

SHIRE OF CUBALLING

*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 21st JULY 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.

1.	DECLARATION OF OPENING:	2
2.	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:	2
2.1.1	Attendance	2
2.1.2	Apologies	2
2.1.3	Leave of Absence	2
3.	STANDING ORDERS:	2
4.	PUBLIC QUESTION TIME:	2
4.1	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:	2
4.2	WRITTEN QUESTIONS PROVIDED IN ADVANCE:	2
4.3	PUBLIC QUESTIONS FROM THE GALLERY:	3
5.	APPLICATIONS FOR LEAVE OF ABSENCE:	3
6.	CONFIRMATION OF MINUTES:	3
6.1.1	Ordinary Meeting of Council held on Wednesday 16 th June 2021	3
6.1.2	Special Meeting of Council held on Wednesday 23 rd June 2021	3
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:	3
8.	DISCLOSURE OF FINANCIAL INTEREST:	3
9.	REPORTS OF OFFICERS AND COMMITTEES:	4
9.1	DEPUTY CHIEF EXECUTIVE OFFICER:	4
9.1.1	List of Payments – June 2021	4
9.1.2	Statement of Financial Activity – June 2021	11
9.1.3	Adoption of the 2021/22 Budget	33
9.2	CHIEF EXECUTIVE OFFICER:	38
9.2.1	Popanyinning Progress Association Bonfire Night	38
9.2.2	Policy - Temporary Employment or Appointment of CEO	43
9.2.3	Draft Disability Access and Inclusion Plan 2019-2024	50
9.2.4	Camping Event at Cuballing Recreation Centre	57
9.2.5	Removal Popanyinning Fire Danger Rating Sign	61
9.3	MANAGER OF WORKS AND SERVICES:	64
9.3.1	Purchase of Vibrating Steel Drum Roller	64
10.	ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:	70
11.	URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:	70
12.	CONFIDENTIAL MATTERS:	70
13.	NEXT MEETING:	70
14.	CLOSURE OF MEETING:	70

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 16th June 2021

OFFICER'S RECOMMENDATION:

That the Minutes of the Ordinary Meeting of Council held on Wednesday 16th June 2021 be confirmed as a true record of proceedings.

6.1.2 Special Meeting of Council held on Wednesday 23rd June 2021

OFFICER'S RECOMMENDATION:

That the Minutes of the Special Meeting of Council held on Wednesday 23rd June 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 – June 2021

File Ref. No:	NA
Disclosure of Interest:	Nil
Date:	15 th July 2021
Author:	Nichole Gould
Attachments:	9.1.1A List of June Municipal Accounts 9.1.1.B Credit Card Transactions

Summary

Council is to review payments made under delegation in June 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 June 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 June 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 \$426,700.89 included at Attachment 9.1.1A; and
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 31st May 2021 included at Attachment 9.1.1B.

LIST OF JUNE 2021 MUNICIPAL FUND ACCOUNTS

Chq/EFT	Name	Description	Amount
01/06/2021	Police Licensing	Police Licensing Payments	433.45
02/06/2021	Police Licensing	Police Licensing Payments	44.05
03/06/2021	Police Licensing	Police Licensing Payments	16,276.60
04/06/2021	Police Licensing	Police Licensing Payments	29.75
08/06/2021	Police Licensing	Police Licensing Payments	8,805.40
08/06/2021	Interest on Graders	Interest on Graders	120.62
08/06/2021	Loan Repayment No. 63 Graders	Loan Repayment No. 63 Graders	3,593.66
09/06/2021	Police Licensing	Police Licensing Payments	248.15
10/06/2021	Private Health Member Fees	Private Health Member Fees	239.00
10/06/2021	Police Licensing	Police Licensing Payments	1,620.35
11/06/2021	ATO Clearing Account BAS	ATO Clearing Account BAS	28,091.00
14/06/2021	Police Licensing	Police Licensing Payments	590.60
15/06/2021	Police Licensing	Police Licensing Payments	1,050.25
16/06/2021	Police Licensing	Police Licensing Payments	3,015.95
17/06/2021	Police Licensing	Police Licensing Payments	14.95
18/06/2021	Police Licensing	Police Licensing Payments	277.70
21/06/2021	Police Licensing	Police Licensing Payments	817.20
22/06/2021	Police Licensing	Police Licensing Payments	1,823.50
23/06/2021	Police Licensing	Police Licensing Payments	14,005.55
24/06/2021	Private Health Member Fees	Private Health Member Fees	239.00
24/06/2021	Police Licensing	Police Licensing Payments	1,977.85
25/06/2021	Police Licensing	Police Licensing Payments	384.20
28/06/2021	Police Licensing	Police Licensing Payments	639.70
29/06/2021	Police Licensing	Police Licensing Payments	574.40
30/06/2021	Police Licensing	Police Licensing Payments	1,513.15
EFT6214	Bill & Bens Hot Bread Shop	Catering - Australia's Biggest Morning Tea	87.75
EFT6215	Bruce Brennan	Synergy Reimbursement - MWS	265.43
EFT6216	Builders Registration Board Building Commission	May 2021 Building Forms	56.65
EFT6217	Best Office Systems	Monthly copier charges	765.01
EFT6218	Bronwyn Dew	50% Subsidy for power as per DCEO contract.	231.59
EFT6219	Cloud Payment Group	Monthly Debt Collection Charges	3,703.15
EFT6220	Communications Infrastructure Programme WA Police	Refund of grant funds not spent	79.51
EFT6221	Corsign (WA) Pty Ltd	Signs	245.30
EFT6222	Crovie Nominees Pty Ltd	Supply 2500m ³ pushed gravel	8,250.00
EFT6223	Cuby Roadhouse	Printing / Stationery - Reflex Paper	518.75

Chq/EFT	Name	Description	Amount
EFT6224	Cuby Tavern	Catering	171.00
EFT6225	Eco-Edge Environmental Services	Fauna surveys Shaddicks gravel pit and Boundary road pit	2,750.00
EFT6226	Edwards Motors	72,000km Service	887.54
EFT6227	Fire Mitigation Services	Fire Mitigation works	25,721.50
EFT6228	Farmworks Narrogin	1 x Pallet Postcrete	618.18
EFT6229	Great Southern Fuel Supplies	Bulk Diesel Supply and Delivery - 3,500 Litres of Diesel	8,616.46
EFT6230	Halanson Earthmoving	Hire of Rubber tyred roller	3,960.00
EFT6231	Hanson Construction Materials	150 ton x 7mm Washed Granite MRD Spec	2,451.19
EFT6232	Harwood Contracting Services	2m ³ of garden bed mix	209.00
EFT6233	J & D Rural Fencing	Remove and reinstall fence Bradfords, Install new fence Hanson	3,573.68
EFT6234	Kalexpress & Quality Transport	Freight Charges	72.88
EFT6235	Landgate	Provision of cadastre	351.25
EFT6236	Makit Narrogin Hardware	Account for May - Sikaflex Adhesive, Caulking Gun	166.00
EFT6237	Metrocount	100m x rubber road tube for traffic counts 1 x 10 pack centerline straps	676.50
EFT6238	Marketforce	Advertising Administration Trainee Position	255.12
EFT6239	McPest Pest Control	Termite inspections and reports for all bridges	2,750.00
EFT6240	Narrogin Auto Electrics	2 x 100amp/hr Batteries	760.00
EFT6241	Narrogin Bearing Services	2 x 36mm deep socket impact sockets for tyre changing on loader Cat	112.20
EFT6242	Office of the Auditor General	Roads to Recovery Audit 2019/20	880.00
EFT6243	R Munns Engineering Consulting Services	Continue setting out road alignments Wandering-Narrogin Road Black Spot	5,105.06
EFT6244	Shire of Narrogin	Disposal of kerbside waste collection - March 2021	3,906.54
EFT6245	Shire of Wickopin	Hire of Final Trim Grader Operator	10,044.00
EFT6246	Toll Transport Pty Ltd	Freight Charges - Komatsu	58.53
EFT6247	Wallis Computer Solutions	Server warranty upgrade	2,850.00
EFT6248	Western Stabilisers	Wet mixing 20,000m ² Wandering Narrogin Blackspot	14,815.10
EFT6249	Winc Australia Pty Limited	Stationery	46.27
EFT6250	Air Response	Repairs to air conditioner at CEO residence	1,751.08

Chq/EFT	Name	Description	Amount
EFT6251	Bitutek	2 Coat Seal Blackspot Wandering Narrogin Road SLK 31.72 - 32.37	35,327.60
EFT6252	Burgess Rawson (WA) Pty Ltd	Water Charges War Memorial	128.84
EFT6253	Bronwyn Dew	Reimbursement of Internet	55.00
EFT6254	Cuballing Building Company	Supply & install water tanks to Cuballing fire shed	7,837.03
EFT6255	Edge Planning & Property	Monthly Town Planning Advice	3,801.60
EFT6256	JR & A Hersey P/L	10 x hats	301.40
EFT6257	McDougall Weldments	3 x 6m x 12mm Rio bar	79.42
EFT6258	Melchiorre Plumbing and Gas	Service fuji clean unit	781.25
EFT6259	Narrogin Auto Electrics	2 x New Batteries	1,061.93
EFT6260	Narrogin Earthmoving and Concrete	2 x Semi Side Tippers hire	33,187.00
EFT6261	Narrogin Packaging and Motorcycles & Accessories	2 x boxes hand towels 2 x boxes toilet paper 1 x 5lt nova oven cleaner	370.10
EFT6262	Narrogin Hire Service and Reticulation	Black Rectangle Table Cloths	100.00
EFT6263	Peter John Denton	160 native seedlings	300.00
EFT6264	Parrys Narrogin	Staff Uniform	273.70
EFT6265	R Munns Engineering Consulting Services	Geo investigation and pavement design for Cuballing East road	3,556.35
EFT6266	Tutt Bryant Equipment	1 x New stereo aerial for roller	153.52
EFT6267	Whitford Fertilisers Narrogin	Weighbridge Waste Management - May 2021	49.50
EFT6268	BKS Electrical	Replace exhaust fan in Depot office	349.80
EFT6269	Civil & Structural Engineers	Aged Person's ILU - Design & Document Buildings - includes site prep for buildings	18,177.50
EFT6270	Corsign (WA) Pty Ltd	Signs	3,399.22
EFT6271	DX Print Group Pty Ltd	50 Safe Work Statement Books	550.00
EFT6272	Ergolink	Medium Back Heavy Duty Office Chair	797.35
EFT6273	Fairway Carriers	Freight Culverts from RCPA Perth to Shire Depot	359.76
EFT6274	Great Southern Fuel Supplies	Bulk Diesel Supply and Delivery - 3,500 Litres of Diesel	4,606.14
EFT6275	Landgate	Provision of aerial imagery mosaics - Cuballing & Popanyinning	283.80
EFT6276	Narrogin Stihl	5 x edging blades for combi tool	45.98
EFT6277	P Grey Otolaryngology	Noise Induced Hearing Assessment	770.00

Chq/EFT	Name	Description	Amount
EFT6278	Shire of Narrogin	Ranger Duties	429.00
EFT6279	Security Man Pty Ltd	Quarterly Monitoring for Security System	110.00
EFT6280	Tutt Bryant Equipment	Parts for Bomag steel drum roller	5,092.89
EFT6281	Winc Australia Pty Limited	Stationery	22.66
EFT6282	AC & EJ Fulford & Co	Gravel pushing 10,000m ³ at Shaddick road Gravel pit	18,590.00
EFT6283	Corsign (WA) Pty Ltd	Non Reflective Aluminium Sign	585.20
EFT6284	Deborah Lynne Hopper	Deborah Hopper Council Sitting Fees February to June 2021	1,328.36
EFT6285	Dawson Robert Bradford	Dawson Bradford Council Sitting Fees February - June 2021	1,085.00
EFT6286	Dawsons Funeral Home	Refund of Bond Hall Hire	100.00
EFT6287	Eco-Edge Environmental Services	Flora and Vegetation Surveys	7,260.00
EFT6288	Elisa Alice Dowling	Eliza Dowling Deputy President Allowance February - June 2021	1,620.00
EFT6289	Fairway Carriers	Freight on Pipes from Perth to Depot	459.40
EFT6290	Farmworks Narrogin	10 rolls bunting @ \$22 per roll	220.00
EFT6291	Great Southern Fuel Supplies	Bulk Diesel Supply and Delivery - 2,500 Litres of Diesel	3,338.34
EFT6292	Komatsu Australia Pty Limited	6,500hr Service on Komatsu Grader	2,070.81
EFT6293	Linemarking WA Pty Ltd	Install 2 x Thermoplastic holding lines	1,540.00
EFT6294	Mark Conley	Mark Conley President Allowance February - June 2021	5,470.00
EFT6295	Melchiorre Plumbing and Gas	Install mains water to Cuballing and Popanyinning Fire shed tanks	3,868.70
EFT6296	Peter Scott Ballantyne	Scott Ballantyne Council Sitting Fees February - June 2021	930.00
EFT6297	Pingelly Tyre Service	4 x New Tyres	12,228.30
EFT6298	Robert John Harris	Robert Harris Council Sitting Fees February to June 2021	1,085.00
EFT6299	SAI Global	National Construction Codes Subscription	3,207.96
EFT6300	Total Quality Clean	Weekly Clean of Shire Office	1,452.00
EFT6301	Tutt Bryant Equipment	1 x Centre housing	4,191.83
20080	Synergy	Electricity Charge - Lot 124 Campbell St Cuballing	3,038.23
20081	Water Corporation	New Development Application Fee, Service Activations & Water Contribution	13,114.07

Chq/EFT	Name	Description	Amount
20082	Synergy	Monthly Electricity Charge Street Lightning	639.54
20083	Water Corporation	Water Charges - Standpipe Austral St Cuballing	4,417.66
20084	Water Corporation	Water Charges - Standpipe Ridley St Cuballing	934.65
DD2672.1	Hostplus Super	Superannuation contributions	235.12
DD2672.2	Aware Super Pty Ltd	Payroll deductions	5,520.54
DD2672.3	Matrix Superannuation	Superannuation contributions	193.81
DD2672.4	Australian Super	Superannuation contributions	458.17
DD2672.5	MLC	Superannuation contributions	114.17
DD2673.1	National Australia Bank	MWS Credit Card - DWER - Cuballing East Road - Clearing Permit Application	3,464.94
DD2678.1	inet Limited	Monthly Internet Connection	89.99
DD2684.1	Telstra	Mobile Charge - Emergency Services Mobile	305.78
DD2684.2	Telstra	Service Charge - Shire Office	267.07
DD2688.1	Hostplus Super	Superannuation contributions	310.77
DD2688.2	Aware Super Pty Ltd	Payroll deductions	5,535.61
DD2688.3	Matrix Superannuation	Superannuation contributions	173.56
DD2688.4	Australian Super	Superannuation contributions	458.17
DD2688.5	CBUS	Superannuation contributions	114.75
DD2688.6	MLC	Superannuation contributions	136.80
			426,700.89

CREDIT CARD TRANSACTIONS

Supplier	DETAIL OF PURCHASE	TOTAL
JB Hifi	Small Wireless Mouse for CEO Laptop	24.00
Depart. Water & Environment Regulation	Cuballing Waste Management Facility Annual Licence Renewal	324.80
Crown Promenade	Roads Forum Cr Harris Accommodation Refund	- 201.39
Aussie Broadband	Monthly NBN Internet Subscription	79.00
Crown Promenade	Financial Reporting & Governance Training DCEO Accommodation	402.78
Transperth WA	Financial Reporting & Governance Training DCEO Parking/Bus Ticket	3.20
Transperth WA	Financial Reporting & Governance Training DCEO Parking/Bus Ticket	3.20
Coles Narrogin	Toolbox Meeting - Groceries	14.50
Coles Narrogin	Toolbox Meeting - Groceries	9.35
Bill & Bens Hot Bread Shop	Toolbox Meeting - Rolls/Bread	8.00
Narrogin Country Fresh Meats	Toolbox Meeting - Meat	30.10
Depart. of Water & Environmental Regulation	Cuballing East Road - Clearing Permit Application	2,400.00
Fluid Management Technology	Fuel Bowser Control Panel	169.40
Narrogin Betta Home Living	Replacement Dash Cam	99.00
Narrogin Betta Home Living	Replacement Dash Cam	99.00
GRAND TOTAL		3,464.94

9.1.2 Statement of Financial Activity – June 2021

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	8 th July 2021
Author:	Bronwyn Dew, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity – June 2021

Summary

Council is to consider the Statement of Financial Activity for June 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 – all eligible claims for Regional Road Group have been submitted;
- Transport – 100% of Roads to Recovery has been claimed & received;
- Transport – Blackspot Final 20% has been claimed;
- Transport – WSFN second 40% funding has been received;
- Recreation and Culture – Yornaning Dam grant funding has been received;
- Financial Assistance Grants – early payment of 2021/22 grant has been received;
- FESA – ESL grant funding – early payment of first quarter 2021/22 grant has been received;
- Income from the sale of the Building Officers Vehicle has been received;
- Local Regional Community & Infrastructure Grant Phase 1 – 2nd 40% received;
- Local Regional Community & Infrastructure Grant Phase - 1st 70% 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;

- Income from sale of Komatsu Grader received - \$114,897.61; and
- Standpipe income higher than budgeted.

Operating Expenses – The key items of variance include:

- Employee costs are underbudget;
- Law, Order & Public Safety overbudget due to fire vehicle repairs (reimbursed);
- Standpipe expenses are overbudget;
- Community Amenities – overbudget due to unbudgeted planning fees;
- Legal Fees Overbudget due to rates recovery;
- 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. Several projects will be carried over into the new financial year.

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

Administration Allocations have been calculated to 30th June 2021.

Depreciation expense is calculated to 30th June 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 30th June 2021 be received.

SHIRE OF CUBALLING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 June 2021

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

TABLE OF CONTENTS

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

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2021

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 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.

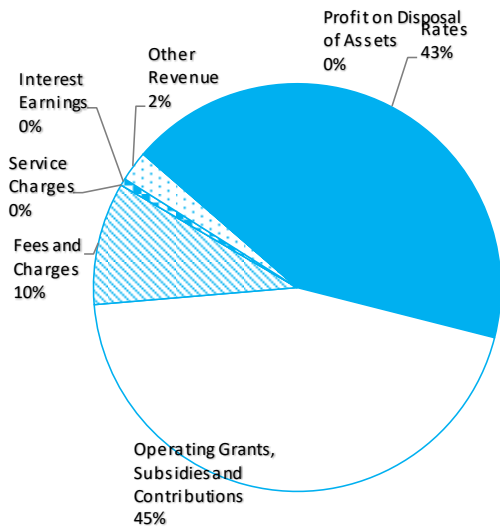
ROUNDING OFF FIGURES

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

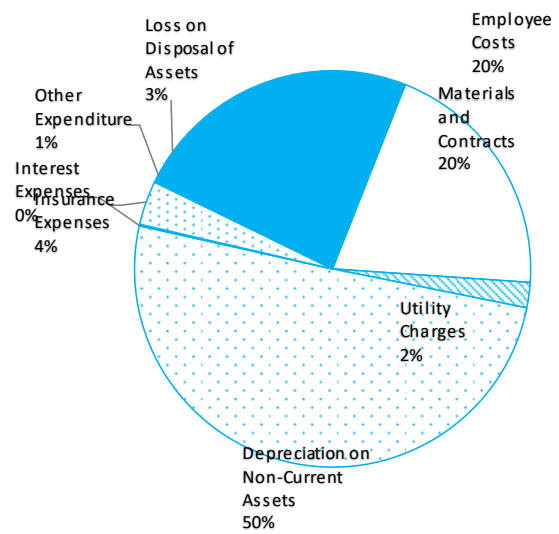
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2021**

SUMMARY GRAPHS

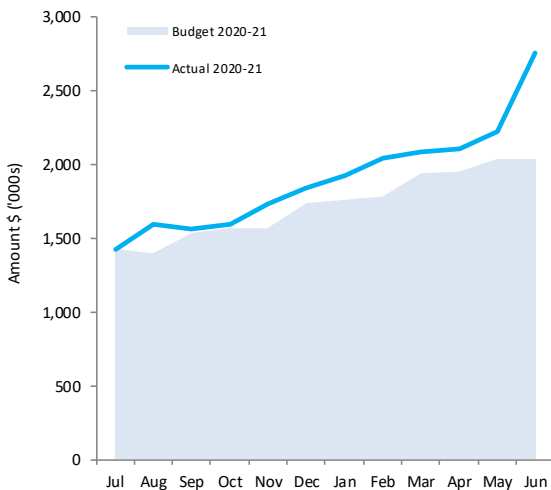
OPERATING REVENUE



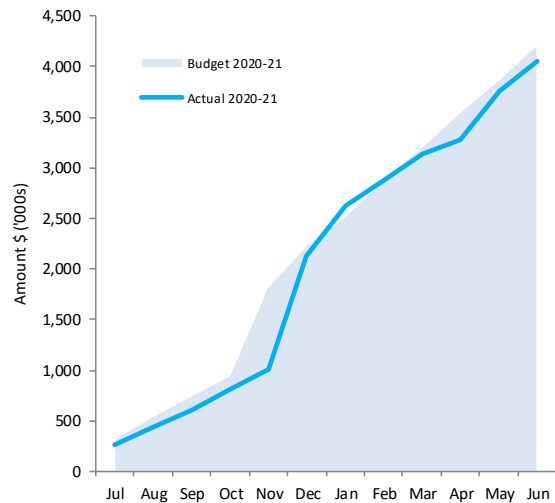
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

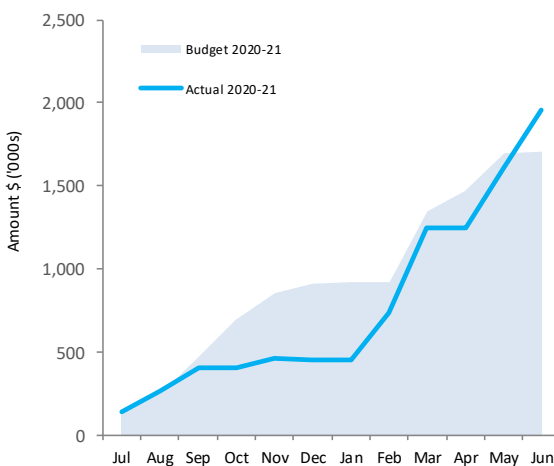


Budget Operating Expenses -v-YTD Actual



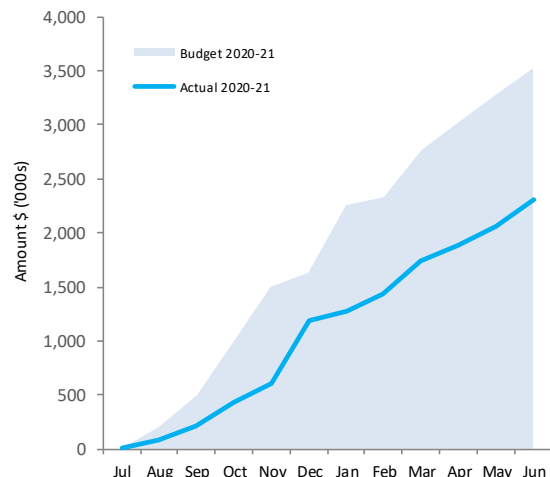
CAPITAL REVENUE

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 30 JUNE 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 30 JUNE 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	1,484,292	1,803,919	319,627	22%	▲
Governance		1,780	1,780	35,613	33,833	1,901%	▲
Law, Order and Public Safety		35,444	35,444	209,304	173,860	491%	▲
Health		800	800	1,173	373	47%	
Education and Welfare		1,000	1,000	0	(1,000)	(100%)	
Housing		4,680	4,680	3,960	(720)	(15%)	
Community Amenities		71,830	71,830	125,045	53,215	74%	▲
Recreation and Culture		25,150	25,150	26,402	1,252	5%	
Transport		283,262	283,262	446,155	162,893	58%	▲
Economic Services		38,650	38,650	55,985	17,335	45%	▲
Other Property and Services		92,000	92,000	47,124	(44,876)	(49%)	▼
		2,038,888	2,038,888	2,754,680			
Expenditure from operating activities							
General Purpose Funding		(78,415)	(78,415)	(102,595)	(24,180)	(31%)	▼
Governance		(131,679)	(131,679)	(149,060)	(17,381)	(13%)	▼
Law, Order and Public Safety		(182,585)	(182,585)	(303,824)	(121,239)	(66%)	▼
Health		(45,440)	(45,440)	(44,748)	692	2%	
Education and Welfare		(21,728)	(21,728)	(20,218)	1,510	7%	
Housing		(37,745)	(37,745)	(30,654)	7,091	19%	▲
Community Amenities		(337,403)	(337,403)	(365,725)	(28,322)	(8%)	
Recreation and Culture		(380,209)	(380,209)	(363,867)	16,342	4%	
Transport		(2,770,985)	(2,770,985)	(2,354,127)	416,858	15%	▲
Economic Services		(152,740)	(152,740)	(183,571)	(30,831)	(20%)	▼
Other Property and Services		(59,000)	(59,000)	(152,238)	(93,238)	(158%)	▼
		(4,197,928)	(4,197,928)	(4,070,628)			
Operating activities excluded from budget							
Add Back Depreciation		1,962,282	1,962,282	2,048,915	86,633	4%	
Adjust (Profit)/Loss on Asset Disposal	6	155,513	155,513	121,362	(34,151)	(22%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(41,245)	(41,245)	854,328			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	1,702,022	1,702,022	1,956,658	254,636	15%	▲
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)	(3,530,068)	(2,327,242)	1,202,826	34%	▲
Amount attributable to investing activities		(1,690,046)	(1,690,046)	(207,380)			
Financing Activities							
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(57,073)	(57,073)	0	0%	
Transfer from Reserves	9	551,774	254,179	254,179	0	0%	
Transfer to Reserves	9	(17,545)	(14,670)	(14,670)	0	0%	
Amount attributable to financing activities		787,156	492,436	182,436			
Wardering Road Bridge Widening							
Closing Funding Surplus(Deficit)	1(b)	1,387	(293,334)	1,936,372			

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 30 JUNE 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 30 JUNE 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	1,171,584	1,172,623	1,039	0%	
Operating Grants, Subsidies and Contributions	10	615,168	615,168	1,231,483	616,315	100%	▲
Fees and Charges		166,672	166,672	267,755	101,083	61%	▲
Interest Earnings		20,800	20,800	15,572	(5,228)	(25%)	▼
Other Revenue		64,665	64,665	66,374	1,709	3%	
Profit on Disposal of Assets	6	0	0	874	874		
		2,038,888	2,038,888	2,754,680			
Expenditure from operating activities							
Employee Costs		(996,469)	(996,469)	(798,185)	198,284	20%	▲
Materials and Contracts		(804,728)	(804,728)	(817,877)	(13,150)	(2%)	
Utility Charges		(67,601)	(67,601)	(84,086)	(16,485)	(24%)	▼
Depreciation on Non-Current Assets		(1,962,282)	(1,962,282)	(2,048,915)	(86,633)	(4%)	
Interest Expenses		(5,383)	(5,383)	(5,383)	0	0%	
Insurance Expenses		(147,848)	(147,848)	(146,251)	1,598	1%	
Other Expenditure		(58,105)	(58,105)	(47,697)	10,408	18%	▲
Loss on Disposal of Assets	6	(155,513)	(155,513)	(122,235)	33,278		
		(4,197,928)	(4,197,928)	(4,070,628)			
Operating activities excluded from budget							
Add back Depreciation		1,962,282	1,962,282	2,048,915	86,633	4%	
Adjust (Profit)/Loss on Asset Disposal	6	155,513	155,513	121,362	(34,151)	(22%)	▼
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		(41,245)	(41,245)	854,328			
Investing activities							
Non-operating grants, subsidies and contributions	10	1,702,022	1,702,022	1,956,658	254,636	15%	▲
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)	(3,530,068)	(2,327,242)	1,202,826	34%	▲
Amount attributable to investing activities		(1,690,046)	(1,690,046)	(207,380)			
Financing Activities							
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(57,073)	(57,073)	0	0%	
Transfer from Reserves	9	551,774	254,179	254,179	0	0%	
Transfer to Reserves	9	(17,545)	(14,670)	(14,670)	0	0%	
Amount attributable to financing activities		787,156	492,436	182,436			
Closing Funding Surplus (Deficit)	1(b)	1,387	(293,334)	1,936,372			

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 30 JUNE 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 30 JUNE 2021

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

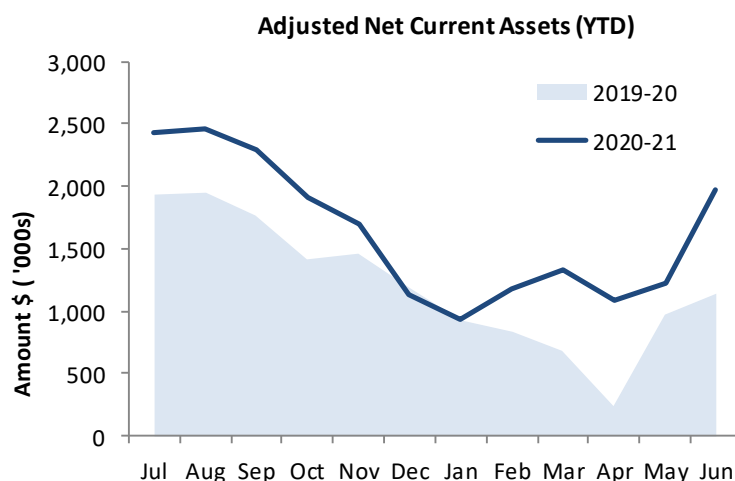
		Last Years Closing 30 June 2020	This Time Last Year 29 Jun 2020	Year to Date Actual 30 Jun 2021
	Re Note	\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,008,179	1,008,179	1,831,039
Cash Restricted	3	1,316,404	1,316,404	1,076,895
Receivables - Rates	4	101,076	101,076	122,255
Receivables - Other	4	113,119	113,119	92,407
Loans receivable		0	0	0
ATO Receivable		51	51	29,366
Inventories		6,061	6,061	6,061
		2,544,890	2,544,890	3,158,024
Less: Current Liabilities				
Payables		(119,366)	(119,366)	(103,769)
ATO Payables		0	0	(40,655)
Provisions - employee		(196,543)	(196,543)	(196,543)
Long term borrowings		(57,073)	(57,073)	0
Bonds & Deposits		(2,131)	(2,131)	(334)
		(375,113)	(372,982)	(341,300)
Unadjusted Net Current Assets		2,169,777	2,171,907	2,816,724
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,316,404)	(1,316,404)	(1,076,895)
Less: Loans receivable		0	0	0
Add: Provisions - employee		196,543	196,543	196,543
Add: Long term borrowings		57,073	57,073	(0)
Adjusted Net Current Assets		1,106,989	1,109,119	1,936,372

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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

**This Year YTD****Surplus(Deficit)****\$1.94 M****Last Year YTD****Surplus(Deficit)****\$1.11 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020/21 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Variance	Timing/ Permane	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	33,833	1,901%	▲	Permanent	Insurance reimburse for truck hire & trainee subsidy. CEO car contribution.
General Purpose Funding	319,627	22%	▲	Permanent	Early Payment of 2021/22 Grant Commission Income
Law, Order and Public Safety	173,860	491%	▲	Permanent	Fire Mitigation Grant Income \$84,825, reimbursement on fire truck repairs \$51,688. Early Payment of 2021/22 operating grant. And 2018/19 overspend reimbursed \$19,387
Health	373	47%		Permanent	Not Material
Education and Welfare	(1,000)	(100%)		Permanent	Not Material
Housing	(720)	(15%)		Permanent	Grader Driver Housing Income
Community Amenities	53,215	74%	▲	Permanent	Income from planning applications
Recreation and Culture	1,252	5%		Permanent	Not Material
Transport	162,893	58%	▲	Permanent	Early payment of 2021/22 Local Road Grant
Economic Services	17,335	45%	▲	Permanent	Standpipe income over budget
Other Property and Services	(44,876)	(49%)	▼	Permanent	Private Works income less than budgeted & Workers Compensation Claims less than budgeted
Expenditure from operating activities					
Governance	(17,381)	(13%)	▼	Permanent	Computer Equipment maintenance over budget
General Purpose Funding	(24,180)	(31%)	▼	Permanent	Legal Fees over budget (Rates Recovery)
Law, Order and Public Safety	(121,239)	(66%)	▼	Permanent	Repairs to Fire Vehicles over budget, (recovered). Fire mitigation works (grant funded)
Health	692	2%		Permanent	Not Material
Education and Welfare	1,510	7%		Permanent	Not Material
Housing	7,091	19%	▲	Permanent	CEO Housing maintenance under budget
Community Amenities	(28,322)	(8%)		Permanent	Planning costs (offset by increased planning income)
Recreation and Culture	16,342	4%		Permanent	Halls maintenance and Parks & Gardens under budget
Transport	416,858	15%	▲	Permanent	Road maintenance underbudget due to focus on capital roads projects
Economic Services	(30,831)	(20%)	▼	Permanent	Standpipe expenses & community functions both overbudget
Other Property and Services	(93,238)	(158%)	▼	Permanent	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	254,636	15%	▲	Permanent	Early Payment of grant income, 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	1,202,826	34%	▲	Permanent	Capital works program - Mostly Aged Persons Units, some road projects & LRCI projects
Financing Activities					
Proceeds from New Debentures	(310,000)	(100%)	▼	Permanent	Aged Persons Accommodation
Transfer from Reserves	0	0%		Timing	Not material
Repayment of Debentures	0	0%		Timing	Not material
Transfer to Reserves	0	0%		Timing	Not material

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

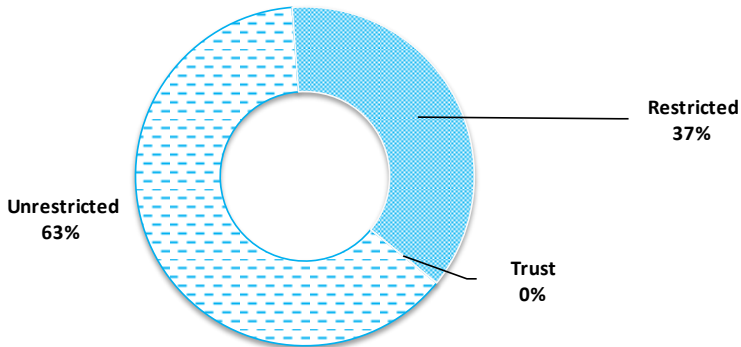
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	700			700	NAB	0.00%	At Call
At Call Deposits							
Municipal Fund	1,830,339			1,830,339	NAB	0.00%	At Call
Term Deposits							
Reserve Funds		1,076,895		1,076,895	NAB	0.80%	09-Jun-21
Total	1,831,039	1,076,895	0	2,907,934			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$2.91 M	\$1.83 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

OPERATING ACTIVITIES

NOTE 4
RECEIVABLES

Rates Receivable	30 June 2020	30 Jun 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)	1,238,930
Equals Current Outstanding	101,076	122,255
Net Rates Collectable	101,076	122,255
% Collected	91.97%	90.30%

KEY INFORMATION

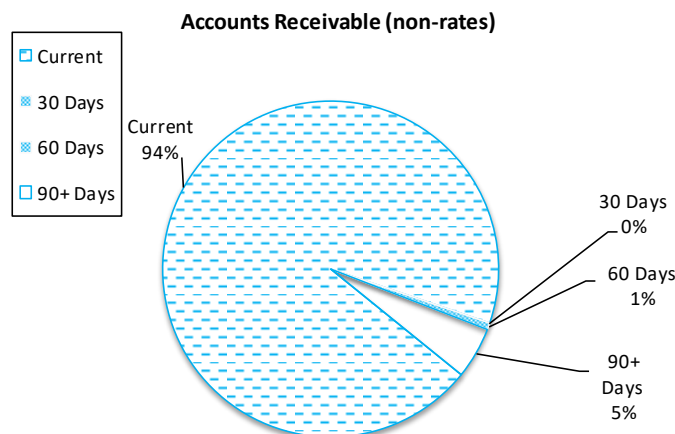
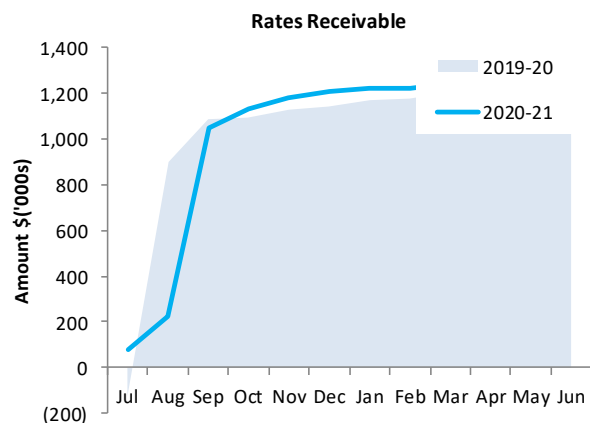
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	87,219	0	598	4,590	92,407
Percentage	94%	0%	1%	5%	
Balance per Trial Balance					
Sundry debtors					92,407
GST receivable					29,366
Total Receivables General Outstanding					121,773

Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$121,773
Over 30 Days
6%
Over 90 Days
5%

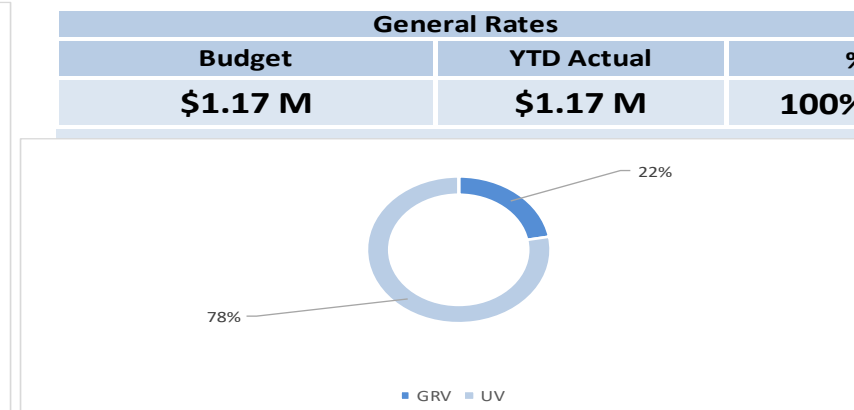
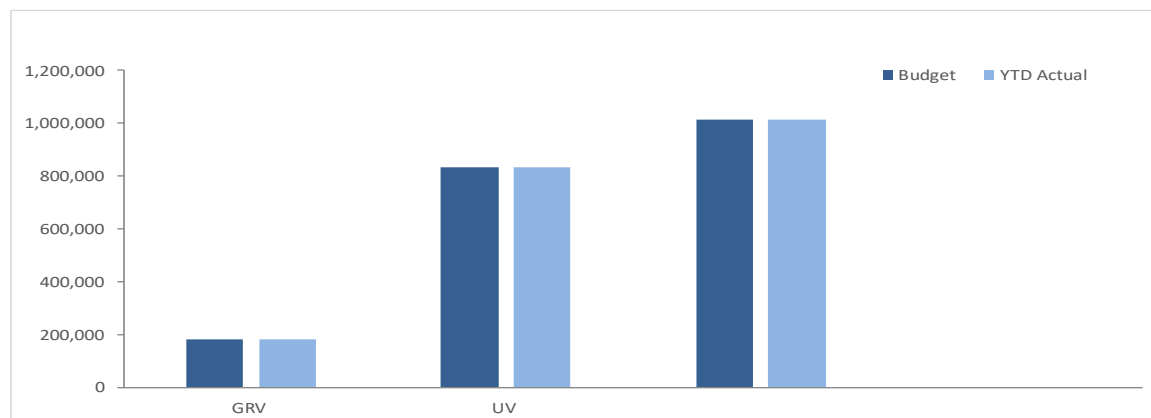
Collected	Rates Due
90%	\$122,255

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

General Rate Revenue	Annual Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
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	\$										0
GRV	690	142		97,980	0	0	97,980	97,980	0	0	97,980
UV	930	157		146,010	0	0	146,010	146,010	0	0	146,010
		299	0	243,990	0	0	243,990	243,990	0	0	243,990
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)				(160)
COVID Subsidy							(5,000)				(3,095)
Interim Rates							250				0
Ex-Gratia Rates							446				469
Amount from General Rates							1,171,584				1,172,622
Ex-Gratia Rates											0
Total General Rates							1,171,584				1,172,622

SIGNIFICANT ACCOUNTING POLICIES

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

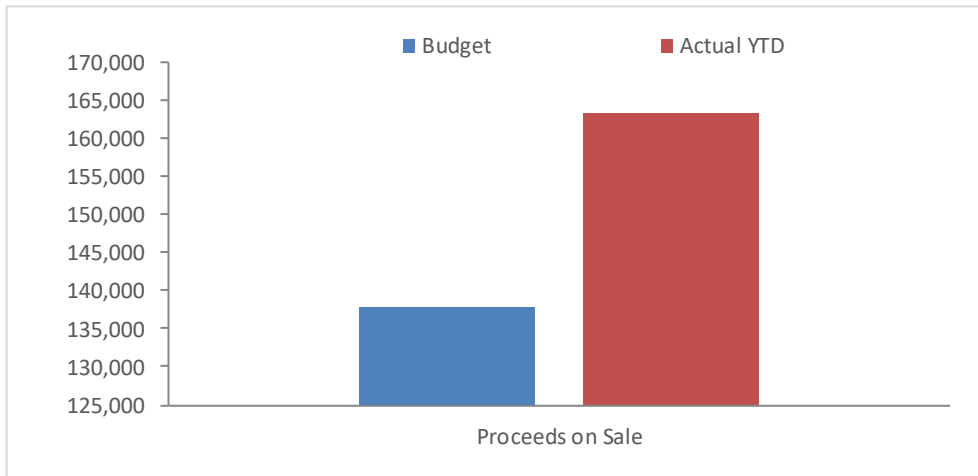


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

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 30 JUNE 2021

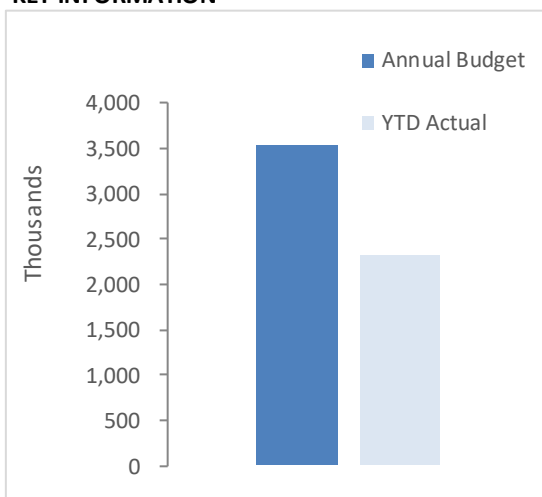
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	1,518,697	1,518,697	231,106	1,287,590
Plant & Equipment	494,424	494,424	446,869	47,555
Furniture & Equipment	0	0	0	0
Roads	1,336,233	1,336,233	1,555,885	(219,653)
Recreation	31,065	31,065	33,416	(2,351)
Parks, Gardens, Recreation Facilities	112,150	112,150	44,245	67,905
Other Infrastructure	37,500	37,500	15,720	21,780
Capital Expenditure Totals	3,530,068	3,530,068	2,327,242	1,202,826
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,702,022	1,702,022	1,956,658	254,636
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	1,380,046	207,380	(1,172,666)
Capital Funding Total	3,530,068	3,530,068	2,327,242	(1,202,826)

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



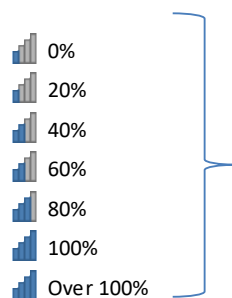
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.53 M	\$2.33 M	66%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.7 M	\$1.96 M	115%

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

% of
Completion Level of completion indicator

	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance	
Capital Expenditure						
Land						
0.96	Cuballing Railway Reserve Design	C176A	30,000	30,000	28,766	1,234
Buildings						
0.02	Administration Building Disabled Access	J4114C	62,833	62,833	1,091	61,742
0.14	Building Renewal - Cuballing Memorial Park	C176	99,309	99,309	13,942	85,368
1.00	Cuballing Town Hall Drainage	C162A	25,879	25,879	25,932	(53)
1.12	Cuballing Town Hall - Paint Exterior	C162B	14,400	14,400	16,190	(1,790)
0.34	Cuballing Cemtery Upgrade 2019/20	C161	5,000	5,000	1,679	3,321
0.35	Popanyinning Main Street Refurbishment	C193	73,800	73,800	25,925	47,875
0.09	Aged Persons Accommodation	C084	1,207,475	1,207,475	105,982	1,101,493
1.00	Fire Shed Extension - Carry over 2019/20	05140	0	0	2,599	(2,599)
1.00	Fencing Dryandra Equestrian Centre	C147	0	0	9,000	(9,000)
Total Land & Buildings			1,518,697	1,518,697	231,106	1,287,590

Plant & Equipment						
0.93	Grader	12412	395,000	395,000	368,700	26,300
1.00	Rake For Loader	12410	18,500	18,500	18,500	0
0.00	Two Way System	12411	20,000	20,000	0	20,000
0.99	CEO Vehicle	12405	55,924	55,924	55,171	753
0.90	Tank for Depot	12413	5,000	5,000	4,498	502
	Total Plant & Equipment		494,424	494,424	446,869	47,555
Furniture & Equipment						
1.00	Nil		0	0	0	0
	Total Furniture & Equipment		0	0	0	0
Infrastructure - Roads						
1.01	RRG - Narrogin Wandering Road	R129B	158,635	158,635	159,964	(1,329)
0.31	RRG - Stratherne Road 20/21	R001C	150,944	150,944	47,341	103,603
1.01	RRG - Wandering Narrogin Road	R129D	350,069	350,069	352,807	(2,738)
0.54	RTR - Popanyinning East Road Gravel Sheeting	RTR004	76,266	76,266	41,154	35,112
1.07	RTR - Reeds Road Gravel Sheeting	RTR017	63,335	63,335	68,021	(4,686)
1.23	RTR - Wandering Narrogin Road - Final Seal Stevens Road	RTR129	6,804	6,804	8,390	(1,586)
1.37	BS - Narrogin Wandering Road Black Spot	BS129	472,670	472,670	645,967	(173,297)
1.11	Congelin Road Culvert Renewal	CUL029	35,856	35,856	39,899	(4,043)
1.12	Popanyinning East Road Drainage	R004H	21,654	21,654	24,298	(2,644)
1.00	WSFN - Cuballing East Road	WSF006	0	0	168,046	(168,046)
	Total Road Infrastructure		1,336,233	1,336,233	1,555,885	(51,607)
Recreation						
1.08	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						
0.10	Yornaning Dam - Stage 3	C189	77,150	77,150	8,067	69,083
	Yornaning Dam - Shade Sails	C195	35,000	35,000	36,178	(1,178)
	Total Parks, Ovals & Playgrounds		112,150	112,150	44,245	67,905
Other Infrastructure						
0.52	Bridge Improvements - Capital Upgrade	11214	30,000	30,000	15,720	14,280
0.00	Transfer Station Bin Lids	C163	7,500	7,500	0	7,500
	Total Other Infrastructure		37,500	37,500	15,720	21,780
0.66	TOTAL CAPITAL EXPENDITURE		3,530,068	3,530,068	2,327,242	1,370,872

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021**

**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	42,266	42,266	29,239	29,239	2,305	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	57,073	57,073	159,941	470,020	5,383	5,383

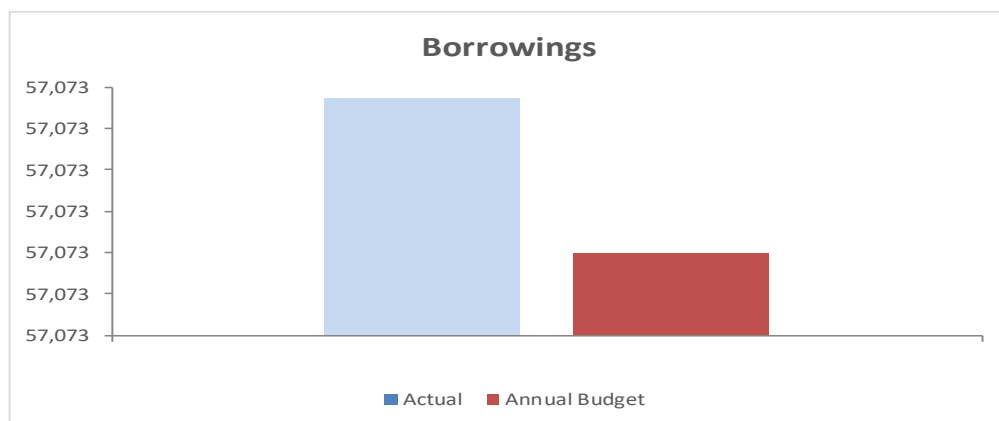
All debenture repayments were financed by general purpose revenue.

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	\$57,073
Interest Earned	\$15,572
Interest Expense	\$5,383
Reserves Bal	Loans Due
\$1.08 M	\$.16 M

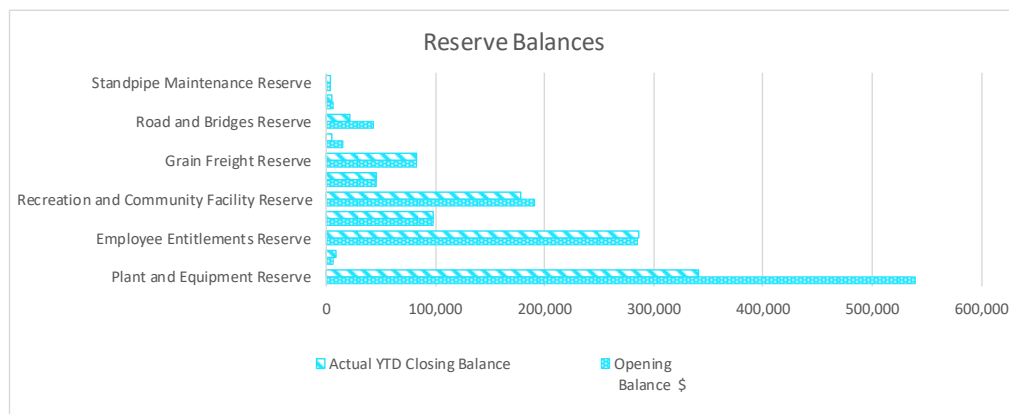
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021

OPERATING ACTIVITIES
NOTE 9
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening	Budget Interest	Actual Interest	Budget Transfers	Actual Transfers	Budget Transfers	Actual Transfers	Budget Closing	Actual YTD
	Balance	Earned	Earned	In (+)	In (+)	Out (-)	Out (-)	Balance	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	538,714	4,728	2,069		2,069	(329,311)	(200,129)	214,131	340,654
IT and Office Equipment Reserve	6,721	147	2,428		2,428	0	0	6,868	9,149
Employee Entitlements Reserve	284,971	2,598	1,101		1,101	(20,000)	0	267,569	286,072
Housing Reserve	97,840	754	368		368	(40,000)	0	58,594	98,208
Recreation and Community Facility Reserve	191,187	2,596	801		801	(129,309)	(13,942)	64,474	178,046
Refuse Site Reserve	45,216	841	206		206	(7,500)	0	38,557	45,422
Grain Freight Reserve	82,825	672	314		314	0	0	83,497	83,139
Equestrian Reserve	14,769	42	50	4,545	4,596	0	(14,455)	19,356	4,910
Road and Bridges Reserve	43,361	603	176		176	(21,654)	(21,654)	22,310	21,883
Community & Sporting Club Reserve	6,725	3	22		2,591	(4,000)	(4,000)	2,728	5,316
Standpipe Maintenance Reserve	4,075	16	21		21	0	0	4,091	4,096
	1,316,404	13,000	7,556	4,545	14,670	(551,774)	(254,179)	782,175	1,076,895

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2021NOTE 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	571,041	291,079
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	119,201	87,007
Fire Mitigation Grant	0	0	84,825	84,825
Education & Welfare				
Good Things Foundation	1,000	1,000	0	(1,000)
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	344,691	153,350
Economic Services				
Community Events	6,500	6,500	3,970	(2,530)
Other Property & Services				
Workers Compensation	15,000	15,000	2,706	(12,294)
Operating grants, subsidies and contributions Total	615,168	615,168	1,231,483	616,315
Non-operating grants, subsidies and contributions				
Education & Welfare				
Aged Person Accommodation Funding	443,223	443,223	371,429	(71,794)
Recreation & Culture				
Yornaning Dam Stage 3	53,130	53,130	53,130	0
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	355,781	(2)
Wheatbelt Freight Secondary Network	0	0	237,439	237,439
Other Infrastructure				
Community Infrastructure Grants	247,768	247,768	197,953	(49,815)
Community Infrastructure Grants Phase 2	0	0	131,266	131,266
Water Tanks Allocation Program	0	0	27,672	27,672
Non-operating grants, subsidies and contributions Total	1,702,022	1,702,022	1,956,658	95,699
Grand Total	2,317,190	2,317,190	3,188,141	712,014

KEY INFORMATION

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

9.1.3 Adoption of the 2021/22 Budget

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	14 th July 2021
Author:	Bronwyn Dew, Deputy CEO
Attachments:	9.1.3A Draft 2021/22 Budget – Included separately

Summary

The Draft 2021/22 Budget for the financial year ending 30th June 2022 is presented for Council consideration.

Background

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

Council resolved at the Special Meeting of Council on Wednesday 23rd June 2021 to:

COUNCIL DECISION – 2021/070:

That Council adopt the priority ranking, from highest to lowest priority, of discretionary activities for possible inclusion of these discretionary activities in Council's 2021/22 Budget as follows:

Details	Cost
1. Include an 10% Rate Increase	(63,005)
2. Works Crew Communications System	15,000
3. Cuballing Rail Reserve Development Business Case	35,000
4. Portion of regular roadside vegetation pruning	20,000
5. Additional Bridal Creeper Weed Spraying	10,000
6. Upgrade Eastern Fence & Gates at Shire Depot	25,000
7. Cuballing Transfer Station – Cement Shed Floor	9,960
8. Reserve Transfer Plant & Equipment Reserve	(\$111,000)
9. Reserve Transfer Refuse Site	(\$9,960)
Moved: Cr Bradford	Seconded: Cr Harris
	Carried 5/0

Comment

This Draft 2021/22 Budget incorporates a total operating expenditure of \$4,405,311, a increase from 2020/21's budgeted expenditure of \$4,228,993.

1. Major Capital Expenditure

The following capital works and purchases, are included in the Draft 2021/22 Budget:

Popanyinning Main Street Refurbishment	\$200,465
Yornaning Dam – Stage 3	\$66,079
Shire Administration Building – Disabled Access	\$62,833
Shire Administration Building – Reception Refurbishment	\$73,211
Cuballing Memorial Park Upgrade	\$85,367
Cuballing Railway Reserve Development Business Case	\$35,000
LRCI Stage 3 Projects	\$495,536
Aged Persons Accommodation	\$1,587,187
Shire Depot – Upgrade Eastern Fence & Gates	\$25,000
CEO Residence – Replace Air Conditioner	\$12,000

Cuballing Transfer Station Shed – Concrete Floor	\$9,960
Yornaning Mountain Bike Track	\$6,207

2. Road Construction

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

Road	Expenditure	Associated Grant Income
Wandering Narrogin Road 2021/22	\$352,151	\$361,790
Stratherne Road Widening 2021/22	\$160,343	
Stratherne Road 2020/21 Shoulder Widening	\$103,604	\$210,951
Popanyinning East Road Gravel Sheeting	\$35,112	
Popanyinning West Road Shoulder Widening	\$215,044	
Cuballing East Road – Reconstruction	\$1,317,624	\$1,171,254

3. Plant Replacement

The following capital plant and equipment purchases are included in the Draft 2021/22 budget:

- Prime Mover - \$200,000 and a trade in of \$35,000;
- Bomag Roller - \$170,000 and a trade in of \$30,000;
- Manage Works & Services' Vehicle - \$53,000 and a trade in of \$25,000;
- Works Supervisor's Vehicle - \$48,000 and a trade in of \$25,000; and
- Works Crew Communication System - \$15,000.

4. Capital Project Grant Income

The Shire of Cuballing has budgeted to receive \$2,360,758 in grants towards capital projects within the Shire.

5. Property Rates

The Draft 2021/22 Budget has an average of 10% increase to property rates. This increase is in line with Council's Long Term Financial Plan and reflects the increasing costs of materials, utilities, insurance, contractors and staff wages, whilst maintaining service levels and financial sustainability.

An 8% Early Payment Discount is offered to ratepayers who choose to pay their rates in full by Thursday 9th September 2021, being within 35 days of the date of issue of Council's rate notice.

Minimum rates for GRV valued properties and UV valued properties have increased by 10% in the 2021/22 budget with the minimum rates for GRV properties increasing to \$759 and UV Properties to \$1,023.

The Draft 2021/22 Budget includes a reduction in interest charges in line with commercial interest rates being:

- Rates Penalty Interest moving from 7% to 5%; and
- Rates Instalment Interest moving from 5% to 1%.

6. Fees and Charges

Fees and charges have been reviewed and have increased by 5% in line with increased costs.

In 2021/22 Council is continuing to impose charges under the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) including:

- a \$272 charge for the collection of Kerbside Waste and Recycling within the Shire of Cuballing with a reduced charge of \$210 for eligible pensioners; and
- a Waste Management Charge on all Unimproved Value rateable properties of \$35.00 per rates assessment. This charge will offset the cost of Waste Transfer Stations within the Shire of Cuballing.

7. Conclusion

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

Strategic Implications - Nil

Statutory Environment

The Draft 2021/22 Budget document contains a number of items that require adoption by Council under the Local Government Act. They are that in accordance with:

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

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	8.3965	759
Unimproved Value	0.6846	1,023

2. Section 6.35 (5) of the Local Government Act 1995 requires that the Minister for Local Government's approval be sought for the imposing of a minimum payment where the number of separately rated properties in the district on which a minimum payment is imposed is greater than 50%. This is not applicable to the Shire of Cuballing in 2021/22;
3. Section 6.46 of the Local Government Act allows a discount of 8% be allowed for payment of rates in full within 35 days of the date of issue of the rate notice;
4. Section 6.45 of the Local Government Act a 5.5% interest charge be levied on rates installments, Deferred Pensioners Rates' excluded;
5. Section 6.45 of the Local Government Act an administration charge of \$10 be levied for the second and each of the subsequent rates installments;
6. Section 6.51 of the Local Government Act an 7% interest charge be levied on all overdue rates outstanding, Deferred Pensioners' Rates excluded;
7. Section 6.32 (1) of the Local Government Act 1995 the Schedule of Rents, Leases and Charges as detailed in the budget document;

8. Section 67 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) provides for a local government to arrange for the proper disposal of waste, by making an annual charge per waste receptacle.
9. Section 66 of the of the WARR Act 2007 provides for a local government to impose on rateable land an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides. Revenue raised from this charge is used to cover running costs of the Shire of Cuballing's Transfer Stations.
10. Section 64 (2) of the Local Government (Financial Management) Regulations 1996 that the due date for installments be set as follows:
 - 1st Instalment due not before 9th September 2021; and
 - 2nd Instalment due not before 9th November 2021; and
 - 3rd Instalment due not before 10th January 2022; and
 - 4th Instalment due not before 10th March 2022.
11. Section 6.19 of the Local Government Act 1995 requires a local government to give local public notice of any fees or charges it wishes to impose after adoption of the annual budget; and
12. Section 6.1 of the Local Government (Financial Management) Regulations 1996 requires that Council is required to adopt a percentage or value, to be used in statements of financial activity for reporting material variances against the adopted Budget

Policy Implications – Nil

Financial Implications

The Draft 2021/22 Budget sets the Council approved revenue and expenditure for the 2021/22 financial year.

Economic Implication - Nil

Environmental Considerations - Nil

Social Implications

Many projects contained within the 2021/22 Budget are focused on improving facilities within the general community.

Consultation

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

Options

Council may resolve:

1. the Officer's Recommendation;
2. that the Draft 2021/22 Budget be adopted with minor amendments;
3. that the Draft 2021/22 Budget be deferred for further deliberations.

Voting Requirements – Absolute Majority

OFFICER'S RECOMMENDATION

That Council, as detailed in the Draft 2021/22 Budget included at Attachment 9.1.1A, adopt:

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

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	8.3965	759
Unimproved Value	0.6846	1,023

2. the due date for the payment of rates being Thursday 9th September 2021, being within 35 days from the date of issue of Council's rate notice;
3. an Early Payment Rates Discount of 8% for payment of annual rates paid in full, including all arrears, by Thursday 9th September 2021, being within 35 days of the date of issue of Council's rate notice;
4. a 1% interest charge be levied on rates instalments, eligible and deferred pensioners rates excluded;
5. a 5% interest charge be levied on all overdue rates, deferred pensioners rates excluded;
6. an administration charge of \$10 be levied for the second and each of any subsequent rates instalments;
7. due dates for instalments of rates payments as follows:
 - a. 1st Instalment due on 9th September 2021; and
 - b. 2nd Instalment due on 9th November 2021; and
 - c. 3rd Instalment due on 10th January 2022; and
 - d. 4th Instalment due on 10th March 2022;
8. a Kerbside Rubbish Collection Fee \$272.00 and Kerbside Rubbish Collection Fee Pensioner \$210.00;
9. a Waste Management Charge on all Unimproved Value rateable properties of \$35.00 per rates assessment;
10. the Schedule of Fees and Charges as detailed in the Draft 2021/22 Budget;
11. the Revenue and Expenditure as detailed in the Draft 2021/22 Budget; and
12. the Significant Accounting Policies, as detailed in the Draft 2021/22 Budget, including a materiality threshold of +/- 10% of the budget allocation unless the dollar value of any variance is less than \$5,000 in the Statement of Financial Activity for 2021/22.

9.2 CHIEF EXECUTIVE OFFICER:

9.2.1 Popanyinning Progress Association Bonfire Night

Applicant: N/A
File Ref. No: ADM97
Disclosure of Interest: Nil
Date: 8th May 2021
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider support for the Popanyinning Progress Association in the holding of their annual Popanyinning Bonfire Night community event.

Background

The Popanyinning Bonfire Night is an ongoing annual event held by the Popanyinning Progress Association (PPA). The scale and features of the event have changed over time but the community gathering around a bonfire has been a constant. The Popanyinning Bonfire is a low cost, family friendly event that largely focuses on attracting the local Popanyinning community but in recent years has attracted increasing numbers of visitors from outside the Shire of Cuballing.

This year the PPA's Popanyinning Bonfire Night event to be held on will feature:

- the large bonfire;
- live music from a band;
- consumption, but not sale, of alcohol; and
- food for sale.

Again this year camping at the Popanyinning Recreation Reserve is expected to be popular with attendees. With the event permitting alcohol consumption providing camping onsite is a responsible action. The PPA will provide additional toilet facilities to support the number of campers.

Comment

It is anticipated that the PPA will request support from Council to conduct their annual Popanyinning Bonfire. Council has provided support in previous years.

Financial Support

In 2020 the Shire of Cuballing has provided support of \$1,470 to the PPA to conduct their Popanyinning Bonfire event. This support was provided through:

- Funding of \$600 of funds through a LEAP grant. The LEAP grants provide financial support on a 50% LEAP grant / 50% (organisation) basis; and
- A Shire contribution of \$870.

Council has budgeted for similar levels of financial support in 2021/22.

The Shire of Cuballing Works Department will again provide considerable in-kind support to every event by building the bonfire. In 2020 this support included 46 hours of staff time and was costed at \$4,117.66.

Labour	1,310.26
Overheads	1,847.44

Plant	645.33
Plant Depreciation	314.63
TOTAL	4,117.66

Camping on the Popanyinning Recreation Reserve

The Shire of Cuballing permits free camping on the Popanyinning Recreation Reserve, conditional upon

- Camping is only permitted in the defined area;
- Camping is only permitted for a one consecutive night;
- Camping is only permitted between the hours of 4pm and 9am;
- Camping is only permitted in a self-contained camping trailer, caravan or motor home, manufactured for the purpose of camping. Self-contained means having adequate toilet and bathing facilities built into the camping trailer, caravan or motor home.
- No camp fires of any type are permitted at any time.

It is suggested that Council relax these conditions for the weekend of the Popanyinning Bonfire to permit camping in areas on the reserve identified by the PPA, earlier arrival, later leave and permitting camping methods other than only in self contained camping. The PPA will provide additional temporary toilet facilities to assist.

Camping in the Popanyinning Old School

The Shire of Cuballing permits camping at the Popanyinning Old School for which Council charges a fee. The PPA will request that Council provide access to the Popanyinning Old School to accommodate the band after their performance at the event. This request is made with the knowledge that the band have family links with the PPA committee member who resides beside the Popanyinning Old School and the band members will be able to use the facilities at this residence.

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.
1.3	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.
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals

Statutory Environment – Nil

Policy Implications

7.9 Camping on Council Property

Policy Statement:

Free Camping on Council Property With a Permit

Council will allow camping with a permit in the following areas:

1. the Popanyinning Recreation Ground .

Camping in these areas, with a permit is conditional upon:

1. Camping is only permitted in the defined area;
2. Camping is only permitted for a one consecutive night;
3. Camping is only permitted between the hours of 4pm and 9am;
4. Camping is only permitted in a self-contained, camping trailer, caravan or motor home, manufactured for the purpose of camping. Self-contained means having adequate toilet and bathing facilities built into the camping trailer, caravan or motor home.
5. No camp fires of any type are permitted at any time.

Council will not charge a fee for this Free Camping on Council Property With a Permit.

Charged Camping on Council Property With a Permit

Council will permit camping with a permit on selected Council properties:

1. for activities conducted by local community based non-profit community groups; or
2. as part of a local event or activity.

Council will permit camping with a permit in the following areas:

1. Cuballing Recreation Ground;
2. Popanyinning Recreation Ground;
3. Popanyinning School Site;
4. Cuballing Hall;
5. Popanyinning Hall;
6. Cuballing Rifle Club;
7. Yornaning Dam.

Council may consider applications for camping on other Shire of Cuballing property on an individual basis, with prior notice of at least a month

Camping in these areas, with a permit, is conditional upon:

1. Obtaining a permit a week prior to establishing a campsite;
2. Camping can only be permitted for up to 3 consecutive nights. Council may consider applications for extended periods on an individual basis, with prior notice of at least a month;
3. Camping is only permitted in a swag, tent, camping trailer, caravan or motor home, manufactured for the purpose of camping;
4. Camp fires may be permitted with specific approval. Applications should indicate the request for approval of a camp fire with the permit application. Shire staff may seek the opinion of Shire of Cuballing Bush Fire Brigade volunteers in considering a request for a camp fire;
5. Payment of the Council fee for camping on Shire of Cuballing property.
6. Mobile power generators external to the vehicle should only be used up to two hours to top-up internal batteries and not operating before 7am or after 9pm.

7. Externally strung washing lines are not permitted.
8. If dogs accompany campers the Dog Act 1976 and the Shire of Cuballing Dog Local Law applies.

Council staff are encouraged to include additional conditions on each permit to camp on Shire property that addresses factors unique to each location such as:

- Rubbish disposal or waste management;
- Parking or driving on areas of the property;
- Times when noise should be minimised;
- Use of the Shire buildings or facilities on the property.

Council will charge a fee for Charged Camping on Council Property With a Permit. Council will consider an appropriate fee annually as part of adopting Fees and Charges in the Shire of Cuballing's Annual Budget process

Financial Implications

In addition to direct financial support, Council continues to support the Popanyinning Bonfire Night in an currently organises

- wood for the bonfire;
- provides an additional toilet,
- provides additional rubbish bins; and
- completes cleaning of the Recreation Reserve toilet facilities after the event.

Council has conservatively budgeted for \$6000 of support to the Popanyinning Bonfire event.

To fund the LEAP grants, in their 2020/21 budget Council has allocated \$4,000 and has funds of \$5,400 Council's Community and Sporting Club Reserve that includes accumulated receipts of advertising by private concerns in Council's *The Cuby News* newsletter.

Economic Implication

The PPA's Popanyinning Bonfire Night is expected to attract a considerable number of visitors from outside the Shire of Cuballing.

Social Implication

The PPA's Popanyinning Bonfire Night provides a social event for the Popanyinning community.

Environmental Considerations – Nil

Consultation

PPA

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments giving reason for such; or
3. to not approve the application of PPA for funding of their project for a Council LEAP grant.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council:

- 1. approve a LEAP application from the Popanyinning Progress Association for their Popanyinning Bonfire Night event that satisfies the requirements of Policy 2.16 - Local Event And Project (LEAP) Grant Program;**
- 2. agree to support the Popanyinning Progress Association to deliver their Popanyinning Bonfire Night event in line with the budget allocations made in GL Account 1132060 – Community Functions;**
- 3. permit camping on the Popanyinning Recreation Reserve on Saturday 28th and Sunday 29th August 2021 by people attending the Popanyinning Bonfire Night event; and**
- 4. permit the Popanyinning Progress Association to hire the Popanyinning Old School premises on Saturday 28th and Sunday 29th August 2021 for the purpose of accommodating people associated with the Popanyinning Bonfire Night event. Council will not charge the Popanyinning Progress Association for this use, conditional upon:**
 - a. all those people accommodated on the premises are permitted to use the toilet, bathroom and kitchen facilities of the neighbouring residence at 42 Forrest Street, Popanyinning; and**
 - b. the Popanyinning Progress Association ensuring that the premises are left clean after use.**

9.2.2 Policy - Temporary Employment or Appointment of CEO

Applicant: N/A
File Ref. No: ADM118
Disclosure of Interest: Nil
Date: 22nd June 2021
Author: Gary Sherry
Attachments: 9.2.2A Draft Temporary Employment or Appointment of CEO Policy

Summary

Council is to consider a draft Policy to relating to the appointment of an Acting or Temporary Chief Executive Officer.

Background

Council has provided delegated authority to the Chief Executive Officer (CEO) to appoint a Shire of Cuballing employee as Acting CEO in the event of a temporary absence of the CEO such as the provisions relating to annual or other leave included in the CEO's employment contract. This authority has been executed for some time without incident.

Recent amendments to the Local Government Act require that Council:

1. be satisfied that any person holding the position of CEO, even in a temporary or acting capacity, is suitably qualified for the position;
2. be satisfied with the provisions of the employment contract of the CEO, in a temporary or acting capacity; and
3. have a Policy for temporary employment or appointment of CEO

Comment

Staff, with the assistance of a template provided by WALGA, have prepared a draft Policy for consideration by Council. This draft Policy is included at Attachment 9.2.2A.

This draft policy:

- highlights the differences between an Acting and Temporary CEO. An Acting CEO is to be an appointment in the absence of an employed permanent CEO with a temporary CEO to be appointed in when there is not employed permanent CEO. (Point 1);
- in accordance with section 5.36(2)(a) of the Local Government Act, makes a determination by Council that the Deputy Chief Executive Officer (DCEO) and Manager Works and Services (MWS) are considered suitably qualified to perform the role of Acting CEO (Point 2.2);
- that a person acting in the position of DCEO or MWS is not suitably qualified and therefore unable to be appointed to the role of Acting CEO (Point 2.3);
- allows the CEO to appoint an Acting CEO for a period of up to 4 weeks (Point 3.1);
- the CEO is also required to appoint and Acting CEO for periods greater than 48 hours (Point 3.2);
- in the event the CEO is unable to appoint an Acting CEO, the Deputy CEO and Shire President will coordinate the calling and conduct of a Special Meeting of Council to facilitate an Acting CEO appointment (Point 3.4);

- requires Council to appoint an Acting CEO for periods greater than 4 weeks. Council can only appoint an Acting CEO for up to 12 months (Point 4);
- in the event of a requirement for a Temporary CEO, Council will resolve at that time the appointment (Point 5);
- unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at the cash component only of the substantive CEO's total reward package (Point 6.1); and
- Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment (Point 6.3).

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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

Goals

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

	Strategy	Outcome
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.6	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 1995

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

* Absolute majority required.

- (3) A person is not to be employed by a local government in any other position unless the CEO —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the proposed arrangements relating to the person's employment.
- (4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.
- (5A) Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.

- (5) For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

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

* Absolute majority required.

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up to date version of the policy on the local government's official website.

5.41. Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day to day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Policy Implications

Any Policy adopted by Council will be maintained in Council's Policy Manual and be available from the Shire of Cuballing's website.

Financial Implications

There are not new or additional financial implications of the draft Policy on Council.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments of the draft Policy included at Attachment 9.2.2A; or

3. to defer consideration at this time and request that staff provide additional information prior to a future consideration by Council.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council adopt the draft policy 4.23 Temporary Employment or Appointment of CEO included at Attachment 9.2.2A.

4.23 Temporary Employment or Appointment of CEO

Policy Objective

To establish policy, in accordance with Section 5.39C of the Local Government Act 1995 ('the Act'), that details the Shire of Cuballing's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Policy Scope

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Cuballing.

Policy Statement

1. Definitions:

Acting CEO means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

2. Acting and Temporary CEO Requirements and Qualification

(1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the Local Government Act 1995, and other duties as set out in the Act and associated Regulations.

(2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Deputy Chief Executive Officer (DCEO) and Manager Works and Services (MWS) are considered suitably qualified to perform the role of Acting CEO.

(3) A person appointed to act in the position of DCEO or MWS is not included in the determination set out in Clause 2 (2).

3. Appoint Acting CEO – Planned and unplanned leave for periods up to 4 weeks

(1) The CEO is authorised to appoint the DCEO or MWS in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 4 weeks, subject to the CEO's consideration of the DCEO and MWS's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.

(2) The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and up to 4 weeks.

(3) The CEO is to immediately advise all Council Members when and for what period of time the DCEO or MWS is appointed as Acting CEO.

- (4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the DCEO or MWS will liaise with the Shire President to coordinate the calling and conduct of a Special Meeting of Council to facilitate an Acting CEO appointment.
 - (5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 4 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.
4. Appoint Acting CEO for extended leave periods greater than 4 weeks but less than 12 months.
- (1) This clause applies to the following periods of extended leave:
 - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
 - (2) The Council will, by resolution, appoint an Acting CEO for periods greater than 4 weeks but less than 12 months, as follows:
 - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with clause 5(1)(c)(iii).
 - (3) The President will liaise with the CEO, or in their unplanned absence the DCEO to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
 - (4) Subject to Council's resolution, the President will be authorised to execute in writing the Acting CEO appointment with administrative assistance from the DCEO.
5. Appoint Temporary CEO – Substantive Vacancy
- (1) In the event that the substantive CEO's employment with the Shire of Cuballing is ending, the Council when determining to appoint a Temporary CEO may either:
 - a. by resolution, appoint DCEO or MWS as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - b. by resolution, appoint DCEO or MWS as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
 - (2) The President will liaise with the DCEO to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.

- (3) The President will be authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the DCEO.
6. Remuneration and conditions of Acting or Temporary CEO
- (1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at the cash component only of the substantive CEO's total reward package.
 - (2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
 - (3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

9.2.3 Draft Disability Access and Inclusion Plan 2019-2024

Applicant: N/A
File Ref. No: ADM13
Disclosure of Interest: Nil
Date: 11th August 2020
Author: Gary Sherry
Attachments: 9.2.3A DAIP 2019-2024 – Draft Works Plan 2021

Summary

Council is to consider an updated draft *DAIP 2019-2024 Works Plan - 2021*.

Background

The Shire of Cuballing is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information, facilities and services.

In achieving this goal, the Shire adopted its first Disability Access and Inclusion Plan (DAIP) in 1995 to address access barriers within the community. The Shire of Cuballing's DAIP provides goals and objectives to provide direction in improving access and inclusion for disabled persons.

Since the adoption of the initial DAIP, the Shire has implemented initiatives and made significant progress towards better access when upgrading or renovating facilities and services. The progress is highlighted below:

- Ramp access was constructed at the front of Cuballing Recreation Building;
- Information is updated and continually reviewed to reflect contemporary needs;
- the availability of alternative format information or assistance with information is promoted through the local newsletter;
- accessible Toilet built at Popanyinning Tennis Court with ramp access;
- construction of an accessible Men's Shed in Cuballing with accessible toilet facilities and;
- Construction of accessible access to the Popanyinning Hall.

In June 2019 Council adopted their DAIP 2019-2024 prepared in accordance with the Disability Services Act 1993. The DAIP 2019-2024 seeks to implement strategies and actions to achieve seven broad objectives:

Outcome 1	People with a disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Cuballing
Outcome 2	People with a disability have the same opportunity as other people to access the buildings and other facilities of the Shire of Cuballing
Outcome 3	People with a disability receive information pertaining to Council functions, facilities and services in a format that will enable them to access the information as readily as other people are able to access it
Outcome 4	People with a disability receive the same level and quality of service from the staff of the Shire of Cuballing as other people receive
Outcome 5	People with a disability have the same opportunities as other people to make complaints to the Shire of Cuballing
Outcome 6	People with a disability have the same opportunities as other people to participate in any public consultation by the Shire of Cuballing
Outcome 7	People with a disability have the same opportunities as other people to obtain and maintain employment with the Shire of Cuballing

The strategies and actions to deliver on these outcomes are included in the outcomes section of the DAIP 2019-2024.

The performance of the Shire in delivering the DAIP 2019-2024 outcomes is reported annually and the DAIP 2019-2024 will be reviewed in 2024.

Objective 2 of Council's DAIP 2019-2024 seeks to provide equality of opportunity to access to the Shire of Cuballing's buildings. To achieve this objective, Strategy 2.3 seeks to improve Shire of Cuballing facilities through:

1. developing a program of upgrades to remove identified access barriers to Shire of Cuballing buildings and facilities; and
2. annually reviewing this program of upgrades.

In August 2020 Council adopted the *DAIP 2019-2024 Works Plan – 2020*.

Staff are endeavouring to have Council's annual consideration of a DAIP 2019-2024 Works Plan completed late in the financial year, prior to the coming years budget.

Comment

Staff have updated a draft *DAIP 2019-2024 Works Plan – 2021*, included at Attachment 9.2.3A, that details a program of upgrades to remove identified access barriers to Shire of Cuballing buildings and facilities. This *DAIP 2019-2024 Works Plan – 2021* includes amendments and alterations previous iterations of DAIP 2019-2024 Works Plans.

The *DAIP 2019-2024 Works Plan – 2021*, included at Attachment 9.2.3A includes:

- a four year program with achievements in the previous years and works that are desirable but not scheduled;
- a program of access improvements to major Shire buildings including the Shire Office, Cuballing Hall, Popanyinning Hall. Given their age, of most of the Shire's major facilities fall well short of the current accessibility requirements;
- Footpath access along Campbell Street from Alton to Ridley Streets across the railway in central Cuballing;
- A program of construction of independent living units that are compliant to accessible guidelines;
- accessible toilets in the Cuballing and Popanyinning Halls. These will involve significant construction works; and
- ambulant toilets in most Shire facilities. Ambulant toilets are specifically designed for those with ambulant disabilities that do not require the extra space that is provided by an accessible toilet. They are designed for those that do not require the use of a wheelchair but do require assistance with their sensory loss, arthritis or use of a walking stick or frame.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

Goals

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

	Strategy	Outcome
1.1	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.
1.4	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.

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

	Strategy	Outcome
3.1	Deliver a diverse range of affordable services and infrastructure across the Shire.	A range of services, facilities and programs that the broadest community can access.
3.2	Ensure essential services and infrastructure are aligned to community needs now and in the future.	Services and infrastructure which meets the needs of the broadest community and responds to changing priorities.
3.3	Deliver and advocate for a diverse and safe transport system which is efficient and meets the needs of all users.	A diverse and safe transport system that balances the needs of all users including pedestrians, cyclists, private vehicles, public transport and freight.
3.4	Create and strengthen partnerships to advocate for and deliver community facilities, and services and major infrastructure.	The community has access to a range of education, health, cultural, recreational and transport opportunities to maximise their potential.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.
3.6	Facilitate and guide high quality and efficient building and development across the Shire.	A community with high quality and efficient buildings and development.

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

Goals

- Governance structures that ensure accountable, transparent and ethical decision making.
- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

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

Statutory Environment

The Disability Services Act 1993 requires that West Australian public authorities develop and implement a Disability Access and Inclusion Plan. The Act makes these plans mandatory and prescribes their development, implementation and reporting.

The Shire of Cuballing is required to report on the progress in the prescribed format to the Department of Communities annually.

Policy Implications

DAIP 2019-2024

Outcome 2 People with disability have the same opportunity as other people to access the buildings and other facilities in the Shire of Cuballing

Strategy	Task	Timeline	Responsibility
2.3 Undertake to identify and incorporate the priorities regarding access that have been identified during the review process.	2.3.1 Develop a program of upgrades to remove identified access barriers to Shire of Cuballing buildings and facilities by utilising the Access Resource Kit checklist.	June 2019	Building Officer & CEO
	2.3.2 Annually review the program of upgrades to Shire of Cuballing buildings and facilities	April	CEO, Council

Financial Implications

The DAIP 2019-2024 identifies that any major tasks that will need to be planned and costed through the Long Term Financial Plan and annual budgeting process.

Economic Implication – Nil

Social Implication

The DAIP 2019-2024 outlines strategies that will assist the development of a community that is accessible and inclusive for people with disabilities, their families and carers.

Environmental Considerations – Nil

Consultation

Council has advertised the opportunity to participate in the development of the draft DAIP 2019-2024.

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor or scheduling amendments to the draft DAIP 2020-2025 Works Plan – 2021; or

3. to require further development of the draft DAIP 2019-2024 Works Plan – 2021 before Council reconsiders the matter.

Voting Requirements – Simple Majority

OFFICER’S RECOMMENDATION:

That Council adopt the draft Disability Access and Inclusion Plan 2019-2024 Works Plan – 2020 included at Attachment 9.2.3A.

DISABILITY ACCESS AND INCLUSION PLAN - 2019-2024
Works Plan - 2021

Venue	Improvement	2019/20	2020/21	2021/22	2022/23	2023/24	After 2024
Cuballing Footpath	Campbell Street from Alton to Ridley Streets				X		
Cuballing Footpath	Darcy Street from Alton to Ridley Streets						X
Cuballing Hall	Accessible front access				X		
Cuballing Hall	Accessible rear access						X
Cuballing Hall	Accessible toilet(s)						X
Cuballing Hall	Ambulant toilets				X		
Cuballing ILU's	Construction of Aged Units with Accessible facilities			X			X
Cuballing ILU's	Footpath to Alton/Campbell Streets				X		
Cuballing CWA Hall	Accessible front access				X		
Cuballing CWA Hall	Accessible rear access				X		
Cuballing CWA Hall	Ambulant toilets				X		
Cuballing CWA Hall	Accessible toilet(s)						X
Cuballing public toilet	Accessible path across park		Incomplete			X	
Cuballing public toilet	Ambulant toilets		Incomplete			X	
Cuballing Recreation Ground - Oval	Ambulant toilets		Incomplete			X	
Cuballing Recreation Ground - Tennis	Accessible access path						X
DREC	Ambulant toilets				X		
Memorial Park	Accessible site improvements/priority disabled parking		Incomplete	X			
Popanyinning Hall	Accessible front access	Complete					
Popanyinning Hall	Accessible side access					X	
Popanyinning Hall	Accessible toilet(s)						X
Popanyinning Hall	Ambulant toilets						X
Popanyinning Public Toilet	Priority accessible parking		Incomplete	X			
Popanyinning Public Toilet	Ambulant toilets						X

Venue	Improvement	2019/20	2020/21	2021/22	2022/23	2023/24	After 2024
McGarrigle Park	Accessible picnic tables			X			
Shire Administration	Accessible front access		Incomplete	X			
Shire Administration	Accessible rear access					X	
Shire Administration	Accessible front counter			X			
Shire Administration	Accessible toilet(s)						X
Shire Administration	Ambulant toilets					X	
Shire Administration	Priority accessible parking		Incomplete	X			
Yornaning Dam	Priority accessible parking	Complete					
Yornaning Dam	Adjustment of fencing to allow closer accessible parking to facilities	Complete					
Yornaning Dam	Ambulant toilets						X
Yornaning Dam	Accessible toilet(s)						X
Yornaning Dam	Accessible pathway to facilities						X
Yornaning Dam	Accessible BBQ area	Complete					
Yornaning Dam	Accessible picnic tables	Complete					

9.2.4 Camping Event at Cuballing Recreation Centre

Applicant: N/A
File Ref. No: ADM77
Disclosure of Interest: Nil
Date: 8th May 2020
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider permitting a reduced fee for the BiTone West Coast Caravan Club’s proposed camping event at the Cuballing Recreation Centre.

Background

Because the a private caravan park trades operates with in the Shire of Cuballing, in recent times camping at Council managed reserves has been politically contested.

The BiTone West Coast Caravan Club have booked the Cuballing Recreation Centre for a club event on Thursday 26th and Friday 27th August 2021. The Club members will camp in Cuballing and then travel and camp at Popanyinning to attend the Popanyinning Bonfire event.

Camping, including for caravan club members, at the Popanyinning Recreation Reserve is a free.

The Shire will provide the Club with access to the full Cuballing Recreation Centre facility, including function area, toilets, showers, kitchen and changerooms. Permission to consume alcohol will also be provided.

The Club expect to have 30 vans, about 55 people, attend this event

Comment

Under Council’s adopted fee for camping of \$25 per night, the Club members will pay a total of \$750 per night and \$1,500 in total.

Under Council’s adopted hire fees, the cost of hiring the Cuballing Recreation Centre for access to the entire facility for an event where alcohol and food is provided is \$230 per day and \$460 in total.

The cost to Council to provide each event is similar, but the cost is significantly higher for the BiTone West Coast Caravan Club to hire the venue with camping.

The Officer’s Recommendation is to allow the BiTone West Coast Caravan Club camp on Thursday 26th and Friday 27th August 2021 for a similar cost and conditions as a casual event hire for the Cuballing Recreation Centre.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

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

	Strategy	Outcome
--	----------	---------

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

Statutory Environment – Nil

Policy Implications

7.9 Camping on Council Property

Policy Statement:

Free Camping on Council Property With a Permit

Council will allow camping with a permit in the following areas:

1. the Popanyinning Recreation Ground .

Camping in these areas, with a permit is conditional upon:

1. Camping is only permitted in the defined area;
2. Camping is only permitted for a one consecutive night;
3. Camping is only permitted between the hours of 4pm and 9am;
4. Camping is only permitted in a self-contained, camping trailer, caravan or motor home, manufactured for the purpose of camping. Self-contained means having adequate toilet and bathing facilities built into the camping trailer, caravan or motor home.
5. No camp fires of any type are permitted at any time.

Council will not charge a fee for this Free Camping on Council Property With a Permit.

Charged Camping on Council Property With a Permit

Council will permit camping with a permit on selected Council properties:

1. for activities conducted by local community based non-profit community groups; or
2. as part of a local event or activity.

Council will permit camping with a permit in the following areas:

1. Cuballing Recreation Ground;
2. Popanyinning Recreation Ground;
3. Popanyinning School Site;
4. Cuballing Hall;
5. Popanyinning Hall;
6. Cuballing Rifle Club;
7. Yornaning Dam.

Council may consider applications for camping on other Shire of Cuballing property on an individual basis, with prior notice of at least a month

Camping in these areas, with a permit, is conditional upon:

1. Obtaining a permit a week prior to establishing a campsite;
2. Camping can only be permitted for up to 3 consecutive nights. Council may consider applications for extended periods on an individual basis, with prior notice of at least a month;
3. Camping is only permitted in a swag, tent, camping trailer, caravan or motor home, manufactured for the purpose of camping;
4. Camp fires may be permitted with specific approval. Applications should indicate the request for approval of a camp fire with the permit application. Shire staff may seek the

opinion of Shire of Cuballing Bush Fire Brigade volunteers in considering a request for a camp fire;

5. Payment of the Council fee for camping on Shire of Cuballing property.
6. Mobile power generators external to the vehicle should only be used up to two hours to top-up internal batteries and not operating before 7am or after 9pm.
7. Externally strung washing lines are not permitted.
8. If dogs accompany campers the Dog Act 1976 and the Shire of Cuballing Dog Local Law applies.

Council staff are encouraged to include additional conditions on each permit to camp on Shire property that addresses factors unique to each location such as:

- Rubbish disposal or waste management;
- Parking or driving on areas of the property;
- Times when noise should be minimised;
- Use of the Shire buildings or facilities on the property.

Council will charge a fee for Charged Camping on Council Property With a Permit. Council will consider an appropriate fee annually as part of adopting Fees and Charges in the Shire of Cuballing's Annual Budget process

Financial Implications

The costs to the Shire of Cuballing to service the Cuballing Recreation Centre will be similar for the same for the BiTone West Coast Caravan Club camping event and a large function. The single largest cost will be cleaning, with staff anticipating that this may well be reduced for a caravan club rather than a private party.

RECREATION FACILITY HIRE	Rate	GST	Total Charge
CUBALLING RECREATION CENTRE			
Major Functions	\$209.09	Y	\$230.00
Use of oval and/or kitchen (ie. K9 Club) - Hourly Rate	\$25.00	Y	\$27.50
Use of toilets/ showers (eg. Equestrian) - Daily Rate	\$115.45	Y	\$127.00
Use of Oval only - Daily Rate	\$52.27	Y	\$57.50
Council Meetings/ Functions and Council Committee Meetings	Nil		Nil
Additional Cleaning Fee (per Hour)	\$83.64	Y	\$92.00
CAMPING ON COUNCIL PROPERTY WITH A PERMIT			
As per Council Policy 7.9, Camping at: <ul style="list-style-type: none"> • Cuballing Recreation Ground • Popanyinning Recreation Ground, • Popanyinning School • Popanyinning Hall • Cuballing Rifle Club • Yornaning Dam A camping permit is for: <ul style="list-style-type: none"> • a single group for one night in one tent/caravan/RV/etc: or • two adults for one night in multiple swags, etc. 	\$22.73	YES	\$25.00

Economic Implication

The members of the BiTone West Coast Caravan Club are expected to support local businesses when in the Shire of Cuballing.

Social Implication

Some members of the BiTone West Coast Caravan Club reside in the Shire of Cuballing.

Environmental Considerations – Nil

Consultation

BiTone West Coast Caravan Club

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments; or
3. to consider the members of the BiTone West Coast Caravan Club to be individual campers and not permit any discount or reduction on the Council adopted \$25 per night fee for camping at the Cuballing Recreation Ground in August 2021.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council:

- 1. consider the BiTone West Coast Caravan Club's proposed camping event at the Cuballing Recreation Centre to be a "Major Function" under Council's adopted "Fees and Charges 2021/22"; and**
- 2. agree to charge the BiTone West Coast Caravan Club the "Major Function" fee in Council's adopted "Fees and Charges 2021/22"; and**
- 3. not charge the individual members of the BiTone West Coast Caravan Club the adopted fee for camping when attending that Club's proposed camping event at the Cuballing Recreation Ground.**

9.2.5 Removal Popanyinning Fire Danger Rating Sign

Applicant: N/A
File Ref. No: ADM87
Disclosure of Interest: Nil
Date: 15th July 2020
Author: Gary Sherry
Attachments: Nil

Summary

Council is to consider removing the Fire Danger Rating sign on the railway reserve in Popanyinning because it is difficult to accurately maintain the display.

Background

The Shire of Cuballing has two Fire Danger Rating System signs located in Popanyinning and Cuballing townsites. The signs are able to display the various settings of the current fire danger system.

A recent survey of local governments indicated that only 44% currently have FDR signs, 68% indicated that they would consider installing new AFDRS signage.

While surveyed local governments believed the FDR signs to be effective, in more regional areas there was significantly less support for FDR signs due to lack of visibility, messaging blindness and maintenance issues. Benefits were most seen for tourists and/or people passing through



regional towns who may not be familiar with the area.

In Cuballing a local volunteer updates the fire danger rating (FDR) sign with the daily anticipated fire danger rating each morning.

In Popanyinning the Shire has been unable to locate a volunteer to updating of the FDR

sign and therefore the fire sign's displayed fire danger rating is often incorrect.

To overcome the resource hungry nature of the manual FDR signs, metropolitan local governments are installing automated digital signs.

Comment

The FDR signs are common features in many communities, particularly in localities with high fire dangers such as the Shire of Cuballing. Such signs often have strong, emotional links with community members and therefore Council endorsement of significant change is sought.

The Officer's Recommendation is to remove the Popanyinning FDR sign. This action is recommended because:

1. no volunteer can be found to daily update the sign with the correct fire danger rating. The Shire doesn't have the resources to update the sign;
2. staff are of the opinion that the FDR signs are not a very effective method in communicating the local fire danger situation to residents. While the sign does have a general fire safety message, currently more effective methods of high fire danger would include SMS communications on harvest bans and local weather reports on radio, television or social media. The sign is not effective for residents who don't drive past a sign. The Shire has not had any report from Popanyinning residents about the sign being incorrect.
3. the digital FDR signs are very expensive. An indicative installation cost of \$20,000 was provided some time ago to staff. As these signs are not a fire response activity, they are not able to be funded through the Emergency Services Levy. Such signs would need to be funded by the Shire's general revenue;
4. the fire danger rating system has legal impact on burning permits. Permits to burn become void during times when local weather conditions are of a severe or greater fire danger ratings. If the Shire's FDR sign is not accurate a resident may start a fire in a high risk situation. This may give rise to legal or PR implications for Council;
5. the Shire will be able to implement alternative solutions that may even improve the community awareness of fire danger. Examples of alternatives could include:
 - a. staff preparing daily Facebook posts that include the local fire danger rating. This would only need to be completed during bush fire season and in the restricted burning permit periods. This example has no financial cost and a small ongoing staff resource commitment;
 - b. Linking the BOM fire danger ratings to the Shire website to automatically show local ratings. This example would have some establishment and a small ongoing financial cost.

Consultation with Shire of Cuballing fire officials indicate that while they don't believe that the FDR signs a significant tool in advising the community of fire danger, the signs are a reminder to the community of the issue. The SMS messaging is a much more effective tool used by brigades in times of fire danger and imposing harvest bans.

In the event the Shire of Cuballing doesn't wish to use the FDR sign for this purpose, the Popanyinning Progress Association would like to use the sign to advertise local events in the Popanyinning.

Staff would want to remove the Cuballing sign if the Cuballing resident who volunteers to update the sign wishes to cease doing so.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

Goals

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

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

Statutory Environment

There is no statutory requirement to have a FDR sign.

Policy Implications – Nil

Financial Implications

Digital alternatives to FDR signs using the Shire's Facebook page or Shire website would have some start up and ongoing financial cost.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation

Chief Bush Fire Control Officer
Popanyinning Progress Association

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not remove the Popanyinning Fire Danger Sign.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council:

1. **remove the Popanyinning Fire Danger Rating Sign; and**
2. **implement alternative digital methods of publicising the local fire danger conditions.**

9.3 MANAGER OF WORKS AND SERVICES:

9.3.1 Purchase of Vibrating Steel Drum Roller

Applicant:	N/A
File Ref. No:	ADM053
Disclosure of Interest:	Nil
Date:	13 th July 2021
Author:	Bruce Brennan, Manager Works & Services
	9.3.1A Request for Quotation documentation
Attachments:	9.3.1B CONFIDENTIAL Offer Assessment Summary
	9.1.31C CONFIDENTIAL Offer Details

Summary

Council is to consider the purchase of a vibrating steel drum roller.

Background

The Shire currently uses a Bomag BW211 D3 vibrating steel drum roller that is scheduled for replacement in 2021/22.

To optimise Council's future options the Shire of Cuballing has conducted a Request for Quotation process through the WALGA Preferred Supplier Program to purchase a replacement motor grader. The WALGA Preferred Supplier Program was chosen because it is cheaper process than tendering for both Council and supplier and there are only 3 suppliers of suitable vibrating rollers in Western Australia and all are approved under the WALGA Preferred Supplier Program.



The Request for Quotation documentation provided suppliers is included at Attachment 9.3.1A.

The documentation only sought offers for the purchase of vibrating roller. The sale of Council's existing vibrating roller as a trade in is not an exempt disposition under Regulation 30 of the Local Government (Functions and General) Regulations 1996. To accept this trade-in offer Council would need to:

1. Obtain an official market valuation of the vibrating steel drum roller to be traded;
2. give local public notice of the proposed trade-in, giving details of the proposed sale including the market value and the names of the parties involved
3. invite public submissions on the proposed disposition; and
4. considers any submissions made before accepting the trade-in offer.

Council has also achieved excellent results recently achieved for other obsolete plant and vehicles through the auction process.

In determining the most advantageous offer, the Evaluation Panel scored each offer against the qualitative criteria. Each criterion was weighted to equally, as tabled below.

Qualitative Criteria
Cabin Ergonomics
Ease of Maintenance
Warranty
Parts Service
Ease of Day to Day Operations
Engine
Compaction Meter

The offers were assessed using a non-weighted cost method where the evaluation panel made a value judgement based on:

1. the qualitative ranking of each offer outlined above; and
2. the pricing submitted by each Supplier.

After assessing the offers, the evaluation panel made a value judgement as to the cost affordability and qualitative ranking of each offer, in order to determine the offer which is most advantageous to the Shire of Cuballing.

Comment

Council issued the request for quotation to the three suppliers of vibrating rollers on 14 June August 2021, inviting offers to be received by no later than 4pm on 1st July 2021.

Council received five offers from 3 suppliers:

- Tutt Bryant Equipment Pty Ltd ;
- Conplant Pty Ltd;
- WesTrac Pty Ltd; and

The offers were assessed by an Evaluation Panel including the Manager Works and Services and Leading Hand.

All five of the offers received were of a quality that would have allowed Council to select that offer. The five offers have all supplied similar vibrating rollers to local governments in Western Australia.

The Offer Assessment Summary is enclosed at Confidential Attachment 9.3.1B.

Both Bomag rollers were assessed as very similar to the existing Council machine. The offers were assessed having inferior Parts Service and inferior ease of maintenance.

The Conplant offer provided good ease of maintenance but inferior cabin ergonomics.

The Westrac offer had superior power to weight ratio, the superior cabin ergonomics, and warranty and ease of day to day operations. The Caterpillar machine was the only offer with a in-dash, compaction meter fitted as standard.

A summary of the pricing of each offer received is included at Confidential Attachment 9.3.1C. All pricing is included as GST Exclusive.

The Officer's Recommendation is the Caterpillar CS68B vibrating roller because this roller was the highest scoring offer in the qualitative criteria and the lowest priced offer.

Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

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.
- Transport systems that are functional, efficient, economical and safe, coupled with continuous improvement to meet the safety and amenity needs of the community.
- 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
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.

Statutory Environment

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly invited
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
- (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program;

Local Government Act

3.58. Disposing of property

- (1) In this section —
- dispose* includes to sell, lease, or otherwise dispose of, whether absolutely or not; *property* includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
- (i) describing the property concerned; and
- (ii) giving details of the proposed disposition; and
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

- (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (3) A disposition of property other than land is an exempt disposition if —
 - (a) its market value is less than \$20 000; or
 - (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

Policy Implications – Nil

Financial Implications

Council budgeted \$170,000 for the purchase of a vibrating roller in 2021/22. Four of the offers prices were within Council’s budget allocation.

Council has allocated to transfer funds from Council’s Plant Reserve to complete plant purchases in 2021/22.

A summary of the plant purchases for 2021/22 includes:

Plant Purchase/Replacement	Budget	Sale
Vibrating steel drum roller	170,000	30,000
Prime mover	200,000	35,000
Utility – Manager Works & Services	53,000	25,000
Utility – Works Supervisor	48,000	25,000
Works Communications	15,000	-
TOTAL	486,000	115,000

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council can resolve:

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

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

That Council:

- 1. accepts the offer from WesTrac Pty Ltd for supply of a Caterpillar CS68B vibrating steel drum roller for \$159,490 (GST Exclusive);**
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to purchase and any consequential changes as required to the purchase; and**
- 3. agrees to sell Council's existing Bomag BW211 D3 vibrating steel drum roller by auction at a time after the delivery of the new vibrating roller.**

Request For Quote Supply and Delivery

14ton Vibrating Smooth Drum Roller

The Shire of Cuballing is requesting quotes for a 14ton vibrating smooth drum roller. Through WALGA Preferred Supplier, closing on the 1st July at 4.00pm.

The new roller must be built to specs.

Operating Weight between 14,000kg – 16,000kg.

Engine rated power around 115kw – 130kw

Smooth Drum with minimum width 2.100m and Drum drive. With Scraper Blade front and rear of drum to be adjustable.

Two working modes one high impact vibration & and one low impact vibration.

Automatic speed control or high and low and travel mode.

An effective factory fitted heavy duty integrated air conditioner system, covered by the supplier and/or manufactures warranty.

Swivel base suspension seat with arm rests and adjustments for fore and aft movement, back tilt, lumbar, weight and height.

Heaters/Demisters

An engine hour metre is to be installed in cab.

Am/Fm radio. With Bluetooth connection and USB charge point

All front and rear windows to be fitted with wipers and washers.

Internal side and rear vision mirrors.

Reverse warning lights and audible and visual alarm.

Master electrical disconnect switch – to be lockable.

Horn.

Double element air cleaner.

Fire Extinguisher to meet Australian Standards.

Tinted windows.

Heavy duty canvas seat covers.

Two LED beacons the brightest available.

80 channel UHF radio.

Compaction Metre mounted inside cabin.

LED work lights front and rear.

Spare Wheel.

10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:

Nil

11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil at this time.

12. CONFIDENTIAL MATTERS:

Nil at this time.

13. NEXT MEETING:

Ordinary Council Meeting, 2.00pm, Wednesday 18th August 2021 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

14. CLOSURE OF MEETING: