.

3. Residential Design Code Matters

Making a determination on any matter required to be determined under the Residential Design Codes including where an exercise of discretion is required, provided that appropriate notice of the proposed development is given to adjoining properties where it is required or is considered to have the potential to adversely affect the amenity of an adjoining property.

4. Minor Modification of Planning Determinations

Making modifications to planning approvals where:

4.1 the modification conforms to the relevant Local Planning Scheme objectives and policies;

4.2 the modification does not have a detrimental effect on the amenity of the locality; and

4.3 the extension to a development approval is to a maximum of 2 years.

NOTES:

- Where consent of abutting landowners was required for the original application, then the modification should also be referred to abutting landowners for comment where the modification requires a substantial variation from the original application.
- Where the original application was required to be the subject of public notice under the relevant Local Planning Scheme or the Residential Design Codes, then (if the modification is considered substantial) the modification will need a new public notice readvertised in accordance with the Local Planning Scheme or the Residential Design Codes.

5. Dealing with Subdivisions

Making recommendations to the Western Australian Planning Commission in respect of applications or other matters relating to Subdivision, Boundary Adjustment, Amalgamation and Strata Titling where such matters are in accordance with the Local Planning Scheme, Local Planning Strategy, Council Policies and established precedent, including minor variations to

approved subdivisions and clearance of conditions provided appropriate consultation with other Council Officer's is carried out.

6. Dealing with Scheme Amendments

- 6.1 Requiring modifications to Local Planning Scheme Amendment documents to ensure that all documents are maintained at a consistent high quality and the information contained within the document addresses all issues considered relevant and will enable the public and referral agencies to fully understand the Amendment.
- 6.2 Accepting modifications to Local Planning Scheme Amendment documents required by the Western Australian Planning Commission or the Minister for Planning at any stage throughout the Scheme Amendment process.
- 6.3 Respond in writing to scheme amendment requests. Based on Council resolution, the CEO to set out that support for scheme amendment requests should cover multiple lots or a precinct compared to an individual lot, unless the site subject to the scheme amendment request is a considerable area or the applicant provides suitable justification for the proposal to the satisfaction of the Council.

7. Legal Proceedings

- 7.1 all matters relating to Planning Infringement Notices including sections 228, 229, 230 and 231 of the Planning and Development Act
- 7.2 Taking all necessary action against owners or occupiers of properties to cease illegal uses, comply with the Local Planning Scheme and/or comply with conditions of Development Approval, including instituting prosecution proceedings under the Planning and Development Act, in the Court in its summary jurisdiction.
- 7.3 Represent Council, or appoint appropriate representatives, where necessary at prosecutions, appeals and enquiries pertaining to the enforcement of the provisions of the Planning and Development Act and the implementation of Council's Local Planning Scheme

8. Miscellaneous Matters

- 8.1 Electing to return or defer consideration of incomplete and unsatisfactory applications for planning consent.
- 8.2 Granting variations to relevant Planning Policies and provisions of the Residential Design Codes on Building Licence applications (where the application is exempt from the requirement to gain planning approval under the Residential Design Codes and/or the Local Planning Scheme).
- 8.4 Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and Western Australian Planning Commission requests for reconsideration.
- 8.5 Prepare submissions and correspondence to government agencies and other organisations where consistent with the Local Planning Scheme, Local Planning Strategy, Council policies and guiding precedent approvals.

9. Right to have matter heard By Council

Where an applicant disputes or has issue with a planning determination made in accordance with this delegation, it will be a matter of right for the applicant to request that the matter be reconsidered by Council, provided the exercise of such right does not limit any other right of appeal that exists in Law.

10. Matters that may be of significant financial interest to Council

Despite other indications in this delegation, it is required that any planning matter that may have significant impact on Council infrastructure is to be determined by the Council.

Reference: Local Government Act 1995 section 5.42

P3: Subdivision Clearance

The Chief Executive Officer is delegated the authority to endorse subdivision referral proformas and to certify the compliance with subdivision conditions when satisfied that suitable arrangements have been made.

Reference: Local Government Act 1995 section 5.42
Town Planning and Development Act 1928 part III Sections 20 and 24

P4: Second-hand Fencing

The Chief Executive Officer is delegated the authority to approve the use of second-hand material for fencing.

Reference: Local Government Act 1995 section 5.42

5. WORKS

W1: Roadside Clearing

The Chief Executive Officer is delegated the authority to permit clearing of roadside vegetation

Guideline Any application must comply with legislation and Council Policy.

Reference: Local Government Act 1995 section 5.42
Environmental Protection (Clearing of Native Vegetation) Regulations 2004
Shire of Cuballing Policy 5.18

On Delegation Manager Works and Services

W2: Road Trains/Mass Permits

The Chief Executive Officer is delegated the authority to approve Restricted Access vehicles (RAV) access, on low volume roads within the Shire of Cuballing.

Guideline An approval provided under this delegation must comply with Council Policy.

Reference: Local Government Act 1995 section 5.42

On Delegation Manager Works & Services

W3: Seed Collection

The Chief Executive Officer is delegated the authority to permit wildflower picking and native seed collection on Shire of Cuballing property and reserves vested in or under the control of the Shire of Cuballing.

Guidelines

Any permits will be subject to and in accordance with conditions set by the Department of Environment and Conservation.

Reference: Local Government Act 1995 section 5.42

On Delegation Manager Works & Services

W4 Undertaking Private Works

The Chief Executive Officer is delegated the authority to accepting or rejecting private works.

Reference: Local Government Act 1995 section 5.42(1)

On Delegation Manager Works & Services for Private Works that are up to two full day in length.
Works Supervisor for Private Works that are up to one full day in length.

W5: Temporary Road Closure

The Chief Executive Officer is delegated the authority to temporarily close roads during adverse weather conditions.

Reference: Local Government Act 1995 section 3.50

On Delegation Manager Works & Services

W6: Temporary Closure of Roads for Public Events

The Chief Executive Officer is delegated the authority to determine applications for the temporary closure of roads for public events.

Guidelines

The determination shall be in accordance with provisions of the Road Traffic (Events on Roads) Regulations 1991 and the Local Government Act 1995 and shall, when approved by the Chief Executive Officer, contain the following conditions:

1. The closure is to be advertised in a local newspaper.
2. Arrangements are to be made for appropriate signposting to effect the closure.
3. The applicant is to take out a Public Risk Insurance policy which indemnifies Council against any damages claims and a copy of the Policy is to be provided to Council.
4. The applicant is to notify the Police and Emergency Services and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

The Chief Executive Officer may determine additional conditions to be imposed on any approvals issued.

Reference: Local Government Act 1995 section 3.50

W7: Tree Safety

The Chief Executive Officer is delegated the authority to issue an order to make a tree safe on private land and to enter that property to make a tree safe.

Reference: Local Government Act 1995 section 5.42

On Delegation Manager Works & Services

W8: Sale of Surplus Equipment, Materials and Scrap

The Chief Executive Officer is delegated the authority to sell by the holding of a surplus goods sale at Council's Depot or any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, are outmoded, or are no longer serviceable.

Guidelines

This delegation applies only to items with a sale value less than \$2,000.

Reference: Local Government Act 1995 section 5.42

6. FIRE CONTROL

BF1: Roadside Burning

The Chief Executive Officer is delegated the authority to approve applications for the burning of road verges

Guideline

Any approval will be conditional of being in accordance with Council Policy.

Reference: Local Government Act 1995 section 5.42
Shire of Cuballing Policy 6.4

BF2: Use of Shire Vehicles during Fire

The Chief Executive Officer is delegated the authority for the use of Council plant and equipment in the event of a fire.

Reference: Local Government Act 1995 section 5.42

On Delegation Manager Works & Services

BF3: Extension/Reduction Restricted/Prohibited Burning Periods

The Chief Executive Officer is delegated the authority to suspend, amend or vary Prohibited and Restricted burning times.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 5.42
Bush Fire Act 1954 sections 17(7)(a), 17(8), 17(10) & 18(5)(a)
Bush Fire Regulations 1954 regulation 15C

BF4: Control of Fires

The Chief Executive Officer is delegated the authority, where Council's volunteer bush fire brigades believe they cannot effectively or safely manage a bush fire incident, to transfer control of that incident to the Department of Fire and Emergency Services (DFES).

Guidelines

The Shire will support **FESA's DFES's** management of any incident with:

- At least one and preferably more senior shire bushfire control officers will be a member of the Incident Management Team to provide local knowledge and facilitate effective liaison with local firefighting resources; **and**
- Shire bush firefighting resources, including appliances and volunteers, remaining **at** the incident and assisting **in** suppression activities as determined by the Incident Controller.

Reference: Bush Fires Act 1954 section 13(4)

BF5: Harvest Bans

The Chief Executive Officer is delegated the authority to impose harvest and vehicle movement bans.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 5.42
Bush Fire Regulations 1954 regulations 38A, 38C, 39A & 39B

BF6: Fire Breaks

The Chief Executive Officer is delegated the authority, in liaison with the Chief Bush Fire Control Officer, to resolve fire hazard problems, including where considered necessary, to forward letters demanding the construction of fire breaks and where not complied with, the issuing of contracts for the construction of the break at the land owner's expense.

Reference: Local Government Act 1995 section 5.42
Bush Fires Act 1954 sections 33 & 48

BF6: Bush Fires Act Infringements

The Chief Executive Officer is delegated the authority to issue infringement notices.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Chief Bush Fire Control Officer.

Reference: Local Government Act 1995 section 9.16
Bush Fires Act 1954

7. FINANCE

F1: Outstanding Debtors

The Chief Executive Officer is delegated the authority to write off uncollectable, economically uncollectable or erroneously created debts, in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than two hundred and fifty dollars;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue payment of the account through the court system;

the Chief Executive Officer may approve that the invoice be written off.

2. Where a Sundry Debtor invoice, less than two hundred and fifty dollars in value, has been raised in error, the Chief Executive Officer may approve that the invoice be written off.
3. Where Rates Debtor accounts have a balance less than ten dollars and, in the Chief Executive Officer's opinion, it will not be economically practical to pursue payment of the account through the court system, the Chief Executive Officer may approve that the amount be written off.
4. Where a Rates debtor amount, less than two hundred and fifty dollars, was raised in error, the Chief Executive Officer may approve that the amount be written off.

Reference: Local Government Act 1995 sections 5.42 & 6.12(c)

F2: Investment of Funds

The Chief Executive Officer is delegated the authority to invest surplus funds, trust funds, loan funds and reserve funds after ensuring that sufficient working capital is to be retained, in accordance with Council Policy.

Guideline

The Chief Executive Officer will exercise this delegation in consultation with the Deputy Chief Executive Officer.

Reference: Local Government Act 1995 section 5.42, 6.14
Local Government (Financial Management) Regulations regulation 19
Shire of Cuballing Policy 2.8

F3: Payment of Accounts

The Chief Executive Officer is delegated authority to make payments from all Council bank accounts.

Guidelines

Each payment is to be authorised by two members of staff including:

1. one of the Chief Executive Officer, Deputy Chief Executive Officer or Manager Works & Services; and
2. one of either the Chief Executive Officer or Deputy Chief Executive Officer, Administration Officer, Rates Officer or Manager Works & Services.

Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

1. The payee's name;
2. The amount of the payment;
3. The date of the payment; and
4. Sufficient information to identify the transaction.

Reference: Local Government Act 1995 section 5.42
Local Government (Financial Management) Regulations 1996 regulation 12

On Delegation Deputy Chief Executive Officer

F6: Cost Recovery

The Chief Executive Officer is delegated to instigate proceedings to recover costs in Court.

Reference: Local Government Act 1995 section 5.42

F7: Assistance to Community Organisations and Events

The Chief Executive Officer is delegated to determine the level of in-kind assistance provided to community organisations and events.

Guidelines

This assistance may include the use of Shire plant and machinery or the use of employees.

Reference: Local Government Act 1995 section 5.42

F8: Rates

The Chief Executive Officer is delegated the performance of the following functions of the Council:

1. Compile the necessary rate records as specified in Sections 6.39(1) and 6.39(2) of the Local Government Act 1995 and reassess rates payable in accordance with Section 6.40;
2. The service of Notice of Valuation and rates referred to in Section 6.41 of the LGA 1996;
3. Determine the date that a rate or service charge becomes due and payable in accordance with Section 6.50 of the Local Government Act 1995;

4. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the LGA 1996;
5. The recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62 of the Local Government Act 1995;
6. Entering into a written agreement in accordance with 6.49 of the LGA 1996 for the payment of rates and service charges;
7. Lodge caveats on land where the rates are in arrears and it is considered that the interests of the Council should be protected and the subsequent withdrawal of caveats once arrears of rates have been settled in accordance with 6.64(3) of the LGA 1996;
- 8 Allow or disallow in accordance with Section 6.76(5) any objection to the rate record lodged under Section 6.76(1) and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with Section 6.76(6); and
9. Extend the period of time for receipt of a notice under Section 6.77 and to refer notices received under Sections 6.77 and 6.78 to a Land Valuation Tribunal (Section 6.79).

Reference: Local Government Act 1995 section 5.42

On Delegation: Deputy Chief Executive Officer the recovery of rates and service charges pursuant to the provisions of Sections 6.54 to 6.62 of the Local Government Act 1995.

F9: Insurance – Public Liability Claims

The Chief Executive Officer is delegated authority to consider claims against Council for property damage that does not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council.

Guidelines

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

Reference: Local Government Act 1995 section 5.42

F10: Disposal of Impounded and Abandoned Vehicles

The Chief Executive Officer is delegated authority to sell impounded or abandoned vehicles with an estimated value less than \$10,000.

Guidelines

The sale of the vehicles impounded or abandoned vehicles will be conducted in the following manner:

Estimated Market Value	Method of Advertising	Action
\$1 - \$500	Notices seeking offers for purchases shall be displayed on the Shire of Cuballing's notice boards, Facebook and on the website.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.
\$501 - \$5,000	Notices seeking offers for purchases shall be advertised with local public notice and displayed on the Shire of Cuballing's notice boards, Facebook and on the website.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.
\$5,001 +	Items shall be tendered as per the requirements of S3.58 of the Local Government Act 1995.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.

All tenders/offers received shall be opened in accordance with approved tender opening procedures.

The Acceptance of tenders/offers by the Chief Executive Officer will be according to:

1. The highest tender/offer shall be accepted for any item.
2. Where two or more tenders/offers are received of equal value, the winning tender/offer shall be determined by a lottery.
3. If for any reason it is deemed necessary to vary from (a) or (b), then the matter must be referred to Council for its consideration.

Reference: Local Government Act 1995 section 5.42

8. STAFF

S1: Conferences, Seminars And Training Courses

The Chief Executive Officer is delegated authority to approve the attendance by council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to Council and is relevant to the duties and responsibilities of the officer.

Guidelines

This delegation is subject to sufficient provision having been made in Council's budget for any expenses to be incurred.

On Delegation Manager Works & Services, Deputy Chief Executive Officer for conferences, seminars and training courses that are to be attended by staff under their responsibility that does not require Council incurring accommodation expenses.

S2: Appointment of Staff

The appointment and termination of staff can only be confirmed by:

<u>Position</u>	<u>Office</u>
Chief Executive Officer	Council

Deputy Chief Executive Officer	Chief Executive Officer on recommendation to Council
Manager Works & Services	Chief Executive Officer on recommendation to Council
Principal Environmental Health Officer/Building Surveyor	Chief Executive Officer
Administration Staff	Chief Executive Officer
Works Staff	Chief Executive Officer

Guidelines

All appointments and terminations will be advised to Council at the first opportunity.

S3: Authorisation to Appoint Acting Chief Executive Officer

The Chief Executive Officer is delegated the authority to appoint either the Deputy Chief Executive Officer or the Manager Works and Services to be Acting Chief Executive Officer during the absence of the Chief Executive Officer.

Objective: To expedite the Council appointment process for an Acting Chief Executive Officer.

Guidelines

1. In the event that the Chief Executive Officer cannot delegate the appointment of the Acting Chief Executive Officer position, Council will authorise the appointment.
2. Any appointment by the Chief Executive Officer of an Acting Chief Executive Officer cannot be for a period greater than four weeks.
3. Council is to be provided with prior notice when possible or notice as soon as practicable after any appointment is made.

Reference: Local Government Act 1995 section 5.42(1)

9.2.2 Freedom of Information (FOI) Statement - 2021

Applicant:	N/A
File Ref. No:	ADM039
Disclosure of Interest:	Nil
Date:	3 rd June 2020
Author:	Gary Sherry
Attachments:	9.2.3A Draft Freedom of Information Statement

Summary

Council is to consider a revised Freedom of Information Statement.

Background

Under the requirements of the Freedom of Information Act 1992 the Shire of Cuballing last adopted a Freedom of Information (FOI) Information Statement at their June 2021 Ordinary Meeting.

Local Governments are required to have an information statement made available for inspection or purchase by members of the public. Some agencies have elected to publish their information statement electronically on their website. Others have elected to have both a hard copy and a copy available on their website. Another option is to have hard copy version incorporated in the agency's annual report.

Whichever manner the agency chooses to publish its information statement in, it is required to provide a copy to the Information Commissioner.

Information statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency.

The provisions in the FOI Act concerning information statements require that subsequent republishing of the information statement occurs at intervals of not more than 12 months.

Comment

An updated draft Information Statement has been prepared and is included at Attachment 9.2.2A. In previous years the preparation of the Information Statement has been completed with the assistance of the Office of the Information Commissioner

It is a requirement of the Freedom of Information Act 1992 that an up-to-date Information Statement be published at least every 12 months.

A final, adopted Information Statement will be available on the Council website and from the Shire Administration Office

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.

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

Statutory Environment

Freedom of Information Act 1992

Part 5 — Publication of information about agencies

94. Term used: information statement

96. Information statement, each agency to publish annually

97. Information statement and internal manual, each agency to make available etc.

Policy Implications – Nil

Financial Implications – Nil

Economic Implications – Nil

Social Implications – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

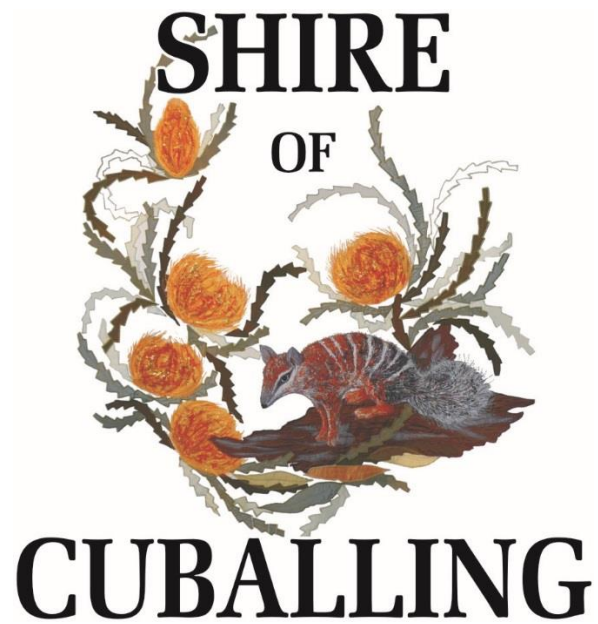
Council may resolve:

1. the Officer's Recommendation; or
2. to adopt a slightly amended draft Information Statement; or
3. to complete a substantially different Information Statement for review by Council at a later time.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council adopt the draft Freedom of Information Statement included at Attachment 9.2.2A.



FREEDOM OF INFORMATION STATEMENT 2021

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

Date of Adoption:

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<p>FIGURE 1 – SHIRE OF CUBALLING ORGANISATIONAL STRUCTURE AS AT 31st May 2021 11</p>		

1. MISSION STATEMENT

The Shire of Cuballing operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic factors impact on its activities and overall performance.

Council is committed to improve the quality of life of the residents of the Shire of Cuballing through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

The objectives of Council is to ensure that the Shire of Cuballing is a progressive, diverse and caring community, with access to modern services and infrastructure, in a unique part of the world.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

2. DETAILS OF LEGISLATION ADMINISTERED

Including, yet not limited to:

- Local Government Act 1995;
- Freedom of Information Act 1992;
- Dog Act 1976;
- Planning and Development Act 2005; and
- all other legislation relevant to Local Government functions

3. COUNCIL STRUCTURE

The Shire of Cuballing consists of six (6) Councillors including the Shire President.

Local Government Elections are held in October of every second year. Councillors are elected for a four year term with three members retiring at each election. Extraordinary elections are held to fill any vacancies which may have occurred during the year.

The President of the Council is elected by the Councillors at the first meeting following each ordinary election.

Council is the decision making body of all policy matters. The Chief Executive Officer reports to Council and the present Shire organisational structure is shown in Figure 1.

4. DETAIL OF DECISION MAKING PROCESS

Ordinary meetings of full Council are generally held on the third Wednesday of each month with exception that no meeting is held in January.

Council Meetings normally commence 2pm and the date and time of the meeting are advertised locally. Members of the public are welcome to attend and Public Question Time is an early item of business.

The main business of the meeting is to consider and make resolutions.

Correspondence and applications on any matters to be considered by Council must be received at the Council office at least two weeks prior to the week of the Council meeting if

they are to be guaranteed of being dealt with at this meeting.

4.1 Minutes

Minutes of Council meetings are placed on display in Council's Administration Centre and on the Shire of Cuballing website within 10 days after Ordinary Council Meeting.

5 SHIRE OF CUBALLING SHIRE COUNCILORS

Councillor M (Mark) Conley	President	Term expires October 2021
Councillor E (Eliza) Dowling	Deputy President	Term expires October 2021
Councillor S (Scott) Ballantyne		Term expires October 2021
Councillor D (Dawson) Bradford		Term expires October 2023
Councillor R (Rob) Harris		Term expires October 2023
Councillor D (Deb) Hopper		Term expires October 2023

Council has appointed the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following table:

No	Committee/Service	Delegate	Proxy
1	Audit Committee	All Councillors	N/A
2	Cemeteries Advisory Committee	Cr Dowling	Cr Hopper
3	Bush Fire Advisory Committee	Cr Harris	Cr Bradford
4	Dryandra Regional Equestrian Park Management Committee	Cr Conley	Cr Ballantyne
5	Dryandra Voluntary Regional Organisation of Councils (DVROC)	Cr Conley	Cr Dowling CEO
6	Education (School Awards, etc)	Cr Hopper	Cr Bradford
7	Cuballing Wickopin Local Emergency Management Committee	Cr Conley	Cr Ballantyne
8	Popanyinning Progress Association	Cr Hopper	Cr Dowling
9	Wheatbelt South Regional Road Group	Cr Ballantyne	Cr Harris
10	Great Southern Regional Waste Alliance	Cr Conley	Cr Hopper
11	Dryandra Country Visitors Centre	Cr Bradford	Cr Ballantyne Deputy CEO
12	Central Country Zone of WALGA	Cr Conley Cr Dowling	Cr Hopper CEO
13	Development Assessment Panel	Cr Conley Cr Dowling	Cr Ballantyne Cr Bradford
14	Plant Management Review Group	Cr Bradford Cr Harris	
15	Wheatbelt South Aged Housing Alliance	Cr Dowling	Cr Conley
16	Cuballing Volunteer Action Group	Cr Ballantyne	Cr Harris

6 DELEGATIONS

The Chief Executive Officer has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The Chief Executive Officer has the power under the Local Government Act 1995 to sub-delegate these Authorities.

In keeping with the legislative requirements:

- to determine policies to be applied by the Council in exercising its discretionary powers;
- to determine the type, range and scope of projects to be undertaken by the Council; and
- to develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

7 SERVICES FOR THE COMMUNITY

Full Council makes decisions on policy issues relating to services that are provided for members of the public.

These services currently include, but are not limited to,:

Roads/Footpaths/Kerbing	Stormwater Drainage
Traffic Control Devices	Street Lighting Waste Disposal
Street Tree Planting	Refuse Collection Control
Public Toilets	Public Library
Aged Persons Accommodation	Parks and Reserves
Dog /Cat Control	Planning Controls
Environmental Health Matters	Pest Controls
Town Planning	Occupational Health and Safety
Community Information	Noxious Weed Controls
Building Control	Citizenship Ceremonies

8 PUBLIC PARTICIPATION

8.1 Council Meetings

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations - With the permission of the Presiding Officer or President, a member of the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council;
2. Presentation to Council with prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council;
3. Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction;
4. Written Requests - A member of the public can write to the Council on any Council policy, activity or service; and
5. Elected Members - Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council

Council allocates at least 15 minutes at each Council Meeting for electors and members of the public to ask questions of Council without the need for prior notice or reservation. The time allocated to public questions is scheduled soon after the start of each Council Meeting.

8.2 Community Consultation

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral roll, are eligible to vote; and
2. Working Party/Sub-Committee - Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise.

9 ACCESS TO DOCUMENTS

9.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office or on the Shire of Cuballing website free of charge.

Members of the public may purchase printed copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	at the set photocopying rate
Council Minutes	at the set photocopying rate
Policy Manual	at the set photocopying rate
Council Budget	at the set photocopying rate
Council Annual Financial Statements	at the set photocopying rate
Council Local Laws	at the set photocopying rate
Community Strategic Plan	at the set photocopying rate
Corporate Business Plan	at the set photocopying rate
Long Term Financial Plan	at the set photocopying rate
Workforce Plan	at the set photocopying rate
Asset Management Plans	at the set photocopying rate
Rates Assessment Book	\$50
Delegation Register	at the set photocopying rate
Building Plans	at the set photocopying rate
Council Town Planning Scheme No. 2	\$33
Consolidated Roll	\$10
Owner & Occupier Roll	\$10

10 OTHER INFORMATION REQUESTS

10.1 FOI Operations:

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, *the Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in the document is accurate, complete, up to date and not misleading.

10.2 Freedom of Information Applications:

Access applications have to:

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

Postal Address:

Shire of Shire of Cuballing
PO Box 13
CUBALLING WA 6311

In Person:

Shire of Cuballing Administration Building
22 Campbell Street
CUBALLING WA 6311

An application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

10.3 Freedom of Information Charges

A scale of fees and charges are set under the Freedom of Information Regulations 1993. Apart from the application fee for non – personal information all charges are discretionary. The charges are as follows:-

1.	<u>Type of Fee</u>	
	Personal information about the applicant	No Fee
	Application fee (for non-personal information)	\$30
2.	<u>Type of Charge</u>	
	Charge for time dealing with application (per hour, or pro rata)time supervised by staff (per hour, or pro rata)	\$30
	Photocopying staff time (per hour, or pro rata)	\$30
	Per photocopy (Black & White)	0.33
	Transcribing from tape, film or computer (per hour, or pro rata)	\$30
	Duplicating a tape, film or computer information	Actual Cost
	Delivery, packaging and postage	Actual Cost
3.	<u>Deposits</u>	
	Advance deposit may be required of the estimated charges	25%
	Further advance deposit may be required to meet the charges for dealing with the application.	75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the Charge is reduced by 25%.

11 ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

12 NOTICE OF DECISION

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and designation of the officer who made the decision;
- if the document is an exempt document the reasons for classifying the matter exempt or the fact that access is given to an edited document;
- information on the right to review and the procedures to be followed to exercise those rights.

13 REFUSAL OF ACCESS

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

14 ATTACHMENTS

Attachment 1 - Application for Access to Documents

Figure 1 – Shire of Cuballing Organisational Structure as at 31st May 2020

Attachment 1 - Application for Access to Documents

SHIRE OF CUBALLING

PO Box 13 Cuballing WA 6311

Phone: 08 9883 6031

Email: enquiries@cuballing.wa.gov.au

**APPLICATION FOR ACCESS TO DOCUMENTS
(Under Freedom of Information Act 1992, S.12)****Details of Applicant:**Given Names:

Australian Postal Address:

Postcode:

Phone:

Mobile:

If application is on behalf of an organisation:

Name of Organisation/Business:Details of Request: *(please tick)* Personal documents Non-personal documentsI am applying for access to document(s) concerning:

Form of Access *(please tick appropriate box)*

I wish to inspect the document(s)

Yes

No

I require a copy of the document(s)

Yes

No

I require access to another form

Yes

No

(Specify)

Fees and Charges:

Attached is a cheque/cash to the amount of \$_____ to cover the application fee.

I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

Applicants Signature:

Date

NOTES

Freedom of Information Applications

- Please provide sufficient information to enable the correct document(s) to be identified.
- The Shire of Cuballing may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- Further information can be obtained from the Office of the Information Commissioner. The Freedom of Information Act is available for purchase from the State Government Bookshop, 815 Hay Street, Perth (Telephone: 9222 8216)

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of works recorded in shorthand or encoded form, or a written document in the cost of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

Lodgement of Applications

Applications may be lodged by post or in person at:-

Shire of Cuballing
PO Box 13
CUBALLING WA 6390

(Office Use Only)

FOI Reference Number:

Received on: _____ Deadline for response _____

Acknowledgement sent on: _____

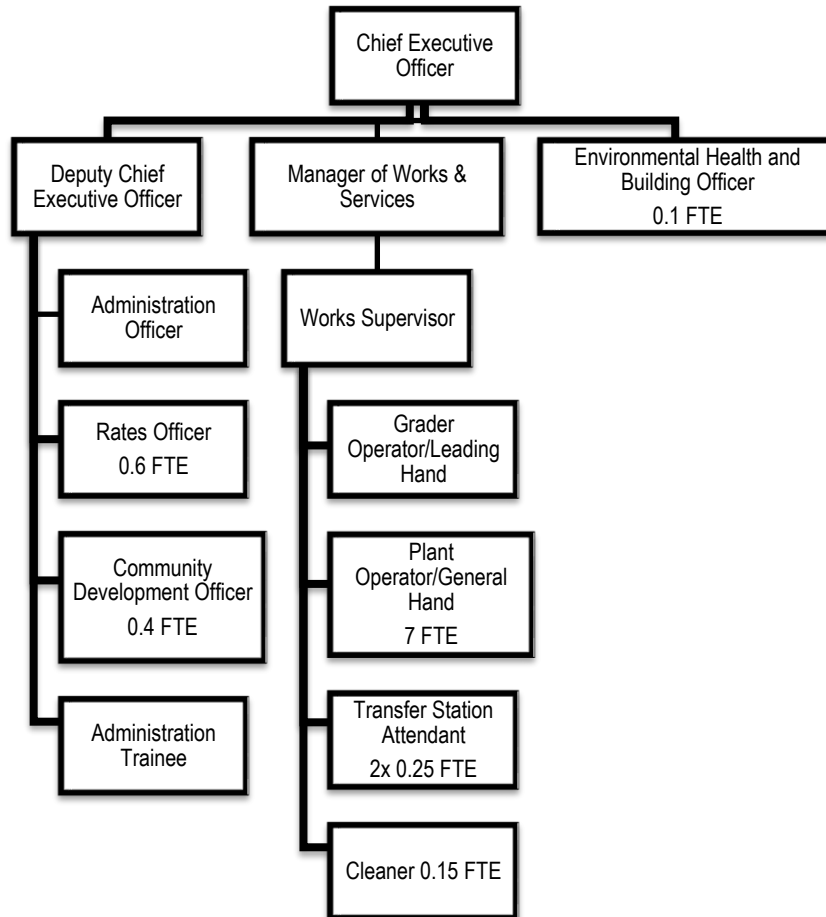
Proof of Identity (if applicable)

Type _____ Sighted _____

Figure 1 – Shire of Cuballing Organisational Structure as at 31st May 2021

Organisation Structure

The Shire manages its responsibilities and services through the organisational structure illustrated below:



9.2.3	Dryandra Regional Equestrian Centre - Upgrade of the Surface of the Show Jumping Arena
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Applicant:	Dryandra Pony Club and the Dryandra Regional Equestrian Association
File Ref. No:	ADM25
Disclosure of Interest:	Nil
Date:	8 th May 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 replace a section of the boundary fence at the cross country equestrian course 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 April 2021 Council supported 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 with Council providing \$6,000 from Council's Equestrian Centre Reserve Fund.

Later in April 2021 DREA and the DPC wrote to Council to seeking assistance to replace a section of the boundary fence at the cross country course at the DREC.

In part this correspondence includes:

The two equestrian clubs believe a new fence around Reserve No. 50156, the block containing the cross country course, has become a very high priority as the existing fence is unsafe, not secure and basically an eyesore in an otherwise well maintained facility.

With these plans in mind it seems that at some stage a new and differently aligned fence will need to be constructed. We are asking if it would please be possible for the re-fencing to occur as soon as possible to ensure the fantastic facilities at Dryandra Regional Equestrian Park present as well as they deserve to, and also meet the safety standards required of the clubs when they are hosting events.

J & D Rural Fencing have provided what we believe is a very reasonable quote to replace the fence and are available to complete the job. Roger Newman has confirmed he is happy to pay his half share of the fencing materials and contract fencing cost for the 640m section of fence on his boundary. The current fence along the railway reserve boundary is still sound and fit for purpose so the two sections which need replacing are along Darcy Street (670m) and along Roger Newman's boundary (640m).

Both fence lines would need to be cleared both of the existing fence and of any fallen or live trees within 1.5m either side of the new fence line before a new fence could be installed. If the Shire were able to contribute in kind to the project by completing the clearing of both fence lines that would be greatly appreciated.

If the Shire were also willing to contribute half or all of the cost of the fence along the Darcy Street boundary while realigning the fence to meet future requirements for the road realignment and bridle path, that would also be welcomed. The clubs are willing to contribute to the project by paying the remaining half share of the re-fencing cost along Roger Newman's boundary.

The costing provided by DREA and the DPC includes:

COMPONENT	No.	Per Item	Total	TOTAL
Contract fencing costs				
7 strand stocklock, top white sighter wire, steel posts every 10m	1,310	2	2,096	
Cost per install strainer assembly - 9 strainers	9	70	630	
Cost per gate hung - 5 gates	5	40	200	2,926
Fencing Supplies				
7 strand stocklock 200m roll - 7 rolls	7	396	2,772	
Steel posts – 130 posts	130	10	1,255	
White sighter equine wire 250m roll – 6 rolls	6	342	2,052	
Strainer assemblies, 80mm 2.1m strainer, strut, clamp – 9 assemblies	9	61	552	
Steel gates 4.2m – 5 gates	5	189	946	7,577
Fence Line Clearing				
Estimate based on using excavator to be selective on timber removed			3,000	3,000
Less Roger Newman's 1/2 share - 640m fence, 4 strainers (not including steel gates or white equine sighter wire)				
Stock lock and steel posts		1,823	- 911	
Fence install		1,024	- 512	
4 Strainers purchase and install		525	- 263	-1,686
TOTAL PROJECT COST				11,817

Staff believe that the proposed cost of installation of the fence is cheaper than Council could complete.

In June 2021 DREA and DPC are hosting significant equestrian events that will attract hundreds of competitors and spectators. The replacement of this fencing is considered a safety matter in holding the events.

Comment

The Officer's Recommendation is to agree to the request to contribute \$9,000 to the DREA and DPC show jumping arena upgrade. This recommendation considers that:

- 1 the replacement of the fence is a required improvement. The existing fence is well past its economic useful life;
- 2 the Shire of Cuballing, while leasing the cross country arena to the DREA and DPC, maintains the requirements of a good landlord and should contribute to the basic provisions such as fencing. The amount of \$9,000 is the cost of completing a basic boundary fence without the white sighter equine wire (\$2,052) and steel gates to allow horse access to Mr Newman's property (\$946). Any contribution would be expenditure

not included in Council's budget and requires approval by an absolute majority of Council;

- 3 The proposed works have been rigorously reviewed by the DPC and DREA and appear to staff to be the best solution. The Clubs have reviewed multiple suppliers and are convinced that the proposed solution is the best solution and the best value for money. Indeed the cost of earthmoving equipment to clear the fence line is significantly cheaper than if Council was to complete this task;
- 4 DREA and DPC will contribute to the project, both with a cash contribution and by managing the project. The Clubs financial health has been negatively impacted in the short term, buy COVID restrictions on equestrian events in 2020. In future years the Clubs anticipate being able to make stronger financial contributions to improvements;
- 5 The Shire of Cuballing's recommended contribution is from the Equestrian Centre Reserve Fund. The Equestrian Centre Reserve Fund is funded through the lease payments of \$4,545 to the DPC and DREA to the Shire of Cuballing. 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.
- 6 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 recommendation is that Council consider returning at least some of the expenditure to the Reserve in Council's 2021/22 Budget.

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.

	Strategy	Outcome
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 staff anticipate a balance of at least \$11,362.19 at 30th June 2021 without any further payments from the reserve.

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, the Chief Executive Officer and Manager Works & Services attended a meeting with Ms Joy Gray, President of DREA, Ms Lear Edwards, and Ms Wiese, President of the DPC, at the Dryandra Regional Equestrian Centre on Monday 17th May 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 defer and seek further information prior to a future consideration.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION:

That Council:

- 1. approve the proposal of the Dryandra Pony Club and the Dryandra Regional Equestrian Association to replace a section of the boundary fence at the cross country equestrian course at the Dryandra Regional Equestrian Centre;**
- 2. agree to contribute \$9,000 to the replace a section of the boundary fence at the cross country equestrian course;**
- 3. transfer the \$9,000 contribution from the Equestrian Centre Reserve Fund; and**
- 4. consider a reimbursement of the Equestrian Centre Reserve Fund of up to \$9,000 in the preparation of Council's 2021/22 Budget.**

9.2.4 Closure of Unnamed Road Reserve – Cuballing

Applicant: N/A
File Ref. No: ADM263
Disclosure of Interest: Nil
Date: 8th June 2021
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider permanently close an unnamed road reserve in Cuballing

Background

Council has received a request from Mr Lawrence O’Connell of Schoolers Road Cuballing to close a section of Treforts Road road reserve running beside his property.

The section of Treforts Road proposed to be closed is unmade and is currently fenced into the 112 hectare farming property of the southern neighbour, Mr John and Doreen Patmore. The road runs in an east direction from the Great Southern Highway to the unnamed road that includes the water pipeline.

Another section of Treforts Road extends west from Great Southern Highway to the Railway Reserve. This section of the road is made but not constructed to a gravel standard. This section of road is also fenced on both sides.

Maps showing the road reserve and each location are included at Attachment 9.2.4A.

Road reserves were historically created to provide legal access to property locations but are often not required if one owner owns multiple locations. In such situations, the road access is not required as the owner access the remote locations across other locations owned by the entity.

Fencing unmade road reserves into farming properties is quite common in the Shire of Cuballing. This is advantageous to Council because a property owner takes the day to day maintenance such as fire and weed control. While this fencing in is practical, the right of access to a public road is unchanged and access to such a road is not trespassing.

Comment

Mr O’Connell’s correspondence includes the following justification for this proposal is:

- It would serve as a boundary and fire break between the two properties;
- Its currently doesn't not serve its purpose as the lane way it was intended to be. One of its boarding fence lines has been removed.
- It is currently being unfairly used by one party. Recently has been put in crop and on other occasions has been used to run sheep.
- Due to the removal of the fence boarding the lane way, I have seen an increase in lice infestation within my sheep that share the fence line.
- Increase in costing to treat my livestock every year due to the removal of lane way fencing.
- Devaluation of livestock due to the contraction of lice.

Mr O’Connell’s letter of request is included at Attachment 9.2.4B.

The adjoining property owner Mr Patmore has advised that after contacting the previous property owner, he believes that the current fencing arrangements have been in place for at least 50 years. Mr Patmore is reluctant to agree to the request of Mr O’Connell given that he

believes that this would require him meet costs including fencing, survey and arranging alternative access to Great Southern Highway.

The current Treforts Road road reserve has little current purpose. Both the properties owned by Mr and Mrs Patmore and Mr O'Connell have or could have alternative road access. The road to the west of this road provides access along the water pipeline on a north/south alignment from Schoolars Road to Boxell Road.

If Council was to permanently close the road reserve, it would be able for either Mr O'Connell or Mr & Mrs Patmore to purchase this land. If Mr & Mrs Patmore were to purchase it, this would mean no fencing changes and Mr O'Connell's issues would continue.

Mr O'Connell's concerns leading to his request to close the road, may be met with further discussions with Mr & Mrs Patmore over his issues. In any such discussion, Mr & Mrs Patmore should remain aware that there is a public right of access to the road reserve by anyone at any time

The Officer's Recommendation is for Council to not move to close the road at this time, and advise the neighbours to undertake further discussions about their issues arising from the fencing of this section of Treforts Road. The Officer's Recommendation signals the potential for Council to reconsider at some time in the future.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

- Managing community assets in a whole of life and economically sustainable manner.
- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

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

Statutory Environment

Section 58 of the Land Administration Act (1997) applies to this matter. The process for a local government to close a road reserve is:

1. Council decides at Council meeting to consider closing a road.
2. Advertises intention to consider closing a road in local publication, such as the Narrogin Observer, giving a period of notice to provide submissions.
3. Council would write to advise service agencies of the road closure. This could include Water Corporation, Western Power, Alinta Gas, Telstra, the Dept. of Industry and Resources, Dampier to Bunbury Natural Gas Pipe Land Access Minister and the Department of Land. Notice would normally also be provided to adjacent or nearby local land owners as well.

4. Council make decision to close road. This must be at least 35 days after the notice was publicised in the local newspaper. Any objections must be considered by the local government.
5. Write to Minister (with plans of road to be closed, copies of advice to service agencies, copy of the Council minutes, copies of any submissions, any other relevant information) requesting closure of road.

Policy Implications – Nil

Financial Implications

Amalgamation of the closed road reserve with existing freehold land is unlikely to alter the UV valuation of the combined property or therefore result in any meaningful change in Council rate revenue.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations

There are no environmental considerations given the Treforts Road reserve proposed to be closed is currently used for agricultural purposes.

Consultation

Staff have discussed this issue with Mr O'Connell and Mr Patmore.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to move to close the section of Treforts Road, giving reasons for not resolving the Officer's Recommendation; or
3. to defer this matter at this time and seek further information or input from neighbours prior to a future consideration by Council.

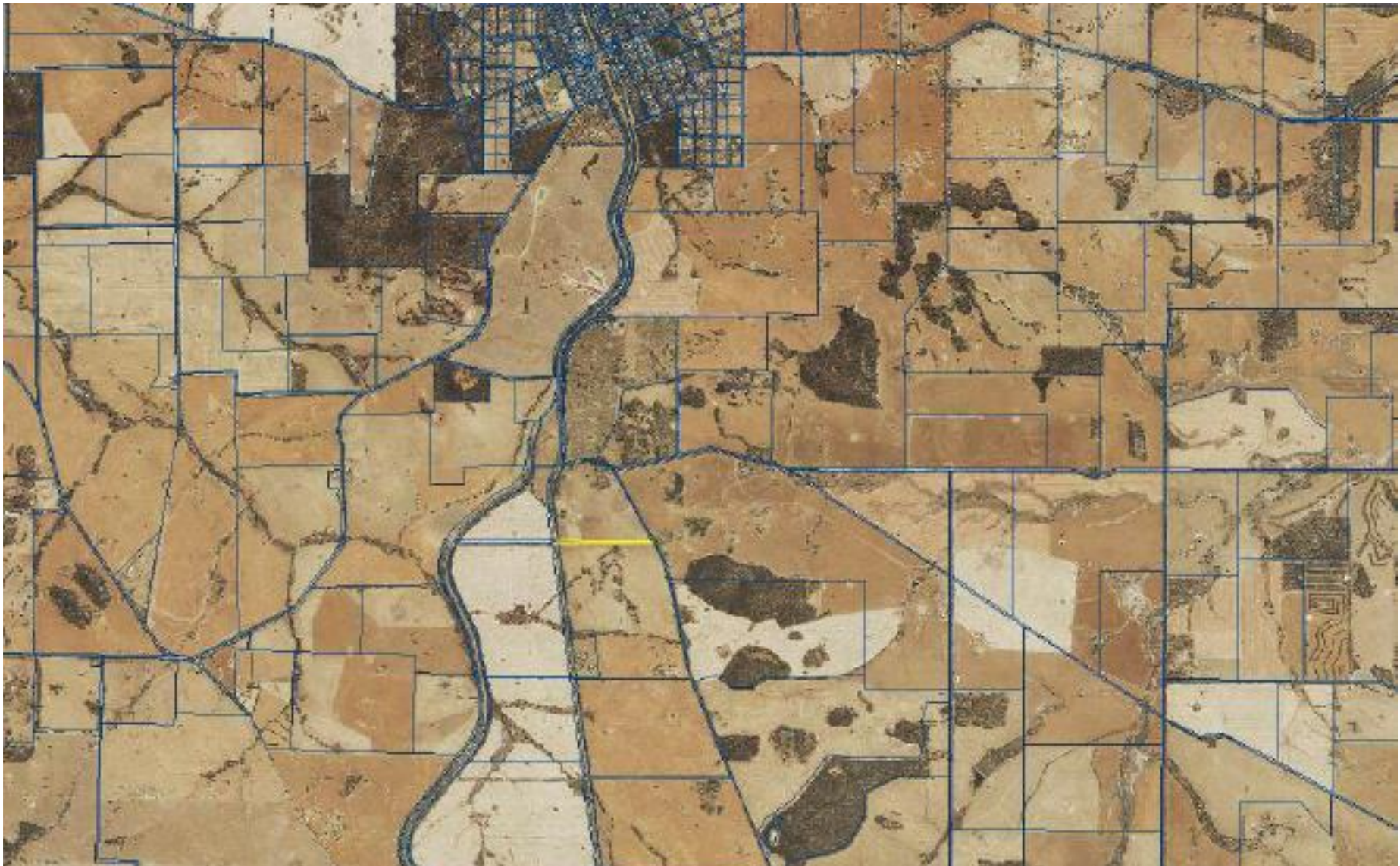
Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council, at this time, not consider closing the portion of Treforts Road road reserve east of Great Southern Highway and urge the neighbours to discuss further their issues arising from the fencing of this section of Treforts Road.







Dear Shire of Cuballing,

Contacting you in regards to the southern boundary unnamed road reserve that runs along side our property Lot 48 Schoolars Road, Cuballing WA 6311.

I would like to request the closure of the unnamed road reserve.

My reasoning behind this proposal is;

- It would serve as a boundary and fire break between the two properties.
- Its currently doesn't not serve its purpose as the lane way it was intended to be. One of its boarding fence lines has been removed.
- It is currently being unfairly used by one party. Recently has been put in crop and on other occasions has been used to run sheep.
- Due to the removal of the fence boarding the lane way, I have seen an increase in lice infestation within my sheep that share the fence line.
- Increase in costing to treat my livestock every year due to the removal of lane way fencing.
- Devaluation of livestock due to the contraction of lice.

We approached council to purchase the land previously, and were denied as it was Shire land. If this is still the case we would like the fence reinstated and the laneway closed.

Attached is a current map from Land Gate depicting the lane in question.

Kind regards,



Lawrence and Jennifer O'Connell

Lot 48 Schoolars Road,

Cuballing WA 6311

0417179744

Info@narrogintowing.com.au

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:

12.1.1	Chief Executive Officer – Salary Review – Superannuation Guarantee Contribution
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Applicant:	N/A
File Ref. No:	Personnel
Disclosure of Interest:	Direct Financial Interest in that the Author is the Officer whose performance and salary is being reviewed.
Date:	14 th October 2020
Author:	Gary Sherry
Attachments:	12.1.1A CEO Remuneration Information

13. NEXT MEETING:

Ordinary Council Meeting, 2.00pm, Wednesday 21st July 2021 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

14. CLOSURE OF MEETING: